STUDENT HANDBOOK 2026-2027

The University reserves the right to amend or supplement this handbook at any time upon such notice to the students as it deems suitable.

IT IS THE STUDENT'S RESPONSIBILITY TO READ AND ADHERE TO UNIVERSITY POLICIES AND PROCEDURES

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MISSION STATEMENT

Alcorn State University, a Historically Black College and University, is a comprehensive land-grant institution that celebrates a rich heritage with a diverse student and faculty population. The University emphasizes intellectual development and lifelong learning through the integration of diverse pedagogies, applied and basic research, cultural and professional programs, public service and outreach, while providing access to globally competitive academic and research programs. Alcorn strives to prepare graduates to be well-rounded future leaders of high character and to be successful in the global marketplace of the 21st century.

VISION STATEMENT

Alcorn State University will become a premier comprehensive Black land-grant University. It will develop diverse students into globally competitive leaders and apply scientific research, through collaborative partnerships, which benefits the surrounding communities, states, nation and world.

FOREWORD

In the pursuit of excellence, students will experience the opening of many doors, doors which provide self-knowledge, intelligent achievement, personal development, social awareness, civic responsibility, and friendships that will last a lifetime. This handbook is designed to assist all students to bridge the gap from one educational environment to another. The policies and procedures reflect the values of the University and attempt to create an atmosphere conducive to democratic living and learning. Students admitted to Alcorn State University are expected to conduct themselves as good citizens in the University community. This handbook is a compact reference which provides a comprehensive view of life at Alcorn State University.

The information in this handbook has been compiled with the expectation of contributing significantly to the cooperation and constructive relationships between students and the various departments of the University. Failure to read this handbook does not excuse one from following the rules and regulations contained therein. ***The University reserves the right to amend or supplement these regulations at any time upon such notice to students as it deems suitable.***

HISTORICAL SKETCH

Alcorn State University, the oldest historically black land-grant college in the United States, had its beginning in 1830 as Oakland College for the education of white male students. The Presbyterian school closed its doors at the beginning of the Civil War so that its students might answer the call to arms, and upon failing to reopen after the war, the college was purchased by the State of Mississippi and renamed Alcorn University in 1871 in honor of the late James L. Alcorn, who was then governor of the state.

Hiram R. Revels, the first black elected to the United States Senate, resigned his seat, and became Alcorn's first president. Another distinguished American who was outstanding in the history of Alcorn was Major John R. Lynch, then speaker of the Mississippi House of Representatives, who signed the bill for the establishment and creation of Alcorn University.

In 1862, Congress passed the "Morrill Land-Grant Act," whereby the national government gave to each state in the Union public land script equal to 30,000 acres for each senator and

representative in Congress for the “endowment, support and maintenance of at least one college whose leading object shall be, without excluding other scientific and classical studies and including military tactics, to teach such branches of learning as are related to agriculture and mechanical arts. . . in order to promote the liberal and practical education of the industrial classes in the several pursuits and professions of life.”

The Alcorn Ode

Beneath the shade of giant trees,
Fanned by a balmy southern breeze
Thy classic walls have dared to stand
A giant thou art in learning's band;
O, Alcorn dear, our mother, hear
Thy name, we praise, thy name we sing.

Thy name thy sons have honored far;
A crown of gems thy daughters are;
When country called her flag to bear,
The Gold and Purple answered, "Here"
O, Alcorn dear, our mother, hear
Thy name, we praise, thy name we sing.

Far as our race thy clan shall need—

So far to progress thou shalt lead
Thy sons with clashing arms of trade;
In useful arts full garbed thy maids;
O, Alcorn dear, we proudly bear
Thy standard on to victory.

—Mrs. J. S. Himes

Proof of Immunization

A. Measles, Mumps, and Rubella

Proof of immunization of measles, mumps, and rubella is required (two doses of the MMR vaccine) of all students, unless exempt because of (a) actual or suspected pregnancy (measles or rubella vaccines are not required for females who are pregnant; if pregnancy is suspected, valid certificate of medical exception from a health provider is required until pregnancy is resolved), (b) medical contraindication, or (c) birth prior to 1957. Temporary waivers may be granted for students enrolled in distance learning courses and/or programs where their time on campus is limited to a minimum number of hours as determined by the admitting IHL institution.
(BT Minutes, 2/2009; 3/2010; 11/2010)

B. HEPATITIS B

Proof of hepatitis B vaccination is required for students who are involved in health education programs that cause them to be potentially exposed to blood or other bodily fluids.
(BT Minutes, 1/93; 1/98; 2/2009; 3/2010)

C. RELIGIOUS EXEMPTIONS

Each institution has the authority to grant religious exemptions.

D. TUBERCULOSIS

Proof of test screening for tuberculosis by chest x-ray and interferon gamma release assays (IGRA) performed in the United States prior to the start of classes is required for all international students. (BT Minutes, 1/93; 1/98; 2/2009; 3/2010; 2016)

Smoke-Free Campus

Policy Statement:

Alcorn State University supports a smoke and tobacco free campus as a wellness initiative to protect the health of students, faculty, staff and guests. The current policy supersedes any previous policy and becomes effective July 1, 2018.
Accordingly, Alcorn State University finds and declares that the purposes of this policy are (1) to protect the public health and welfare by prohibiting smoking and tobacco use, including electronic cigarettes and other smoking devices, on any Alcorn State University property; (2) to provide a smoke and tobacco-free workplace (3) to encourage a healthier, more productive living/learning environment for all members of our campus community.

Alcorn State University Shall Be Entirely Smoke and Tobacco – Free

The smoke and tobacco - free policy applies to all Alcorn State University facilities, property, and vehicles (owned or leased), regardless of location. Smoking and the use of tobacco products

including smokeless tobacco shall not be permitted in any enclosed place, including, but not limited to offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within ASU. Smoking and the use of tobacco products shall also be prohibited outdoors on all ASU campus properties, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on University property, regardless of the purpose for their visit.

Promotion and Sale of Tobacco Products Prohibited at Alcorn State University
In further recognition of the incompatibility of Alcorn State University's educational mission and the promotion of tobacco products: No tobacco-related advertising or sponsorship shall be permitted on ASU property, at ASU - sponsored events, or in publications produced by ASU, with the exception of advertising in a newspaper or magazine that is not produced by ASU and which is lawfully sold, bought, or distributed on ASU property. For the purposes of this policy, "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other characteristics of products identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products. No tobacco products or paraphernalia shall be sold or distributed as samples on university grounds, either in vending machines, the student union, or any other area on campus.

Definitions

A. "Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

B. "Hookah" means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

C."Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.
D. 'Tobacco Product" means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bid is, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

Compliance and Enforcement

Public Safety - The Campus Police is responsible for enforcing the policy with visitors, students, staff, faculty, and vendors when appropriate. Courtesy and diplomacy must be used when enforcing this policy campus-wide.
Individuals found in violation of this policy will be fined $100.00 dollars for each violation. In addition to the mandatory fine, disciplinary action in accordance with general campus disciplinary procedures may be invoked for multiple violations.

Drug Free Policy

It is the policy of Alcorn State University to maintain a drug-free workplace, workforce, and campus consistent with federal laws as set forth in the Drug-Free Workplace Act of 1988 and the Department of Defense Drug-Free Workforce Rule of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Consequently, all employees--faculty, staff (part-time/full-time), and students are absolutely prohibited from unlawful possession, manufacture, distribution, dispensation, sale, use, or in any way involve themselves with controlled substances and alcohol on University property or as part of any University activity. For the purpose of this policy, the term "Controlled Substances" means those defined in Schedules I through V of section 202 of the Controlled Substances Act [21 U.S.C. 812] and as further defined by regulation 21 CFR 1300.11 through 1300.15.
Any faculty, staff, or student(s) found in violation of the aforementioned policy while on the University's campus, or while engaged in official University business off campus, shall be required to undergo mandatory assessment for drug abuse. The University reserves the right to prescribe the nature and type of corrective action to be imposed on faculty, staff or students found in violation of the Drug-Free Workplace and Drug-Free Campus Policy. Such corrective action may include: 1) issuance of warning, 2) referral for treatment, 3) suspension, 4) termination, 5) expulsion, and/or 6) civil prosecution.

Notification of Conviction

It is the policy of Alcorn State University that any faculty or staff member convicted of a controlled substance violation at the workplace is required to notify his or her supervisor or the University President within five (5) workdays of such conviction. Failure to comply with this requirement shall result in disciplinary action which may include suspension pending further investigation. It is the policy of the University to comply with federal laws that requires the University notify the applicable federal agencies within ten (10) days after the University has received notification of a controlled substance conviction of any faculty or staff member whose position is federally funded.

All students receiving a Pell Grant must comply. The requirements are that any student convicted of a drug-related offense, while on Pell Grant, will report the conviction in writing to the U. S. Department of Education within ten (10) days after the conviction.

Health Risks

Drugs are designed to produce physical and/or psychological change(s) within the body. However, there are health risks associated with the use of illegal/illicit drugs and alcohol such as:

- Damage to the brain.
- High blood pressure, seizures, strokes, heart attacks, cardiac arrest and/or respiratory arrest.
- Impaired judgment, loss of memory, poor hand and eye coordination and poor concentration.
- Sleep Disturbances, depression, paranoia, and anxiety.
- Physical and psychological dependence.
- Increased risk of HIV infection.
- Painful withdrawal symptoms (tremors, panic attacks, chills, sweating, muscle cramps, etc.).

General Indicators of Alcohol or Other Drug Abuse

- An abrupt change in mood or attitude.
- Sudden and continuing decline in school/work attendance and academic/job performance.
- Sudden and continuing resistance to discipline at home or school.

- Dysfunctional relationships with family or friends.
- Unusual flares of temper or acting-out violent behavior.

Program Services

- Alcohol and Other Drug Education
- Audiovisual Materials (Alcohol and Other Dugs)
- Awareness and Information Media Campaigns
- In-Service Training Seminars
- Peer Education (Student-Led Initiatives)
- Support Services (Alcohol and other drugs risk screening, confidential counseling and referral

UNDERGRADUATE ACADEMIC STANDARDS

REQUIREMENTS FOR ADMISSION

All inquiries concerning admission to Alcorn State University should be directed to the Office of Admissions. To be eligible for admission, a person must be a graduate of a recognized high school. Persons who are not high school graduates are required to pass the General Education Development (GED) test and get a satisfactory score on the ACT and/or SAT before being admitted. Applications for admission are accepted any time during the calendar year. Persons interested in applying should write or call the Admissions Office for an application and instructions for applying. Interested persons may also apply online at https://www.alcorn.edu/admissions by clicking “Apply Now”. All applicants should have high school and/or college transcripts, ACT or SAT scores, or GED passing score transcript sent

directly to the Office of Admissions, Alcorn State University, 1000 ASU Drive 300, Alcorn State, Mississippi 39096.
When the application for admission, ACT or SAT profile, transcript and/or GED certificate is received, the applicant will be notified concerning his/her status. It is advantageous to submit a partial transcript, as this will enable the staff to evaluate the academic record and provide an early response to the applicant's request for admission. Partial transcripts should include all available grades earned from freshman year to present. The partial transcript does not substitute for the final transcript, which should be submitted after graduating from high school.

University adheres to the principle of equal opportunity. The University does not discriminate on the grounds of race, color, religion, sex, national origin, age or handicap.

ACADEMIC ADVISING

All new and transfer students must report to the University College for assignment of an academic advisor. All students who have not completed the core requirements are advised within the University College. Transfer students must report to the University College for assignment of an advisor or authorization to transfer to their major department. After students have exited from University College, they will be assigned to their academic department and advised by a designated faculty member. To begin the registration process, students must obtain the Undergraduate Student Career Plan Form and Curriculum Status Sheets from their advisors or faculty mentors. Returning students who are currently enrolled may complete registration at www.alcorn.edu. A Personal Identification Number (PIN) is required.

ACADEMIC RECORDS

Permanent student records are maintained in the Office of Student Records. It is the current policy that no academic records be disposed. The information maintained as part of a student's permanent file includes:

1. **Name and address of students and parents or guardian**
2. **All academic transactions at Alcorn including transcripts**
3. **Application for admission to Alcorn, and**
4. **Transcripts from previous schools attended**

ALCORN STATE UNIVERSITY'S COMPLIANCE WITH FERPA

Under the "Family Educational Rights and Privacy Act of 1974" University students have the right to inspect and review all records, files, and data directly related to them. The University will not ordinarily release a student's records to any outside agency without the written consent of the student. Alcorn State University may release "directory information" on students to any interested member of the public unless the student requests in writing that it be withheld. "Directory information" is defined as follows: student's name, address, telephone number, date and place of birth, major, dates of attendance, classification, degree(s) earned, previous educational institutions attended, current class schedule, and class rank. Requests should be made in writing. If you wish the University to withhold your name from the directory and to withhold "directory information" from release to the general public, complete the Privacy Form in the Office of the Registrar.
[NOTE: *The release of information is a very controlled procedure. Unless the student has experienced particular problems, it is not recommended that his/her directory information be*

withheld. Completion of this form eliminates a student from any publication concerning student enrollment.] **FERPA LAWS (CONFIDENTIALITY)**
The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their educational records. They are as follows:

1. The right to inspect and review the student's educational records within 45 days of received request. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will notify students of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

1. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.**

   [NOTE: *FERPA requires an institution to make a responsible attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.*]
2. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Alcorn State University to comply with the requirements of FERPA should be forwarded to: *Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW Washington, DC 20202-4605.***

CLASSIFICATION OF STUDENTS

Freshmen	All students who have 29 or fewer earned semester hours.
Sophomores	Students who have from 30 to 59 earned semester hours of passing work and a cumulative grade average of 2.0.

Juniors	Students who have from 60 to 89 semester hours of passing work and a cumulative grade point average of 2.0.
Seniors	Students who have 90 or more earned semester hours of passing work and a cumulative point average of 2.0

STUDENT LOAD

The average normal load carried by a student is determined by the school in which he registered and his scholarship. The minimum amount of work for which a full-time student may register is 12 semester hours, unless he is a senior and needs less than 12 hours to complete requirements for his degree. Students in any school may be required to take fewer semester hours than the average if such is warranted by their scholastic standing. *The maximum load at any time is 19 semester hours.* Only students with a cumulative grade point average of 3.00 or more can take 19 semester hours, unless 19 is the normal load for the student.

GRADING SYSTEM

Credits are expressed in terms of semester hours with alphabetical grades and numerical grade points to indicate the quality of the work. These grades cover the work of the entire semester and are based upon the average of daily work, final examination and other written work. Characterization of letter grades by plus and minus signs is not authorized.

GRADES	`12	GRADE POINTS
A	Excellent	4 grade points per semester hour
B	Good	3 grade points per semester hour
C	Average	2 grade points per semester hour
D	Poor but passing	1 grade point per semester hour
F	Failure	0 grade point per semester hour
I	Incomplete	Unfinished work
P	Pass	Semester hours are awarded but no quality points are given
T	Thesis	Coursework to be continued (nursing only)
WP	Withdrawal while passing	If the student is passing when the withdrawal occurs, such action will not affect his/her grade point average.
WF	Withdrawal while failing	If the student is failing the same semester hours involved will be considered his/her grade point average, i.e., will cause the grade point average to be lowered.
AW	Administrative Withdrawal	Student removed from classes for administrative reasons

The term "*Incomplete*" is used when a student is absent from examination because of sickness, death in the family, or for other justifiable reasons. Otherwise, the instructor is required to assign for each student a definite grade based upon the work accomplished, irrespective of the circumstances that may have contributed to the results achieved. A student whose work has been marked "Incomplete" must remove the mark within 60 days after the beginning date of the student's next enrollment in residence. An incomplete grade must be removed within 13 months after the grade is recorded even if the student fails to enroll. If the "Incomplete" is not removed within this period, the student will receive a grade of "F". A grade other than an incomplete may be changed only if there is an error of calculation or recording as verified by the official roll book. The department chairperson, school dean, and the Vice President for Academic Affairs must approve all changes of grades.

Grade point average is 2.89–the quotient of 55 divided by 19–which represents an over-all average above "C."

COURSE	GRADE	HOURS	POINTS
English	C	3	6
History	B	3	9
Health	A	3	12
Education	D	2	2
Biology	B	4	12
Mathematics	A	3	12
Physical Education	C	1	2
TOTAL		**19**	**55**

GRADE POINT AVERAGE

A minimum grade point average of at least 2.0 ("C") is required in a major field of study.

RESIDENCE REQUIREMENTS

1. **At least thirty-one (31) semester hours must be taken in full-time residence at this institution in senior level courses and within two semesters prior to the student's graduation. Exceptions are made for students taking pre-professional courses of study for three years; degrees are then granted upon successful completion of one year of professional study.**
2. **Thirty-one (31) semester hours taken in thirty (30) weeks of summer school within a seven- year (7) period satisfies the residence requirement as stated above.**
3. **At least twenty (20) semester hours of the residence requirement must be taken in the student's major field.**

CLASS ATTENDANCE REGULATIONS

Regular and punctual class attendance is required of all students enrolled at Alcorn State University. Class attendance regulations apply to all types of classes (e.g., lecture, laboratory, or practicum) as well as to all modes of instruction (e.g., face-to-face or online). Instructors record absences as they occur. Instructors and departments may set individual policies that operate within the parameters set by the University. Instructors will clearly delineate individual policies in course syllabi distributed to each student during the first week of class. Students must present official documentation for an excuse to the instructor, who will make the decision on the and acceptability of the excuse. Disagreements as to acceptable excuses are adjudicated by the Dean of the School.

75% Minimum

No matter how justifiable the circumstances for class absences, students must attend a minimum of 75% of the meetings for a given course in order to be eligible to receive a passing grade. If a student accumulates absences in a course in excess of 25% of the scheduled class meetings for a semester or summer session and does not officially withdraw from the course, he/she receives the grade of "F" in that course unless the circumstances are deemed extenuating by the Provost. Except for absences incurred while representing the University in a required University event (see below), excused absences are counted as absences when computing the 75% minimum.

Excused Absences

Absences documented by official sources (i.e., medical or death of family member) are excused. Excused absences are counted as absences when computing the 75% minimum. An excused absence allows the student to make up the work and receive a grade for that work if the work is completed within two weeks after the absence. The student is responsible for obtaining assignments, scheduling make-up work, and submitting assignments to the instructor within the
two-week period after the absences. Periods of absence in excess of one week must be approved and excused by the Office of the Provost.

Unexcused Absences

Students are allowed one hour of unexcused absence for each semester hour of a course. Instructors may, at their discretion, set class policies that lower grades for unexcused absences incurred above the number of unexcused absences allowed.

Excessive Absences

Instructors should report student absences on Banner Online Attendance. The University reserves the right to withdraw a student who has missed more than 25% of the scheduled class meetings, and instructors are encouraged to submit names of students with excessive absences to the Office of Academic Affairs. Whenever students miss classes, they should work directly with their instructors to make up work. Students are not relieved of responsibilities to meet all course requirements and complete all class assignments. Students who do not attend within the first two weeks of class are reported to the Office of Academic Affairs for financial aid reporting. See Non-Attendance No Show Purged Form section below.

Late Registration and Financial Aid

Students should begin attending class on the first day of the semester whether or not registration is complete. Once the Office of the Registrar completes registration and declares the rolls finalized, no student whose name is not on the official roll will be allowed in class.

Non-Attendance No Show Purged Form

Students who complete the registration process are required to attend class before receiving Federal Student Aid. Those not attending class before the deadline will be deleted from the rolls as a *No-Show* for non-attendance. To be reinstated on the roll, the student must attend class and present to the instructor the *Non-Attendance Form* for the instructor's verification of attendance. Students should print out one *Non-Attendance Form* for each class of non-attendance. Students must then submit the signed form to the Office of Academic Affairs. Applicable forms, further instructions, and information about deadlines are available at the Financial Aid Forms webpage.

Tardiness

Instructors may, at their discretion, set policies that consider students absent when they arrive very late to or depart very early from class. All such policies must be approved by the chairperson of the department and maintained in the department.

DECLARING A MAJOR

A major at Alcorn State University is defined as a sequence of courses leading to a specified degree. It includes a designated number of core courses, electives, and discipline-specific courses related to the designated degree. Each major requires at least 120 credit hours.

Degrees Offered at Alcorn State University

1. **ASSOCIATE OF SCIENCE IN NURSING**
2. **BACHELOR OF ARTS (Mass Communication, English, History, Political Science, Music, and General Studies)**
3. **BACHELOR OF SCIENCE (Biology, Chemistry, Mathematics, Computer Science, Elementary Education, Psychology, Recreation, Sport Management, Accounting, Business Administration,**
   Agricultural Science, Agribusiness Management, Agricultural Economics, Applied Science, Robotics and Automation Technology, Computer Networking and Information Technology, Criminal Justice, Food Nutrition & Community Health Sciences, and Social Work)
4. **BACHELOR OF SCIENCE IN NURSING**
5. **MASTER OF ARTS IN HISTORY**
6. **MASTER OF ARTS IN TEACHING (Elementary and Secondary Education)**
7. **MASTER OF LIBERAL ARTS (Criminal Justice, English Literature, History Mass Communication, Music, and Political Science)**
8. **MASTER OF SCIENCE (Agriculture, Applied Science and Technology, Biology, Biotechnology, Computer and Information Science, and Workforce Education Leadership)**
9. **MASTER OF SCIENCE IN NURSING**
10. **MASTER OF SCIENCE IN EDUCATION (Elementary-Early Childhood, Reading)**
11. **MASTER OF SCIENCE IN EDUCATION (Secondary Education-Agricultural Education, Athletic Administration and Coaching Non-Teaching, Athletic Administration and Coaching-Teaching, Biology, Chemistry, Clinical Mental Health Counseling, English, Mathematics, Music, NCAA Compliance and Academic Progress Reporting Non-Teaching, School Counseling, Science, Social Science, and Special Education)**
12. **MASTER OF BUSINESS ADMINISTRATION (Business Administration)**
13. **EDUCATION SPECIALIST (Elementary Education)**
14. **DOCTOR OF NURSING PRACTICE**

ACADEMIC STANDARDS

1. **GRADE POINT AVERAGE -** A minimum grade point average of at least 2.0 ("c") is required in one's major field and by the University for graduation.
2. **INCREMENTAL PROGRESS -** In addition to meeting grade requirements, students must make normal progress toward their degree objective. Undergraduate students must average passing 67% of the hours they attempt at Alcorn State University. Acceptable grades are A, B, C & D. Grades of I, F, Audit and W will not be accepted as passing grades. If the student does not meet the incremental progress standard during the probation term, financial aid will be terminated. However, the student has the right to appeal (see the process for appealing in this handbook under Satisfactory Academic Progress Standards).
3. **ACADEMIC PROBATION/SUSPENSION - Students who attend Alcorn State University must meet the following conditions:**
   a. Grades - An undergraduate student must maintain a 2.0 ("C") grade point average.

b. Any student whose grade point average falls below the scale above will be placed on academic probation.

c. A student who is placed on academic probation will be required to carry a reduced load of academic and extracurricular activities.

d. He is also expected to earn a 2.0 average or above each semester during the probationary period. If a student fails to earn a "C" or a 2.0 average during the probationary period, he will be suspended for one regular semester. A student who has been academically suspended at the end of the spring semester may remove that suspension by making at least a 2.0 average in at least 12 hours of course work at Alcorn State University during summer sessions. However, the student is not eligible for federal funds because of the suspension status.

e. A student having one suspension as a result of academic failure who warrants a second suspension is suspended for one calendar year unless circumstances warrant earlier readmission.

f. All applications for re-admission should be filed with the Director of Admissions. The University Admissions Committee determines all re-admissions. Readmissions after academic suspension are determined on an individual basis.

SCHOLASTIC HONORS

PRESIDENT'S SCHOLARS - President Scholars are those students who earn a grade-point average of 4.00 for any given semester in which they carry at least 12 semester hours of academic work. These students are given special recognition, annually, by the president of the University.

DEAN'S LIST - The Dean's list is composed of those students who have earned a grade point average of 3.50 or better for a semester's work consisting of not less than 12 semester hours.

WITHDRAWAL PROCESS

Any student who desires to withdraw from the university must adhere to the **Satisfactory Academic Progression (SAP) policy**. Additionally, students receiving federal student loans (Direct Subsidized Loan, and Direct PLUS Loan for Graduate and Professional Students) must complete the **Online Student Exit Loan Counseling Requirement at https://studentloans.gov.** If a student withdraws from *ALL* courses before more than 60% of the time has elapsed in the semester, it will be determined if he/she "earned" all financial aid received from federal programs. If the student did not earn the aforementioned aid, he/she will be informed of the amount that must be repaid and of the options for repayment. **The student must submit an application for readmission if he/she plans to reenroll**. Failure to comply with this regulation will result in the recording of failing grades in all courses for which the student is registered and the losing of any refund of fees to which he/she may otherwise be entitled.

REQUIREMENTS FOR A BACHELOR'S DEGREE

1. Generally, candidates for the bachelor's degree must earn one hundred twenty-four credits in the various curricula, unless otherwise recommended by the department head and school dean and approved by the Vice-President for Academic Affairs. One hundred twenty-two semester hours are required as a very minimum for graduation in any field.

2. Credits may be acquired by extension, correspondence, and examination, but such credits are not to exceed one-fourth of the requirements for graduation. Such credits are further governed by the following regulations:

a. **Credits by correspondence are limited to 15 semester hours, acquired at the rate of three credits per semester while engaged in full-time employment, and six credits per semester otherwise. A student may not acquire correspondence credits while in residence.**
b. **Credits by examination are limited to 15 semester hours of credit.**
c. **Credits by extension are limited to three per semester while employed in a full-time job and six per semester otherwise.**
d. **No courses to be counted toward meeting the course requirements in the major field may be taken through correspondence.**

3. The student must be prepared to present the appropriate test fee, as described in the CLEP registration bulletin, to the Counseling and Testing Center.

4. The student must successfully complete the sophomore competency exam.

GRADUATION REQUIREMENTS

1. **DEPARTMENTAL EXAMINATION OR WRITTEN SENIOR PROJECT - All perspective candidates for graduation must either pass a departmental examination or complete a written project in their major field. The exact nature of this requirement is to be determined by department personnel. It is the responsibility of the department chairperson to see that this requirement is met and to certify to the registrar's office of this fact at least twelve (12) days prior to a scheduled commencement exercise.**

2. **GRADE POINT AVERAGE (GPA) - A minimum Grade Point Average of at least 2.0 ("C") is required in one's major field and by the University for graduation.**

3. **RESIDENCE – At least thirty-one (31) semester hours must be taken in full-time residence at this institution in senior level courses and within two semesters prior to the student's graduation. Exceptions are made for students taking pre-professional courses of study for three years; degrees are then granted upon successful completion of one year of professional study. Thirty-one (31) semester hours taken in thirty (30) weeks of summer school within a seven-year (7) period satisfies the residence requirement as stated above. At least twenty (20) semester hours of the residence requirement must be taken in the student's major field.**

4. **COURSE LEVELS - Credits must be earned in at least 60 semester hours of junior and senior level courses to complete graduation requirements. At least 40 semester hours of credit in major and related fields must be taken in junior and senior level courses.**

5. **CONTINUITY OF PROGRAM - If a student drops out of the University for a year or more and later returns to graduate, he/she must meet the requirements in effect for the class in which he/she expects to graduate. The University reserves the right to change course requirements for the degree as long as sufficient notice has been given.**

APPLICATION FOR DEGREE

Each candidate for a degree must make an application for graduation one semester prior to the semester in which he/she expects to graduate. This application must have the approval of his/her department head.

ACADEMIC HONORS

The bachelor's degree will be conferred with "distinction" based upon completion of a minimum of sixty (60) semester hours earned in residence at Alcorn State University provided, first, that a candidate's scholastic average over the entire period of his attendance at Alcorn State University is no less than "B" and, second, that this composite scholastic average (including both the work done at Alcorn State University and at any other institution attended) be no less than "B". All candidates for honors must qualify one semester prior to graduation. Honors are conferred as follows:

- **Cum Laude** — **candidates who attain a cumulative average of at least 3.2**
- **Magna Cum Laude** — **candidates who attain a cumulative average of at least 3.5**
- **Summa Cum Laude** — **candidates who attain a cumulative average of at least 3.8 with no grade below "C"**

AD NURSING STUDENTS

- **With Honor** — **candidates who attain a cumulative average of at least 3.2**
- **With High Honor** — **candidates who attain a cumulative average of at least 3.5**
- **With Highest Honor** — **candidates who attain a cumulative average of at least 3.8 with no grade below "C"**

UNIVERSITY LIBRARY

The University library serves as the cornerstone of education at Alcorn State University. It provides services and resources essential to the instructional, research, and public service needs of the University. Renovated and expanded in 2000, the J. D. Boyd Library is a state-of-the-art facility designed to accommodate 1000 users and hold 500,000 volumes. It contains a thirty-station computer laboratory, a media center with a video classroom, group study rooms, an archival and special collections room and a 145-seat auditorium. Reading and study areas wired for computer access are available on the second and third floor. Administrative offices, as well as Circulation, Reference, Serials, Government Documents, the Computer Lab, Microform Area, and Technical Services Departments are located on the second floor. This expansive open area provides easy access to all major reference services. The Instructional media center, video classroom, archives, and Special Collections are located on the second floor. Carrels, tables, and informal seating are interspersed throughout the spacious facility to provide an atmosphere conducive to the learning process. The first floor contains the shipping and receiving area, storage rooms, computer sever room, a faculty/staff professional development center, and a staff lounge. Books are readily accessible in open stacks with an exception for the reserves, African Americans, and Archives. Journal back files and government documents are housed in compact shelving. Library instructions are available as well as library tours and orientation sessions.

Bibliographic instruction classes are conducted each semester as a part of the University life

and general college courses. These sessions are held in the Medgar Wiley Evers library auditorium. Microform reading and printing machines, and photographic copying services are also available on the second floor.

The library holdings 366,116 print volumes in the circulating and reference collections (including 62,425 micrographic volumes) and maintains a print subscription list of over 96 periodicals including scholarly journals and general interest magazines. The library's print collection is supplemented by online services to over 98 databases, 34,585 electronic journals (including over 21,000 full-text), three Net library electronic book collections totaling over 45,000 titles, internet access, and digital resources. A complete listing of library services can be found on the library web page at http://www.alcorn.edu/.
The library utilizes SirsiDynix as its online information management system. SirsiDynix is one of the leading systems of choice for information management in today's libraries. It provides flexibility and functionality. SirsiDynix is an integrated information management system for academic and research libraries operating on a UNIX server platform, incorporating client/server architecture, and graphical user interface (GUI) operating under Microsoft Windows.

Modules currently operable on the new Voyager system include circulation, the online public access catalog, cataloging, acquisitions, serials, reserves, media booking, and system administration.

GENERAL LIBRARY HOURS

Monday - Thursday	8:00 am -11:00
Friday	8:00 am - 7:00 pm
Saturday	9:00 am - 5:00 pm
Sunday	2:00 pm - 11:00 pm

ARCHIVES AND SPECIAL COLLECTIONS HOURS

Monday – Thursday	8:00 am - 5:00 pm
Friday	8:00 am - 4:00 pm

THE STUDENT COMMUNITY

ORIENTATION

Alcorn State University's orientation is designed to help acclimate first-time and transfer students to the campus for engagement in various academic and social activities. This is a time where new students will meet and bond with their peers and develop new relationships, dialogue with academic advisors, and ultimately be introduced to a community that is filled with rich traditions coupled with academic and extra-curricular opportunities. Upper class students who serve as ambassadors will share their enriching experiences from both an academic and personal perspective. Faculty and staff will provide information and assistance that promote academic success, personal development, and exposure to the diverse student services available. Orientation attendance is mandatory and the fee of $100 will be charged directly to the student's account even if the student does not attend.

During the week of orientation, new students will vote using paper ballots identifying the candidates vying for Miss Freshman and Freshman Class President. The victors will be determined by a majority vote.

COMMUNITY SERVICE

Students are encouraged to perform volunteer community service for the purpose of promoting civic engagement and leadership opportunities. The services may be rendered on campus via an office or academic program under the supervision of a staff or faculty member. Students volunteer as Peer Educators, Student Ambassadors, and Orientation Guides. Various organizations on campus conduct community service activities with the public schools in the surrounding communities. Many of the fraternities and sororities require students to have a specified number of community service hours prior to submitting an application for membership intake.

STATEMENT OF NON-DISCRIMINATION

Students have the right to be free from all forms of discrimination. Alcorn State University complies with all laws regarding affirmative action and equal opportunity in all its educational programs, activities, admissions or employment practices and does not discriminate against anyone on the basis of age, creed, color, national or ethnic origin, race, religion, gender, disability, sexual orientation or veteran status.

CONTACTING STUDENTS IN AN EMERGENCY

If there is an emergency and a student must be contacted while he or she is in class, the parent or guardian will call the Office of Student Affairs at 601-877-6380. The Vice President for Student Affairs or a designee will obtain a copy of the student's class schedule and deliver a message as soon as possible. In the evenings or on weekends, if the parent or guardian is unable to reach the student at his or her residence, the Campus Police will be contacted at 601-877-3000 and requested to assist in locating the student.

STUDENT AID PROGRAMS

The primary purposes of the financial aid programs at Alcorn State University are to provide financial assistance to students who need aid to attend the University and to recognize outstanding academic and personal achievement by students attending Alcorn State University. Every effort is made to assist students who desire an education but who do not have sufficient resources to attend the University.

Four basic types of aid are available: scholarships, grants, loans, and employment. They are derived from federal, state, private and institutional funded programs. When students apply for federal student aid, the information reported is used in a formula that calculates the Expected Family Contribution (EFC), an amount the student and his/her family are expected to contribute toward the student's education.

Students may apply by completing the Free Application for Federal Student Aid (FAFSA) or renewal application on the web at www.studentaid.gov.

Preferred Dates for Submitting Application for Financial Aid

The priority deadline date for submitting applications (ASU application and FAFSA) for Financial Aid is March 15th. If selected for verification, additional information must be

submitted to the financial aid office before finalizing your award. A student must file an application for admission online at www.alcorn.edu and be accepted by the University.

Applying for Financial Assistance
Complete the Free Application for Federal Student Aid (FAFSA). Remember to add the school code (002396) so that the Financial Aid Office will receive the information electronically. The FAFSA application will be processed within 5 business days and the student will receive a student aid report (SAR). Review this information carefully. Valid SAR will have an expected family contribution (EFC) number (example EFC: 00000).

A complete financial aid file will consist of the electronic SAR, unless the SAR is selected for verification. If the SAR is selected for verification, the student and/or the parents will have to submit a Tax Return Transcript for two years prior to enrollment. To retrieve a Tax Return Transcript, please contact the Internal Revenue Service (IRS) at 1.800.908.9946 or at www.irs.gov Copies of 1040 Tax Returns will not be accepted, on Tax Return Transcripts from IRS. There is no charge for a Tax Return Transcript. If the student and/or the parents did not file taxes, he/she and/or the parents must submit proof of all nontaxable income.

The student will receive an award letter identifying the type and amount of financial aid offered. Student loans are packaged with financial aid awards but may be cancelled by declining the loan online. Parent PLUS loan applications must be completed by the parent listed on the FAFSA. Parents may apply for the Parent PLUS loans online at www.studentaid.gov Deadlines for loan requests mirror the published registration deadline date for the term. Additional student and parent loan requests will not be honored after the published registration deadline date has passed (exceptions granted only by the Director of Financial Aid).

Students who receive loans must satisfy the following requirements:
1. Enrollment and confirmed class attendance in at least 6 hours per semester
2. Signed promissory note (student loan and/or parent loan)
3. Complete entrance counseling (student loan)

Banner Online Services (www.alcorn.edu) can be utilized to view financial aid award.
Satisfactory Academic Progression (SAP) Policy

Federal regulations require that all student financial aid recipients progress at a reasonable rate or "make satisfactory progress" toward achieving a degree. The standard applies to all terms regardless of whether or not the student receives financial aid. The student's cumulative grade point average and credits earned in relation to those attempted and the length of the academic program measure academic progress. SAP evaluation for undergraduate and graduate students occurs at the conclusion of each term, which is at the end of the fall semester, spring semester, and summer terms.

Undergraduate and graduate students who receive financial aid at Alcorn State University must conform to the standards for Satisfactory Academic Progress (SAP) set by the University. These standards encourage students to successfully complete their educational goals in a timely manner. It is important to remember that this SAP policy is administered by

the Office of Student Financial Aid and is separate from the Academic Standards administered by the Office of the Executive Vice President & Provost for Academic Affairs.

REQUIREMENTS OF THE SAP POLICY

The following components are measured to determine whether the student is meeting SAP standards: Qualitative, Quantitative, and Maximum Timeframe.

1. QUALITATIVE STANDARD (GRADE POINT AVERAGE)
The qualitative component measures the quality of the student's SAP by conducting a review of the student's cumulative grade point average (GPA). To meet the qualitative requirement, the student must have a minimum cumulative and overall GPA of at least a 2.0 (undergraduate) or 3.0 (graduate). Credits accepted from other schools that may be applied to a degree are counted in the calculation of the student's GPA and therefore are included in the qualitative measure. (specific federal, state, and institutional scholarships and grants may require a higher GPA for continued eligibility. This is a separate and distinct factor in renewing or continuing eligibility for these specific financial aid funds. The GPA for specific scholarships and grants supersedes the GPA requirements referenced above. Information about the terms and conditions of specific student aid programs that have GPA requirements are provided to the student at the time the award is offered).

2. QUANTITATIVE STANDARDS (CALCULATING PACE OR COMPLETION RATIO)
The quantitative component measures the pace at which the student must progress through his or her program of study to ensure completion (within the maximum timeframe permitted and provides for the measurement of the student's progress) at the end of each evaluation. Pace or completion ratio is calculated by determining the cumulative number of credit hours the student has successfully completed divided by the number of cumulative credit hours the student has attempted. Credits accepted from other schools that may be applied to a degree are counted in the calculation as both attempted and completed hours. To meet the quantitative requirement, the student's completion ratio must be 67% or higher.

3. MAXIMUM TIME FRAME MEASURE
Undergraduate students must pass a minimum of 67% of all hours attempted. Students are no longer eligible to receive federal student aid once the total hours attempted (this includes transfer hours) exceeds 186 hours or as determined by the academic progression plan of study. Upon completion of a first Bachelor's Degree, students may be allowed up to 60 additional credit hours to complete a second Bachelor's Degree. Graduate students pursuing a Master's Degree can receive financial assistance for up to 63 credit hours. Students will be limited to 95 credit hours when pursuing a second Master's degree. Graduate students must also adhere to the Quantitative and Qualitative measures. Once a student earns a second Master's degree, he/she shall be eligible to receive financial assistance only toward a Specialist Degree (39 hours). We mirror the academic standard process for graduate students. *Hours revised effective for fall 2009 semester. In addition to the three measures referenced above to determine a student's SAP, a student who is placed on Academic Suspension is considered ineligible for financial aid.

a. **WITHDRAWALS - Students who receive financial assistance and withdraw from the University (officially or unofficially) will adhere to the quantitative and qualitative measures listed above.**
b. **INCOMPLETES - An incomplete does not mean that the student has successfully completed the course. Incompletes will be treated as failing grades until removed. An incomplete will be treated as hours attempted.**
c. **AUDIT COURSES - Courses taken for audit do not meet degree requirements and are not eligible to meet enrollment requirements to receive aid. Change of classes to audit will be treated as a withdrawal and subject to any changes of enrollment status policies.**
d. **DEVELOPMENTAL COURSES - Students advised to enroll in developmental courses will be considered enrolled in regular classes to a limit of three (3) hours for Developmental Mathematics, three (3) hours for Developmental English, three (3) hours for Developmental Studies Lab, and three (3) hours for Developmental Reading.**
e. **REPEATS - Repeated courses enable the student to achieve a higher cumulative GPA. However, for financial aid purposes, repeated courses count as additional hours attempted.**
f. **CHANGE OF MAJOR – A change of major can have an adverse effect on your Satisfactory Academic Progression. The credits the student earns at Alcorn State University under all majors will be included in the calculation of qualitative, quantitative and maximum time frame measures.**

Satisfactory Academic Progression (SAP) Definitions

Financial Aid Probation

Financial Aid Probation status is assigned to a student who fails to make SAP (following Financial Aid Warning status) and who has successfully appealed and has had eligibility for financial aid reinstated. A student who is placed on financial aid probation may receive financial aid for one subsequent semester/term. A student on Financial Aid Probation may be required to meet certain terms and conditions while on financial aid probation such as taking a reduced course load or taking specific courses. A student assigned a Financial Aid Probation status will be placed on a Financial Aid Satisfactory Academic Progression

Plan of Study. At the conclusion of the SAP Academic Probation semester/term, the student must either meet the SAP standards or fulfill the requirements specified in the Financial Aid Satisfactory Academic Progression Plan of Study.

Financial Aid Suspension

Financial Aid Suspension status is assigned to a student who fails to make SAP, does not fulfill the requirements set forth in his or her Academic Plan of Study and Program of Study when placed on Financial Aid Probation. A student can reestablish SAP eligibility by choosing one of the following options:

SELF-PAY – SAP Suspension does not prevent a student from registering for classes. However, payment is the responsibility of the student and must be made as required by

University policy. **PRIVATE ASSISTANCE** – Students on SAP Suspension receive private assistance, in the form of scholarship or private loan, per the conditions of the individual donor or lender.

APPEAL – See the Appeal Process section.

> **Appeals Process**
> If students do not meet SAP at the end of the spring semester, an appeal process is available for those students with extenuating circumstances. Students can appeal for reinstatement of Financial Aid by completing the Satisfactory Academic Progression Appeal for Eligibility Application. Students must **COMPLETE** all information on the application and **SUBMIT** completed application. Students who have their federal financial aid suspended because of failure to meet quantitative or qualitative standards may appeal **ONLY** for a **Valid Reason**. Circumstances relating to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus, are not considered extenuating for purposes of appealing a financial aid restriction.

Reasons for Financial Aid Suspension

- Medical: A personal medical problem contributed to your failure to maintain satisfactory academic progress. Attach documentation from a medical professional from whom you have received advice or treatment. All documentation MUST include the dates. Your personal statement must include the dates of treatment and a resolution to the medical issues as well as clearance to return to school from your doctor/physician.
- Death/Illness: The death or illness of an immediate family member contributed to your lack of academic progress. Attach appropriate copies of medical records, death certificate, obituary, etc. Your personal statement must include your relationship to the immediate family member.
- Military Service: You were required to report for active duty unexpectedly and had to withdraw. Provide a copy of official orders for active duty. Your personal statement must include your dates of deployment.
- Other Unforeseen Events: An unexpected event occurred which affected your academic progress. Personal statement must include an explanation of the extenuating circumstance(s) and include appropriate documentation substantiating the reason(s) for lack of Satisfactory Academic Progress. Your personal statement must include dates of occurrence and a resolution to the issues.

Detailed Personal Statement: Federal regulations requires that you provide a **detailed explanation** of the special circumstances that prevented you from maintaining satisfactory academic progress. **Specific dates** as to when your special circumstance occurred, and **detailed documentation** to support your statement.
Documentation to support your personal statement. Review the reason you selected above and provide the requested documentation. Documentation should be specific and provide detailed information.
Academic Plan or Program of Study: Plan can be found at go.alcorn.edu or seek an academic advisor concerning a review of your plan before submitting.one of the following

reasons as it relates to the student or an immediate family member (parent, spouse, sibling, or dependent child).
If approved, status will change to Financial Aid Probation. Approved appeals must be used within one year. If denied or student chooses not to appeal, the status will remain as Financial Aid Suspension until has been resolved.

Financial Aid Committee and Decision
Students will be sent official notification of the Financial Aid Committee decision. The decision of the Financial Aid Committee is final. If the appeal is approved, the student is placed on Financial Aid Probation and the student's financial aid eligibility is reinstated for one subsequent semester/term. During the Financial Aid Probation period, the student may be required to fulfill certain conditions for financial aid reinstatement.
At the conclusion of the semester/term, if the student meets the standards of SAP, the Financial Aid Probation status will be removed. If not, the student's academic performance for the semester/term will be evaluated against the student's Financial Academic Progression Plan and Program of Study. If the student meets the requirements of the Academic Progression Plan and Program of Study, the student will be assigned Financial Aid Probation for a subsequent semester/term. If the student fails to meet SAP standards or the requirements set forth in the Academic Progression Plan and Program of Study, the student will be deemed ineligible for financial aid.

SAP APPEAL DEADLINES:

Term	Application Available Online	Application Deadline
Summer	May 10	May 16
Fall	May 21	June 30
Spring	December 1	January 6

BUSINESS OFFICE POLICY AND REGULATIONS

Financial responsibility is placed on the student, and each student should become familiar with the details of his/her account in the business office. A ***Statement of Account*** will be sent to students on a monthly basis. Students can access their accounts online by going to www.alcorn.edu. Alcorn State University does not extend credit to its students. When students report to campus, they must have a full award which covers the total cost of attendance, a partial award which must be accompanied by any balance due, or be prepared to pay by cash, cashier's check, check, money order, or credit card (Visa, Master Card, or Discover) to pay the full cost to enroll. If there is a balance from previous enrollment period(s), that balance in addition to current charges, must be paid in full before the student will be allowed to complete the registration

process and/or enter the residence halls. ***All students living in the main campus residence halls must have a University meal plan.***

College Expenses

The cost of an education at Alcorn State University has been determined by maintaining such expenditures as room, board, and incidentals at the lowest possible amount consistent with satisfactory service. The administration has consistently kept in mind the student's ability to pay for a college education. Tuition may be reduced in many instances by

scholarship aid, student earnings, and grants-in-aid. Alcorn State University reserves the right to alter charges for tuition living expenses if the prevailing cost of materials and services makes it necessary. Tuition and fees are subject to change.

Alcorn State University reserves the right to alter charges for tuition, fees, and living expenses. In estimating the total cost of expenditures for an academic year, the student should include cost of books, supplies, travel, tools, and personal items. A student receiving financial aid must pay the difference between financial aid awarded and the direct cost of attending the institution before entering the residence hall or registering for the semester enrolling.

Refund of Charges

Students who withdraw from the University in good standing are entitled to a refund of tuition charges according to the following schedule for the fall and spring semesters:

- First official day of class 90%
- Between one and two weeks 80%
- Between two and four weeks 60%
- Between four and six weeks 40%
- After six weeks No Refund

Students who withdraw unofficially and return weeks or months later to officially withdraw and claim refunds are not entitled to refunds. If a student's withdrawal from the University results in a credit balance, a refund will be automatically generated through the weekly refund process.

Gold Card Policies and Procedures

The Gold Card is the official identification card for all faculty, staff and students of Alcorn State University. The student must be completely registered in order to obtain a card. Students, faculty and staff must have their Gold Card with them at all times. In addition, the card must be presented upon request by University authorities. Unauthorized use by a party other than the individual pictured on the card warrants confiscation and possible disciplinary action by the University.

Alcorn State University's Gold Card is a one-sided functional card. This technologically advanced card will provide photo identification, access control and cashless payments at the bookstore and vendors outside of campus that accepts the gold card.



The Gold Card can be used in different formalities on and off campus and serves as the student's ID for:

Athletic events. All full-time registered students can attend athletic events.

Meal privileges. The Gold Card can be used by all registered students who have a meal plan with the University.

Identification. Use Your ASU Gold Card as your ID when asked by any University official.

Library. Use your ASU Gold Card to check out books or to use reference materials in the library.

Gold Card Accounts. Your ASU Gold Card can be used to make purchases at on and off campus locations. **Bookstore**. Use your ASU Gold Card to purchase your textbooks and game day paraphernalia at Follett.

For students, privileges are assigned each semester/summer session and are valid from the first day of the semester, until the last day of the semester/summer session. In the event a student's card is lost, stolen or misplaced, he or she must pay the full price for on-campus functions/meals. A Gold Card is not made active until a student has completed registration. New students are required to present a photo ID before receiving a Gold Card.

Guidelines for the Care of the Gold Card

1. **Protect card from physical abuse.**
2. **Carry Gold Card in a protective cover such as a wallet.**
3. **Do not use Gold Card as a tool or punch holes in it.**
4. **Do not give Gold Card to someone else to use.**
5. **Do not try to alter the Gold Card. A fine and judicial charge may apply.**
6. **Do not place Gold Card on stereos, microwaves or next to other credit cards.**
7. **Avoid running Gold Card through a washer or dryer.**

ADDING CASH TO GOLD CARD

"Brave Bucks" Cash Deposit Machine
There are two Phil Stations on campus where you can add funds to your Gold Card.

- Load Cash only to your Gold Card at **Campus Union** & **Campus Police Station**

- This machine **does not** give change back.
- Check your Gold Card balance
- Check your Flex Dollar balance

***NOTE:** When the Gold Card side is loaded, funds cannot be removed.

GOLD CARD REFUNDS

Refund requests can be made at the gold card office until 2 weeks before the semester ends/one week before summer session ends. In the event a student withdraws or is dismissed from the university, the university agrees to refund the student the unspent amount ($1.00 or above) provided certain requirements have been met.

Students may request a refund from the Gold Card at the end of the semester by completing the Gold Card Refund Request form and submit it to the Gold Card Office.

LOST, STOLEN, MISPLACED, AND DAMAGED CARDS

It is the student's responsibility to report lost, stolen, misplaced or damaged cards to the Gold Card Office, (601) 877-6150, Campus Police, (601) 877-3000, or use eAccounts to deactivate his/her gold card using this link https://goldcardsp.transactccampus.com//eAccounts.anonymousHome.apspx

It is the student's responsibility to purchase another card at the cashier's window for $25.00 if the card is lost, stolen, misplaced or damaged.

DISCRETIONARY SPENDING PROGRAM

The ASU Gold Card is now more than the official University identification card for students and employees. It is also a discretionary spending program that allows participants to purchase goods and services from on-campus and off-campus merchants.

DINING SERVICES

As the global leader in education for food services, our dining services partner, Sodexo delivers a full range of on-site services to improve the quality of life in schools and universities. Dining services experience in education enables us to design and manage dining solutions important to student academic success and fulfilment. Our dining program **at Alcorn State University is designed to: provide a variety of attractive food service** options for the entire educational community and encourage good nutritional habits and a healthy lifestyle; and **create the optimum environment** for learning, work and daily living by managing the services that are important to keep educational institutions running smoothly.

DINING FACILITY

The Clinton Bristow Dining Facility is the state-of-the-art dining facility where students gather, find, and maintain balance in their lives with nutritional foods as well as their favourite food choices. We are proud to offer a dining program complete with signature brands and menu selections. The board plan

operation offers nineteen (19) meals each week and unlimited servings from the following food stations: Grill, Entrée, Deli, Pizza, Dessert, and Pre- Packaged Salad Bar stocked with fresh, tasty combinations of fruit, salad, greens, grains, and protein items. In addition, stylist meeting and assembly spaces are available on the second-floor Conference Centre for catered events. Audio-visual aids and equipment (ie: table/ chair set up) are available upon request by contacting Alcorn AV and/ or Alcorn Facilities Department. STG Catering is also available. A variety of menus are offered at ALCORN.CATERTRAX.COM.

Sodexo Magic is bringing the guest experience to life. DIGITALLY, that's BITE+. With mobile ordering, you can plan your meal ahead of time and order your selections and it will be ready for pick up at the designated location. Inquire today!!

Sodexo Magic Hours of Operation:

Monday –Thursday, **Breakfast** 7:00 am-9:30 am **Lunch** 11:00am-2:00 pm **Dinner** 5:00 pm-8:00 pm
Friday **Breakfast** 7:00 am-9:30 am **Lunch** 11:00 am-2:00 pm **Dinner** 5:00 pm-7:00 pm
Saturday **Brunch** -10:00 am-1:00 pm **Dinner** 4:00 pm-7:00 pm
Sunday **Brunch** -10:00 am-1:00 pm **Dinner** 4:00 pm-7:00 pm

Retail Outlets

Sodexo acknowledges the marketing lure and purpose of brand recognition and exposure. We are proud to partner and offer national branded concepts throughout the campus-wide food service operation in the retail food court and convenience store outlets.

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1. **STARBUCKS® - Located in the university library, is a customized version of the national Starbucks brand serves the popular coffee drinks and other blended beverages to satisfy the taste and cravings of the student on the go or casually snacking before, after, or between classes. A relaxed comfortable setting was designed to provide an Internet café feel. A variety of breakfast sandwiches, grill specials, pastry, and snacks are available for dine-in or carry out. Hours of operation: Monday – Thursday 8:00am - 5:00pm**
   Friday 8:00-3:00 pm.

2. **SUB CONNECTION® -** At the heart of campus life, located conveniently near the entrance to the Campus Union Building, this food court outlet offers deli style submarine sandwiches on freshly baked rolls. Hours of operation: Monday–Friday 11:00am- 4:00pm

3. **CHICK-FIL-A** Hours of Operation: Monday - Friday 8:00 am- 8:00 pm
   Saturday - 11:00 am – 8:00 pm

4. **GHOST KITHCHEN/TO GO** Monday – Friday 7:00 am: 7:00 pm

5. **MR. BEAST BURGER** Saturday – Thursday

FLAVOURS CATERING AT ALCORN STATE UNIVERSITY

From basic coffee services to outdoor events our goal is to provide you with a full range of quality and innovative catering services. Our commitment to excellence is why we do not limit ourselves to just what is inside this guide but allow it to be a starting point to what can

be. Whatever the occasion you are planning, please allow our talented Catering Team to customize and create the perfect menu to complement the event safely, especially during these unprecedented times. We strive to provide your guests with an unforgettable experience and look forward to the opportunity to work with you!
Student organizations are encouraged to utilize this opportunity to suggest, create menus and order culinary creations that reflect discerning taste and casual dining experiences designed with the busy student in mind.

In addition to the listed menu offerings, we're proud to introduce a selection of Seasonal Favorites features selected by our team of culinary experts and catering professionals to meet your diverse catering needs. With an online web-based catering program, we can provide instant email messaging, tracking and archival, instant pricing and invoicing for approval and payment arrangements. A bonus feature is found in the instant post-event guest satisfaction survey that allows us to monitor quality of
service and exceed your expectations.

This system has been created to make ordering food and beverage requirements as easy as possible. We want to ensure that we are providing the very best options from which to select, so please let us know if there is something you do not see in our order guide. We will be happy to assist you at any time with placing your food and beverage orders. Simply call the catering sales office and an event planner will help you with the on-line ordering process or assist with placing an order. A variety of menus are offered at ALCORN.CATERTAX.COM. For assistance call (601) 877-4065.

Student Conduct throughout the Dining Services Department

Dining Services supports the learning environment by adding value to student life in its nutritional programs and through its exposition of a spirit of service through cultural enrichment and culinary excellence. We reserve the right to service you in a clean as well as safe environment. To ensure that you receive optimum quality in service, the following guidelines are established and should be adhered to:

1. **We will continue being cashless during this time. All students are expected to surrender a valid Gold Card with photo to gain entry at each meal period (No Exceptions—Gold Card, Debit, Credit Card, BITE+ or No Entry)**
2. **Each student is expected to carry all plates, utensils and paper products to the tray/trash retrieval area of the dining facility (failure to do so will result in fines and/or revoking of dining privileges)**
3. **All students are expected to dress appropriately to dine in any campus-based dining facility or outlet. (No pajamas or lounge or nightwear. Shirts and pants/skirts and proper footwear are required at all times) See student handbook regarding dress code.**
4. **No threats of physical violence will be tolerated. Use of profanity is not allowed.**
5. **All student organizations wishing to rearrange seating, play music or speak publicly must coordinate with Food Services and the Office of Student Affairs for clearance.**
6. **An atmosphere of mutual respect shall exist between the student community and the employee. Service shall be rendered in a professional manner. Student requests will be met with an appropriate response. Both parties are expected to act with dignity and courtesy. A prompt delivery of good service should always be expected and received.**
7. **Only paying guests are allowed in the dining facility. Students wishing to accompany friends to meal periods are expected to surrender a valid Gold Card or cash to gain entry to the dining hall.**

8. **If a supervisor or any other member of management requests you to leave the facility for any reason, it is expected that you will comply with the request immediately. An alternative meal service can be arranged if needed.**
9. **No loud and/or disruptive behavior will be tolerated.**

MULTICULTURAL/GLOBAL PROGRAMS CENTER

Alcorn State University has been involved in international development for many years. A formal Office of Global Programs was established at the University to serve as a central unit for international affairs. The mission of the office is to facilitate the global engagement of the University through the infusion of relevant international content, activities, and knowledge that enhance the global competence of stakeholders. The Office of Global Programs coordinates activities in the following major areas of focus:

1. Long-term study abroad for college credit and short-term (non-credit) study tours.
2. Technical assistance in international development
3. Scientific cooperation/faculty and staff exchange programs
4. International students, scholars, and visitors; and
5. International trade capacity building

Global Programs collaborate with academic and non-academic units on campus to achieve its mission. Global Programs work to ensure a positive experience for multicultural and international students as well as to enrich the experience of all students by promoting multiculturalism on campus and in the community. The office provides advising and informational resources for multicultural students, including an internship and scholarship list. Global Programs also help to bring diverse perspectives and experiences to the campus by sponsoring speakers and events for the student body, as well as housing a collection of books and videos related to multicultural issues. The office also supports the University's International Multicultural Student Organization by providing resources and assistance for organizing their activities.

COOPERATIVE EDUCATION PROGRAM

Cooperative Education is a professional development training program which allows students to incorporate classroom activities with practical on-the-job experiences. The program is a joint venture between employers and the University which allows students to alternate periods of off-campus work and on-campus studies as part of their academic program. Students obtain financial remuneration during their work periods and earn academic credit. The off-campus employment must be closely related and contribute significantly to the student's career goals. Cooperative Education is inter-departmental, and it is optional to students majoring in all departments.
The purposes of the Cooperative Education Program are:

1. **To provide students with opportunities to integrate theoretical classroom instruction with practical application on the job so that learning may become more meaningful and relevant to the world of work**
2. **To permit students to explore their career interests, and try out their occupational choice in real work situations before making final occupational commitments**

3. **To allow the University to extend classroom and laboratory facilities through the utilization of sophisticated facilities, equipment and expertise in business, industry, and government agencies**
4. **To provide students with opportunities to develop human relations skills, especially in the industrial environment**
5. **To provide students with a source of income to support their education and meet other financial obligations**

STUDENT HEALTH INSURANCE

Alcorn State University does not offer student health insurance. Medical, physician, hospital, or dental bills are the financial responsibility of the student and/or his/her parent(s). However, Alcorn State University does have a health services unit on the Lorman campus that provides quality health care services by licensed, professional staff free of charge. When necessary, referral services are available at the Natchez ASU Family Clinic and local health care providers; expenses incurred for services rendered at off campus medical facilities are the responsibility of the student.

STUDENT HEALTH & WELL-BEING

Student Health & Well-being encompasses five departments: Health Services, Disability Services, Counseling Services Counseling Services and Alcohol Substance Abuse Prevention Program, Victims Advocate, and Religious & Spiritual Life. Our objective is to promote comprehensive health and wellness among our diverse campus community by offering accessible services and programs. Student Health & Well-being operates within the Student Affairs division.

HEALTH SERVICES

Health Services servers the primary health care facility on the Lorman campus, offering professional
medical services and treatments to all Alcorn State University students, faculty, and staff. Health Services is located in the Rowan Hall Health Services Center.

Appointments/ Walk-In Hours of Operations:
8:00 a.m. - 4:00 p.m. Monday thru Thursday
8:00 a.m. – 3:00 p.m. Friday
After-Hours /Emergency Care: In case of emergency, do not hesitate to contact Campus

Dispatch/Ambulance Services at 601-877-3000 or Dial 911

Office: 601-877-6460 **Fax:** 601-877-2340

Email: healthservices@alcorn.edu

DISABILITY SERVICES

Disability Services offer students with documented disabilities the opportunity for equal access to educational resources. This includes academic and residential accommodation, as well as other support services. To request accommodation, students should submit an application packet along with a detailed copy of their class schedule and supporting documentation from a qualified professional to the Disability Coordinator. Following a thorough review and discussion with the student, the Disability Coordinator will organize appropriate accommodation and support services. Application packets can be found on the University's website and at the Rowan Hall Health Services Center.
See the Alcorn State University Student website at www.alcorn.edu/disability for applications and detailed information.

Office: 601-877-6460 **Fax :** 601-877-2340 **Emai**l: disabilityservices@alcorn.edu

COUNSELING CENTER

Where is Counseling Services Located?
Rowan Hall
2nd Floor

Who do we serve?
Enrolled ASU Students

How do I make an appointment?
To make an appointment, call 601-877-6230 or come to Rowan Hall, Second Floor. Walk-ins are welcome. However, we do respectfully request that you call or email us before coming to the center, so that we may serve you in an efficient and effective manner. You may email us at: asucounselingservices@alcorn.edu. Referrals from faculty, staff, students, and parents are also welcome.

What services do we offer?

- **Individual Counseling-** provides an opportunity for students to meet with a counselor on a one-on-one basis to help resolve conflicts, solve problems, and develop coping skills that promote emotional, behavioral, and social well-being.

- **Group Counseling-** a counselor assists multiple students in a group setting who have similar issues and concerns. Each student must agree to group counseling.

- **Virtual Counseling/Telehealth –** If you are interested in connecting virtually with Counseling Services, we offer virtual/telehealth services via a HIPAA-secure platform, Titanium. Through Titanium, we can provide counseling services in a virtual format.

Hence, clients may utilize any of the following devices to interact with Counseling Services staff: smart phone, tablet, laptop, or desktop. Please utilize a secure, private internet connection as well as be in a private location when utilizing telehealth services. Do not share your link. Please contact us for more information regarding accessing our services via Titanium.

- **UNITE Clinic - Telehealth mental health care is available for college students.**

Get help for depression, anxiety, ADHD, autism and more with the UNITE Clinic.
You can receive mental health services and medication management through telehealth, with online video visits with a licensed mental health professional at zero cost to you.
The UNITE Clinic can help with emotional, behavioral, and neurodevelopmental difficulties, including:

- Performance anxiety (i.e. test anxiety)
- Feelings of isolation, sadness or withdrawn behavior
- Sleep problems (trouble falling asleep, staying asleep or sleeping too much)
- Relational issues with friends or romantic partners
- Difficulty coping with stress
- Adjustment issues with family, work or college
- Grief and feelings of loss
- Time management issues
- Social communication difficulties

Get more information by emailing uniteclinic@umc.edu.
Must be 18 or over and a full-time student at a Mississippi public university.
The UNITE Clinic is a partnership between Alcorn and UMMC.

All services provided by the UNITE Clinic are confidential and free of charge. If medications are prescribed; participants are responsible for prescription costs.

- **Consulting/Referrals** an extensive list of referral agencies is maintained by Counseling Services. Staff are also available for consultation as deemed necessary and appropriate, with faculty, staff and/or other official representatives of Alcorn State University.

- **Alcorn Substance Abuse Prevention Program (ASAPP)** Alcorn Substance Abuse Prevention Program is designed to decrease problems associated with ATOD (alcohol, tobacco, & other drugs) use and abuse at Alcorn State University. It targets collegiate students throughout campus with both evidence and non-evidence-based programming. The ASU Counseling Services Center also provides primary prevention programs to students in public school districts surrounding Alcorn State University.

- **Outreach Programs** Counseling Services conducts presentations, workshops, and seminars that are designed to enhance the psychological, social, and academic well-being of our students, faculty, staff, and the Alcorn State University community. Examples of prevention outreach program topics include (but are not limited to) the following areas: stress management, anxiety, coping with depression/grief, time management, and substance abuse prevention.

What is the cost?
There are no charges for counseling services provided by the Counseling Services. However, if referrals are made to outside agencies, you are responsible for any fees incurred from those agencies.

What about Confidentiality?
Students are afforded confidentiality in accordance with ethical and legal standards set by the American Psychological Association, American Counseling Association, and National Association of Social Workers. Disclosure of confidential information regarding any student without written consent from the student is prohibited by Counseling Services, Alcorn State University, the Family Education Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 2003 (HIPAA).

EXCEPTIONS

Counseling Services staff may only release information to the proper authorities if an individual:

1. Demonstrates a clear and imminent danger to self or others, **OR**
2. Indicates that a minor, elderly person (65 or older), or dependent (vulnerable) adult is being abused or neglected and, **OR**
3. Is involved in litigation and the court orders that information be disclosed.

VICTIMS ADVOCATE & STUDENTS SUPPORT

The Office of Students Support & Victims Advocate Services at Alcorn State University offers a secure and supportive environment for students to access confidential assistance and advocacy across various areas such as academic, personal, and legal issues. We aim to help students understand and navigate the university's systems while assisting them in resolving any challenges they face.

We provide:

- Comprehensive advocacy services.
- Serving as a central point of contact.
- Offering resources.
- Promoting awareness to enhance student success.

  Our aim is to ensure that every member of the university community feels supported, respected, and empowered. We are deeply committed to fostering a culture of empathy and solidarity, where every individual is valued and included. We are dedicated to prioritizing the well-being of everyone on campus.

  Furthermore, our services extend beyond victimization to assisting students with emotional support and guidance with most challenges they may encounter during their college experience at Alcorn State University.
- We are a confidential/anonymous reporting location.

- We offer educational training through workshops.
- We provide outreach and awareness.
- We offer guidance and assistance involving academics, residential housing, family life, relationships, employment, judicial hearing and more.

Advocate Services Included:

- Crisis intervention
- Emotional support
- Resources and referrals
- Information on victimization
- Assistance with victims Compensation application to seek restitution
- Information on legal rights and protections
- Information on criminal justice process
- Information on crime prevention
- Assistance with safety planning
- Assistance in navigating the medical system
- Assisting victims when filing protective orders
- Transporting victims to court

The Student Support and Victims Advocate Office is located in Rowan Hall and operates during regular hours from Monday to Thursday, 8am to 5pm, and on Fridays from 8am to 4pm. You can reach the office at 601-877-6298 or via email at studentadvocate@alcorn.edu. For assistance outside of office hours, please contact the campus dispatch at 601-877-3000.

RELIGIOUS AND SPIRITUAL LIFE

Because knowledge and character matter at Alcorn, the Office of Religious and Spiritual Life provides an excellent way for students to know more about themselves while affirming or developing the character they will need in their careers and other pursuits. Spirituality is one of the eight dimensions of well-being, and Religious and Spiritual Life encourages and nurtures that important part of student success.

The historic Oakland Memorial Chapel provides opportunities for students to express their faith and be inspired during weekly services. In addition, various revivals, conferences, and lectures punctuate academic learning with a commitment to answering deeper questions about life and meaning. Additionally, pastoral counseling and spiritual advisement is available at no cost to students. Regardless of your religious affiliation, you are welcome to worship, learn, and testify at Alcorn.

Sunday Catholic Mass

Sundays at 5 p.m. in the Chapel

ASU Wesley Foundation Bible Study and Fellowship

Tuesdays and Wednesdays at 6 p.m. at the Wesley Foundation building

Chapel Service

Thursdays at 5:30 p.m. in the Chapel

Rev. C. Edward "CJ" Rhodes II, DMin
Director, Religious and Spiritual Life
Director, Hiram Rhodes Revels Institute for Ethical Leadership
Office: 601-877-6138
Email: crhodes@alcorn.edu

TESTING SERVICES

Testing Services are under the administration of University College. Its mission is to assist the university with assessment services to admit and retain the students who attend Alcorn State University. College entrance and placement tests and other forms of assessments are vital to a student's first two years to effectuate student learning outcomes. Testing services not only include planning, administering, and scoring tests and assessments, but also interpreting results, maintaining strict confidentiality, and properly securing test documents.

The Testing Center administers the following standardized tests:

- American College Test (ACT)
- American College Test (Residual)
- Graduate Record Examination (Subject Test only)
- Accuplacer (Summer Developmental Program)
  Placement Test (Students over age 21)

Additional information concerning these tests and any fees associated with them can be accessed from the Alcorn State University website under the University College's webpage.

Campus Union

The James L. Bolden Campus Union serves as the community center for students, faculty, staff, administrators, alumni, and guests. Through its boards, committees, and staff, the Union offers cultural, social, and recreational programs designed to make leisure activities a meaningful and cooperative part of the educational experience. In all its operations, the Union encourages self-directed involvement and provides opportunities for self-realization, personal growth, social development, and effective group participation. The Union is committed to supporting both personal and intellectual growth. The Union serves as a unifying force within the University community, cultivating enduring regard for and loyalty to the University. The following are campus union facilities and components:

A. Guest Rooms

Alcorn State University has a guest house facility located within the Campus Union. The facility offers hotel lodging accommodations for alumni, friends, special guests, parents of students, clients of the University, and other guests upon request.

B. Game Room

The game room offers the campus community the opportunity to enjoy recreational facilities and activities, including an eight-lane bowling alley, six billiard tables, table tennis, chess, foosball, bing bag toss, checkers, cards, a student lounge, and music.

The Game Room hours are:
Monday – Friday 12:00 pm - 10:00 pm
Saturday – Sunday 5:00 pm – 10:00 pm

C. Grill
Snack bar located on the first floor, specializes in short orders and other tasty items.

D. Other Facilities Located in The Campus Union
Division of Student Affairs (Student Conduct, Student Engagement, and Title IX), Ballroom, Bursar's Office (temporary), Post Office, UPS Center, SGA Office, Conference Rooms, President's Dining Room, Student Lounge, Exercise/Fitness Center, Career Closet, Pan-Hellenic Office, and the Royal Court Office.

Campus Bookstore

Follett

The bookstore, located in the Student Union building, carries a full range of quality emblematic

and branded merchandise, supplies, convenience, general reading, textbooks, and other related course material. Rent and digital options are available for most textbooks.

Most major credit/debit cards, the ASU Gold Card, financial aid, and various agency scholarship awards are accepted. Ordering of merchandise and textbooks can be done online (www.alcornstate.bkstr.com) by credit/debit and ASU Gold cards. The hours of operation for the bookstore and *Recharge U* convenience areas are as follows:

BOOKSTORE		***RECHARGE U* CONVENIENCE**	
Monday – Thursday	8:00 am – 5:00 pm	Monday – Thursday	8:00 am – 5:00 pm
Friday	8:00 am – 4:00 pm	Friday	8:00 am – 4:00 pm
Saturday Varies		Saturday Varies	

Campus Post Office

The post office is located on the first floor of the James L. Bolden Campus Union building. Hours of operation are Monday – Thursday 8:00 am – 5:00 pm, Fridays - 8:00 am – 4:00 pm Closed Saturdays & Sundays

The following are the ASU Post Office mail distribution procedures:
All Student Must have a mailbox to received mails and packages. No acceptance.

1. **All students residing on campus are eligible to receive a mailbox at no fee. Mailbox assignments may be obtained from the Residential Life Central Office.**
2. **Students who are residing off campus and would like to obtain a mailbox may pay the annual mailbox fee of $30.00 at Bursar's Office. After the payment has been made, please bring your receipt to the Post Office, and a mailbox will be assigned to you. The mailbox fee assignments are not issued until proof of payment is received.**

3. **Mail And Package Pickup: All students must provide proof of their mailbox assignment when receiving mail or packages from Campus Post office**
4. **All students residing on and off campus must show gold cards to pick up their package daily.**
5. **Residence Life Central Office will assign mailboxes to the students during the first two months of each semester.**
6. **RENTAL FEES**

a. **One mailbox is free of charge to currently enrolled residential students.**
b. **Each replacement key for mailboxes: $25.00**

7. **The Manager and staff will handle and distribute all mail.**
8. **RESIDENCE HALL ADDRESS**

1. **Important: The number located on the back of your mailbox key and the address located on the back of your gold card are Not your mailbox number. Please refer to your mailbox assignment information for your correct mailbox number.**
   ADDRESS FOR AMENITIES POST OFFICE
   student's name; 1092 ASU Drive, *your assigned box number;* **please do not use the words post office box,** Alcorn State, MS 39096
   (Example: 1092 ASU Drive 00 Lorman Ms. 39096)
2. **Address for Campus Union: *Student's name;* 1000 ASU Drive; *your assigned box* please do not use the words post office box**
   (Example:1000 ASU Drive 00 Lorman Ms. 39096
3. **INCORRECT ADDRESS**
   Mail that does not have the correct address will be returned to the sender on a daily basis.
4. **VENDOR PACKAGES**
   Vendor packages other than USPS including **UPS, FED EX, DHL**, and so on should be addressed using your correct address given at the beginning of each semester. Packages will be delivered to Facilities Management located next door to Female Honors. Students must present an appropriate ID (ASU Gold Card or driver's license) to receive their packages.
5. Students must check their mailbox before inquiring about a package.

Money Orders can be purchased from 8:00 am – 2:00 pm Monday – Friday

RESIDENCE LIFE

MISSION STATEMENT

Residence Life provides a safe, diverse and well-maintained environment that complements and supports the academic mission of the University. We create a dynamic living/learning experience that promotes and inspires individuals to become empowered community members. The following is a summary of the residence life policies that will govern students while they attend Alcorn State University:

STUDENT RIGHTS

In a community living situation, as found in the residence halls, it is necessary to impose certain standards for conduct and behavior to ensure that there is some order to the environment. Each resident living in the residence hall has certain rights they are entitled to

These rights are:

1. **The right to sleep**
2. **The right to one's personal belongings**
3. **The right to free access to one's room and suite facilities**
4. **The right to a clean environment in which to live**
5. **The right to read and study free from undue interference in one's room**
6. **The right to complain and be heard**
7. **The right to personal privacy**
8. **The right to be free from harassment, threats, intimidation or violence**

Residents are expected to respond appropriately to the reasonable requests of other residents and Residence Life staff. Residents will respect the rights of other residents, and each resident is responsible and held accountable for his or her behavior, as well as for the behavior of his/her guests(s).

Statement of Non-Discrimination

Students have the right to be free from all forms of discrimination. Alcorn State University complies with all laws regarding affirmative action and equal opportunity in all its educational programs, activities, admissions or employment practices and does not discriminate against anyone on the basis of age, creed, color, national or ethnic origin, race, religion, gender, disability, sexual orientation or veteran status.

A. RESIDENCE LIFE STAFF

The Residence life staff consists of a Director of Residence Life, an Assistant Director of Residence Life, an Assignments Coordinator, and an Administrative Assistant. **Administrative offices are located on the first floor of Lanier Hall.** Do not hesitate to utilize the resources offered by the following Residence Life staff members:

1. RESIDENTIAL COMMUNITY COORDINATOR (RCCS)

The Residential Community Coordinator are full-time housing professionals who live in the residence halls and are responsible for the oversight of their designated areas. They directly supervise graduate assistants, resident assistants and student workers.

2. GRADUATE AND RESIDENT ASSISTANTS (GAS/RAS)

a. **These are student staff members who have been trained to assist residents and handle emergencies. They can be your main contact for information regarding all aspects of on-campus living, policies, and activities.**

b. **Each GA and RA is responsible for his or her floor and the building's environment, and for providing programming opportunities, and peer counseling.**

3. STUDENT WORKERS

Student workers assist the professional staff with managing the daily operations of the assigned residence hall.

4. RESIDENCE HALL ASSOCIATION

RHA consists of representatives from each residence hall who provide a prime

opportunity for residents to assert themselves in leadership roles and influence their environment. For further information on how to participate in your hall council, contact your Residential Community Coordinator or Resident Assistant.

5. CUSTODIAL SERVICES

These individuals are responsible for the general cleanliness of the residence halls. While the students are responsible for the cleanliness of their own rooms, the custodian clean hallways, public bathrooms, and lounges Monday through Saturday. Do not sweep trash into the hallways. Do not leave drink cans, food, etc., lying around. Only with your help can the halls look attractive.

B. Living Options

Residence Life services at Alcorn State University endeavors to provide more than just place to work and sleep.

a. Female Honors

a. Female upper-class and freshman honor students; 3.0 or higher GPA required
b. Controlled card access entry; 24-hour security camera surveillance
c. Suite style double rooms; semi-private baths
d. Wi-Fi, computer lab, laundry, study room

b. JOHN BURRUS HALL

a. Female upper-class and freshman students
b. Controlled card access entry; 24-hour security camera surveillance
c. Traditional style double rooms
d. Community baths on each wing
e. Wi-Fi, Computer Lab, Laundry

C. NATCHEZ CAMPUS RESIDENCE HALL

a. Houses Upper-class Alcorn and Co-Lin students
b. Nursing and Business Students
c. NEWLY renovated (Summer 2012)
d. Suite style rooms; Semiprivate baths
e. Fitness Center on site; Wi-Fi; Computer Lab, Laundry
f. Controlled card access entry; Overnight security monitoring

d. MEDGAR WILEY EVERS HERITAGE VILLAGE: COMPLEX A & B (FEMALE); C &D (MALE)

a. **Upper-class and Freshman Students**
b. **Suite Style Rooms; Semiprivate bath**
c. **Double Suites - Kitchenette; Living Room W Flat Screen TV**
d. **Private Suites - Kitchenette; Flat Screen TV student rooms**
e. **Wi-Fi; Computer Labs, Laundry, Game Rooms, Study Rooms**
f. **Controlled card access entry; 24-hour security camera surveillance**

e. HIRAM REVELS HALL

a. **Male upper-class and Freshman Student**
b. **Newly renovated (Summer 2013)**
c. **Controlled card access entry; 24-hour security camera surveillance**
d. **Traditional style double rooms**
e. **Community baths on each floor**
g. Wi-Fi, Computer Lab Laundry

C. ACCOMMODATIONS FOR MISS ALCORN STATE UNIVERSITY AND THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT

1. MISS ALCORN STATE UNIVERSITY (MISS ALCORN STATE UNIVERSITY)

Miss Alcorn will have a fully furnished, private room accommodation in the Medgar Wiley Evers Heritage Village during her reign.

2. STUDENT GOVERNMENT ASSOCIATION (SGA) PRESIDENT

During their presidency, the SGA President will have accommodations in the Medgar Wiley Evers Heritage Village.

D. ELIGIBILITY REQUIREMENTS FOR HOUSING

All Alcorn State University students enrolled full-time, (twelve (12) credit hours undergraduate and six (6) credit hours graduate) in good standing with the University, are eligible for on-campus housing. The requirements are as follows:

1. Mandatory Residency Requirement

All full-time students attending the University under the age of twenty-one (21) who have completed fifty-nine (59) or fewer hours prior to the first day of classes for the term and are not living at the primary residence of their parents or legal guardians within a 40-mile radius of the University are required to reside on campus and participate in a meal plan. Attaining the age of requirement does not void the contractual agreements made for housing;
provided, however, that a student who will attain the age of twenty-one (21) prior to the first day of classes for the following spring semester may request a one-semester housing contract/and further provided that a student under age twenty-one (21) who satisfactorily completes sixty (60) or more hours during the first semester may be released from the second semester of the housing contract.

a. **A student who is a military veteran with at least two (2) years of service is exempted from these housing requirements.**
b. **A married student living with his/her spouse is exempted from these housing requirements.**
c. **A single parent may be exempted from these housing requirements if a child lives with them.**
d. **Student meeting the 40-mile radius must complete the *Permission to Live off Campus Form* and bear the seal of the Notary. Forms are available online at www.alcorn.edu/students/residence-life.**

2. **ASSIGNMENT NOTIFICATIONS**

Housing assignment information can be accessed by visiting the Department of Residence Life webpage.

3. **CHANGES IN ASSIGNMENTS**

a. **The Department of Residence Life will not discriminate in room assignments on the basis of race, creed, religion, national origin or disability.**
b. **Room assignments will be made at the discretion of the University on the basis of the date to lease and application submission date. Whenever possible, individual roommate requests will be honored.**
c. **The Department of Residence Life reserves the right to change room assignments for health, safety, repair service, economy or disciplinary reasons involving the residents or for irresolvable incompatibility of roommate.**
d. **The Department of Residence Life reserves the right to consolidate vacancies by requiring any resident to move from a single occupancy of double rooms to double rooms.**
e. **All residents must vacate his/her assigned room at the closing times established by the University at the end of each semester and the beginning of each vacation break period.**
f. **Residents may not change room assignments without written approval from Residence Life Office.**

4. **ROOM CHANGES CONSOLIDATIONS**

In order to stabilize residence hall occupancy, there will be no room changes processed until after the official close of the registration process, should space be available, room changes will be processed. More information will be posted at that time directing students about the process. A *Room Change Form* is required prior to moving. After the room change period ends, room changes will be granted only if there are extenuating circumstances. Unfinished or unauthorized room changes will result in a fine of no less than $50 per day and the student may be required to move back into his/her original room. To complete a room change, students must officially check out of their old room and into their new room with a Residence Life staff member. (See appendix for Room Change Policy)

Consolidation Process

If one resident, occupying or having reserved a double room for any reason, vacates or fails to occupy his/her room, the remaining student must choose one of the following options:

a. **Move into another room being occupied by one resident.**
b. **Permit another resident to be moved into his/her room.**
c. **If space is available, remain as a single room occupant and pay the additional charge.**

If a resident does not have a roommate after the first week, he/she will be assigned a roommate by the Residence Life Office. Which resident moves is based on contract date.

The first person contracted moves last. Anytime a move is made, a *Room Change Form* must be completed in advance. These forms are available *ONLY* through the Residence Life Office.

Consolidation is completed on a hall-wide basis. If there is an "odd person out" situation where one person is left without a roommate, there is no single room rate charged. If at any time, a resident is in a double room, without a roommate, refuses a roommate that is assigned or refuses to consolidate when an opening occurs, that resident will be charged at the single room rate from the time he/she became the sole occupant of room.

1. **Contract Period**
   The period of the contract is an entire academic year, fall and spring terms. If the student signs a contract after the beginning of the semester, the charges will begin on the date he/she moves into the residence hall. All students living in the residence halls on the Lorman campus are required to participate in the meal plan. Students residing on the Natchez campus will not have a meal plan.

2. **Contract Release Petitions**
   The lease may be cancelled if the student demonstrates meeting one of the following criteria:
   a. **Unanticipated financial hardship ensuing after the start of the semester**
   b. **Medical reasons that are documented by a physician**
   c. **Academic internship or student teaching experience more than 40 miles from Alcorn**
   d. **Employment requiring live-in status**
   e. **A change in marital or custodial status**

3. **Priority Sign-Up**
   During this time period current students will be allowed to reserve their rooms for the upcoming academic year. Students will be allowed to change rooms, halls and roommates.

4. **Private Rooms**
   Private rooms are issued based on space and availability for an additional fee.

5. **Renters Insurance**
   ***The University will not be responsible for damaged or stolen items*. All residents are *strongly* encouraged to get rental insurance. Additionally, all residents are encouraged to keep a list of all serial numbers of any electronic devices. If anything is stolen, these serial numbers will help the University police track, identify, or recover these items.**

6. **Room Assignments**
   All room assignments are issued by the Residence Life Office.

7. **Termination of Contract by the University**
   The University may terminate a housing contract and require the student to vacate the

residence hall including but not limited to the following reasons:

a. **Failure to meet financial obligations to the University**
b. **Official University disciplinary actions**
c. **Violation of the terms of Housing Contract**

8. Vacation Periods

Housing will not be available during vacation periods or semester breaks. **Closed periods are not included in the cost of housing.** ***If the halls are open during a break, a per-night charge will be assessed.*** **Ask your hall director if there are plans to have the halls open during the break. Please do this as far in advance as possible. If halls are open during the break there will be *NO VISITATION*. The halls close at a specific time for breaks. If you are not out by that time, you will be charged a $75 late check-out fee and $10 for each hour thereafter.**

E. HOME AWAY FROM HOME

1. **Common Areas**

Common areas (entrances, lounges, study rooms, TV rooms, corridors, bathrooms, etc.) are for everyone's use in the hall. No individual or group should engage in an activity that inhibits the use of these common areas by other residents unless approved in advance by the hall director. Entrances to each building must be kept clean, attractive, and accessible. This is for the comfort and convenience of you and your guests. In addition, for safety purposes, this area must be kept clear for use if there is an emergency. *Please do not loiter or sit on the steps or other entrance and exit areas.* If you do not comply, you will be subject to disciplinary action. It is the responsibility of all students to help keep the lounge areas clean. Furnishings and equipment in the common areas are for the use of all residents. The removal of any of these items deprives others of their use. Such action will be considered theft resulting in charges, disciplinary or legal action, and/or fines. Do not move furniture from the room in which it is located.

2. **Bulletin Boards**

Bulletin boards are located throughout the residence halls. General announcements concerning your hall and hall council activities will be posted there. Develop the habit of checking this board each day. Announcements concerning the University will be posted on the official bulletin boards throughout campus and classroom buildings. These boards are for your convenience, so take care of them.

3. **Cable Television**

There are cable television extensions in each room with basic service provided. With the exception of the Medgar Wiley Evers Heritage Village Complex Buildings A-D, students must provide their own televisions, cable splitter, and wall-to-TV coaxial cable extension. If your cable is not working properly, first try disconnecting all of your auxiliaries (DVD players, video games, etc.). If you are still having problems, contact the residence hall staff.

4. **Telephones**

Telephone service is provided in residence hall rooms for the convenience of resident students. All campus telephones have an 877 prefix; and on-campus numbers can be

called by dialing the last four digits of the number being called. For Alcorn State University information dial "0" for the Campus Operator. To call off-campus directory numbers, dial "9" for an outside line then complete the seven-digit number. Long distance calls may NOT be placed from residence hall rooms.

5. **Laundry Facilities**
   Laundry facilities are located in each residence hall. Students must have money on Gold Card in order to use laundry facilities.

6. **Computer Labs**
   Computer labs are available in each residence hall. Residents are REQUIRED to supply their own supplies while using the lab such as pens etc. Without a notice, the computer lab can be closed due to abuse and misuse (e.g., leaving garbage on the desk and floors, excessive printing, editing the printer settings.

7. **Mail Service**
   The ASU post office is located on the first floor of the James L. Bolden Campus Union building. The hours of operation are **Monday through Thursday 8:00am-5:00pm and Friday 8:00am-4:00pm.** The following are the ASU Post Office mail distribution procedures:
   a. **All currently enrolled residential students can request a mailbox at the office of their residence hall.**
   b. **All postal assignments (including addresses) will be distributed to students after lease request has been processed and residential status verification Monday - Friday from 10am - 12 NOON on the 5th Floor in the Walter Washington Administration Building.**
   c. ***Rental Fees:*** **One mailbox is free of charge to currently enrolled residential students. Each replacement key for mailboxes is $25.00.**

   All mail will be handled and distributed by the post office staff. Students must use the address listed below and not the address listed on the back of the gold card. Residence Hall Addresses are as follows:
   d. **Example Address for the MWEHV Mailboxes:**
   Resident's Name
   1092 ASU Drive (your assigned box number)
   Alcorn State, MS 39096
   e. **Example Address for James L. Bolden Campus Union:**
   Resident's Name
   1000 ASU Drive (your assigned box number)
   Alcorn State, MS 39096
   f. **Incorrect Addresses: Mail that does not have the correct address will be returned to sender on a daily basis.**
   g. **Vendor Packages: Vendor packages other than USPS including UPS, FED EX, DHL, and so on should be addressed using your correct address given at the beginning of each semester. Packages will be delivered to Facilities Management located next door to Female Honors Hall. Students *must***

present an appropriate ID (ASU Gold Card or driver's license) to receive their packages.

8. **Vending Machines**
   The food and drink vending machines are maintained and serviced by a contractor engaged by the University. Machines are used at your own risk and no refunds are given by the Residence Life staff. You can make all complaints to Cocoa Cola at: 1- 800-647-2653 or Miss-Lou Vending at 1- 800-371-0241.

F. Visitation Policy

Visitation will not begin for any semester until after the official closing of the registration process.

1. **Participants**
   All officially enrolled students at Alcorn State University will be allowed to participate. Non-student visitors must present picture identification verifying an age of 18 or older (driver's license, military I.D., etc.) If a student has been charged for unauthorized visitation, visitation privileges are immediately SUSPENDED pending disposition of Disciplinary Administrative Hearing.
2. **Visitation Hours**
   Sunday - Thursday 2:00 pm -11:00 pm
   Friday - Saturday 2:00 pm - 1:00 am
3. **Procedures**
   All persons choosing to actively participate in visitation must adhere to these procedures:
   a. **The resident must make sure that the guest is aware of the University rules and regulations.**
   b. **Alcorn students must present a current University Gold Card.**
   c. **Non-Alcorn State visitors will not be permitted to visit residents inside of their rooms. Residents will be allowed to visit their non-Alcorn State guests in the lobbies of their respective residence halls.**
   d. **Residents will be allowed to check in <u>one</u> guest at a time.**
   e. **Visitors must present valid photo identification and must show proof of being 18 years of age or older (driver's license, military I.D. etc.).**
   f. **The resident to be visited MUST check in guest at the reception area to admit the visitor.**
   g. **The visitor and resident must check-in at the desk in the reception/front desk area.**
   h. **Visitors must leave the room in time to be out of the building by the close of the visitation period.**
   i. **The resident being visited must bring the visitor to the reception/front desk area at the close of the visitation period. Lobbies are CLOSED during NON-visitation hours unless otherwise posted.**
   j. **The visiting parties of opposite gender may only use the *lobby entrance restrooms* during visitation hours for those halls with community bathrooms.**

k. **The resident must escort the guest at all times while he/she is visiting. Only front entrances will be used for entry and exit of the buildings. *DO NOT USE EMERGENCY EXIT DOORS.***

l. **Students expecting guests are required to sign them in and out; delegating this responsibility to a third party is not allowed.**

m. **Cleanliness and overall student conduct of the residence hall will determine whether the hall will participate in visitation.**

n. **Physical copulation (the act of sexual intercourse) is prohibited; all violators will be subject to disciplinary action.**

o. **Rooms are subject to periodic checks.**

p. **Residents must consider the rights of their roommates.**

q. **Roommates should not be asked to leave the room.**

r. **A guest is not to be left alone in the resident's room.**

s. **At Checkout, the student resident will escort the guest to the main desk and both students will sign out (identification cards will not be returned without both signatures).**

t. **If Gold Cards or non-student ID# cards are left beyond checkout hours, University officials will investigate in order to determine the cause.**

u. **The University reserves the right to cancel, amend or supplement these regulations at any time upon such notice to students, as it deems suitable.**

G. RESIDENCE LIFE POLICIES

1. Abandoned Property

Abandoned property is defined as items of value that are left when residents check out of their rooms. The property will be inventoried and removed from the room. An initial fee of $100 will be charged to the resident to remove belongings from the room. If the resident does not collect the property within 7 days of the resident's checkout date, the items become the property of Alcorn State University.

2. Academic Suspension

Students placed on academic suspension will automatically *lose their housing status* for that respective semester. However, if the student is readmitted to the University and space is available, he/she will be assigned a room. If the University is unable to accommodate students on campus, their names will be placed on a waiting list until a room becomes available.

3. Alcoholic Beverages and Controlled Substances

The possession and/or use of any alcoholic beverages or controlled substance other than prescribed drugs are not permitted on the campus or in any of the University buildings (this includes parking lots). The possession, use, sale, distribution or manufacture of any illegal substance is prohibited in any building or on any property owned and / or controlled by the College. This policy will be strictly enforced. Violators will be subject to disciplinary and / or legal action, which could result in dismissal from Student Housing (see zero tolerance policy).

4. **Appliances**
   The following electrical appliances, which must be UL (Underwriters Laboratories) approved and in good condition, are permitted in student's rooms: clocks, radios, computers, razors, curling/flat irons, desk lamps, stereo equipment, fans, portable hair dryers, and microwave ovens, refrigerators (4-6 cubic ft.), and TV's (no outside antennas). Please note that microwaves and refrigerators are only permitted in Traditional Halls (John Burrus, Hiram Revels, Female Honors, Beulah Robinson, Albert Lott, and Student Nursing Hall). Microwaves and refrigerators are provided in each suite in the Medgar Wiley Evers Heritage Village Complex. Residents are expected to keep all University issued appliances clean and in good condition. If a problem arises at any time with University issued appliances, please contact the front desk in your residence hall.

5. **Assault**
   Verbally or physically threatening another person with physical harm or touching another person with or without a weapon in a manner that is aggressive, or threatening are considered to be acts of assault or battery against another individual and are prohibited. If an assault occurs between residents, visitors and/or guests, Campus Police will be called to investigate the incident. The Director of Residence Life may dismiss any resident who commits assault & battery on another individual (see zero tolerance).

6. **Bicycles**
   Bicycles are not allowed in any room, hallway, or lounge in any on-campus housing. They may only be parked in designated areas and should in no way impede student traffic. Bicycles stored or parked improperly will be confiscated. Bike racks are located in designated areas near the residence halls.

7. **Building Access**
   All residents and their guests should enter and exit the residence hall through the front door. Video surveillance cameras are in use and residents and their guests may be videotaped upon entering and exiting the buildings. Only in the case of an emergency should emergency exits be used. Persons should never enter or exit the building through a window unless there is an emergency. Roofs are off-limits to unauthorized personnel. To ensure emergency exits are used properly, the following policies have been established:
   a. **Residents found forcefully gaining illegal access to the main entry or exits by snatching them open are subject to disciplinary action and will be fined $100 plus the repair costs for damages for each violation.**
   b. **Residents found with their window screens removed are subject to disciplinary action and will be fined $150 for each violation. Screens are to remain on the windows unless there is an emergency.**
   c. **Residents found exiting through any residence hall emergency exit door when there is no emergency, are subject to disciplinary action and will be fined $150 for each instance. Fines will increase for multiple offenses.**
   d. **Residents found in the halls while they are closed for break periods are subject to University judicial action and possible expulsion from the residence halls.**

8. **Campus Solicitation and Sales**
   Only sales and solicitation by University organizations are permitted in the main lounge areas of the residence halls as long as permission is obtained in advance from the Director of Residence Life as well as the appropriate department responsible for monitoring solicitation. Under no circumstances will door-to-door solicitation be permitted. Additionally, student residences are not to be used for business purposes. This includes, but is not limited to, using a residence hall room to operate babysitting, internet, hair-care service, to sell cosmetics, magazines, kitchen items, or to offer any service in exchange for personal gain. **If evidence is found in this case, each resident will be fined $200 per offense.**

9. **Check- In Procedures (See Residence Life's Brave Start Check-In found at https://www.alcorn.edu/students/residence-life**
   a. **The student must present PROOF of completed registration for current and upcoming term(s).**
   b. **The student must complete a *Data Form.***
   c. **The student must complete a *Room Inventory Form*.**
   d. **The student must sign and receive a copy of the *Residence Life Student Handbook.***

10. **Check-Out Procedures**
    When moving out of the residence hall do the following:
    a. **Remove all personal belongings**
    b. **Put beds back together if they have been dismantled**
    c. **Place furniture properly**
    d. **Clean room and common areas (Medgar Wiley Evers Heritage Village residents)**
    e. **Vacuum, sweep, or mop floor**
    f. **Remove all tape/adhesive or hooks, etc.**
    g. **Empty your trash; locate an RA to check you out**
    h. **Complete and SIGN Check Out Form**
    i. **Turn in all keys**

    Fines are assessed for failure to follow proper procedures. Check instructions from Individual halls for details. All beds must be assembled so that they are on the lowest or middle height setting (***beds are NOT to be bunked***).

11. **Check-out Procedures During Semester**
    Students who desire to withdraw from school during the semester must go to the Counseling and Testing Office to ***initiate*** a formal withdrawal from the University. Then do the following:
    a. **Remove all personal belongings from room.**
    b. **Make sure the room is clean, orderly, and has all furniture in place.**

c. **Contact the Residential Community Coordinator to have room properly checked. The RHM and the student will inspect the room using the *Room Inventory Form*. The Residential Community Coordinator will lock the door when the inspection is complete and receive the key. Any charges for damages, missing furniture, or lost key(s) will be assessed by the Residential Community Coordinator. If applicable, the student will receive a notice of approximate damage costs. Upon receipt of an official financial statement, prompt payment should be made to the University's Business Office at the cashier's window.**

12. Check-out Procedures Before University Break and Holiday Periods

When checking out for a university break or holiday period do the following:

a. **Clean room and common areas (Medgar Wiley Evers Heritage Village residents)**
b. **Vacuum, sweep, or mop floor**
c. **Empty your trash**
d. **Turn off and unplug all electronics. (Excluding refrigerators)**
e. **Close windows, draw blinds, and lock all doors.**
f. **Turn in all keys**
g. **Sign out at the front desk**

13. Children

Special permission must be obtained from the Director of Residence Life for Children (under the age of 16) to be in any residence hall, at any time. Children may not be Overnight guests. *No babysitting is allowed in any of the residence halls.*

14. Closing of Residence Halls (Semester/Session End)

Students must return their room key to the Residential Community Coordinator at the end of each semester or summer session before leaving. The residence halls will close at 4:00 p.m. at the end of each semester (see University calendar for published dates). All residents must vacate the halls by 4:00 p.m. For more information on special Housing accommodations between semester break please see *Holiday Housing Policy*. Extended housing accommodation requests MUST be submitted to Residence Life Office in advance for review and approval

15. Commercial Demonstration and Solicitation

Representatives of commercial organizations may enter student rooms only by the Invitation of the residents and approved by the Director of Residence Life. Adherence to the following is a must:

a. **Door-to-door solicitation is not permitted. This includes passing out of flyers and**
b. **notices under and/or on resident room doors.**

b. **Demonstrations are permitted only in the lounge area of the residence halls via the approval of the Director of Residence Life. Sales must be made at the demonstration.**
c. **Organization representatives will not consummate sales on an individual basis in the rooms of those students who wish to purchase merchandise.**
d. **Representatives who present their products, as well as their hosts, are responsible for compliance with all applicable University and residence hall policies.**
e. **Organizations/companies that violate these policies will not be permitted to remain in the residence halls.**
f. **Research may be conducted in residence halls via prior written approval from the Director of Residence Life or designee.**

16. Cooking

Because of health reasons and fire prevention regulations, cooking is STRICTLY prohibited. Any student who brings or uses restricted cooking utensils in the residence halls is in violation of the regulation and will be subject to confiscation and storage of said appliance(s) until it can be removed from the residence hall. A $150.00 fine will belevied per infraction.

17. Computer Abuse

Students shall not abuse University computer time or equipment. Abuse includes but is not limited to unauthorized entry or transfer of a file, unauthorized downloading of copyrighted information, unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of a student, faculty members or University officials; or use of computing facilities to interfere with normal operation of the University. Only wireless access is provided and installed by the Center of Information Technology Services (CITS) is permitted on the Alcorn State University campus. Personal wireless routers are **PROHIBITED** because they interfere with regular network access throughout campus. CITS is authorized to disconnect and remove, without warning; any unauthorized wireless access devices attached to the University's network. The fine for personal routers is **$200.00**.

18. Combustibles

Fire safety is of great concern to Alcorn State University. Fire regulations in the dormitories are designed for everyone's safety. Halogen lamps, lava lamps, propane, candle warmers/candles, oil lamps, burning incense, or any other open flame devices or combustible materials are not allowed in the dormitories. The use or possession of fireworks, other explosives and potentially harmful chemicals is also prohibited. Individuals who violate this policy will be subject to disciplinary and/or legal action, which may result in dismissal from student housing.

19. Counseling and Referrals

The Counseling and Testing Center provides service to students who desire help. Other campus referrals are also important including tutoring, career counseling,

Academic advising and religious counseling. Students may call the Counseling and Testing Office at 601-877-6230 Monday - Friday between the hours of 8:00 am - 5:00 pm; after hours, call Campus Police at 601-877-3000.

20. Damages

Damage to student rooms are the responsibility of the occupant(s). All roommates will share damage charges equally unless the resident provides written notice to the Residential Community Coordinator of the student(s) responsible for the damage. Depending upon the nature of the damage (broken items, cleanliness, etc.), the resident(s) who occupy the room may face University judicial action in addition to damage charges and any labor charges incurred. To prevent misinterpretation, students should inspect their rooms thoroughly when completing the Room Inventory Form (RIF) upon taking occupancy of a room. This task should be taken seriously and accomplished in detail. Residents who wish to appeal charges placed on their student account may write a formal letter of appeal addressed to: *Damage Appeal Process c/o Residence Life 1000 ASU Drive #60 Alcorn State, MS 39096.*

Damage appeals are investigated and reviewed on an ongoing basis by at least two members of the Residence Life staff. Common-area damage charges cannot be appealed unless of the Residence Life staff. Common-area damage charges cannot be appealed unless circumstances exist or the identity of the person(s) responsible is established. The appeal letter must contain the following information:

a. **Full name**
b. **ASU ID**
c. **Mailing address**
d. **ASU email address**
e. **Contact telephone number**
f. **Residence Hall and room number**
g. **Explanation of grounds for appeal**
h. **Appropriate documentation**

All appeals must be received within 30 days of the initial billing or within 15 days of receipt of the student's first account statement reflecting the charges from the Office of the Bursar. All decisions made by the Department of Residence Life are final.

21. Death

If a student finds another student or non-student dead in the residence hall, the student should call Campus Police at 601-877-3000 or 601-877-229l**.**

22. Decorations

Decorations can add immensely to making the residence hall more homelike and attractive. However, this added beauty and comfort can easily be destroyed or turn to tragedy by failure to recognize and take the necessary precautions to prevent potential hazards. No more than 20% of the door may be covered. *Any decorating of public areas must be done in consultation with the Hall Manager before beginning such projects. You must abide by the following guidelines in the interest of preventing fires and damaging*

facilities:

a. ***Electrical string lights and Candles are not permitted in the residence halls.*** **The burning of candles and incense is prohibited.** ***Decorative candles are not allowed.*** **This is strictly enforced.**
b. **You are responsible and will be charged for any decorations that stain, alter, or otherwise damage the room. This includes nail holes, decals and tape marks on the walls, door, floor, etc. All should be carefully removed at check-out time.**
c. **Windows may not be decorated (including lining the windows with aluminum foil).**
d. **Light fixtures (in public areas) and elevator buttons may not be covered at any time.**

23. Dress Code

Alcorn State University prohibits bare feet, and/or swimwear in food service and classroom buildings except where appropriate. Attire will be governed by its appropriateness to the activity. In the residence hall, students are encouraged to dress appropriately due to visitation from members of the opposite sex. Specifically, upper and lower garments and footwear are required.

24. Drone Policy

Alcorn State University restricts the operation of drones for the purpose of this policy, a drone is defined as an unmanned aerial vehicle (UAV) or an unmanned aircraft system (UAS). This restriction applies to privately owned and business drones and is extended to any equipment affiliated with the drone. The operation of drones on the Alcorn State University campus is strictly prohibited and limited to those who have received prior approval from the Campus Police Department. Violators will be arrested, and the drone will be impounded. The safety and privacy of our students, faculty, staff, and visitors on our campus is our primary concern.

25. Electrical Appliances

The electrical systems in the residence halls are NOT designed to carry heavy loads of electrical equipment. Appliances that are permitted include microwaves (less than 1000 watts (traditional halls only), refrigerators (no more than 6 cubic feet (traditional halls only), coffeemakers with pods only and air popcorn poppers, hair dryers, electric shavers, radios, TVs and stereos. Microwaves are the only cooking appliance permitted for use in student rooms. No homemade electrical appliance will be permitted. Items that are NOT allowed include but are not limited to electric heaters open coiled coffeemakers, oil popcorn poppers, toaster ovens, Nu-Wave appliances, "George Foreman" or similar type grills, open coiled or open flame appliances, halogen lamps, oil lamps, crockpots, and convection ovens.

26. Electrical Outlets

Power strips with surge protectors are the only multi-outlet device allowed. Power strips with surge protectors protect electronics from occasional electrical surges. The

University cannot accept responsibility for damage of electronics due to interruptions of utilities.

27. Elevators

Each resident is responsible for the proper use and care of residence hall elevators. Residents are not to overload or force the doors of elevators. Unauthorized personnel are prohibited from entering the elevator shaft. Emergency call buttons are to be used only in case of an emergency. Elevator surfing is considered extremely dangerous. Students found tampering with, vandalizing, surfing or misusing the elevators are subject to judicial action with possible eviction from the residence halls.

28. Emergency Exit Doors

Any student found using the emergency exit doors will be fined a minimum of $150 for each violation.

29. Exterior Door Locking & Propping of Doors

All residence hall exterior doors are locked 24 hours a day. The decision to keep these doors locked is part of a commitment to provide greater security and safety for the residents of Alcorn State University. We believe that residents should have a choice to decide who enters their residence hall and when they may enter it. When doors are unlocked, propped or damaged, there is no control over who enters a residence hall. Additionally, your choice of who may be in your hall has been taken away. If exit doors are found propped opened continuously, the entire floor of which the exit door is propped opened will split the fine of $200. Unfortunately, history has proven that not all residence hall visitors have friendly intentions. Please do not sacrifice the safety of yourself as well as your fellow residents. *If you prop a door open; you are in violation of Residence Life policy and will be subject to disciplinary action*.

30. Facilities Management (Maintenance)

The Facilitates Management Department coordinates the cleaning, upkeep and maintenance of the residence halls. Students should report maintenance problems such as broken windows, leaking water pipes, loose closet doors, and so on to the Residential Community Coordinator.

If a student is not present when the worker arrives, he/she will enter the room to make the necessary repair(s) and leave a notice indicating that he/she has been in the room. Emergency Maintenance - If an emergency maintenance arises, a request for service should be made to the Residential Community Coordinator. Repairs - Repairs to University property are done by trained professionals employed in the Facilities Management Department. Reports of necessary repairs should be made to the staff on duty at the front desk of the residence hall. If a repair has not been completed within a reasonable amount of time (72 hours excluding weekends), contact the Residential Community Coordinator.

31. Failure to Comply

It is important that students comply with requests from University officials. Failure to comply with any reasonable and lawful request (verbal, written or other) of University officials acting in the performance of their official duties will result in judicial action.

This includes failing to appear before any University hearing officer as summoned without proper excuse or justification as deemed by the University hearing officer.

32. Fines

Students in violation of the policies set forth in the *Residence Hall Handbook* may be fined. The fines listed below are the minimum amounts and may be increased depending on the severity or amount of repeated offenses.

"Building Fines"

- **Pulling the Fire Alarm (non-emergency)-Disciplinary Action (Subject to Arrest, Eviction, Interim Suspension and Expulsion)**
- **Propping/Use of Fire Exit Door (non-emergency)-$100.00**
- **Graffiti Cleaning Cost-$100.00 + Cost of Cleaning**
- **Unauthorized solicitation-$200 + Disciplinary Action**
- **Tampering of Fire Safety Equipment (Including Fire Alarms, Fire Extinguishers)-$500.00**
- **Repair of Walls-$50.00 + Cost of Repair**
- **Horseplay-$25.00 per offense**
- **Failure to Evacuate during an Emergency-$250.00 + Disciplinary Action**
- **Children under age 16-Disciplinary Action**
- **Trash in hallway/stairwells- TBD**

Room Fines

- **Illegal Visitation-$150.00**
- **Unauthorized guests-$150.00 + $25.00 per day**
- **Pets-$300.00 + cleaning costs + disciplinary action**
- **Unsanitary Living/Dirty room-$100.00**
- **Repair Hole in Drywall-$50.00 (minimum) + Cost of Repair**
- **Throwing Objects out of Window-$150.00 + Disciplinary Action**
- **Replace Blinds-$100.00**
- **Replace Window Screens-$150.00 fine + cost to replace window screen**
- **Use of Window as Entrance or Exit to Room-$150.00**
- **Smoking in Prohibited Areas-$150.00**
- **Noise -$50.00 (minimum)**
- **Lock-out Key Charge -$10.00 per door**
- **Replace Lost Key-$40.00**
- **Alcoholic or Drug Paraphernalia-Disciplinary Action**
- **Damaged Property-$50.00 + Cost of Repair/Replacement**
- **Failed Health and Safety Inspection-$50.00; subsequent infractions will increase**

Fire Code Violations

- **Cooking Appliances/Apparatus-$150.00 per item**
- **Candles/Incense/Candle Warmer-$150.00 per item**
- **Prohibited Items-$150.00 per item**

Fines Incurred During Check Out

- **Dirty room Charge-$75.00 + cost of cleaning**
- **Improper check-out (failure to check-out properly w/staff and un-return key) -$75.00**
- **Late check-out-$75.00 + $10.00 for each hour thereafter.**
- **Abandoned Property-$100.00**

33. Fire Alarms

Fire alarms have been installed throughout the residence halls for student safety. In the event that fire alarms should sound, students must leave the building immediately through the nearest exit. Become familiar with the evacuation diagram located on each hallway. Residents are instructed to remain outside of the building until the Fire Department gives the order that the building is safe, and residents may return to their rooms. Residents who remain in the residence halls after an alarm has sounded are subject to a $250 fine per offense and/or University judicial action. Intentionally causing a false alarm is considered a serious infraction and will be dealt with accordingly. Smoking, cooking and aerosol sprayed near smoke detectors or sprinklers may result in an accidental false fire alarm. An intentional false fire alarm may result in arrest, University disciplinary action and loss of housing.

34. Fire Fighting Equipment and Safety

Fire extinguishers and smoke detectors are placed in the student apartment for your protection against fires. It is against the law to use them for any other purpose. If it is determined that tampering has occurred, disciplinary action will be taken which may include, but may not be limited to, monetary fines. Residents discharging fire extinguishers or tampering with smoke detectors is subject to serious disciplinary action by the University.

35. Fire Drills

It is the University's policy that each building will hold a fire drill twice a year. When an alarm is pulled, the student must evacuate the building without exception. The purpose of the drills is to make students aware of the fire procedures and fire escape routes.

36. Fire Extinguishers

Fire extinguishers are located on each floor of the residence halls. *Class ABC* fire extinguishers may be used on trash, wood, paper, liquids and grease electrical equipment in the residence halls. ***Always have an escape route.*** To use a *Class ABC* fire extinguisher, do the following:

a. Pull the pin; hold unit up-right, free hose, and stand back eight feet
b. Aim the extinguisher nozzle core at the base of the fire

c. Squeeze the lever and sweep side to side

37. Fire Procedures

a. Leave your room immediately, as required by state law
b. Leave the wall or overhead light on
c. Close the room door and lock it
d. Walk quietly and quickly to the nearest exit; do not use the elevator
e. Once outside, go to the designated waiting area
f. Remain outside until the signal is given by building staff to return to your room

Students must obey all fire regulations. Failure to evacuate a hall when an alarm sound **represents grounds for a fine and/or disciplinary action.** Residence Life staff and the University Police reserve the right to enter student's rooms to locate the source of the problem and to ensure that everyone has evacuated the building. If a fire starts in the room, call the Residential Community Coordinator.

REMEMBER: Always Try To Remain Calm. Never Re-Enter A Burning Building To Try To Save Your Personal Possessions. Do Not Use Elevators.

38. Gambling

Gambling is not allowed in the residence halls or any other areas of the campus. This Includes but is not limited to betting pools, brackets of any kind, dominoes and card games (where money changes hands).

39. Garbage Disposal

All garbage should be placed in plastic bags, tied securely, and placed inside the trash chute. Garbage should never be placed in hallways or beside the trash chute even temporarily. Garbage left outside the containers invites roaches, rodents and other animals. Residents are responsible for keeping the grounds clean by making sure that trash is placed in the dumpster. If garbage is found in unauthorized places and the student responsible is identified, he or she will be subject to fines and judicial action.

40. Hall and Floor Meetings

During the semester the need may arise to gather all the residents together to cover various topics. Residents are encouraged to attend.

41. Hall Sports

In order to maintain an environment that is conducive to study, sports are not to be played in residence hall areas. This includes basketball, football, soccer, Frisbee, water fights, tag, chase, golfing, wrestling, skateboarding, skating or rollerblading. Students are encouraged to enjoy these activities outdoors, at E.E. Simmons Gymnasium, or through organized intramural activities.

42. Harm to Self

No student shall cause physical harm or threaten to cause physical harm to himself/herself, nor shall any student take any action that creates danger to his/her own health, safety or personal well-being. Possible sanctions for these infractions could be counseling services either on or off campus. Documentation of services will be required for continuation of residence.

43. Harassment

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively affect another resident's ability to reside in student housing. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any proper harassment that would negatively impact a resident. This would include such activities as stalking and unwelcome taunting, teasing, or intimidation.

44. Hazardous Activities/Games

Bicycle riding, skateboarding, and roller-skating are prohibited in hallways, stairwells and other common areas. Because of potential danger to both persons and property, ***darts and dartboards*** are prohibited in the residence halls. Velcro "darts" are allowed.

45. Health and Safety Inspections

Residence Life staff will conduct health and safety inspections weekly. During these inspections, eliminating safety hazards is of the utmost importance. Keep in mind that the possession of candles, extension cords, cooking devices, halogen lamps, weapons, and so on in rooms is a violation of University policy and are a safety risk. Students disregarding the safety of the community will be judicially sanctioned. This may include stiff fines, community service and/or expulsion from the residence halls. It is important that a reasonable level of cleanliness be maintained in the residence hall areas. If it is determined that a room or suite poses a safety hazard because it is unacceptably dirty and/or unhealthy, the students will be charged a minimum of **$50**. Should the facility remain unacceptable after 24 hours, the charge will increase. See appendix for detailed cleaning instructions.

46. Heating and Air Conditioning System

The heating and air conditioning system in the residence halls heat and cool the buildings; however, problems arise occasionally during the "in-between" seasons. The system used in the residence halls allows three options: cooling, heating, or off. Heating and cooling systems cannot operate simultaneously (as in our homes). Changing from one system to the other is an involved process. Residence Life and Facilities Management monitors weather patterns in an effort to determine when the weather has stabilized to the point where heating/air conditioning systems can be interchanged and grounds belonging to or under the auspices of Alcorn State University at the aforementioned locations. Violators are subject to disciplinary sanctions and/or citations.

47. Identification Cards

Identity of residence hall students is easily established by means of an ASU Gold Card. For security reasons the RA, RD or other Residence Life staff members will routinely ask residents entering the building to show their ID card. ASU Gold Cards are not transferable. Students may not lend their ID to another student for any purpose including but not limited to entry into a building, misrepresentation of age, purchase of meals, vending items, or other goods that may be charged to the ASU Gold Card. False ID cards will be confiscated and turned over to the University police.

48. Implied Consent

Students are responsible for all activities that occur in their residence hall room. By allowing the existence of behaviors or items that violate Residence Life or University policy, students demonstrate an implied consent for the violations. As a result, students are responsible for taking an active role in ensuring that inappropriate behaviors or items do not exist in the residence hall room. Residents should report behaviors or items that violate residence hall or University policy to a staff member. Passive participation in events that violate University or Residence Life policy will be viewed as a policy violation.

49. Keys

Students residing in residence halls are issued a key at the time of check in. The Responsibility for the safekeeping of the key falls upon the student. Should a key be lost, the student should contact their hall director immediately. The cost to replace a lost key is $40. The student will need to pay for a replacement key at the Business Office located on the 2nd floor of the Walter Washington Administration Building. Once the payment is made, the resident will need to take the receipt to Residence Life located on the 5th floor. Once this occurs a lock change will be submitted to the University locksmith. The hall staff will inform the resident once they have received the new key for that room. University keys cannot be duplicated. In addition, due to fire codes the addition of locks on doors is not allowed.

50. Kitchen (Student Nursing Hall Only)

The Student Nursing Hall has a kitchen facility, which may be used to prepare snacks and meals. Each resident who uses the kitchen facility shares in the responsibility of washing dishes, utensils, and keeping the counters, floor, stove, sink, and refrigerator clean. Problems of shared cleaning responsibility may result in the temporary closing of kitchen areas and fines. If the kitchen is found uncleaned continuously without hall staff being aware of the responsible resident, the entire residence hall will be fined a minimum of $25 each. See hall staff for detailed kitchen use guidelines and procedures.

Any food kept in the residence hall kitchen must be stored in appropriate, tightly closed containers. All food should be removed from the kitchen refrigerator during official vacation periods such as semester and Spring Break. All spills must be cleaned as soon as happen.

51. Lockouts

The Residential Community Coordinator is expected to open doors (**during Office Hours Only**) for students who are locked out of their rooms. Office hours are **Monday through Thursday** (8:00a- 11:45p), Friday (8:00a- 12:45p), and Saturday (1:00p-12:45p) and Sunday (1:00p- 11:45p). There will be a fee of **$10 per door** assessed for each lockout.

52. Meal Plans

All residential students assigned to the main campus are required to purchase a meal plan.

53. Noise Control

An atmosphere conducive to sleep and study must be maintained in on-campus housing

at all times. All visitors are expected to respect both courtesy and quiet hour policies as set forth in the *Residence Hall Handbook*. Courtesy hours are 24 hours a day. Quiet hours are defined as noise that does not permeate from the student's room. Quiet hours are in effect from 10:00 p.m. to 8:00 a.m. Sunday through Thursday. On Friday and Saturday, quiet hours are from11:00 p.m. until 10:00 a.m. Extended or 24-hour quiet hours will begin the Sunday evening of the last week of classes proceeding final exams. Students are expected to adhere to the following:

a. Unruly behavior of any type is not permitted in a student's room.
b. Radios televisions, and stereos may be played at a comfortable volume of thirty (30)
c. The volume must not filter or disturb persons in other rooms. Students who violate the *Noise* Radios, televisions, and stereos may be played at a comfortable volume of thirty (30) decibels while the entry door is fully closed. This loudness level is comparable to conversational speech.
d. If counseling fails to correct the situation, the student will be subject to disciplinary action. Students who do not adhere to the noise control policy will be issued a *Student Conduct Warning Ticket* and a fine **assessed to their student account.**

Any repeated violations will result in disciplinary action and housing privileges suspended.

54. Nuisance Phone Calls

Occasionally students receive nuisance telephone calls. If you receive any such calls, report them immediately to your Resident Assistant. Also, keep a phone log of the date, time and type of call (hang-up, vulgar, etc.), as well as anything you may be able to tell about the caller's voice.

55. Overnight Guest Policy

Students may have an overnight guest of the same sex with the stipulation that the guest is not under the age of sixteen (16). No guest may spend more than 48 hours per visit. The proper registration procedures listed below must be completed prior to arrival. Mutual consent from all room/suitemates is required. Approval Must Be Granted by the Residential Community Coordinator Prior To Scheduled Overnight Stay.

a. Upon arrival, a guest must check-in at the front desk where the resident resides.
b. Guests must pay a $25.00 fee per night in advance for accommodation at the Bursars Office.
c. A student who fails to register his or her guest(s) will be assessed a $150.00 fine and $25.00 for each day the unauthorized guest(s) will occupy the residence hall room.
d. Students are responsible for their guest(s) conduct; if rules are violated, they will be asked to leave the residence hall and subject to disciplinary action.

56. Personal Property and Theft

The University assumes no liability for damage or loss of personal property. This includes but is not limited to interruption of utilities, power surges, flooding, fire, theft, vandalism, and/or student misconduct. Students are encouraged to check family homeowners'

insurance for coverage. The University is not responsible for personal property that is lost, stolen, or damaged. Thus, a resident should not keep large sums of money and other valuables in his/her room. The University is not responsible for items lost or stolen in residence halls during semester breaks or between semesters. The best guard against property loss is to keep the room locked. Report all losses to the Residential Community Coordinator and Campus Police. Residents are requested to provide their own personal property insurance. Information on insurance may be obtained from the Residence Life Office. It is requested that radios, computers, stereos and televisions be registered with the Residential Community Coordinator and with the Campus Police Department. ***In addition, it is highly recommended that the student purchase property insurance to cover any loss that may occur.***

57. Personal Safety

Students are expected to behave in such a way as to not endanger them or place others at risk.

For this reason, the following activities are strictly prohibited:

a. Leaving items in hallways and/or stairwells
b. Propping open exterior doors
c. Throwing things out of windows
d. Sitting on window ledges
e. Entering roof areas
f. Riding bicycles, rollerblades or skateboards within the residence halls
g. Elevator surfing

Students violating these restrictions as well as other activities deemed dangerous will be sanctioned. This may include dismissal from University housing without release from the full financial obligation of housing fees as identified in the housing contract.

58. Pest Control

Residence halls are serviced monthly by an extermination contractor engaged by the University. Residents can assist in this effort to discourage pest problems by adhering to sensible cleaning practices. Residents may be asked to clear closets, remove dresser drawers, cover food items, or assist in other ways the University deems necessary to facilitate an effective pest control program. Special treatments occur over breaks in student rooms and public areas. This is done to inconvenience as few residents as possible while maintaining pest control. If pest problems occur, please notify the Residential Community Coordinator.

59. Pets in Residence Halls

Pets, including but not limited to, dogs, cats, hamsters, snakes, birds, rabbits, turtles, fish, and so on are not permitted in University housing facilities; unless approved by the Director of Residence Life and the ASU Health Center. A $300 fine plus cleaning costs and/or disciplinary action will accompany any violation of this policy. Any pets found in the residence halls will be turned over to the local pet control authority.

60. Prohibited Items

The Following items are prohibited and are not allowed on campus or the residence halls.

Students found in violation may be subject to Disciplinary action and/or a minimum fine of $150.00.

- **Air conditioners (both window and portable units-unless issued by University Physical Plant)**
- **Air guns/rifles (including paint ball rifles and water guns)**
- **Ammunition/Bullets**
- **Alcohol**
- **Alcohol containers (even for decoration)**
- **Alcohol paraphernalia (shot glasses, flasks, water pong -even for decoration)**
- **Animals**
- **BB/pellets Guns**
- **BBQ Grills**
- **Bicycles, skateboards, and roller skates**
- **Bow and Arrows**
- **Candles (even if the item is strictly decorative)**
- **Coffeemaker (open coiled and w/out a shutoff valve)**
- **Combustible liquids**
- **Cooking Appliances (not including microwaves)**
- **Crockpots and rice cookers**
- **Darts (not including Velcro darts)**
- **Deep fryers and Air Fryers**
- **Drones**
- **Drug paraphernalia (bongs, pipes, vaporizers)**
- **Electric heaters or blankets**
- **Extension cords/ multi-outlet/power strips devices (only surge protectors are allowed)**
- **Firearms of any sort (regardless of permits to carry)**
- **Fireworks/explosives of any sort**
- **Halogen lamps**
- **Heat press**
- **Hookahs**
- **Hot plates (other open coil cooking appliances including, but not limited to George Foreman, sandwich makers, griddles, waffle makers, etc.)**
- **Hover Boards, self-propelled scooters, and similar devices**
- **Illegal Drugs/narcotics**
- **Incense (even if the item is strictly decorative)**
- **Lamps w/USB ports or electrical outlets**
- **Large knives or machete**
- **Lava lamps**
- **Lighters**
- **Oil lamps**
- **Plug-in air fresheners**
- **Routers**
- **String light (electrical, Battery operated, LED)**
- **Switchblades, Bowie Knives, Daggers, Dirks, razors, and razor blades (not including shaving razors)**

- **Toasters/Toaster ovens**
- **Tobacco and tobacco products (electronic cigarettes)**
- **Wax and oil warmers**
- **Wireless routers**

Additional Items for Suite-Style Housing (MWEH Village Residence Halls)
In addition to the items listed above, the following items are prohibited in suite-style housing:

- **Personal Microwaves and refrigerators**

61. Room Entry

Students have an expectation of privacy. Throughout the year, there will be regularly scheduled inspections of each room, apartment and common area. General conditions, cleanliness, maintenance needs, health and safety questions will be noted. Repairs and preventive maintenance is completed as necessary on a continuing basis. If there is evidence
of damage due to vandalism or neglect, the repairs will be made, and the residents will be charged to recover costs. The University reserves the right to enter a student's room or apartment for administrative, safety and regulatory purposes. Typically, a student's room may be entered with the consent of the resident or under the following circumstances.

a. *Physical Maintenance* – For purposes of safety, sanitation and general upkeep, the University reserves the right to enter a student's room at any time during the working day for the above purposes, whether a resident is present or not. In cases of emergency, rooms may be entered in the presence or absence of the residents, at times other than regular working hours. Between semesters residence hall rooms are exclusively under the control of Residence Life and not of the student, even though the student plans to return to the same room the following semester. During these periods, the University reserves the right to inspect, maintain and make repairs in the residence hall rooms. Further, the University reserves the right to replace damaged or obsolete furniture and to remove from the room without the owner's permission any objects or materials, which constitute a safety or sanitation, hazard, or are property of the University at the time. Between semesters when maintenance staff is inspecting, cleaning and repairing rooms, the University shall exercise reasonable care with respect to protecting against the loss or theft of personal equipment belonging to the student. Beyond exercising reasonable care, however, the University cannot assume responsibility for items of a personal nature that are damaged, lost or stolen.

b. *Search* - On-campus authorities will not enter a room for the purpose of search without permission from the resident(s) or prior permission from the Director of Residence Life. State and federal law governs a search of a student's room by the police for investigative purposes. This includes but is not necessarily limited to a search with a search warrant, a search where the student has waived his/her rights, thereby permitting police search, or a search of the immediate area of an arrested subject incident to that arrest.

c. *Emergency* – is defined as a condition or situation of necessity that merits immediate attention. Wherein any delay caused in obtaining the necessary authorization constitutes danger to persons, property, or the building, campus authorities may enter the room immediately.
d. *Seizure* – If upon a staff member observes the substance of a violation that constitutes an immediate threat to health, safety and welfare (e.g., firearms, combustibles or explosives), the staff member should direct the staff member should direct the disposition of the object or substance to the ASU Police. Subsequently, the student will be referred to Judicial Affairs and/or legal action**.**

62. Safety Equipment

Tampering with fire equipment, such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and smoke detectors is prohibited. Students found in violation will face a minimum of $300 fine and disciplinary sanctions up to suspension of housing privileges. Violations of this policy include, but are not limited to:

a. Removing a fire extinguisher from its prescribed location.
b. Discharging a fire extinguisher for any purpose other than putting out a fire.
c. Activating an alarm absent an emergency.
d. Tampering with the covers on fire alarm pull stations.
e. Tampering with common area and room sprinkler systems.

63. Safety and Security

3 Residence Hall staff is on duty 24 hours a day to handle emergencies. All outside doors (except main entrances) are locked. Residents must enter and exit from the main entrances only. Please report any suspicious behavior to your Residential Community Coordinator.

64. Sleep-Study Atmosphere

Quiet hours are applicable to both *inside and outside* noise that could be considered disruptive to sleep and/or study. Study and quiet hours will be strictly enforced.
Sunday – Thursday 10:00 pm – 8:00 am (quiet hours)
Friday – Saturday 12:00 am – 11:00 am (quiet hours)

65. Smoke Detectors

Each residence hall room is equipped with a smoke detector. Periodically, residence hall staff and licensed technicians will test the smoke detectors to insure they work properly. If there is a problem with the smoke detector in the room, please notify a residence hall staff member immediately. *Please DO NOT tamper with smoke detectors at any time.*

66. Smoking and Tobacco Use

Smoking in the residence halls is prohibited. Alcorn State University is a smoke, drug and alcohol free environment. If found smoking in the room or if there is evidence of smoke in the unit, the resident(s) will receive a fine of **$150**.

67. Special Events

Residence halls may be closed to all guests during specified special events. Residents will

receive advance notice of hall closing.

68. Special Needs/Facilities

There are handicap accessible resident rooms available in the residence halls. Please contact the Residence Life Office for further information.

69. Student-Owned Furniture

Any furniture brought by the resident must be marked with a permanent marker in order to identify the owner. At checkout, residents are responsible for removing any furniture they may have brought during the year. Furniture is not to be placed in areas that pose a safety or fire hazard. Residents will be billed for leaving furniture in their rooms or elsewhere in the building.

70. Unauthorized Entry/Tampering

Unauthorized entry/tampering includes unauthorized access to University facilities, intentionally damaging door locks, unauthorized possession or duplication of University keys or access cards or propping open exterior doors. These devices are in place to protect the safety and security of all students. Tampering with them compromises the safety of all students living in the residence halls.

71. Unauthorized Guest(s)

Any individual who occupies a residence hall room overnight or for a longer period and who has not been properly assigned is guilty of **"***unauthorized occupancy***"** (see *Overnight Guest(s) Policy*). This policy applies to off-campus students and non-students (adults and children). An off-campus student who violates this policy will be charged rent for the full semester and charges will not be removed from the student's account. Other unauthorized occupants (adults and children) will be subject to lawful removal, if necessary, by the Campus Police.

72. University Owned Furniture

Residents are responsible for the furniture in their room. The assigned furniture must be kept in the room the entire academic year. Removing furniture from the floor lounges, laundry rooms, study rooms or other common areas for your room is not permitted and will result in a fine and disciplinary action. In addition, University owned furniture is not allowed outside the student residences. Residents who move furniture outside of their room will be charged for repairing/replacing the furniture, in addition to being assessed a fine. Students who have moved furniture from their room and find that it is unavailable at the time of check-out will be assessed the full replacement cost at current market price for those items and face possible University judicial action for theft of University property.

73. Vandalism

Vandalism will not be tolerated in the residence halls. Any reports of vandalism by students will be investigated, and the appropriate student(s) charged. If disciplinary action is warranted, a disciplinary hearing will be held and possible suspension of housing privileges. If you have witnessed or are aware of an act of vandalism,

please report it to your RA or Residential Community Coordinator *immediately*. When no one assumes responsibility for vandalism, the necessary repairs are divided among the residents living on the floor or in the building and will be billed to your student account.

74. Vehicle Registration

All resident motor vehicles must be registered with the University Police Department if they are operated on the Alcorn campus (including parking lots). Each vehicle must have a valid, properly displayed parking decal. Tickets are issued for all violations, including having no valid permit and are payable at the University Police Department.

75. Weapons, Firearms, Fireworks and Flammable Liquids

a. Any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive**.**
b. Switchblade knife shall mean a knife containing a blade or blades which open automatically by the release of a spring or similar contrivance.
c. BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, blackjack metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except for instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property.

76. Weather Conditions

a. *Watch* – Tornadoes severe thunderstorms are possible in the area.
b. *Warning* – A Tornado has been sighted and persons in the area should immediately seek shelter. Failure to comply with these instructions will result in disciplinary action.
c. *Shelter* **–** In residence hall and classroom buildings, proceed to interior hallways on the lowest avoiding windows, glass areas and doorways. Do not take shelter in structures that offer maximum protection. If time does not permit this, move to low ground area for protection.

77. Weather Information (Severe)

The University Police Department will give notice of severe weather watches and warnings whenever possible. Listen to the local radio stations and TV stations during threatening weather for weather updates. In the event a tornado is reported or sighted, all persons within the University facilities should move to a safe area. Action should be taken to prevent personal injury from falling objects or flying debris. Building basements, inner hallways 1st floor, enclosed stairwells or lobbies (without glass is suggested areas of safety). Students living in residence halls (including Student Nursing Residence in Natchez) are instructed to proceed to the 1st floor. Severe weather includes tornadoes, cyclones, or high winds. Students may tune to the following local radio stations:

a. Alcorn WPRL 91.7 on FM Band
b. Jackson WJMI 99.7 on FM Band
c. Fayette/Natchez WTYJ 97.7 on FM Band

78. Windows and Screens

Screens are never to be removed from windows. In the interest of safety, no objects may be passed, thrown, or hung out of or into windows. Students throwing anything from a window will be referred for disciplinary action along with the recommendation that their housing agreement is terminated and the individual is removed from the residence hall. Removal of screens may result in disciplinary action and/or fines to cover the cost of repair and/or replacement.

79. Withdrawal

a. *University* – After a student officially withdraws from the University, he/she will have 48 hours to vacate the residence halls and complete the checkout process in the residence halls. Students will be financially responsible for all charges until the process is complete.

b. *Suspension/Expulsion* – If a student has been suspended from the University, he/she will have 24 hours after official notification to vacate the residence halls and complete the checkout process. Students will be financially responsible for all charges until the process is complete.

If a student fails to vacate the residence halls and complete the checkout process within the designated time allotted, his/her personal belongings will be packed by the hall staff under the supervision of the Alcorn State University Police Department and taken to the Police Department. The student will be assessed a $50.00 per day fee until he/she has retrieved the personal items.

EXTENDED STAY HOUSING POLICY

Residence Halls will be closed during all University Break and Holiday periods. This includes but is not limited to Fall/Thanksgiving, Christmas/New Year's, and Spring Break. Residential students should adhere to the following schedule:

Holiday Break	Residence Halls Close	Residence Halls Reopen
Fall/Thanksgiving	4:00 PM Friday prior to start of break	12:00 Noon Sunday after end of break
Christmas New Year's	4:00 PM Friday prior to start of break	12:00 Noon Sunday after end of break
Spring Break	4:00 PM Friday prior to start of break	12:00 Noon Sunday after end of break

Exceptions: In-season NCAA student athletes required to attend practice/competition, ASU Marching Band students required to attend/participate in an event, international students, students with verified student teaching, co-op or university-related work requirements; and students whose permanent residence is outside Mississippi or contiguous states.

Each student qualifying by being in one of the groups listed above:

a. **Must complete an online Extended Stay Request Form (ESRF) two weeks prior to requested break period.**
b. **Notifications will be sent via ASU email address.**

c. **Must pay a non-refundable assessment of $20 per day (1 – 3 days) or a flat rate of $200.00 (three or more days) per holiday period one week prior to the start of the break period. Assessments must be paid in full prior to the start of the break.**

All ASU policies and procedures will be enforced. Any violation will result in immediate removal from the campus to be followed by formal disciplinary action following the break. Students attempting to remain in or enter residence halls without having an approved ESRF will be in violation of ASU policy.
Please note that there is NO food service during the holiday breaks, Vacation periods are not covered in the meal plan. Students granted permission to stay in the residence halls are responsible for their own meals.

Common Area Damage and Group Billing

Damage to common areas is a more difficult and complicated matter, and one that is also the responsibility of each resident. The Department of Residence Life has attempted over a period of time to resolve the difficulty of damage to public areas and the related problem of defraying costs for such damages. Room or common area damage may result in the reassignment or cancellation of the housing contract of those persons found to be responsible. If the responsible person(s) cannot be determined, the entire community may share the cost of this damage, whether it occurred in a wing, floor or entire building.

Damage charges are used to assist in repairing or replacing damaged items. Repairs or replacements not completed before the next academic year begins will be completed as soon as possible depending on the availability of personnel and/or additional necessary funds. Damage charges can also cover the cost the University incurs when students exhibit inappropriate behavior such as setting off false fire alarms or stealing University property. Improper disposal of trash or personal belongings in the exterior or common areas of the building may be removed immediately, and cleaning charges can be assessed without prior notice.

Faulty equipment and damage should be reported to a staff member. If there is damage in a room, students are urged not to attempt to repair it because this often increases the cost of final repairs. University personnel are trained to provide repairs and can remediate the situation in a short time.

Residence Hall Fine Appeal Process

Students wishing to appeal a Housing and Residence Life fine imposed by hall staff should follow the procedure below:

Step 1: Residents will receive notification of fines to their ASU email account.
Appeals must be submitted within 30 days of receiving notification of the charges.

Step 2: The student must make a complaint in writing to his/her Residential Community Coordinator. Fine appeals will be reviewed on Tuesday's and Thursday's weekly. Appeals should contain the resident's full name, ASU ID number, residence hall and room, ASU e-mail address, and rationale as to why the resident is not responsible for the charge(s). Any supporting materials must also be submitted at this time.

Step 3: The Residential Community Coordinator will review the written complaint/appeal and supporting documentation, then interviews the complaint and any witnesses before making a decision on the student's appeal. Charge will remain on the resident's account during the appeal process.

Step 4: The Area Coordinator notifies the student of his/her decision in writing, and provides copies to the Director of Housing and Residence Life.

Step 5: If the student is dissatisfied with the decision, he/she may appeal to the assistant director of housing and residence life, along with providing all supporting documentation.

Step 6: The assistant director of housing and residence life will review the appeal and notifies the student of the decision and provides copies of the notification to the director of housing and residence life and the vice president for student affairs upon request.

Step 7: If the student is still not satisfied, a final appeal may be made to the director of housing and residence life. All supporting documentation is provided to the director of housing and residence life, including decisions and recommendations previously made by the assistant director of housing and residence life.

Step 8: The director of housing and residence life, after review of all pertinent documentation, renders a decision and informs the student of that decision in writing, as well as provides copies to the vice president of student affairs.

Note:

- In the Residence Halls, residents will receive notification of fines via ASU email.
- Copies of complaint will be forwarded to the director of housing and residence life.
- Only in the event of a successful appeal will a charge be removed or reduced. Payment is the responsibility of the resident.

Appeal of Charges (non-Conduct)
Residents may appeal:

- Failed health and safety
- Exit door fine
- Noise violation
- Damage
- Improper check-out

Housing Revoked Policy

(Failed Health & Safety, Unauthorized guest, Smoking, Unauthorized Pets, and Noise violation, etc.).

- STRIKE 1: Written up and Fined (at least 3 times)
- STRIKE 2: Community Service in the Residence Hall or Housing office
- STRIKE 3: Housing Revoked/ Appear before Housing or University Judicial Hearings

Roommate Conflict Policy

Successful roommate relationships depend on understanding different lifestyles and respecting the rights of others. Building relationships takes time, patience, and compromises along the way. The key to living with others is communication. Even when it is uncomfortable, roommates must be willing to talk to each other.
If a roommate disagreement or conflict arises in a room, we ask that you go through the following procedures before requesting a room change. Space is very limited on campus, and we ask that you try to discuss your problems and concerns, as a room change may not be an immediate option.

If you are having difficulties in your room and/or with your roommate, we encourage you to first discuss the issue with your roommate directly. Many times, the roommate is not aware that there is a problem. If you and your roommate cannot resolve the issue on your own, you may approach your Resident Assistant (RA) to discuss having roommate mediation. During this mediation, the Resident Assistant will review the roommate contract and revise/make changes that all parties are in agreement with.
If the Resident Assistant cannot successfully mediate the situation or assist in solving the conflict, you will schedule a meeting with your Residential Community Coordinator (RCC).

Roommate Conflict Policy a Step-by-Step Guide

In the event you find your roommate incompatible, please follow the list of steps below:

- Talk to your roommate. Open communication is key, and this first step may solve the issue.
- Contact your Resident Assistant (RA). Your Resident Assistant will schedule a meeting with all roommates in the room.
- During the meeting, the RA will review and revise the roommate agreement. Throughout this process, the RA will offer advice on how to improve the living situation.
- The RA will check in with all students two days after the mediation has occurred. If the conflict persists, the Resident Assistant will refer you to meet with your Residential Community Coordinator.
- The Residential Community Coordinator will meet with all residents and mediate a discussion that focuses on the conflicts occurring in the room.
- If a situation is deemed irresolvable by the Area Coordinator and/or the resident have not complied with the outlined guidelines of the Roommate Agreement, then a resident(s) may be directed to complete a Room Change Request form.

Please note: The Office of Residence Life retains the right to move a student or group of students at any time, if it is found that a conflict cannot be resolved.
The goal is to have a successful discussion with the concerned residents and respective

roommates in which a roommate agreement is formed. All residents must abide by the stipulations of the agreement, which in turn leads to a more positive living experience.

Managing Roommate Conflict

If you find yourself involved in a roommate conflict, here are some tips to help you address the situation:

- Do not become too dependent on your roommate for friendship. It is healthy and natural to develop good friendships with people who you do not live with. It is okay to not be best friends with your roommate, as long as there is mutual respect.
- Talk to your roommate directly and deal with issues as they arise. It is much more effective to assert yourself as things happen, rather than to let several small issues build up over time and eventually explode. Create an open line of communication so that all roommates feel comfortable expressing their feelings.
- Talk honestly and directly. Level with each other. For example, "When you do X in situation Y, I feel Z." Be honest about your needs, thoughts and feelings.
- Validate others' positions. Try to understand other points of view even when they differ from your own. For example, "I understand how you might feel that way, but…"
- Attack problems, not each other. Come to an agreement on what the conflict is and what a solution may be. Make a plan of action and set a future time to evaluate the situation.
- Use "I" statements to express your thoughts/feelings. For example, "I felt left out" sounds very different from "You never spend any time with me."
- Try not to involve your neighbors or mutual friends in your conflict. This can aggravate conflict and complicate the situation.
- Avoid direct or indirect posting on social media. This often results in feelings getting hurt and can escalate a situation that could have been resolved.

- **If you find you cannot resolve a conflict on your own, seek out your RA. It can help to have an objective party to help talk things out. Most importantly, always remember that none of us are perfect. If problems develop that you cannot solve on your own, there are people trained to help mediate these conflicts. Since room changes are not always an available solution, always seek out a professional to help navigate through a conflict.**

Room Change Policy

If a resident would like to change rooms, they must submit a Room Change Request Form. Once a student submits a room change request form to the Residence Life Office, the request will be reviewed by the Area Coordinator.

- Room changes may not be accepted within the first two months of the fall or spring semesters, allowing our staff to check in students and determine if there are available spaces.
- If a room change can be granted, and an offer is made, a student has 24 hours to accept or decline the offer. If accepted, students then have approximately 24 hours to move to their new assignment.
- If a room change cannot be granted due to space not being available, the room change request will continue to be reviewed weekly to see if space has become available.
- Unauthorized room changes are considered a violation of the Residence Life policy, and may result in a student being fined, and housing privileges revoked.

Note: Single spaces are always extremely limited in availability.

Rooms with Vacancies

All vacancies are considered as available space by the University and must be accessible to other students looking to change rooms or for emergency purposes.

Please note:

- All furniture including the bed, desk, mattress, wardrobe, and closet must be left assembled, set up, and empty in the room so that another student can easily move into that space.
- If you fail to comply or obstruct this process in any way, you will be held accountable.

STUDENT ENGAGEMENT

Alcorn State University seeks to provide wholesome, cultural, and entertainment activities for its students. Therefore, extracurricular participation is encouraged as part of the overall process. Extracurricular activities at Alcorn State University include events such as movies, dances (including live entertainment), lyceum attractions, and other appropriate activities. The student body takes part in the selection of the many campus attractions and events. The Student Engagement Program is designed to complement the academic program of studies and enhance the overall educational experience of students through development of exposure to and participation in social, cultural, intellectual, recreational, and governance programs. Students collaborate with faculty and staff to develop and implement programs involving the campus community and society.

A. STUDENT ORGANIZATIONS

The Student Engagement program is designed to complement the academic program of studies and to enhance the overall educational experience of students through development, exposure to, and participation in social, cultural, intellectual, recreational, and governance programs.

B. RECOGNITION OF NEW ORGANIZATIONS

Groups of students with common interests who wish to request recognition as a student organization may draw up a constitution stating the purpose and other matters of organizations for the proposed group. The proposed constitution signed by the interested students and accompanied by a letter from a member of the faculty/staff who is willing to serve as the group's faculty advisor, must be submitted to the Student Engagement Office. The new organization must receive final approval from the Director of Student Engagement.

Procedures to Become an Approved Organization

1. An application for student organizations must be completed in Presence at the beginning of the academic school year.
2. Each student (minimum of 5 students to become an approved organization) must have a cumulative grade point average of 2.75 to be considered for membership into an approved organization and to become a member of said organization.
3. The application, a constitution, and the name of the advisor must then be submitted within fourteen (14) days after the beginning of the fall term.
4. The Director of Student Engagement will make a recommendation to the Vice President for Student Affairs for approval or disapproval of the request.
5. Religious Organizations must be approved through the university's Rector who will make a recommendation to the Director of Student Engagement for approval or disapproval of the request.
6. The proposed organization will subsequently be notified by the Director of Student Engagement / Rector (of religious based organization) of the decision made with respect to its status

Approved Clubs and Organizations

The co-curricular departmental clubs, social organizations, religious organizations, athletic and non-athletic recreational activities currently active at the university are as:

1. **CLASS ORGANIZATIONS:** Freshman, Sophomore, Junior, and Senior Class
2. **DEPARTMENTAL ORGANIZATIONS:** Alpha Kappa Psi Professional Business Fraternity, Alpha Chi Sigma, Biology Club, Braves Battalion Army ROTC, ASU Criminal Justice Club, ASU SNMA & MAPS of Pre-Professional Programs, Chemistry (Khem) Club, National Society of Pershing Rifles, Pre-Medicine Club, Math and Computer Science Club, Minorities in AG Natural Resources Related Sciences, ASU Social Science Society, and ASU Sociology/Social Work Club
3. **GREEK-LETTER ORGANIZATIONS:** The Pan-Hellenic Council, Alpha Phi Alpha, Kappa Alpha Psi, Omega Psi Phi, and Phi Beta Sigma Fraternities Incorporated; Alpha Kappa Alpha, Delta Sigma Theta, Zeta Phi Beta, and Sigma Gamma Rho Sororities Incorporated
4. **HONOR SOCIETIES:** Alpha Kappa Mu, Beta Kappa Chi (Science), Beta Beta Beta, Delta Mu Delta (Business), Pi Gamma Mu (Social Science), Tau Beta Sigma (Music), and Phi Gamma Mu, National Society of Student Leadership & Success
5. **PUBLICATIONS:** The *Alcornite* (Student Yearbook), and The *Campus Chronicle* (Student News Paper)
6. **STUDENT CHRISTIAN ORGANIZATIONS:** Gospel Choir, ASU Wesley Foundation, ASU Gospel Choir, Interfaith Gospel Choir, Choir Psi Phi, Throne Room Ministries, and Next Level Youth Ministry
7. **SPECIAL INTEREST ORGANIZATIONS:** ASU Cheerleaders, ASU Student Ambassadors, ASU College Democrats, Residence Hall Association, Students

Involved in Prevention, PEER Educators, Students in Free Enterprise, Q.U.E.E.N. Inc., LSMAMP, Omega Tau Pi Sorority, Inc., Upsilon Phi Upsilon, and Upward Bound

C. SCHEDULING

All persons or attractions sponsored on campus must be approved and registered with the Office of Student Engagement. In each instance, an Activity & Building Clearance Form must be submitted for approval in the Presence. In cases where a speaker is invited, the sponsoring organization or person must complete the Speaker Clearance Section in the Presence platform.

D. SPEAKER CLEARANCE PROCEDURES

Uniform regulations for *off-campus* speakers invited by organized student and faculty groups are applicable to all Institutions of Higher Learning within the State of Mississippi. The steps involved in this process are as follow:

1. The request to invite an outside speaker must be made by an organized student, faculty or staff group that is officially approved by the university.
2. No invitation shall be issued to an outside speaker without prior written concurrence by the Vice President for Student Affairs (who acts as the President's designee).
3. Any speaker request shall be made in writing by an officer of the student, faculty or staff organization not later than ten (10) calendar days prior to the date of the proposed engagement.

a. The request must contain the following:

1. Name of the sponsoring organization
2. Proposed date
3. Time and location of meeting,
4. Expected size of the audience, and
5. Topic of the speech and/or the theme for the program

b. Organizations sponsoring events with one hundred (100) or more participants must provide security for the duration of the event.

4. A request made by a recognized organization may be denied only if the Office of Student Engagement determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as:

a. The violent overthrow of the government of the United States, the State of Mississippi, or any political subdivision thereof; or

b. The willful damage or destruction, or seizure and subversion, of the institution's building or property; or

c. The forcible disruptions or impairment of, or interference with, the institution's regular classes or other educational programs.

d. The physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty and staff members/students; or other campus disorders of a violent nature.

5. Where the request for an outside speaker is denied, any sponsoring organization so aggrieved shall, upon application to the Office of Student Engagement, obtain a hearing

within two days following the filling of its appeal before the Vice President of Student Affairs.

Greek-Letter Organization Policies and Procedures

These policies and procedures govern all Greek-Letter organizations, exclusive of Honor Societies on the campus of Alcorn State University. This edition supersedes all other editions of these regulations.

Advisor

a. The Greek organization's advisor must attend the Greek-life workshop prior to the organization conducting membership intake.

b. Each group must have a faculty/staff advisor and should have a co-advisor.

c. Each advisor must be a member of the fraternity or sorority represented.

d. In the event that there isn't a faculty/staff member to serve as an advisor, an off-campus advisor appointed by the parent chapter is permissible.

e. The advisor will be directly responsible for carrying out the rules and regulations of the organization and the Pan-Hellenic Council.

f. The co-advisor will act only in the absence of the advisor and shall be a member of the organization represented.

Membership Intake Process

a. Each Greek organization must maintain membership of a cumulative grade point average of 2.75. If this minimum 2.75 GPA is not maintained by both the chapter and individual members, the Greek-Letter Organization will not be allowed to conduct a membership intake process the next semester or be allowed to host/sponsor any activities on campus. The organization &/ individual members will remain on probation until the cumulative grade point average of a 2.75 has been certified by the Office of the Registrar and provided to the Director of Student Engagement and the advisor.

b. Each Greek organization & prospective members must attend the mandatory Anti-Hazing workshop sponsored by the Division of Student Affairs prior to the organization conducting membership intake.

c. Only full-time students who have registered at Alcorn State University during the regular session may participate in the intake process.

d. Students may not be considered for membership into any sorority or fraternity unless they have earned thirty (30) or more semester hours.

e. Transfer students can be considered for membership if they have completed 15 credit hours the semester prior to the membership intake with Alcorn State University and have earned thirty (30) or more semester hours along with twenty (20) community service hours.

f. Each student must have a cumulative grade point average of 2.75 to be considered for membership into a sorority/fraternity and to become a member of said organization. For transfer students this refers to the combined GPA (Alcorn plus all transfer credits.)

g. No student will be considered for membership until his/her grade point average has been certified by the Registrar. All potential candidates will be submitted on one

written list with the original going to the Office of the Registrar and a copy to the advisor and another to the Director of Student Engagement. No student can be considered for membership before receiving written permission from the Office of Student Engagement.

h. The membership intake process shall take place in either the fall or spring semester, unless granted special permission by the university. Dates will be provided by the Director of Student Engagement.

Membership Intake Procedures

a. The intake process shall not take place outside of the dates provided by the Director of Student Engagement.

b. All activities related to the intake process (Rush, Application, Voting, GPA approval, Induction, etc.) must be completed within the timeframe established by the Director of Student Engagement.

c. NPHC chapters cannot initiate more than 35 new members during membership intake. However, if you have not initiated new members in one or more years, you *can* initiate up to 40 candidates during said membership intake process.

d. There will be no public display of candidates aside from the approved new membership reveal show (probate show).

e. All membership intake activities will end no later than 11:00 p.m. each night of the intake process period.

f. No membership intake activities shall be carried on in such a manner as to interfere with academic work and university decorum.

g. No student shall participate in the intake process until said student is certified by the Registrar's Office, Business Office and Division of Student Affairs as being in good standing with the institution.

h. Students *can* be granted immunity for disciplinary sanctions when all fines have been paid in full, probationary or community service times have been met and the student has maintained a clean record for one year (2 consecutive semesters). The violations that prevent students from participating in Membership Intake Process are alcohol, drugs, weapons and violent natured offenses.

i. No membership intake activities shall be carried out in the absence of the advisor.

j. Brutality and/or Hazing toward candidates in any form shall not be tolerated.

k. Each organization must show documentation of community service hours on and off campus in order to participate in the Membership Intake Process. Community Service Forms will be provided by the Office of Student Engagement.

Hazing (State Laws)

A. 97-30105 Of The Mississippi Code Of 1972

This bill prohibits hazing in the course of a person's initiation into any organization. Hazing is divided into two degrees or categories based on the result of behavior. A person is guilty of hazing in the first degree when, in the course of another person's initiation into an organization, he/she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby cause an injury. A person is guilty of hazing in the second degree if all the elements of hazing in the first

degree are present, but no injury results. Hazing in the first degree is punishable by a fine of not more than six months. Hazing in the second degree is punishable by a fine of not more than Ten Thousand Dollars ($10,000).

B. 97-30105 MISSISSIPPI CODE OF 1972 AS AMENDED

1. A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such person or a third person and thereby cause injury.
2. Any person violating the provisions of subsection (1) of this section shall be guilty of a misdemeanor, and, upon conviction thereof, shall be punished by a fine of not more than Two Thousand Dollars ($2,000.00) or imprisonment in the county jail for not more than six (6) months or both.
3. **A person is guilty of hazing in the second degree when, in the course of another** person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.
4. Any person violating the provisions of subsection (3) of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than One Thousand Dollars ($1,000.00).
5. The provision of this section shall be in addition to other criminal laws, and actions taken pursuant to this section shall not bar prosecutions for other violations of criminal laws.

Student Participation in Institutional Government

Extracurricular participation through student involvement to specific areas of institutional decision making is encouraged at Alcorn State University as part of its overall learning process. Participation in institutional government is a privilege and not a requirement. This participation is realized through (1) the student body taking part in the selection of many campus attractions and events; (2) student involvement in the campus judicial process through student representatives taking an active part in disciplinary decisions about students accused of misconduct; (3) student representation on the University Academic Affairs Committee, Food Service Committee; and (4) annual and monthly meetings between students and the administration to discuss and explore ways of improving the institution.

E. STRUCTURES AND FUNCTIONS OF THE STUDENT GOVERNMENT ASSOCIATION (SGA) AND THE PREAMBLE

In the belief that students have the right, as well as the obligation, to play a significant role in guiding their university—and in the belief that a democratic student government is the best means by which this role may be played—we, the student body of Alcorn State University, hereby create this government. With its authority derived from the student body and its existence recognized by the faculty, staff and administration of this university, the government will institute programs for the betterment and enrichment of the university community, as well as express the opinion of students on any and all issues that are of concern to them.

We acknowledge the responsibilities are necessary complements to rights and authority. Every student and student organization must respect the rights of other members of the university community. Each student shall use appropriate means and channels when exercising his/her rights pertaining to the educational community. The academic and civic integrity of the institution must be upheld by all who play a significant role in university affairs. This, then, is the Constitution of the Student Government Association of Alcorn State University.

ARTICLE I: THE STUDENT GOVERNMENT ASSOCIATION

1.1 NAME

The name of this organization shall be the Student Government Association of Alcorn State University.

1.2 JURISDICTION

All students who are registered at Alcorn State University as prescribed certified by the Registrar shall be members of the Student Government Association and shall be subject to this Constitution and its By-Laws, the Statutes of the Student Government Association of Alcorn State University. All members of the Student Government Association (SGA) shall be considered equal. The SGA does not discriminate on the basis of race, color, sex, religion, national origin, age or handicap. All members of the Student Government Association of Alcorn State University are required to reside in residential housing.

1.3 THE PURPOSE OF THIS ORGANIZATION SHALL BE THE FOLLOWING:

a. To provide the means whereby the members of the SGA may express themselves effectively in the programs of the university which affect their social, economic, physical, intellectual and spiritual welfare

b. To promote a continuous exchange of ideas and opinions between the students, faculty, and the administration

c. To coordinate and regulate the activities of the SGA for the benefit of the entire educational community and of the students in later life

1.4 POWERS

Since ultimate responsibility for all phases of the operation of the university rests with the Board of Trustees of Institutions of Higher Learning and since the president of the university acts as their agent in all university matters, the SGA shall have only those powers delegated to it by the Division of Student Affairs. Policies adopted by officers and committees of the SGA shall be subject to review by such officials as may be authorized to do so by the Constitution and Statutes of the Alcorn State University Student Government Association.

ARTICLE II: THE EXECUTIVE (FROM STATUTES AND BYLAWS)

2.1 GENERAL QUALIFICATIONS FOR ELECTING EXECUTIVE OFFICERS

All candidates should not have been involved in any disciplinary action and/or fines (suspension), and all officers shall hold only one office in the SGA. The SGA President, Mister and Miss Alcorn State University shall have a grade point average of 3.0 or better. All other candidates shall have a grade point average of 2.75 or better. All candidates are required to be full-time students. All candidates are required to reside on campus. Candidates shall not have been involved in any actions resulting in disciplinary sanctions within two consecutive semesters prior to seeking candidacy.

2.2 Positions Available in the Student Government Association

1. Student Government Association President
2. 1st Vice President
3. 2nd Vice President
4. Class Presidents (Freshman, Sophomore, Junior, Senior)
5. Student Government Association Executive Secretary
6. Student Government Association Business Manager

FORMS OF INTENT

Each prospective candidate must show intentions to run by filing his/he personal data at least eight (8) days prior to the election. His/her file must include:

1. Name
2. Grade Point Average
3. Classification
4. Address
5. Peer Nominations (300) are required for high office positions: (SGA President, 1st Vice, 2nd Vice)
6. Peer nominations (200) are required for all positions other than high offices.

2.3 SPECIFIC QUALIFICATIONS FOR ELECTING EXECUTIVE OFFICERS

A. SGA PRESIDENT

1. Must be classified as a junior, certified by the Registrar, who will graduate (as a senior) the following May.
2. Must have completed two (2) previous semesters at ASU.
3. Must have documented participation in leadership development activities while attending Alcorn State University.

B. SGA 1ST VICE PRESIDENT

1. Must be classified as a sophomore, certified by the Registrar, who will be a junior the following May.
2. Must have completed two (2) previous semesters at ASU.

C. SGA 2ND VICE PRESIDENT

1. Must be classified as a sophomore certified by the Registrar, who will be a junior the following May.
2. Must have completed two (2) previous semesters at ASU.

D. SGA EXECUTIVE SECRETARY

1. Must be classified as a sophomore, certified by the Registrar, who will be a junior the following May.
2. Must have completed two (2) previous semesters at ASU.

E. SGA BUSINESS MANAGER

1. Must be classified as a sophomore, certified by the Registrar, who will be a junior the following May.
2. Must have completed two (2) previous semesters at ASU.

2.4 EXECUTIVE POWERS OF THE SGA

All executive powers of the SGA shall be vested in a President, Vice President (1st and 2nd), Executive Secretary, Business Manager, Class Presidents (Freshman Class President,

Sophomore Class President, Junior Class President, Senior Class President), and their corresponding Class Queens (Mr. and Miss Freshman, Mr. and Miss Sophomore, Mr. and Miss Junior, Mr. and Miss Senior), Miss Alcorn and Mr. Alcorn State University. These officers shall be elected in the spring semester in a manner prescribed by the Statutes and shall serve a term of one year. With the exception of Mr. and Miss Freshman who will be elected the following fall in a special election. No person serving any other branch of Student Government shall serve in the Executive Branch.

2. 5 DUTIES AND POWERS OF THE SGA PRESIDENT

1. Serve as the official representative of the student body.
2. Administer and enforce the Constitution and Statutes of the ASU Student Government Association.
3. Call and preside over meetings of the SGA.
4. Appoint Cabinet members and executive committee members as outlined in the Statutes.
5. Remove any officers or committee member whom he/she has appointed to a position in the Executive Branch with the concurrence of a majority of the Senate.

2.6 DUTIES AND POWERS OF THE SGA 1ST AND 2ND VICE PRESIDENT

A. 1ST Vice President
   1. Preside over the student senate.
   2. Act on behalf of the SGA President when needed.
   3. Preside over the Food Service Committee and Safety Committee.

B. 2nd Vice President
   1. Preside as President of the Activities Committee (This committee will determine what the desires and needs of the student body as well as the scheduling of events).
   2. Act on behalf of the 1st Vice President when needed.

2.7 DUTIES AND POWERS OF MISS ALCORN STATE UNIVERSITY

1. To serve as an official representative of the student body.
2. To assist in administrating and enforcing the Constitution and Statutes of the ASU Student Government Association.
3. To host programs that will enlighten the student body of Alcorn State University per semester.
4. To represent the student body at all approved functions.
5. Communicate with all class queens and ensure their knowledge of duties and responsibility to the Alcorn State University Student Government Association.

2.8 DUTIES AND POWERS OF MISTER ALCORN STATE UNIVERSITY

1. To serve as an official representative of the student body.
2. To assist in administrating and enforcing the Consitution and Statutes of the ASU Student Government Association.
3. To host programs that will enlighten the student body of Alcorn State University Per semester.
4. To represent the student body at all approved functions.
5. Communicate with all kings and ensure their knowledge of duties and responsibility to the Alcorn State University Student Government Association.

2.9 DUTIES AND POWERS OF THE SGA EXECUTIVE SECRETARY

A. Maintain records and files of the SGA.

B. Shall provide recorded minutes of various committee meetings, including Senate committees, or other organized meetings of SGA.

2.10 DUTIES AND POWERS OF THE SGA BUSINESS MANAGER

A. Supervise the financial matters of the SGA as authorized by the Senate.

B. Serve as an ex-officio member of any and all committees appointed for the purpose of considering budgetary and/or financial matters of the Senate.

C. Maintain complete and accurate financial reports, and submit each month in writing to the Senate, a complete statement of incomes and expenditures for the previous month.

D. Conduct an annual inventory of all SGA property.

E. All expenditures by any department of the SGA must receive prior approval from Student Engagement.

6. Any person, whether he/she is acting as an agent of the SGA or whether he/she is acting as an entity separate from the SGA, who shall incur an expense charged to the SGA without the prior written approval from Student Engagement, shall be held personally liable for the payment of said expense.

2.11 THE PRESIDENT'S CABINET

There shall be a cabinet to assist and advise the President whose membership of which shall be determined by Statutes. All cabinet members shall be members of the Executive Branch and shall not hold any other positions in the SGA

2.12 ESTABLISHMENT OF THE ELECTION COMMISSION

A. **An Election Commissioner shall be appointed by the President with Senate approval.**

1. **He/she must have served on the Election Commission for at least one (1) semester.**
2. In the event that there is no one available with one semester's experience, the SGA President, with Senate approval, will appoint someone he/she determines to be qualified.

B. Three (3) assistants to the Commission shall be chosen by the Election Commissioner with Senate approval.

2.13 SUCCESSION

1. In case of removal of the President from office for any reason, the 1st Vice President shall assume the duties of President until the completion of that term.

2. In case the President is temporarily unable to perform the duties of his/her job, the 1st Vice President will temporarily assume his/her duties of his/her office.

3. If for any reason the 1st Vice President is unable to perform the duties of his/her office, temporarily or permanently, the 2nd Vice President will assume the duties of that office for the time required, temporarily or permanently.

4. If for any reason the Executive Secretary or Business Manager is unable to perform his/her duties, temporarily or permanently, the President, with Senate approval, will appoint someone he/she determines to be qualified.

5. In case of the removal of Miss Alcorn State University from office for any reason, Miss Senior shall assume the duties of Miss ASU until the completion of that term. If for any reason, Miss Senior is unable to assume the role of Miss Alcorn State University, the 1st runner up from the Miss Alcorn Election from the previous year will assume the position immediately.
6. **In case Miss Alcorn is temporarily unable to perform the duties of her job, Miss Senior (Runner Up) will temporarily assume the duties of her office.**
7. In case of the removal of Mr. Alcorn State University from office for any reason, Mr Senior shall assume the duties of Mr. ASU until the completion of that term. If for any reason, Mr. Senior is unable to assume the role of Mr. Alcorn State University, the 1st runner up in the Mr. Alcorn Election from the previous year, will assume the position immediately.
8. **In case Mr. Alcorn is temporarily unable to perform the duties of his job, Mr. Senior (Runner Up) will temporarily assume the duties of his office.**

ARTICLE III: THE LEGISLATIVE

3.1 All general legislative powers of ASU SGA shall be vested in the general legislative body known as the Senate.

1. The Senate shall legislate on all matters to the supervision and coordination of all student engagement activities that the SGA shall sponsor.
2. The Senate shall legislate all matters necessary to the organization and operation of the SGA.
3. Any act passed by the Legislative Branch which conflicts with any rules and regulations of Alcorn State University, the Board of Trustees of Institutions of Higher Learning, or any laws of the State of Mississippi or the United States of America, shall be null and void from the time of its enactment.
4. No law, act or charter of any type passed by the Senate shall be constructed to limit or modify any provision of this Constitution except by constitutional amendment.
5. The Senate shall not approve any expenditure that will cause a deficit balance in the budget.

3.2 MEMBERSHIP OF THE SENATE SHALL CONSIST OF:

1. Students elected by their various clubs and organizations who are chartered and approved according to the rules and regulations of the Division of Student Affairs and the Office of Student Engagement.
2. The 1st Vice President who shall preside.
3. The Assistant Executive Secretary, who shall be a nonvoting member for the purpose of keeping the Senate records and taking the minutes of their meetings.
4. The Attorney General who shall be a nonvoting member designated by the Statutes for the purpose of advising the Senators on constitutional matters.
5. A President Pro Tempore who shall be elected from the membership of the Senate and will ensure proper parliamentary procedures.
6. A Parliamentarian who shall be elected from membership of the Senate and will ensure proper parliamentary procedures.

7. A Sergeant-at-Arms who shall be elected from the membership of the Senate and will remove disruptive and unruly Senators and/or visitors from the chambers with the Vice President's or Second Vice President.

3.3 POWERS AND RIGHTS OF SENATORS

A Senator may introduce to the Senate any motion, bill, amendment, act, or any question he/she desires. He/she may debate, vote for or against any issue brought up before the Senate, or abstain from voting.

3.4 DUTIES AND POWERS OF THE SECOND VICE PRESIDENT:

1. He/she shall assume the duties and powers of the 1st Vice President in the absence of the President.
2. **He shall generally assist the 1st Vice President in the conduct of Senate affairs.**

3.5 DUTIES AND POWER OF THE SENATE

Shall have the sole power to impeach any member of the Executive or Legislative Branch convicted by two-thirds (2/3) of total membership.

1. By a majority vote, may fine, reprimand, reduce or remove from office any convicted official of the SGA.
2. Shall enact by majority vote, bylaws to this Constitution, such as to be known as the Statutes of the SGA of Alcorn State University.
3. Enact by two-thirds (2/3) vote, with approval of a majority of the members of the SGA voting in referendum, amendments to this Constitution.
4. Shall have the power to approve or disapprove the appointments or selections to SGA committee chairpersonships.
5. May override the veto of the President by two-thirds (2/3) majority vote or the total membership.
6. Take final action over matters considered by all Senate committees.
7. Shall have exclusive power to appropriate funds and shall take final action on the proposed SGA budget.

3.6 The Senate shall have the authority to undertake all reasonable investigations and/or hearings necessary and proper in pursuance of its power.

3.7 No Senator shall serve in any other branch of SGA.

ARTICLE IV: OATH OF OFFICE

4.1 The President, 1st Vice President, 2nd Vice President, Executive Secretary, and Business Manager shall take an Oath of Office, administered by the Director of Student Engagement.

ARTICLE V: INITIATIVE AND REFERENDUM

5.1 INITIATIVE

The students reserve the power, by means of a petition signed by twenty (20) percent of the student body, to propose laws and amendments to this Constitution and do directly enact or reject such laws or amendments by a majority of the members voting in a special referendum.

5.2 The students reserve the power, by means of a petition signed by twenty (20) percent of the student body, to propose resolutions, and to require that measures enacted or rejected by the Senate be submitted to qualified voters for their approval or rejection.

A. A majority of the members of the student body voting in a special referendum shall be necessary to enact resolutions or approved Senate measures. If a Senate measure of action is rejected, it shall become null and void from the date of its enactment.

B. If a measure rejected by the Senate is approved, it shall become a law from the date of referendum.

C. The petition for questions on Senate members must be presented within a period of one school month from the date of enactment or rejection by the Senate. The petition should contain the name and I.D. number of each student signing the petition.

5.3 PETITION TIME LIMIT

The petition for initiative or referendum shall be presented to the Elections Commission which shall make provisions for a special referendum on the matter no later than fifteen (15) days after the receipt of said petition.

5.4 RESTRICTIONS

The initiative shall not be used as a means of appropriating SGA funds. No measure submitted by the initiative shall contain the name of any office to be established by the proposed law or constitutional amendment.

ARTICLE VI: AMENDMENTS

6.1 AMENDING PROCEDURES

Amendments to this Constitution shall be proposed in writing by any Senator at a Senate meeting at least one week prior to the time it is to be voted upon.

6.2 AMENDMENTS BY INITIATIVE

This Constitution may be amended by the use of the initiative as prescribed in Article VI.

ARTICLE VII: REVISION

7.1 Revision of this Constitution shall be undertaken only if a motion or revision is approved by the student body present and voting.

7.2 If such revision is approved, it shall be undertaken by a committee appointed by the President with Senate approval. The Attorney General shall serve as chairperson of the Revision Committee.

7.3 The Constitution may be revised by use of the initiative or referendum as prescribed in Article VI.

7.4 The revision of this Constitution shall be by ballot and shall require a two thirds (2/3) vote of the members of the Senate present at voting and a majority of the members of the student body voting in a referendum.

ARTICLE VIII: RATIFICATION

8.1 RATIFICATION PROCEDURE

The ratification of this Constitution shall be by ballot and shall require a two-thirds (2/3) vote of all members of the student body voting in the constitutional referendum.

8.2 TIME OF EFFECTIVENESS

This Constitution shall become effective upon passage by the students at ASU if

ratified. All bylaws subsidiary to the Constitution of 1981 shall remain in effect until acted upon by the Senate.

ARTICLE IX: RECALL POWER OF THE SGA

9.1 The student reserves the power by means of a petition signed by twenty (20) percent of the members of the student body to recall an elected or appointed SGA officer and to remove said officer(s) from office by a majority vote of the student body members voting in the special referendum.

9.2 Upon receipt of a valid petition, the Election Commission shall make provision for a special election not later than two (2) weeks after the receipt of such petition.

9.3 In such a special election, any appointed official shall be voted upon to determine whether he/she shall continue in office or not continue in office. If it shall be voted for him not to continue in office, his/her office shall be declared vacant by the Election Committee and a new election shall be held within two (2) weeks after the results of the special election is announced. The ballot in this election shall read. I vote to remove (name). I vote not to remove (name).

9.4 In such a special election, any appointed official shall be voted upon to determine whether or not he shall continue in office. If it shall be voted for him not to continue in office, his office shall be declared vacant by the Election Commission, and a new appointment shall be made, providing that appointed official is not the former official removed by the special election.

9.5 The Senate, without the approval of the President, shall have the power by a three-fourths (3/4) vote, to initiate a recall of any elected or appointed official. After the initiation of recall, the Election Commission shall make provisions for a special election as if a petition for recall has been received.

STUDENT GOVERNMENT ELECTION RULES

ARTICLE I: GENERAL INFORMATION

1.1 The policies, regulations, and stipulations set in this Election Rules Manual shall be applicable only to candidates for offices that are elected during an SGA election. All other campus organizations and bodies wishing to conduct an election must individually establish procedures for their election.

1.2 Election Rules approved by a majority vote of the Senate must be followed by all candidates in the General and Special Senate Election.

1.3 The electorate of the SGA General and Special Election shall consist of all students currently enrolled at ASU.

1.4 The SGA President, 1st Vice President, Miss Alcorn State University, and all At-Large positions except for Freshman-at-Large shall be elected in the Spring General Election. Election for the Freshman-at-Large and any other elected office outside of the high office that is left vacant at the beginning of the fall semester shall be filled in the Fall General Election.

1.5 If any Legislative Branch member gains an office in any other branch of the SGA by appointment, his or her seat will be considered vacant and shall be filled according to the procedures that are set in the SGA Constitution and By-Laws.

1.6 In the election for high office, the candidate that receives the most votes in the election shall be declared the winner if there are three (3) or less candidates. If there are four (4) or more candidates, the winning candidate must receive a simple majority fifty percent (50%) of the total votes plus one (1). If no candidate receives a majority when there are four (4) or more candidates, then a run-off election shall take place between the two candidates receiving the most votes.

1.7 In all other elections, the candidate(s) that receives the most votes shall be declared the victor.

ARTICLE II: THE ELECTION COMMISSION

2.1 **COMPOSITION**

The Election Commission shall consist of the Director of Student Engagement, students who are in the SGA, and the SGA President or his or her designee.

A. Any enrolled student at Alcorn running for office in an SGA election shall not be an Election Commission member.

B. The Election Commission shall only convene when necessary for election purposes.

C. Any member of the Election Commission that chooses to run in an SGA election must resign his or her position on the Election Commission.

2.2 **POWERS**

A. To supervise and validate all aspects of the SGA election.

B. To organize and coordinate all necessary materials and personnel for the efficient and prompt execution of the General Election, and all other SGA elections provided for in these rules.

C. To ask the SGA advisor, when necessary, for advisory opinions on election code procedures and provisions.

D. To ensure the accuracy and correct printing of ballots and any other official publications of the Commission.

E. To certify election and campaign materials as prescribed in the Election Rules.

F. To render advisory opinions on the Election Rules as requested by candidates.

G. To provide a secure environment for ballot boxes or machines between voting periods.

H. To administer sanctions of the Election Rules as they see fit, which include but are not limited to, fines, suspension of campaigning activities, disqualification, or enforcement of disciplinary code violations.

ARTICLE III: DEFINITIONS

3.1 **CAMPAIGN MATERIALS** - Any supplies used by a candidate or the candidate's staff, which have the primary purpose of furthering the candidate's likelihood of being elected.

3.2 **DISQUALIFICATION** - The removal of a candidate from the ballot. Grounds for disqualification include willful, malicious, and/or persistent acts that violate the Code of Conduct.

3.3 **ELECTION FRAUD** - Intentional deceitful practice or willful device resorted to with the intent to deprive a candidate of his or her rights. This includes all acts, omissions, and

concealments involving a breach of duty, and resulting in the denial of any or all candidate's rights, including the offering of enticements.

3.4 **ENTICEMENT** - Offering a voter something with a monetary value as part of a campaign. Enticement does not include flyers, mini-flyers, stickers, and buttons.

3.5 **FORMAL CAMPAIGNING** - The period after the conclusion of the candidate seminar.

3.6 **HIGH OFFICE -** Any of the following positions: SGA President, 1st Vice President, 2nd Vice President, Miss Alcorn or Mr. Alcorn State University.

3.7 **INVALIDATION** - The nullification of an election due to technical problems, including but not limited to poll hours, poll operator misconduct, and ballot availability.

3.8 **LOGISTICAL PROBLEM** - An action by a candidate that is in violation of this act and that can have or did have an impact on the results of the election.

3.9 **MAJORITY VOTE** - In order to receive a majority of the votes in an election, the candidate must receive fifty percent (50%) of the total votes plus one (1).

3.10 **MALICIOUS ACT** - Wrongful and intentional act without just cause or excuse or as a result of ill will.

3.11 **PERSISTENT ACT** - Malicious or willful act that continues to exist or is constantly repeated.

3.12 **SCHEDULED CLASS** - An assembly of students awaiting or attending a scheduled class as per the Alcorn State University Class Schedule.

3.13 **TECHNICAL PROBLEM** - A problem directly related to the maintenance of the election including but not limited to \poll operator misconduct, polling hours, and ballot availability.

3.14 **VALIDATION** - The upholding of election results due to proper execution of responsibilities and procedures by the Commission and all participating candidates.

3.15 **WILLFUL ACT** - A n act done intentionally, knowingly, and purposely, without justifiable excuse.

ARTICLE IV: PRE-ELECTION PROCEDURES

4.1 **CANDIDATE SEMINAR**

A. All candidates must attend a candidate seminar to be held no later than twenty (20) class days before the Spring General Election.

B. In the event that a candidate fails to attend the Candidate Seminar, the candidate will be disqualified, unless the absence is requested by the candidate and approved by the Commission no later than twenty–four (24) hours after the meeting has occurred.

C. The topics at the Candidate Seminar shall include but not be limited to the following:

1. The Election Rules.
2. Nomination Requirements
3. University policy relating to the election (posting policies, and use of facilities)
4. Election Schedule.
5. Structure and Functions of the Student Government Association.
6. Duties and Responsibilities of the elected officers of the Student Government Association.

4.2 FILING

A. All interested parties must secure a minimum of 200 nominations from the student body in order to file for Student Government positions. High office positions will require a minimum of 300 nominations SGA President, 1st Vice President, 2nd Vice President, Miss Alcorn or Mr. Alcorn.

B. Filing for offices shall begin at least twenty (20) calendar days before the Spring General Election. Filing for the Fall General Election shall begin at the Election Commission's discretion. The application will be made available in the Office of Student Engagement.

C. The filing period will last for a minimum of seven (7) calendar days.

D. In the General Election, each candidate can file for one position only. All subsequent filings must be considered void unless the second application amends the first application.

E. The names and positions of the candidates who have filed for election shall be open to the public after official approval.

F. Candidates must fulfill the requirements of the office that they wish to apply for in accordance with the SGA Constitution.

4.3 CANDIDATE FORUM

A. The Candidate Forum will be established as a means of better informing the constituents of the nature of the candidates as well as the election.

B. The Candidate Forum must be held a minimum of three (3) calendar days before the beginning of the Spring General Election.

C. The Candidate Forum will consist of two main components: the caucus and the question-and answer period.

D. The caucus will be the first of the Candidate Forum to occur.

E. The caucus will be a time for constituents to come and meet the candidates individually.

F. After the conclusion of the caucus, the question-and-answer period will occur.

G. The question-and-answer period will consist of all candidates for high office in the election. Caucus will be the first aspect of the Candidate Forum to occur.

H. Each candidate will be allowed five (5) minutes to give a campaign speech about his or her qualifications and platform.

ARTICLE V: CAMPAIGNING

5.1 CAMPAIGN MATERIALS

A. No literature posters, advertisements, or other election materials shall be used or distributed during the campaign without prior approval by the Office of Student Engagement. Student Engagement shall not censor or prohibit any material but will only certify its compliance with the criteria for certification.

B. The criteria for certification approval shall include:

1. The materials must be accompanied by the name of the individual responsible for its production and distribution.

2. The materials shall not be in violation of any Alcorn State University media policies (*see policy below*).

News Media Relations Policy Statement

This policy was established to describe Alcorn's position with respect to interacting with news media representatives. For the purpose of this policy, news media shall refer to representatives of newspapers, magazines, newsletters, online publications, television, and radio.

University Practice: The Division of Marketing and Communication trains all employees approved to interact with media and develop guidelines to assist designees.

Scope of Policy: An employee or department that seeks to publicize a program, event, or achievement should contact the Division of Marketing and Communication. The Marketing and Communication office has access to numerous news media contacts and will work with employees to coordinate publicity or visibility for programs, events, or newsworthy issues covered by this policy.

It is the responsibility of the Division of Marketing and Communication to initiate and/or respond to news media requests and to manage those interactions. When an employee or department is contacted by the news media, he/she is to notify the Marketing and Communication office immediately.
While on university property, news media representatives should, if necessary and appropriate, be accompanied by a Marketing and Communication staff member or a university employee designated by the Division of Marketing and Communication. To gain access to the residence halls, news media representatives must be accompanied by a Marketing and Communication staff member or a university employee designated by the Division of Marketing and Communication.

Alcorn State University complies with all applicable federal and state laws regarding the retention and release of personal and/or educational records of all current employees and students.

If an event attracts news media interest, all press releases and statements to the news media will be routed through and disseminated by the Division of Marketing and Communication. It is the responsibility of each department head to implement procedures to comply with this policy.

Alcorn obtains authorization from those whose photographs are taken with the intent to publicize the university. Their consent allows the university to incorporate these photographs in situations appropriate to the image of an academic institution including release to the news media, to publish likenesses in Alcorn's publications, on its Website, in videos, on CDs, or in other recruitment or promotional materials including paid advertising.

3. A sample of each piece of election campaign material must be provided, at the candidate's cost, to the Office of Student Engagement prior to the use.
4. To be considered for certification, all campaign materials must be submitted for approval by the given date before the official beginning of the campaign.
5. In accordance with university policy, flyers require additional approval of the Office of Student Engagement before they can be posted at any location on campus. Campaign material cannot be affixed to the outside of building structures, glass windows, or glass doors.
6. Banner and signs cannot exceed 4' x 8' in dimension. Banners/signs may be posted horizontally or vertically, as long as they don't exceed maximum dimensions. The official site for banner/sign display, is the lawn near the front gate, campus green (across from the Campus Union) & the lawn in the MWEHV (near the volleyball & basketball courts).

5.2 ELECTRONIC CAMPAIGNING

A. Candidates will be responsible for any Internet messages, websites, or other online campaign material that is directly associated with their campaign or advertised on their campaign materials.

B. Candidates may send personal emails as a part of their campaign but may not use any ASU distribution lists.

C. Any candidate who chooses to advertise through the Internet will be held responsible for the accuracy and truthfulness of any information or statements related to the campaign.

D. All electronic materials (websites, emails, Facebook, Twitter, Instagram, Snapchat, YouTube etc.) are subject to the same rules as other campaign materials. None of these media may be used without the content having been first approved by the Election Commission.

E. Facebook Groups, other social media formats, and events are permitted as part of the campaign. However, the comment wall MUST BE DISABLED so that people cannot leave comments.

5.3 CAMPAIGN RESTRICTIONS

A. No Alcorn State University emblems, seals, logos, slogans or taglines or trademarks can be used on campaign materials. Students may be featured in photos that include trademarked materials such as a T-shirt with "ASU" on it.

B. The budgetary cap for campaign materials (photos, buttons, flyers, signage, etc.) and events is not to exceed $2000. Receipts are required and will be reviewed by the Office of Student Engagement. The campaign budget must be approved by the VP for Student Affairs prior to implementation of the campaign.

C. Vote buying incorporates a direct monetary reward to a person for voting in a particular way or for not voting in a particular way is strictly prohibited.

D. No candidate may campaign inside a residence hall through any other means other than flyers posted in appropriate locations in a residence. This includes but is not limited to door-to-door solicitations, campaign rallies or related gatherings inside a residence hall room.

E. No chalking is allowed.

F. No candidate speeches or demonstrations will be permitted by any candidate in any scheduled classes.

G. No member of the Alcorn State University faculty, staff, or Election Commission may endorse any candidate nor offer any tangible support to the campaign of any candidate.

H. Candidates shall not be allowed to campaign within 50-feet of any sanctioned election kiosks. Students may not display or wear any campaign paraphernalia while voting.

I. In the extreme cases of candidate misbehavior through malicious, persistent, and/or illful acts, the Election Commission may recommend sanction for this behavior.

ARTICLE VI: ELECTION CERTIFICATION

ELECTION AND POST-ELECTION PROCEDURES

A. Election will take place at the designated polls. The polls shall open at 9:00 am and close at 5:00 pm on the day of the election. If a run-off is necessary, the polls will employ the same hours of availability (9am – 5pm) and will be staffed with election campaign personnel.

B. There will be voting machines, paper ballots and or electronic voting will be available at the Natchez Campus.

C. As a representative of the university, no member of the Alcorn State University's faculty or staff will be permitted to cast a ballot, regardless of your current enrollment.

D. Graduate students may cast a ballot provided they are enrolled with nine (9) credit hours.

E. Additional polling places may be ordered and maintained by the Election Commission.

F. Any staff at the polls will not be allowed to offer any form of opinion, endorsement, or other enticement as it pertains to the election or any candidate.

G. Upon the closing of the polls on voting day, the Election Commission shall convene within twenty-four (24) hours in order to either validate or invalidate the results of an election.

H. Validation shall require a majority of the Commission to be present. The current SGA President and the SGA advisor must be present for validation to occur.

I. The Election Commission will complete a report which shall include all the election results, a statement of validation or invalidation, and the signatures of all of the present Election Commission members.

J. After the election results have been validated, the winners shall be informed immediately.

K. All of the winners are to be notified of a forty-eight (48) hour waiting period following the election in which the results of an election may still be contested.

L. Should the Election Commission decide that an election be invalidated, the Commission shall hold a new election and file a report with the Office of Student Engagement detailing the events that resulted in the invalidation of the election results.

ARTICLE VII: COMPLAINTS AND APPEALS

6.1 COMPLAINTS

A. Complaints must be filed based on violations of the university policy, or rulings of the Election Commission. The grievant must cite specific policies in the complaint.

B. Any Alcorn State University student may file a complaint.

C. Complaints must be filed, in writing, with the Election Commission within forty-eight (48) hours after the violation and not thereafter. The complaint will be considered void

if it is not filed within this time limit.

D. The Election Commission will meet at its earliest convenience in order to determine appropriate actions in response to a complaint.

E. If the Election Commission decides to conduct a hearing, the Chair of the Commission will first interview each affected party. The Commission will then convene in a joint hearing with all parties and decide the appropriate action to be taken after the hearing has been concluded.

6.2 APPEALS

A. In any instance in which the decision of the Election Commission is being appealed or when the Election Commission itself is a party in a dispute, the final complaint/appeal will be heard by the Vice President for Student Affairs.

B. Appeals must include:

1. A copy of the original complaint.

2. Name, phone number, e-mail address, and student number of person appealing.

3. Impact of the Commission's decision.

4. Reason for appeal.

5. Action requested from the SGA

C. Any decision of the Election Commission is appealable.

D. All appeals must be filed with the Vice President of Student Affairs no later than forty-eight (48) hours after the action to be appealed has occurred.

E. Procedures for the hearing of election appeals shall be determined by the SGA.

ARTICLE VIII: AVAILABLE SGA POSITIONS

A. Mister Alcorn State University

B. Miss Alcorn State University

C. Mister & Miss Senior

D. Mister & Miss Junior

E. Mister & Miss Sophomore

F. Mister & Miss Freshman (elected during fall orientation)

G. Student Government Association President

H. Business Manager

I. 1st Vice President

J. 2nd Vice President

K. Executive Secretary

L. Senior Class President

M. Junior Class President

N. Sophomore Class President

O. Freshman Class President (elected during fall orientation)

ARTICLE IX: STIPENDS FOR SGA CABINET & ROYAL COURT

	SGA POSITION	AMOUNT (SUBJECT TO CHANGE)
A.	Mister & Miss Alcorn State University	2,000.00
B.	SGA President	1,500.00
C.	1st Vice President	800.00
D.	2nd Vice President	800.00
E.	Executive Secretary	800.00
F.	Business Manager	800.00
G.	Mister & Miss Senior	1,000.00
H.	Mister & Miss Junior	1,000.00
I.	Mister & Miss Sophomore	1,000.00
J.	Mister & Miss Freshman	1,000.00
K.	Senior Class President	800.00
L.	Junior Class President	800.00
M.	Sophomore Class President	800.00
N.	Freshman Class President	800.00

All stipends are to be used for official university functions. Misuse of funds can result in disqualification and/or removal from office.

CODE OF CONDUCT FOR THE STUDENT GOVERNMENT ASSOCIATION OF ALCORN STATE NIVERSITY

CODE OF CONDUCT

I. This Code of conduct is established in order to define guidelines of behavior and conduct to which all members should adhere, as it includes a partial list of the character qualities and expectations each member should exhibit and to which each member shall be held accountable.

II. The following expectations apply to all members of the Student Government Association. Active members shall:

a. Conduct themselves at all times in a manner that shall reflect positively on the Student Government Association and Alcorn State University.

b. Be loyal to the highest ethical principles and to the Student Government Association's oath of office.

c. Uphold the Oath of Office, Constitution, Statutes, and all governing documents of the Student Government Association, in addition to Alcorn State University Student Code of Conduct.

d. Neither receive nor dispense any favors that undermine the ability to uphold the responsibilities of the position held.

e. Maintain the appropriate attitude and level of professionalism regarding duties and perform them with the best interests of the students in mind.

f. Make no maliciously erroneous or uninformed statements about the Student Government Association or Alcorn State University.

g. Provide no favors or privileges to anyone and never accept favors or benefits under circumstances which might be interpreted by reasonable persons as influencing the performance of their governmental duties.

h. Uphold the principles, ever conscious that a Student Government Association office is a public trust of the student body and of Alcorn State University.

III. Each member has a responsibility to maintain appropriate respect for the policies and actions of Alcorn State University. Active members shall:

a. Conduct themselves in accordance with university policy at all times.

b. Uphold the University Student Code of Conduct.

c. Have their judicial records checked at the beginning of each semester (August and January), and randomly as the university deems appropriate.

d. Not acquire disciplinary sanctions while in office. Disciplinary sanctions acquired while in office will result in immediate removal from the Student Government Association and will require repayment of any benefit or stipend.

e. Make no erroneous or unsubstantiated statements about the University in or to public or private media outlets.

f. Show respect for the University's administration, faculty, and staff.

g. Address faculty and administrators' concerns with the Student Government Association business in a timely and appropriate manner.

IV. All Active Student Government Association members must maintain the appropriate attitude and level of professionalism regarding their duties and perform them with the best interests of the students in mind. Active members shall:

a. Consult with constituents on matters that are to be voted on in the Senate.

b. Endeavor to keep their constituents and the student body informed about the purpose, goals, and actions of the Student Government Association.

c. Take their duties seriously, in accordance with the expectations of the student body.

d. Represent their constituents to the best of their ability.

V. **Each member has a responsibility to uphold the Constitution, Bylaws, Codes,** procedures, and regulations adopted and performed by the Student Government Association. Active members:

a. Will not, at any time, make, directly or indirectly, any oral or written public or private statements that are false and disparaging of the Student Government Association of Alcorn State University, any of its present or former officers, or its Constitution, Bylaws, Codes, procedures, and regulations.

b. **Public or private platforms include but are not limited to all social media formats, and public or private media outlets.**

Title IX

Director - Sharonda Porter 601-877-6142

Harassment is inappropriate conduct that is repeated or severe enough to negatively affect another resident's ability to reside in student housing. This would include harassment based on legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any improper harassment that would negatively impact a resident. This includes stalking, bullying, and unwelcome taunting, teasing, or intimidation.

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

Alcorn State University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual’s fundamental rights and personal dignity. ASU considers sexual discrimination in all its forms to be a serious offense. This resource refers to all forms of sexual discrimination, including sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

Committee Charge: The Title IX Committee is a collaborative and multi-disciplinary team charged with advancing a university culture of respect, responsibility, and safety and ensuring positive compliance with Title IX and other laws, regulations, and policies related to sexual and gender-based issues. The Title IX Committee provides recommendations and information to the university administration to inform policy, identify services, and ensure compliance with federal and state regulations. This committee will also conduct hearings of cases relevant to Title IX issues.

At the discretion of the Office of Title IX, and with the agreement of both the complainant and respondent, a report may be resolved through an administrative hearing. The parties will be notified (typically via email) of the specific violations of the Student Sexual Misconduct Policy under consideration before an administrative hearing. An investigator designated by the Office of Title IX will gather evidence, interview each party and any witnesses, and provide both parties an equal opportunity to review and respond to the evidence gathered during the investigation.

A separate decision-maker — who did not serve as the investigator in the matter and who is not the Title IX Coordinator — will review the investigative record, provide each party’s advisor the opportunity to ask relevant questions of the other party and of any witnesses, and issue a written determination regarding responsibility, including findings of fact, conclusions, and the rationale for the outcome. If the respondent is found responsible, the decision-maker will determine and issue appropriate sanctions.

The parties will concurrently be notified in writing of the outcome, including the decision-maker’s rationale and information regarding the procedures and permissible bases for appeal. If the respondent or complainant does not accept the administrative hearing resolution, either party may request an appeal by the stated deadline (typically 72 hours after notification of the outcome). Appeals will be decided by an appeal decision-maker who did not serve as the investigator or as the initial decision-maker in the matter, and who is not the Title IX Coordinator.

By definition, sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

- **Quid pro quo harassment: a university employee conditioning the provision of an aid, benefit, or service of the university on an individual's participation in unwelcome sexual conduct.**
- **Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university's education program or activity.**
- **Sexual assault, dating violence, domestic violence, or stalking, as those terms are defined under the Clery Act and the Violence Against Women Act (VAWA).**

Sexual harassment, as defined above, may involve physical or non-physical conduct and can occur in various contexts, including face-to-face interactions, emails, other forms of written communication, and social media.

It is important to note that harassment can occur in various contexts, including face-to-face interactions, emails, other forms of written communication, and social media.

Examples of Harassment

Most of us are familiar with the general concept of sexual harassment yet conduct constituting harassment can include a wide range of behavior. Inappropriate touching, comments, gestures, or other behaviors that reasonably make another individual uncomfortable enough to interfere with their ability to participate in their educational program or employment fully constitute sexual harassment when a part of a pattern of conduct meeting the definition set forth above. Other examples that are punishable when they meet the above harassment standard include attempts to: coerce an unwilling person into a sexual relationship; repeatedly subject a person to inappropriate, unwelcome sexual attention; punish a refusal to comply with a sexually based request; or condition a benefit on submitting to sexual advances. The key notion is not what you intend – it's about the interpretation of the victim and a reasonable person in that victim's position. It's important to have a comprehensive understanding of sexual harassment to address and prevent such behaviors effectively.

RAPE

Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the University to engage in the act of sexual intercourse without that person's consent, or when sexual intercourse is deemed without the person's consent because the person is incapable of understanding the nature of the act because of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender.

PENALTY: Suspension; Indefinite Suspension; Expulsion

CRITICAL POINT:

Consent: Consent is explicit, knowing, voluntary, and ongoing. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, if those words or actions create mutually understandable, explicit permission regarding willingness to engage in (and the conditions of) sexual activity. Consent must be actively given for each sexual act. Consent can never be given by minors or by those who are mentally and/or physically incapacitated.

SEXUAL OFFENSES

SEXUAL ACTIVITIES - Engaging in any form of sexual activities (with same or opposite sex) on campus (buildings, vehicles, campus grounds, etc.) is strictly prohibited.

PENALTY: Fine $225-$500 + Probation; Suspension; Indefinite Suspension; Expulsion

SEXUAL ASSAULT - The forcing of, or attempting to force, another person regardless of sexual gender, personal affiliation, and/or affiliation with the University, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats, and physical restraint, and will not be tolerated.

PENALTY: Fine $225-$500 + Suspension; Indefinite Suspension; Expulsion

SEXUAL BATTERY - The forcing or forceful intention of engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon) which leads to physical pain, toward another person regardless of sexual gender, personal affiliation, and/or affiliation with the University, without his/her consent or when such sexual contact is deemed offensive to the victim, will not be tolerated by the University.

PENALTY: Fine $225 - $500 + Suspension; Indefinite Suspension; Expulsion

DATING ABUSE OR DATING VIOLENCE: Dating abuse or dating violence is the perpetration or threat of an act of violence by at least one member of an unmarried couple or the other member in the context of dating or courtship. It also arises when one partner tries to maintain power and control over others through abuse or violence. This abuse or violence can take several forms, such as sexual assault, sexual harassment, threats, physical violence, verbal, mental, or emotional abuse, social sabotage, and stalking. In extreme cases it may manifest in date rape. It can include psychological abuse, emotional blackmail, sexual abuse, physical abuse, and psychological manipulation.

PENALTY: Fine $225 - $500 + Probation; Campus Service; Counseling; Suspension; Indefinite Suspension; Expulsion

CRITICAL POINT:

Consent: Consent is explicit, knowing, voluntary, and ongoing. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, if those words or actions create mutually understandable, explicit permission regarding willingness to engage in (and the conditions of) sexual activity. Consent must be actively given for each sexual act. Consent can never be given by minors or by those who are mentally and/or physically incapacitated.

SEXUAL HARASSMENT - Regardless of sexual gender, personal affiliation, and/or affiliation with the University, sexual harassment is defined, consistent with the Title IX definition set forth above, as: (1) an employee conditioning an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to institutional resources and opportunities; or (3) sexual assault, dating violence, domestic violence, or stalking as defined under the Clery Act and VAWA (See Student Conduct Definition of Harassment).

PENALTY: Fine $225 - $500 + Probation; Campus Service; Counseling; Suspension.

CRITICAL POINT:

Consent: Consent is explicit, knowing, voluntary, and ongoing. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, if those words or actions create mutually understandable, explicit permission regarding willingness to engage in (and the conditions of) sexual activity. Consent must be actively given for each sexual act. Consent can never be given by minors or by those who are mentally and/or physically incapacitated.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Alcorn State University students have a responsibility to obey federal, state, and local laws, as well as University rules and regulations.

Essential to the effective functioning of the University is the protection and promotion of a special set of interests and purposes: (1) the opportunity of students to attain their educational objectives, (2) the creation and maintenance of an intellectual and educational atmosphere throughout the University, (3) the rights of all members of the University community, and (4) the protection and reputation of the University itself.

Students enrolled at Alcorn State University must ultimately assume full responsibility for their actions and must adhere to the rules and regulations as set by the University. Violations of these regulations and/or a demonstrated unwillingness to obey the rules governing conduct may lead to sanctioned disciplinary action by the University.

University Code of Conduct for Students

The goals of Alcorn State University include not only the advancement of knowledge but also the development of a truly disciplined individual. Self-discipline is the aim of the University in its regulation of student conduct. Alcorn State University is an academic institution as well as a community unto itself. As in any community, there must be rules and regulations to protect the rights and privileges of all its members.

All students have the right to seek knowledge, freedom of inquiry, and freedom of expression. Therefore, they assume the obligations of membership in a free community and the responsibility for their actions. While exercising these rights, students must conduct themselves in such a manner as to safeguard the rights of every individual in the community. Alcorn State University expects all students' responsible social conduct that shall reflect credit upon the University. It also encourages behavior that is consistent with the laws and the generally accepted morals and manners of our society. Thus, students at Alcorn State University are expected to be professionally competent, have a strong work ethic, have a value system and high moral character, and to be well groomed.

If a student is in violation of the code and standards of conduct which involves having to appear in court, and his or her presence on campus constitutes a clear and present danger to students or others in the University community, the student will be asked to leave the campus. The person(s) involved will not be allowed to return to the University until his or her final court hearing and the receipt of a letter from the Vice President for Student Affairs concerning his or her status with the University.

Standards of Conduct

Each student enrolled at Alcorn State University or accommodated by its facilities is subject to University policies and regulations for the duration of his or her stay. It is expected that students will abide by the rules and regulations of the University, as well as by civil and criminal laws. Students who violate these rules and regulations or laws are subject to disciplinary action by the University, as well as to action from the civil or criminal courts. Lack of knowledge of these rules and regulations or failure to correctly interpret them does not excuse anyone from penalties in case of violation.

Dress Code

University regulations prohibit bare feet and/or swimwear in food service and classroom buildings except where appropriate. Attire will be governed by its appropriateness to the activity. Students are encouraged to exercise discretion in their dress attire. Specifically,

upper and lower garments and footwear are required. Students are expected to dress in a manner that is representative of an institution of higher education. For example, special occasions such as convocations, employment, professional and graduate school fairs, graduation, coronations, plays, luncheons, and banquets dictate that business attire should be worn. This would include a shirt and tie, business suit, blazer and skirt or slacks, or a dress. Formal attire would include dinner dress, formal, business suit, or a tuxedo.

Sports and other social occasions such as Greek shows, dances, inter-collegiate athletic competitions, and pep rallies require informal but respectable apparel. Inappropriate dress may include but is not limited to pajamas/sleepwear, midriff tops, short shorts, halter-tops, headdress such as "do rags", sagging pants, biker shorts, t-shirts, headgear with offensive inscriptions, or any other apparel of a revealing nature that is worn publicly or into the classroom, or to special occasions as defined in the aforementioned paragraph. Under certain circumstances, faculty, academic colleges and various other departments and offices have the authority to stipulate appropriate attire for classes and events sponsored by their departments or offices when conducting University business.

Violations of Policies While Absent from Campus

The Division of Student Affairs uses the following guidelines to determine if students should be charged with violating student conduct policies for incidents that occur away from the campus. The considerations below are not in order of importance and should only be used as a reference.

1. **Students acting as a representative of the University**
2. **Students traveling to or from campus**
3. **Alcorn State University sponsored event**
4. **Degree of violence that occurred**
5. **Injury to students or others**
6. **Extent of danger posed to the community**
7. **Conduct unbecoming a University student**
8. **Conduct unbecoming a University student organization**
9. **Incident may result in a felony charge**
10. **Involvement of weapons or drugs**

Disciplinary Process

IHL Board Policy No. 301.0801 (F) charges the President of Alcorn State University with the responsibility of maintaining "appropriate standards of conduct of students" and further authorizes him "to expel, dismiss, suspend, and place limitations on continued attendance and to levy penalties for disciplinary violation, subject to procedures of due process."

The President has delegated this function to the Vice President for Student Affairs. It is the responsibility of this office to initiate, implement, and supervise the disciplinary process for students. The Vice President for Student Affairs is assisted in disciplinal determinations by a University Disciplinary Committee or an Administrative Hearing designee. This duly authorized

committee is composed of students, faculty and staff members, and a faculty or faculty emeritus chairperson. The Administrative Hearing designee is appointed by the Vice President for Student Affairs. Students accused of misconduct are brought before either of these duly sanctioned bodies.

The involvement of a peer group in such group decisions is consistent with the University's educational goals and its practice of student participation in institutional governance. No other office on campus will have the power to appoint members or assign duties to this committee. All recommendations from duly authorized groups on campus should be directed to the Vice President for Student Affairs for appropriate actions on the same. At no time should any recommendations be directed to the University Disciplinary Committee or the chairperson of this committee.

Students, faculty members, staff members, administrative officials, or approved organizations of the University may file charges against any student for misconduct with the Vice President for Student Affairs. The Vice President for Student Affairs and/or Investigative Officer will conduct a preliminary investigation to determine the validity of charges and the possible alternative disposition of the case, as well as whether the case warrants a hearing by the University Disciplinary Committee. In cases of emergency or extraordinary circumstances, the Vice President for Student Affairs may temporarily suspend the student pending the consideration of the case or an expedited Administrative Hearing. The Division of Student Affairs assigns cases to be heard by the University Disciplinary Committee based on the type of infraction, location of infraction, professional assessment of behavior, current disciplinary status, and case load.
Disposition of allegations of misconduct will be handled in one of three ways:

1. **A student is given the option of accepting disposition of the alleged misconduct via administrative procedures. (see Appendix A pg. 129)**
2. **A student is given the option of waving his/her right to a two-day notice) of the alleged misconduct via Disciplinary Committee procedures (see Appendix B pg. 130)**
3. **A student is notified in writing of a scheduled Administrative Hearing in lieu of the University Disciplinary Committee Hearing. The student will have to waive his or her rights to a full University Disciplinary Committee Hearing to have the case heard by the Administrative Hearing Official. (see Appendix C pg. 131)**
4. **A student is notified in writing of a scheduled University Disciplinary Committee Hearing.**

   The following procedures for initiating a University Disciplinary Committee Hearing or Administrative Hearing will be followed:

1. **The student affected shall be notified in writing from the office of the Vice President for Student Affairs or designee of the specific charges made against him/her and the time and place of the hearing.**

2. **The letter of notification will inform the student that he/she may bring any witnesses to the hearing to testify on his or her behalf.**
3. **The letter of notification will further inform the student that he/she may be accompanied by an advisor of his or her choice during the time that he/she might appear before the University Disciplinary Committee or an Administrative Hearing designee.**
4. **The student will be notified of witnesses that will make a testimony against him/her.**
5. **The student will be notified at least two (2) days prior to the time he/she is to appear before the University Disciplinary Committee or an Administrative Hearing designee via University email.**
6. **A request for a delay in appearing before the University Disciplinary Committee or an Administrative Hearing designee should be directed to the Vice President for Student Affairs or designee within twenty-four (24) hours of receipt of the hearing notice. The request should include the reason(s) for the proposed delay. The Vice President for Student Affairs or designee is then responsible for giving that student an official response to his or her request. If denied, the student will appear before the University Disciplinary Committee or the Administrative Hearing designee at the original time designated in his or her letter of notification.**
7. **A record of the proceedings of the University Disciplinary Committee Hearing or an Administrative Hearing designee shall be made by the recorder and filed in the Division of Student Affairs.**

Rules and Procedures

University Disciplinary Committee

It is the duty of the University Disciplinary Committee to conduct a fair and impartial hearing of each case. The committee will take into account all information and testimony related to whether the accused student did or did not commit the alleged misconduct as described in the letter to the student from the Vice President for Student Affairs designee. It is incumbent on the committee to make recommendations to the Vice President for Student Affairs regarding whether the accused is responsible or not for the alleged misconduct. Further, the committee may also recommend that the Vice President for Student Affairs or his/her designee initiate an investigation and/or charges against any additional person found to be associated with the alleged misconduct.

The chairperson of the University Disciplinary Committee is in charge of the floor at all times until it is specifically granted by him/her to another person. Violators will be ruled out of order.

Administrative Hearing

The Vice President for Student Affairs or designee may determine to administratively dispose of any student violations of conduct. If this course of action is pursued, the student

and the Vice President for Student Affairs or designee will sign a Letter of Agreement (see Appendix C pg. 131), as to the terms of the disposition of the violation. This agreement will remain confidential except that the University Disciplinary Committee may have access to these records. In administratively disposing of a violation, the Vice President for Student Affairs or designee may impose any penalty authorized as listed in the *Disciplinary Penalties* section of the Student Handbook.

General Procedures

1. **Legal rules of evidence do not apply to these hearings, but the committee may admit and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable people. The committee shall honor the rules of privileged information recognized by law, and in addition, shall recognize as privileged, communication between a student and a member of the staff of the University Student Health Services and the Counseling Center.**
2. **The committee shall presume that an accused is not responsible of the alleged violation until it is convinced of the accused's responsibility by preponderance of the evidence.**
3. **The chair will grant recesses whenever he/she feels that they are necessary or are in the best interest of the proceedings. Therefore, motions, suggestions, or requests for recesses or adjournment are not in order.**
4. **The hearing will generally be conducted by a charge basis. Thus, the chair might interrupt testimony at any time he deems that such testimony is either irrelevant or superfluous to the specific charge under consideration at the moment. Insofar as practicable and possible, testimony for or against the student will be charge by charge.**
5. **All witnesses on behalf of the University will be heard first and, in the order, called. All witnesses on behalf of the student involved will be heard last and, in the order, called.**
6. **A witness shall give a statement and/or produce documentary and other information unless the statement, document or other information is privileged or self-incriminating.**
7. **An accused may not be compelled to testify.**
8. **The committee shall make a recommendation of responsible or not responsible solely on the basis of evidence presented at the hearing.**
9. **While every effort will be made to give both sides the opportunity to completely explore all avenues, the chair reserves the right to keep the number of witnesses, the length of their testimony, and the duration of questioning within reasonable limits.**
10. **All hearings should be recorded in a manner suitable for transcription.**

Challenges and Recusal of Committee Members

1. **If the accused student or the presenter of the University's case is not satisfied with the fairness or objectivity of any member of the committee, either may challenge that member. Each party is allowed two (2) challenges.**
2. **Each side is allowed one (1) preemptory challenge and one (1) challenge for cause. In the challenge for cause, the decision of the committee is final.**

3. **The challenged members shall leave the hearing room and shall not participate in the deliberation or the voting.**
4. **Any committee members wishing to recuse themselves from hearing a particular case may do so by notifying the committee chairperson.**
5. **Recusal committee members shall leave the hearing room and shall not participate in the deliberation or the voting.**
6. **After challenge or recusal is complete, the hearing shall proceed with the remaining members present.**

Format for Disciplinary Procedures

Disciplinary hearings at Alcorn State University are conducted to arrive at decisions regarding student behavior. These decisions affect the student and his or her relationship with the University. The general procedures followed by the University Disciplinary Hearing Committee are as follows:

1. **Disciplinary hearings are confidential and closed to the public.**
2. **The general format for the disciplinary hearings will follow this sequence:**
   a. **Introduction of the University Disciplinary Committee**
      Introduction of the accused
   b. **Introduction of advisors**
   c. **Ascertain presence of witnesses for the University and the accused student**
   d. **Presentation of the charge(s)**
   e. **Ascertain familiarity with Student Handbook Codes of Conduct**
   f. **Ascertain readiness of both sides to commence proceedings**
   g. **Presentation of information against the accused student which may include testimony of witnesses and supporting information**
   h. **Presentation of the testimony of the accused, witnesses and supporting information**
   i. **Examination and questioning by members of the University Disciplinary Committee may follow any testimony or information presented**
3. **The accused may bring an advisor of his or her choice to the hearing. This advisor may be an attorney, a faculty member, another student, a parent or a citizen at large. If the accused wishes to have legal counsel present at the hearing, he/she must inform the Student Conduct Director at least one day prior to the hearing. *The advisor cannot address the committee.***
4. **The first decision to be made by the disciplinary sanctioning body is a finding of responsible or not responsible. When a decision of responsibility is affirmed, a decision of the application of sanction(s) must be made. These are distinctly separate decisions:**

a. **Committee or Administrative Hearing designee deliberations on the question of will be closed. Only the information pertinent to the charge(s) will be heard.**
b. **Committee deliberations on the application of sanction shall draw upon University officials in the area of Student Affairs for recommendations (if necessary).**

5. **The findings of the Committee are transmitted in writing as a recommendation (s) to the Vice President for Student Affairs who will use the recommendation(s), in part or in whole, to reach a final determination of sanction(s) to be imposed. The decision of the Vice President for Student Affairs will be transmitted to the accused in writing.**
6. **A student may appeal a decision reached through the hearing processes. (See below, (Appeal Process).**
7. **The Division of Student Affairs assures us that appeal considerations are based on one or more of the following APPEALABLE RIGHTS:**
    a. **Lack of proper notification of disciplinary hearing**
    b. **New evidence**
    c. **University failed to follow published policies and procedures of the Judicial Process**
8. **A record of the hearing will be filed in the Office of Student Conduct.**

Appeal Process

In order to appeal, a student must complete the Student Conduct Appeals Form (see **Appendix C** pg. **131**) and state his or her desire in writing to the Vice President for Student Affairs within a period of ten (10) business days of the date of notification of sanction(s) letter from the Vice President for Student Affairs or designee. The written request must be based upon one or more of the aforementioned "**APPEALABLE RIGHTS"**. If one of the three appealable rights is met, the Vice President for Student Affairs or designee will forward the letter to the Appeals Board.
If none of the three appealable rights is not met, the Vice President for Student Affairs or designee will inform the student in writing.

APPEALS BOARD

Appeals Board may:

a. Accept the report and decision of the Vice President for Student Affairs
b. Return the case to the disciplinary hearing board for further hearing

The Appeals Board decisions are transmitted in writing to the Vice President for Student Affairs. The Vice President for Student or designee will notify the accused, in writing, of the decision. To appeal decisions of the Appeals Board, the student must submit a letter, within five (5) business days after notification, addressed to the President of the University. The President may decide to hear or deny the request. The appeal to the President must be confined to the appealable rights submitted in the original appeal. The decision of the President to hear or deny the request is final.

GROUNDS FOR DISCIPLINARY SANCTIONS and PENALTIES

(Codes of Conduct)

1. ACADEMIC DISHONESTY

Academic dishonesty is defined as misconduct, dishonesty, misrepresentation, or immoral behavior that will harm, damage or endanger any person or property or hinder academic continuance. Cheating and plagiarism will not be tolerated in any form. Examinations and assignments are employed to encourage learning and judge its quality. To evaluate this with justice and fairness, it is necessary that they be executed with complete honesty. Persons who are guilty of cheating or plagiarism, as defined below, will be subject to probation, suspension, or expulsion.

a. **CHEATING. Dishonesty of any kind with respect to examination, course assignments, alterations of records, or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating but in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat will be considered as guilty of cheating as the student he/she assists. The student should do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in or out of class.**

b. **PLAGIARISM. Honesty requires that any ideas or materials taken from another for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgement also is considered plagiarism. Any student who fails to give credit for ideas or materials that he takes from another is guilty of plagiarism.**

PENALTY: Academic Sanctions; Probation; Suspension; Expulsion

2. AIDING, ABETTING OR INCITING

Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the University community or environment; the persuading or aiding of another person to breach the peace on University premises or at functions sponsored, approved by, or participated in by any member of the University. A gathering of groups of students on or off the premises in such a manner which causes damage to public or private property, causes injury to persons or interferes with the orderly functioning of the University.

PENALTY: Fine $50-$225 + Probation; Campus Service; Suspension

3. ALCOHOL (ALCOHOLIC BEVERAGES) OR INTOXICATION

The possession, use, consumption, purchase, sale, and/or distribution of alcoholic beverages or illicit drugs on University property, in any vehicle, or at any of the University's activities (on or off campus) are prohibited. This regulation also applies to social functions, on or off campus, which the University has approved.

PENALTY: **Fine $50-$300 + Probation; Campus Service; Suspension**

4. ARSON

The malicious, fraudulent, and/or intentional burning of property on the University premises is prohibited. Acts of arson include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials. The willful starting of a fire in University buildings or on University property, which includes but is not limited to bonfires and cookouts, without the proper authorization of the University Safety Manager and the Vice President for Student Affairs is prohibited. Compliance with local and state fire codes must be verified and followed.

PENALTY: **Suspension; Indefinite Suspension; Expulsion**

5. ASSAULT

Assault is the intentional harassment, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery.

PENALTY: **Fine $50-$250 + Probation + Restitution (if required); Counseling; Campus Service; Suspension**

6. BATTERY/AGGRAVATED BATTERY

The unlawful application of force to the person of another is strictly prohibited; an unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon.

PENALTY: **Fine $50-$225 + Probation + Campus Service + Counseling + Restitution** **(if required); Suspension; Indefinite Suspension**

7. COMPUTER ABUSE

Students shall not abuse University computer time or equipment. Abuse includes but is not limited to unauthorized entry or transfer of a file, unauthorized downloading of copyrighted information, unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of a student, faculty members or University officials; or use of computing facilities to interfere with normal operation of the University. Only wireless access provided and installed by the Center for Information Technology Services (CITS) is permitted on the Alcorn State University campus. Personal wireless routers are prohibited because they interfere with regular network access throughout campus. CITS is authorized to disconnect and remove, without warning, any unauthorized wireless access devices attached to the University's network.

Students shall adhere to the rules and practices set forth by the University Office of

Information Technology. For more information on technology policy, log onto www.alcorn.edu/cits.

PENALTY: Fine $50-$150 + Probation; Suspension

8. CONTEMPT OF HEARING

Contempt of hearing violation includes: (1) the failure to appear before the University Disciplinary Committee after receiving the proper notification of a scheduled disciplinary hearing, (2) willful disobedience to, or displaying open disrespect for a University Disciplinary Committee member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures, (3) the failure to comply with disciplinary conditions as sanctions imposed by a University Disciplinary Committee or disciplinary administrative officer or staff person. Students who are found guilty of contempt of hearing charges will be required to pay a disciplinary fine in addition to other sanctions imposed.

PENALTY: Fine $100-$250; Reschedule of Hearing; Interim Suspension

9. CYBER-BULLYING OR SOCIAL MEDIA ABUSE

Cyberbullying is the use of cell phones or other devices to send or post emails, text messages or images that constitute harassment (See Student Conduct Definition of Harassment).

PENALTY: Fine $100-$250 + Probation; Suspension; Indefinite Suspension; Expulsion

10. DAMAGE OR DESTRUCTION OF PROPERTY

Damage, vandalism or destruction to property owned or leased by the University or personal property belonging to an individual, including but not limited to, car vandalism, defacing structures and facilities, littering, marking, egging, painting, spraying, painting residence hall rooms, hallways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization is prohibited.

PENALTY: Restitution and/or Replacement of Property + Probation; Suspension; Indefinite Suspension

11. DANGEROUS, THREATENING, OR UNSAFE BEHAVIOR

This includes any conduct or behavior that threatens or endangers the health or safety of any person in the University environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, and practical jokes.

PENALTY: Fine $100-$250 + Probation; Campus Service; Counseling; Removal of Privileges; Suspension

12. DISRUPTION, DISORDERLY CONDUCT, OR OBSTRUCTION

Intentionally disrupting the orderly operation of the University, intentionally obstructing services or facilities by those entitled to use such services or facilities, or willful interfering with any member of the University community in carrying out his or her normal functions or duties is strictly prohibited. Acts of disruption, disorderly conduct, or obstruction includes but is not limited to, excessive noise, noise after quiet hours, misuse of musical instruments, noise producing devices, shouting, loud stereo or radio sets, throwing any dangerous objects in a University facility or from the window of a University facility, or onto the premises of the University.

PENALTY: Fine $50-$250 + Probation; Suspension; Indefinite Suspension

13. DRONE RESTRICTION POLICY

Alcorn State University restricts the operation of drones. For the purpose of this policy, a drone is defined as an unmanned aerial vehicle (UAV) or an unmanned aircraft system (UAS). This restriction applies to privately owned and business drones and is extended to any equipment affiliated with the drone. The operation of drones on the Alcorn State University campus is strictly prohibited and limited to those who have received prior approval from the Campus Police Department. Violators will be arrested, and the drone will be impounded. The safety and privacy of our students, faculty, staff, and visitors on our campus is our primary concern.

PENALTY: Fine $50-$225; Probation; Campus Service; Suspension

14. DRUGS (ILLEGAL) OR DRUG PARAPHERNALIA

The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the University according to all local, state, and federal laws. Drug paraphernalia is strictly prohibited at the University. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body.

The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the University and/or at events and activities sponsored by the University and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to, roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances.

PENALTY: Fine $250-$750 + Probation; Counseling; Campus Service; Suspension; Indefinite Suspension; Expulsion

15. DUPLICATION OF KEYS

The duplication or unauthorized possession of keys to University property is prohibited. Also, illegal or unauthorized entrance to University buildings is forbidden.

PENALTY: Fine $50-$200 + Probation; Suspension

16. FAILURE TO COMPLY

Students are required to comply with University personnel upon request. Examples of authorized University personnel include, but are not limited to, the following: University Police Officers, security officials, faculty, staff, and residence hall staff. Failure or refusal to comply with any University official may result in disciplinary action.

PENALTY: Fine $100-$250 + Probation; Campus Service; Suspension; Indefinite Suspension

17. FALSIFICATION OR FORGERY

Falsification, forgery, or misuse of University records (e.g., transcript, health records) is prohibited. Forgery of negotiable instruments (such as checks and money orders) is considered a criminal offense. Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. *PERJURY* is the voluntary violation of a statement or testimony that was previously provided and accepted as truth or fact; making a false statement or falsely reporting a crime or university violation; furnishing false information with intent to deceive.

PENALTY: Fine $100-$250 + Probation; Campus Service; Indefinite Suspension

18. FIGHTING

Students are forbidden from engaging in fights, especially where weapons are used or where there is attempted use. The use of weapons is also a violation of civil laws. Persons are also held responsible for damage or injuries received or given in horseplay or other potentially dangerous activities.

PENALTY: Fine $250-$500 + Probation; Campus Service; Suspension; Expulsion; Indefinite Suspension

19. Firearms, Weapons, Chemicals, Or Explosives

In accordance with the Board of Trustees of State Institutions of Higher Learning Policies and Bylaws 1106—Firearms policy, Alcorn State University prohibits the possession of pistols, firearms or other weapons in any form by any person other than duly authorized law enforcement officials, institutional security officials and other authorized persons regardless of whether such person possesses a valid permit to carry

such pistols, firearms or weapons.
Also, section 97-37-17 of the Mississippi Code 1972 makes it a felony for any student to possess or carry, whether openly or concealed any firearm on University property. Students found in possession of a weapon will be subject to arrest and confiscation of the weapon. Additionally, students shall receive an interim suspension from classes pending a disciplinary hearing.

A weapon is any dangerous instrument if it is used, attempted or threatened to be used, or is readily capable of being used to cause death or serious physical injury. It shall be a felony for a student to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, mace, grenade, mine, or powerful explosive on educational property. It shall be a misdemeanor for a student to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, splat gun, water gun, leaded cane, switchblade knife, blackjack, metallic knuckles, razor and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property.

Failure to comply with University policy or state law may subject one to criminal liability, removal from campus or campus events or facilities, and/or disciplinary sanctions under the University conduct system.

PENALTY: **Probation; Loss of Housing; Suspension; Indefinite Suspension; Expulsion**

20. FIRE SAFETY EQUIPMENT

Fire safety equipment is provided for the safety and protection of lives and property at The University. Tampering with such equipment places lives and property in danger. Anyone charged with tampering with fire equipment will be considered an eminent danger and as such will be immediately suspended from the University.

Anyone found guilty of tampering with fire safety equipment will be suspended for at least one semester, subject to termination, expulsion and/or criminal prosecution. The following items are considered fire safety equipment: fire alarms, fire extinguishers, smoke detectors, fire hoses, fire hydrants, fire trucks, fire sprinklers, security vehicles, posted fire instructions, exit signs, and security cameras.

PENALTY: **Interim Suspension; Fine $300 - $500 + Probation; Suspension; Indefinite Suspension; Expulsion; Restitution (if required)**

21. GAMBLING

Gambling is the wagering of money or something of material value (referred to as "the stakes") on an event with an uncertain outcome with the primary intent of winning additional money and/or material good. Gambling, in any form, on any University property or during any function sponsored by the University off campus is prohibited.

PENALTY: Fine $250 + Probation; Suspension

22. HARASSMENT (PHYSICAL OR VERBAL)

Harassment: (physical, verbal, graphic, written or electronic) that is (1) unwelcome; (2) discriminatory on the basis of race, color, religion, sex, national origin, age disability, genetic information, sexual orientation, or veteran status; (3) directed at an individual; and (4) so severe, pervasive, and objectively offensive that a reasonable person with the same characteristics of the victim would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, opportunity, or resource.

PENALTY: Fine $100-$250 + Probation; Campus Service; Suspension

23. HAZING

Hazing is defined as physical or mental discomforts which cause a student to behave in an unnatural manner. Hazing in any form by clubs, organizations, individuals and groups is forbidden.

PENALTY: Fine $250-$500 + Probation; Suspension; Indefinite Suspension; Expulsion

24. HEALTH AND SAFETY VIOLATIONS

This means any behavior that creates a danger or risk to others of the University community. **This includes but is not limited to propping open doors to residence halls, throwing objects from windows, failure to keep one's room in a condition that is sanitary and safe, or failure to maintain reasonable standards of cleanliness and safety as defined by the University.**

PENALTY: Fine $50-$250 + Probation; Suspension; Indefinite Suspension

25. IDENTIFICATION CARD

***IDENTITY DISCLOSURE* – Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing, attempting, or intending to misuse one's or another's identification card is prohibited. Misrepresentation of a person's identity with the intent to receive some undeserved advantage or willfully**

furnishing false information to university officials while in the performance of their duties is prohibited.

PENALTY: Fine $100-225 + Probation; Removal of Privileges; Counseling; Suspension; Indefinite Suspension

***STUDENT IDENTIFICATION CARD* – The *Gold Card* must be validated and carried at all times. Failure or refusal to present the Gold Card upon request to any official of the University may result in disciplinary action. If the card is lost, a duplicate card may be secured from the Business Office. There is a $25 fee to replace a Gold Card.**

PENALTY: Fine $100-$225 +Probation; Campus Service; Counseling; Suspension; Indefinite Suspension

26. KIDNAPPING OR ABDUCTION

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

PENALTY: Suspension; Indefinite Suspension; Expulsion

27. OFF-CAMPUS GUESTS' BEHAVIOR

Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the *Grounds for Disciplinary Action* while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.

PENALTY: Fine $50-225 + Restitution (if required) + Probation; Removal of Privileges

28. ORGANIZATIONS

The organizing and functioning of any group (club, Greek letter organization, societies, etc.) on campus is prohibited unless it is approved by the University. All approved organizations must have a sponsor or advisor approved by the University. No organization may hold a meeting unless its advisor or sponsor, or approved designee is present. Sanction for violations may be levied against organizations and individuals.

PENALTY: Fine $100-$325 + Probation; Removal of Privileges; Suspension; Indefinite Suspension

29. PERSONAL BUSINESS ACTIVITIES

No student is permitted to engage in any type of personal business activity unless the activity has the full approval of the University. No organization may raise funds on campus without prior approval of the Vice President for Student Affairs. Violators are subject to probation, suspension or expulsion.

PENALTY: Fine $150-$325 + Probation; Campus Service; Suspension; Counseling

30. PETS

Pets or other animals are prohibited on campus. This includes buildings and grounds on the Lorman campus and the Natchez and Vicksburg sites. Service animals accompanied by disabled persons are permitted on campus and in buildings.

PENALTY: Fine $50-$225 + Removal of animal(s) + Probation; Campus Service; Counseling; Suspension; Indefinite Suspension

31. RAPE

Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the University to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender.

PENALTY: Suspension; Indefinite Suspension; Expulsion

CRITICAL POINT:

Consent: Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent must be actively given for each sexual act. Consent can never be given by minors or by those who are mentally and/or physically incapacitated.

32. SEXUAL OFFENSES

SEXUAL ACTIVITIES **- Engaging in any form of sexual activities (with same or opposite sex) on campus (buildings, vehicles, campus grounds, etc.) is strictly prohibited.**

PENALTY: Fine $225-$500 + Probation; Suspension; Indefinite Suspension; Expulsion

***SEXUAL ASSAULT* - The forcing of, or attempting to force, another person regardless of sexual gender, personal affiliation, and/or affiliation with the University, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats and physical restraint, and will not be tolerated.**

PENALTY: Fine $225-$500 + Probation + Campus Service + Counseling; Suspension; Indefinite Suspension; Expulsion

***SEXUAL BATTERY* - The forcing or forceful intention of engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon) which leads to physical pain, toward another person regardless of sexual gender, personal affiliation, and/or affiliation with the University, without his/her consent or when such sexual contact is deemed offensive to the victim, will not be tolerated by the University.**

PENALTY: Fine $225 - $500 + Suspension; Indefinite Suspension; Expulsion

***SEXUAL HARASSMENT* -** Regardless of sexual gender, personal affiliation, and/or affiliation with the University, sexual harassment is defined as **conduct that is so severe, pervasive, and objectively offensive that the individual is effectively denied equal access to institutional resources and opportunities** (See Student Conduct Definition of Harassment).

PENALTY: Fine $225 - $500 + Suspension; Indefinite Suspension; Expulsion

CRITICAL POINT:
Consent: Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent must be actively given for each sexual act. Consent can never be given by minors or by those who are mentally and/or physically incapacitated.

33. SOLICITATION

Unauthorized selling, collection of monies, and promotion on campus or within University buildings is not permitted without permission of the Vice President for Business Affairs. Acting as agents for business firms that entail solicitation, or the receiving of business offers or goods on University property is prohibited. Students may not solicit on behalf of the University without the written permission of the Vice President for Student Affairs.

PENALTY: Fine $50-$350 + Probation; Campus Service; Counseling; Suspension

34. THEFT

Theft of University property or property belonging to another member of the University, the selling of stolen property, or the use of property belonging to another individual without proper consent is prohibited. Violators may be required to return property or its equivalent value, and in addition may be liable to probation, suspension, or expulsion, as well as action by civil authorities.

PENALTY: Fine $50-$225 + Restitution (if required) + Probation; Counseling, Suspension

35. UNAUTHORIZED OVERNIGHT GUEST

Students may have an overnight guest of the same sex with the stipulation that the guest is not under the age of sixteen (16).

PENALTY: Fine $$50.00 plus $10.00 for each day the unauthorized guest(s) occupy the room; Probation; Removal of Privileges; Removal from residence hall

36. UNAUTHORIZED STUDENT VISITATION

Students are expected to abide by the University "visitation" policy. Unauthorized presence in the residence halls or within any rooms after visitation hours is prohibited.

PENALTY: Fine $150 + Probation; Removal of Privileges; Removal from Residence Hall

37. VANDALISM

The destroying, defacing, or damaging of University, state, federal, public or private property will not be tolerated and is prohibited.

PENALTY: Restitution and/or Replacement of Property + Probation; Suspension; Indefinite Suspension

38. Warning Cautionary Advice
PENALTY: Fine $25

39. Any act or conduct not covered by the infractions listed elsewhere in the Code of Conduct that would constitute a violation of state or federal law, with the exception of minor traffic violations, regardless of whether the student was charged with or convicted of such violation.

PENALTY: Fine $100-$225; + Probation; Suspension; Indefinite Suspension

DISCIPLINARY SANCTIONS' TERMS AND DEFINITIONS

1. **ADMONISHMENT**
   Admonishment is a warning to the student to refrain from any and all action that may result in disciplinary action. A fine of $25.00 may be imposed. No sanctions are given unless the student violates the University's rules and regulations or the Codes of Conduct.

2. **COMMUNITY SERVICE**
   Community service is a disciplinary sanction imposed upon a student as a result of a violation of the Codes of Conduct. Service is provided by the student to a specific on-campus department for a specific number of hours as imposed by the University Disciplinary Committee. The student will not receive any monetary compensation. NOTE: Failure to complete required community service will result in the student being placed on disciplinary hold, fined and/or suspension from the University. The number of hours will range between ten (10) and forty (40) to be completed within one semester. Depending on the circumstances, the hours may be completed through the following semester.

3. **EXONERATE**
   Exonerate is to clear the accused of any and all blame, with all charges being dismissed or dropped.

4. **FINE**
   Fine is a monetary payment imposed as punishment for an offense. Payment must be made to the University for violation of the Codes of Conduct. NOTE: A disciplinary fine may range from twenty-five dollars ($25) to seven hundred-fifty dollars ($750), depending upon the severity of the offense(s). NOTE: All disciplinary fines are DOUBLED for repeat offenses.

5. **INTERIM SUSPENSION**
   Interim suspension is the suspension of a student, by the Vice President for Student Affairs, from the University pending a scheduled disciplinary hearing depending upon the severity of the infraction.

6. **LOSS OF PRIVILEGES**
   A student who has a disciplinary sanction will receive written notification of the specific privileges(s) which he/she has lost. The privileges may include removal and/or eviction from on-campus housing and restrictions from affiliation and or representing the

University. The written notification shall include the time period for which the student has lost certain privileges.

7. **PROBATION**
   Probation is a specified amount of time, involving restrictions, after which University authorities will determine if the student's behavior has improved. During this time period, the student may receive additional disciplinary measures resulting in suspension, if he/she is involved in violations of any type of University Codes of Conduct. The types of probation are Regular and Indefinite. NOTE: Probationary statuses range from one (1) semester through matriculation. A violation of probationary status may result in the student being immediately suspended from the University. A fine of not less than $75.00 and not more than $100.00 is imposed.

8. **RESEARCH ASSIGNMENTS**
   Depending upon the nature of the offense, students may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be scholarly, comprehensive, thorough, and submitted in accordance with the guidelines set by the University Disciplinary Committee (see Committee Chair). NOTE: Failure to comply with the terms of this sanction will result in temporary suspension from the University until all matters are agreed upon by the student and the appropriate official or all requirements have been completed.

9. **RESTITUTION**
   Restitution includes compensation, reimbursement, or a required replacement of loss, injury, or property (personal or private) by the student in violation. Restitution may be made within a specified time period. Failure to pay full restitution to the appropriate party will result in the student being placed on disciplinary hold and/or suspension.
   NOTE: Restitution is due in full, prior to or no later than thirty (30) days from official notification to the offender, unless otherwise approved by the Vice President for Student Affairs or designee.

10. **SEMINAR/WORKSHOP PARTICIPATION**
    Depending upon the circumstance of the violation, some students may be required to assist in developing, coordinating, and evaluating workshops related to the nature of the offense the student has committed. The student may also be required to attend and participate in seminars or workshops to enhance their knowledge and understanding of a particular topic related to the committed offense. Students are required to be prompt, attentive, and to present a well-developed essay of the activity according to the guidelines set by the University Disciplinary Committee (see Committee Chair). NOTE: Failure to comply with this sanction may result in Interim Suspension from the University.

11. **SUSPENSION**

Suspension means dismissal from the University for a specific time period following Severe acts of violation of the CODES OF CONDUCT or violation of a present probationary status. Suspensions are recorded on the student's permanent record. Students suspended from the University are required to return their Gold Card and room keys. The student's name is deleted from the roster of enrolled students and from the faculty class roll. The student will not get credit for course assignments, papers, projects, make-up work, or other course-related work during the period of suspension and may not return to campus for the duration of his/her suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Vice President for Student Affairs.

If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to the University will be threatened and he/she will be subject to arrest. During the period of suspension, the student is not eligible or entitled to receive any University services, thus his/her relationship with the University is terminated.

When a student has been suspended from the University and has not removed his/her personal belongings as stated in the *Notice of Suspension*, the University will not be held liable for loss or damage during the packaging, transporting, or temporary storage of the student's property.

"**Admission to the University-** " Upon completion of a fully served suspension period, a student who desires to return to the University must submit a written request to the Vice President for Student Affairs no later than thirty (30) days prior to the beginning of the semester the student wishes to return. The Vice President for Student Affairs will review the student's file to determine the student's eligibility to return to the University. The types of disciplinary suspensions are as follows:

A. SUSPENSION

Suspension period begins with an existing semester and continues through that semester; however, suspension may become effective at the beginning of a specified semester (usually the following semester) and continue through that semester and future ones.

B. INTERIM SUSPENSION

Interim suspension is immediately put into effect when charges are alleged. The suspension will remain in effect until the disciplinary hearing is held or the student has completed the requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found guilty of the violation(s) or fails to satisfy the requirements of the sanction imposed, the

interim suspension may be changed to another sanction, including suspension or expulsion.

C. INDEFINITE SUSPENSIONS

Indefinite suspension means dismissal or suspension from the University to be served for a period of not less than one (1) school year.

D. EXPULSION

Expulsion is permanent dismissal from the University. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the University. When a student is expelled from the University, the student's relationship with the University is permanently severed.

DISCIPLINARY SANCTIONS AND PENALTIES At-A-GLANCE

OFFENSE	PENALTY
1. ACADEMIC DISHONESTY	
CHEATING **PLAGIARISM**	Academic Sanctions; Probation; Suspension; Expulsion Academic Sanctions; Probation; Suspension; Expulsion
2. AIDING, ABETTING, OR INCITING	Fine $50-$225 + Probation; Campus Service; Suspension
3. ALCOHOL (ALCOHOLIC BEVERAGES) OR INTOXICATION	Fine $50-$300 + Probation; Campus Service; Suspension
4. ARSON	Suspension; Indefinite Suspension; Expulsion
5. ASSAULT	Fine $50-$250 + Probation + Restitution (if required); Counseling; Campus Service; Suspension
6. BATTERY/AGGRAVATED BATTERY	Fine $50-$225 + Probation + Campus Service + Counseling + Restitution (if required); Suspension; Indefinite Suspension
7. COMPUTER ABUSE	Fine $50-$150 + Probation; Suspension
8. CONTEMPT OF HEARING	Fine $100-$250; Reschedule of Hearing; Interim Suspension
9. CYBER-BULLYING OR SOCIAL MEDIA ABUSE	Fine $100-$250 + Probation; Suspension; Indefinite Suspension; Expulsion
10. **DAMAGE OR DESTRUCTION OF PROPERTY**	Restitution and/or Replacement of Property + Probation; Suspension; Indefinite Suspension
11. **DANGEROUS, THREATENING, OR UNSAFE BEHAVIOR**	Fine $100-$250 + Probation; Campus Service; Counseling; Removal of Privileges; Suspension
12. DISRUPTION, DISORDERLY CONDUCT	Fine $50-$250 + Probation; Suspension; Indefinite Suspension
13. DRONE RESTRICTON POLICY	Fine $50-225; Probation; Campus Service; Suspension

14. DRUGS (ILLEGAL) OR DRUG PARAPHERNALIA	Fine $250-$750 + Probation; Counseling; Campus Service; Suspension; Indefinite Suspension; Expulsion
15. DUPLICATION OF KEYS	Fine $50-$200 + Probation; Suspension
16. FAILURE TO COMPLY	Fine $100-$250 + Probation; Campus Service; Suspension; Indefinite Suspension
17. FALSIFICATION OR FORGERY	Fine $100-$250 + Probation; Campus Service; Indefinite Suspension
18. FIGHTING	Fine $250-$500 + Probation, Suspension; Campus Service; Expulsion; Indefinite Suspension
19. FIREARMS, WEAPONS, CHEMICALS, OR EXPLOSIVES	Probation, Lose of Housing, Suspension; Indefinite Suspension; Expulsion
20. FIRE SAFETY EQUIPMENT	Interim Suspension; Fine $300 - $500 + Probation; Suspension; Indefinite Suspension; Expulsion; Restitution (if required)
21. GAMBLING	Fine $250 + Probation; Suspension
22. HARRASSMENT (PHYSICAL OR VERBAL)	Fine $100-$250 + Probation; Campus Service; Suspension
23. HAZING	Fine $250-$500 + Probation, Suspension, Indefinite Suspension, Expulsion
24. HEALTH & SAFETY VIOLATIONS	Fine $50-$250; Probation; Suspension; Indefinite Suspension
25. IDENTIFICATION CARD	
IDENTITY DISCLOSURE	Fine $100 + Probation; Removal of Privileges; Campus Service; Counseling; Suspension; Indefinite Suspension
STUDENT IDENTIFICATION CARD	Fine $100-$225 + Probation; Campus Service; Counseling; Suspension; Indefinite Suspension
26. KIDNAPPING OR ABDUCTION	Fine $250 Suspension; Indefinite Suspension; Expulsion
27. OFF- CAMPUS GUESTS' BEHAVIOR	Fine $50-$225 + Restitution (if required) + Probation; Removal of Privileges
28. ORGANIZATIONS	Fine $100-$325 + Probation; Removal of Privileges; Suspension; Indefinite Suspension
29. PERSONAL BUSINESS ACTIVITIES	Fine $150-$325 + Probation; Campus Service; Suspension; Counseling
30. PETS	Fine $50-$225 + Removal of animal(s) + Probation ; Campus Service; Counseling; Suspension; Indefinite Suspension

31. RAPE	Suspension; Indefinite Suspension; Expulsion
32. SEXUAL OFFENSES	
SEXUAL ACTIVITIES	Fine $225-$500; Probation; Suspension; Indefinite Suspension; Expulsion
SEXUAL ASSAULT	Fine $225-$500 + Probation + Campus Service + Counseling; Suspension; Indefinite Suspension; Expulsion
SEXUAL BATTERY	Suspension; Indefinite Suspension; Expulsion
SEXUAL HARASSMENT	Fine $225 - $500 + Suspension; Indefinite Suspension; Expulsion
33. SOLICITATION	Fine $50-$350 + Probation; Campus Service; Counseling; Suspension
34. THEFT	Fine $50-$225 + Restitution (if required) + Probation; Campus Service; Counseling; Suspension
35. UNAUTHORIZED OVERNIGHT GUEST	Fine $50 plus $10 for each day the unauthorized guest(s) occupy the room; Probation; Removal of Privileges; Removal from residence hall
36. UNAUTHORIZED STUDENT VISITATION	Fine $150 + Probation; Removal of Privileges; Removal from residence hall
37. VANDALISM	Restitution and/or Replacement of Property; Probation; Suspension; Indefinite Suspension
38. WARNING	Fine $25 Cautionary Advice
39. ANY ACT OR CONDUCT NOT COVERED BY THE INFRACTIONS LISTED ELSEWHERE IN THE CODE OF CONDUCT THAT WOULD CONSTITUTE A VIOLATION OF STATE OR FEDERAL LAW, WITH THE EXCEPTION OF MINOR TRAFFIC VIOLATIONS, REGARDLESS OF WHETHER THE STUDENT WAS CHARGED WITH OR CONVICTED OF SUCH VIOLATION.	Fine $100-$225; + Probation; Suspension; Indefinite Suspension

(APPENDIX A)
NOTIFICATION OF UNIVERSITY MISCONDUCT VIOLATION OPTION

Student Conduct
1000 ASU Drive, 239
Alcorn State University
Alcorn State, MS 39096-7500

An incident report dated_____ cited_____, ID#_____ as having been involved in the following:

_____

_____

_____

_____

_____I hereby acknowledge that I am responsible for the stated misconduct and understand that I will receive the sanction(s) in accordance with published policies and procedures for the stated infraction which includes consideration for repeated violations. *(Please see student handbook sections:* ***Grounds for Disciplinary Sanctions*** *(Codes of Conduct),* ***Disciplinary Sanctions*** *(Terms and Definitions), and* ***Disciplinary Penalties****.)*

_____I hereby acknowledge that I am not responsible for the stated misconduct and understand that I will receive written notification of an Administrative or Disciplinary Hearing to dispose of the allegation(s).

This form must be returned to the Student Conduct Office, J. L. Bolden Campus Student Union, 2nd Floor, not later than three (3) business days after receipt of this correspondence. If not returned within the designated period, the student will receive the sanction(s) in accordance with published policies and procedures for the stated infraction which includes consideration for repeated violations.

_____ _____
Signature Date



(APPENDIX B)

STUDENT CONDUCT WAIVER FORM

Student Conduct
1000 ASU Drive, 239
Alcorn State University
Alcorn State, MS 39096-7500

I, _____, hereby agree to waive my right to a two-day notice and agree to appear before the University Disciplinary Committee and accept disposition of my case. I understand that this agreement will remain confidential between the Vice President for Student Affairs, Dean of Students and myself with exception to the University Disciplinary Committee as necessary. I further understand that the Disciplinary may recommend any penalty authorized as listed in the *Disciplinary Penalty* section of the University Student Handbook.

_____ _____
Signature Date

(APPENDIX C)

AGREEMENT TO CHANGE DISCIPLINARY HEARING OPTION

Student Conduct
1000 ASU Drive, 239
Alcorn State University
Alcorn State, MS 39096-7500

I, _____, hereby agree to waive my right to appear before the University Disciplinary Committee and accept disposition of my case via the Administrative Hearing Official. I understand that this agreement will remain confidential between the Vice President for Student Affairs, Dean of Student and myself with exception to the University Disciplinary Committee as necessary. I further understand that the Administrative Hearing Official may impose any penalty authorized as listed in the *Disciplinary Penalty* section of the University Student Handbook.

_____ _____
Signature Date

UNIVERSITY GRIEVANCE POLICY

The right of each student to resolve grievances with the University is affirmed, and specific appeal procedures are hereby established to assure timely and appropriate consideration of each grievance. Student grievances generally originate at the department level, and the resolution of the grievance is sought at the department level.

1. **A Student Grievance originating in any of the department or administrative units is handled by the department chairperson or director responsible for the unit in which the grievance originates. The grievance should be made known within fifteen (15) days of the occurrence. The decision by the department chairperson or director should normally be made within five (5) workdays of the filing of the grievance.**

2. **The appeal by a student of the decision of the department chairperson or director must be made in writing within five (5) workdays to either the Dean exercising jurisdiction over that academic department or to the administrative official having jurisdiction over the non-academic department involved. This official will render a decision on the grievance normally within five (5) workdays of the receipt of the grievance.**

3. **Should the student desire to make further appeal, the appeal should be directed to the Office of the Vice President for Academic Affairs (for academic issues) or to the appropriate Vice President exercising jurisdiction over the matter. The Vice President for Student Affairs shall confer with the student and if the grievance is not resolved, he/she shall refer the matter to a standing committee or appoint a committee from three (3) to five (5) persons including student representation to hold an official hearing on the matter. The student may either represent himself or request the assistance of another student. The hearing shall be held within ten (10) days of receipt of the grievance by the Vice President for Student Affairs or a designee.**

4. **Upon completion of the hearing, the committee will inform the Vice President for Student Affairs of the decision, and he/she will inform the student. The Vice President for Student Affairs may utilize the decision of the committee or amend the decision as he/she deems appropriate.**

5. **If the student is not satisfied with the decision indicated in step 4, he/she may appeal to the President of the University. The President shall render a decision in the case normally within ten (10) days of the written receipt of the appeal.**

6. **If the student is not satisfied with the institution's published grievance policy in an attempt to resolve the dispute, the student may submit the complaint to the Mississippi Commission on College Accreditation (MCCA). The Complaint must be submitted in writing using the Student Complaint Form.**

Contact: Mississippi Commission on College Accreditation
3825 Ridgewood Road/Jackson, MS 39211
Tel: (601) 432-6372/Fax: (601) 432-6225 Website: www.mississippi.edu/mcca/

Procedures for Addressing Written Student Complaints

All complaints made by students shall be investigated by an appropriate University official. If the complaint is of an academic nature, the Vice President for Academic Affairs is responsible for appointing one or more appropriate persons to conduct the investigation. If the complaint is of a non-academic nature, the Vice President for Student Affairs is responsible for appointing one or more appropriate persons to conduct the investigation.

The student (complainant) shall be notified in writing as to the status of the complaint. Any complaint that is made directly to the University president shall be transmitted to the proper University official for investigation. The student shall be informed in writing of the final finding/decision regarding the complaint. If a student is not satisfied with the result decision regarding the complaint, the student may appeal to the University president.

CAMPUS POLICE DEPARTMENT

The Alcorn State University Campus Police Department operates 24 hours a day, seven days a week. Its staff includes 11 certified officers, one residence hall security guard, three Welcome Center greeters, and three communications officers. The department's primary mission is to provide a safe, secure environment where students can pursue academic excellence. Officers proactively patrol campus in clearly marked police vehicles and on foot in designated areas. They are fully authorized to enforce campus safety and security policies and procedures, trained to handle various criminal offenses, and called to respond when crimes occur on campus.

Students, employees, and visitors to the University are expected to respect the authority of the police officers and to comply with and assist police officers in the execution of their duties and responsibilities. Anyone who willfully interferes with police officers in the performance of their duties or who fails to comply with their instructions is subject to disciplinary action or criminal charges.

Motor Vehicles

The privilege to operate motor vehicles on the campus of Alcorn State University is reserved for individuals who comply with applicable state laws and University policies. Motor vehicle operators must comply with the following:

1. Registration of Vehicles
2. Automobile Insurance (Liability)
3.Adherence to Speed Limits
4. Proper Parking
5. Non-Obstruction of Traffic
6.Traffic Signs and Official Directions
7. A Valid Driver's License

Violators of any of the aforementioned regulations may receive traffic citations, lose their driving privileges on campus, have their vehicles towed at the owner's expense, and/or be subjected to other disciplinary actions including civil or criminal prosecution. For further information, contact Campus Police at 601-877-3000.

PARKING SERVICES

Functions such as permit fulfillment, parking enforcement, and the collection of parking citation fines will be centralized in the Department of Parking Operations. Parking permits are issued at the time of purchase at the cashier's window on the second floor of the Walter Washington Administration/Classroom Building.

PARKING POLICIES

A. **STUDENT ZONES**

The street in front of Robinson Hall, Burrus Hall, and the Medgar Evers Heritage Village is a fire lane, only park in the designated parking areas. The fee for parking in a fire lane is $50.00 and the fee for parking in a Handicapped Parking Space without proper authorization is $100.00. All handicapped students must properly display a state-issued handicapped rearview mirror hang-tag AND also purchase a regular student permit from the university in order park in handicapped spaces.

B. **RESIDENTIAL STUDENT PARKING**

Residential students should leave their cars parked at their respective residential areas until after 4:00 p.m. daily. Parking in other areas during the hours of 7:00 a.m. to 5:00 p.m. will result in the issuance of traffic citations. ALL students living in any residence hall will be authorized to park in any residence hall parking lot or any open parking areas. All students driving a vehicle on campus will be required to purchase a Parking Permit. Parking permit fees are $60.00 per year for residential students and $40.00 per year for commuter students. Summer school parking permits for two sessions are $20.00. A temporary parking pass for 7 days is $10.00 and a replacement parking pass with proof of incident is $10.00. All prices are subject to change.

C. **COMMUTER STUDENTS**

Commuter students taking classes after 5:00 p.m. must purchase a Commuter Permit but will be allowed to park in any open parking areas, including the WWACB Lot. Prices are subject to change.

D. **WALTER WASHINGTON ADMINISTRATION BUILDING**

The lot for WWACB is "EXCLUSIVE PARKING ONLY" for faculty, staff, and administrators. No student will be authorized to park in WWACB lot between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday.

E. **STAFF/FACULTY**

All faculty and staff members are required to purchase a Parking Permit and are authorized to park in any open parking areas on campus. The cost of this permit is $65.00. If you register two vehicles at the same time the cost of dual registration is $95.00. (Both vehicles must be registered to you or your spouse). Prices are subject to change.

F. **VISITORS' PARKING**

Alcorn State University offers complimentary permits for visitors to the campus. Complimentary permits are available at the Welcome Center for visitors, vendors, and contractors and are valid for 24 hours. To avoid violation of parking regulations, after a 24-hour period, a temporary permit must be purchased in the Department of Parking Operations for a fee of $10.00 (valid for 7 days).

REGISTER FOR PARKING PERMIT

Registration for parking permits is handled online by the T-2 Parking Services Software, which is integrated into Banner Online Services. Special instructions for registering for a parking permit will be distributed both by email and on the university parking services website.

PARKING VIOLATIONS APPEALS PROCESS

The appeals process will be conducted by an appeals committee that is independent of the Department of Parking Operations. The committee is comprised of faculty/staff and student representation at Alcorn State University.

Process for Appeal

The appeals process allows the student, faculty, staff member, or visitor an opportunity to petition the citation that was issued by a patrol officer because of a parking violation. Effective immediately, all appeals must be submitted using the appeals form located on the parking operations website.

The Responsibilities of the Appellant

1. A request for an appeal must be made within ten (10) business days of the issuance of the citation. Effective August 1, 2024, Administration, Faculty/Staff and Students can login to **www.alcorn.edu/parking** to submit an appeal. Choose the drop-down menu, then click Appeal. Next, choose Parking Management System to examine outstanding citations, finally choose Appeal.
2. Notice of receipt of the appeals will be emailed back to the appellant upon completion. If the appellant does not receive an email acknowledgement, he or she must contact the Department of Parking Management.
3. Notice of the decision regarding the appeal will be sent via email, campus mail or US Mail.
4. If the citation is dismissed, no further action is necessary on behalf of the appellant.
5. If the appeal has been denied, the citation must be paid within fifteen (15) days of receipt of the official notification.
6. All decisions from the appeals committee are final.

Guidelines for Appeals

The appeals committee will make any decision on the appeal based on the guidelines below:

1. It is the obligation of the appellant to present information that would invalidate the ticket.
2. Reasons that will not be considered by the committee:
    a. Handicapped parking violations
    b. Fire lane violation
    c. Other vehicles were improperly parked
    d. Inability to find a proper convenient parking space
    e. Late to class or appointment
    f. Financial hardship caused by fine
    g. Lack of knowledge of the regulations (new to campus/have not reviewed regulations). All requests for appeals must be reviewed in a timely manner (no later than fifteen (15) days after a request for appeal has been submitted).
3. The appellant must be notified via email, campus mail or U.S. Mail.
4. The appellant must attend the appeals hearing. Otherwise, the appeals form will serve in lieu of the appellant's physical presence.
5. If the appeals committee finds that the citation was valid and enforceable, then the appellant must pay the citation within fifteen (15) days after the hearing date.
6. If the appeals committee finds that the citation is invalid and unenforceable, then the Department of Parking Operations must have the citation removed from the appellant's record within fifteen (15) days of the hearing date.
7. Unpaid citation(s) will prevent the student from registering for classes and/or receiving his/her grades, transcripts, and diploma.
8. Faculty or staff members who do not pay their fines within fifteen (15) days will receive proper notice. If the citation is a decal infraction, a decal must be purchased.

Students may contact the Department of Parking Operations located in the Cashier's Office on the second floor of the Walter Washington Administration and Classroom Building by calling 601-877-6818 or email https://www.alcorn.edu/arking**.**

ALCORN STATE UNIVERSITY TRANSPORTATION DEPARTMENT

Alcorn State University Transportation Department offer shuttle service to our students

throughout the school year:
Fall (Back to School)
Thanksgiving Break
Christmas Break
Spring Break
Summer (End of School)
Contact Information:
Transportation Manager – Director, LaDella Mackey Williams 601-877-6199

ALCORN STATE UNIVERSITY DRUG-FREE POLICY

It is the policy of Alcorn State University to maintain a drug-free workplace, workforce, and campus consistent with Federal laws as set forth in the Drug-Free Workplace Act of 1988 and the Department of Defense Drug-Free Workforce Rule of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Consequently, all employees—faculty, staff (part-time/full-time)—and students are absolutely prohibited from unlawful possession, manufacture, distribution, dispensation, sale, use, or in any way involve themselves with controlled substances and alcohol on University property or as part of any University activity. For the purpose of this policy, the term "Controlled Substances" means those defined in Schedules I through V of section 202 of the Controlled Substances Act [21 U.S.C. 812] and as further defined by regulation 21 CFR 1300.11 through 1300.15.

Any faculty, staff, or student(s) found in violation of the aforementioned policy while on the University's campus, or while engaged in official University business off campus, shall be required to undergo mandatory assessment for drug abuse. The University reserves the right to prescribe the nature and type of corrective action to be imposed on faculty, staff or students found in violation of the Drug-Free Workplace and Drug-Free Campus Policy. Such corrective action may include: 1) issuance of warning, 2) referral for treatment, 3) suspension, 4) termination, 5) expulsion, and/or 6) civil prosecution.

NOTIFICATION OF CONVICTION

It is the expectation of Alcorn State University that all students receiving a Pell Grant will comply with the specific Anti-Drug Abuse Act Certification requirements of the U. S. Department of Education. The requirements are that any student convicted of a drug-related offense, while on Pell Grant, will report the conviction in writing to the U. S. Department of Education within ten (10) days after the conviction.

HEALTH RISKS - Drugs are designed to produce physical and/or psychological change(s) within the body. However, there are health risks associated with the use of illegal/illicit drugs and alcohol such as:

1. **Damage to the brain.**
2. **High blood pressure, seizures, strokes, heart attacks, cardiac arrest and/or respiratory arrest.**

3. **Impaired judgment, loss of memory, poor hand and eye coordination and poor concentration.**
4. **Sleep disturbances, depression, paranoia, and anxiety.**
5. **Physical and psychological dependence.**
6. **Increased risk of HIV infection.**
7. **Painful withdrawal symptoms (tremors, panic attacks, chills, sweating, muscle cramps, etc.).**

General Indicators Of Alcohol Or Other Drug Abuse

1. **An abrupt change in mood or attitude.**
2. **Sudden and continuing decline in school/work attendance and academic/job performance.**
3. **Sudden and continuing resistance to discipline at home or school.**
4. **Dysfunctional relationships with family or friends.**
5. **Unusual flares of temper or acting-out violent behavior.**

Program Services

1. **Alcohol and Other Drug Education**
2. **Audiovisual Materials (Alcohol and Other Drugs)**
3. **Awareness and Information Media Campaigns**
4. **In-Service Training Seminars**
5. **Peer Education (Student-Led Initiatives)**
6. **Support Services (Alcohol and other drugs risk screening, confidential counseling and referral)**

Possession of a Controlled Substance in Mississippi (State Law)

All states regulate the illegal possession of controlled dangerous substances (CDS), though each differs in its exact definition of CDS and the penalties for possession. Mississippi classifies not only well-known drugs like marijuana, heroin, and cocaine as CDS, but also the compounds used to manufacture them.

This article discusses illegal CDS possession only. Making or selling CDS carries different penalties. For more information on CDS manufacture and sale, see Sale of a Controlled Substances in Mississippi.

Also, while marijuana is considered a CDS, this article does not cover Mississippi's marijuana possession and sale laws. To learn more about that topic, see Mississippi Marijuana Laws.

How Mississippi Classifies CDS

Mississippi divides CDS into five "schedules." Schedule I lists the most dangerous drugs, which have a high probability of abuse and addiction, and no recognized medical value. Schedules II, III, IV, and V decrease in dangerousness and probability of abuse; and increase in recognized medical uses.

These classes are also used to determine the applicable penalties for illegally possessing specific CDS (described in the next section). If you've been arrested for illegal CDS possession, you'll need to consult the Mississippi Code that lists precisely which drugs fit into each group. Go to the

statute (Ms. Code Ann. § 41-29-113, -115, -117, -119, -121.) and find the substance you're charged with possessing -- it will be listed under one of the five classes.

Penalties for Illegal CDC Possession

It is illegal in Mississippi to possess CDS without a valid medical prescription. Penalties vary according to the type and amount of the CDS involved, measured by dosage unit (a one milliliter solution for liquid substances, or one "stamp", "square", or "dot" for substances like LSD), or by weight of the CDS involved.

"Weight" includes pure CDS or a mixture containing any detectable amount of the CDS. When a mixture contains more than one CDS, the punishment is determined by the substance that incurs the greater penalty.

Schedule I and II substances

Possessing less than one-tenth of a gram (or one dosage unit) may be charged as a misdemeanor or a felony. If charged as a misdemeanor, penalties include a fine of up to $1,000, up to one year in jail, or both. If charged as a felony, penalties include a fine of up to $10,000, at least one (and up to four) years in prison, or both. (Ms. Code Ann. § 41-29-139(c) (1) (A).)

Possessing one tenth of a gram or more, but less than two grams (or two or more dosage units, but fewer than ten dosage units) incurs a fine of up to $50,000, at least two (and up to four) years in prison, or both. (Ms. Code Ann. § 41-29-139(c) (1) (B).)

Possessing two grams or more, but less than ten grams (or ten or more dosage units, but fewer than 20 dosage units) incurs a fine of up to $250,000, at least four (and up to 16) years in prison, or both. (Ms. Code Ann. § 41-29-139(c) (1) (C).)

Possessing ten or more, but less than 30 grams (or 20 or more dosage units, but fewer than 40 dosage units) incurs a fine of up to $500,000, at least six (and up to 24) years in prison, or both. (Ms. Code Ann. § 41-29-139(c) (1) (D).)

Possessing 30 grams or more (or 40 or more dosage units) incurs a fine of up to at $1,000,000, least ten (and up to 30) years in prison, or both. (Ms. Code Ann. § 41-29-139(c) (1) (E).)

Schedule III, IV, or IV substances Possessing less than 50 grams (or fewer than 100 dosage units) incurs a fine of up to $1,000, up to one year in jail, or both. (Ms. Code Ann. § 41-29-139(c) (3) (A).)

Possessing 50 grams or more, but less than 150 grams (or 100 dosage units or more, but fewer than 500 units) incurs a fine of up to $10,000, at least one (and up to four) years in prison, or both. (Ms. Code Ann. § 41-29-139(c) (3) (B).)

Possessing 150 grams or more, but less than 300 grams (or 500 dosage units or more, but fewer than 1,000 units) incurs a fine of up to $50,000, at least two (and up to eight) years in prison, or both. (Ms. Code Ann. § 41-29-139(c) (3) (C).)

Possessing 300 grams or more, but less than 500 grams (or 1,000 dosage units or more, but fewer than 2,500 units) incurs a fine of up to $250,000, at least four (and up to 16) years in prison, or both. (Ms. Code Ann. § 41-29-139(c) (3) (D).)

Possessing 500 grams or more (or 2,500 or more dosage units) incurs a fine of up to $500,000, at least six (and up to 24) years in prison, or both. (Ms. Code Ann. § 41-29-139(c) (3) (E).)

Second and Subsequent Offenses
A second or subsequent conviction incurs up to double the applicable fine, prison term, or both, as described above. (Ms. Code Ann. § 41-29-147.)

Universal Citation: MS Code § 41-29-139 (2013)
(a) Except as authorized by this article, it is unlawful for any person knowingly or intentionally:
(1) To sell, barter, transfer, manufacture, distribute, dispense or possess with intent to sell, barter, transfer, manufacture, distribute or dispense, a controlled substance; or
(2) To create, sell, barter, transfer, distribute, dispense or possess with intent to create, sell, barter, transfer, distribute or dispense, a counterfeit substance.
(b) Except as otherwise provided in subsections (f) and (g) of this section or in Section 41-29-142, any person who violates subsection (a) of this section shall be sentenced as follows:
(1) In the case of controlled substances classified in Schedule I or II, as set out in Sections 41-29-113 and 41-29-115, except thirty (30) grams or less of marihuana or synthetic cannabinoids, and except a first offender as defined in Section 41-29-149(e) who violates subsection (a) of this section with respect to less than one (1) kilogram but more than thirty (30) grams of marihuana or synthetic cannabinoids, such person may, upon conviction, be imprisoned for not more than thirty (30) years and shall be fined not less than Five Thousand Dollars ($ 5,000.00) nor more than One Million Dollars ($ 1,000,000.00), or both;
(2) In the case of a first offender who violates subsection (a) of this section with an amount less than one (1) kilogram but more than thirty (30) grams of marihuana or synthetic cannabinoids as classified in Schedule I, as set out in Section 41-29-113, such person is guilty of a felony and, upon conviction, may be imprisoned for not more than twenty (20) years or fined not more than Thirty Thousand Dollars ($ 30,000.00), or both;
(3) In the case of thirty (30) grams or less of marihuana or synthetic cannabinoids, such person may, upon conviction, be imprisoned for not more than three (3) years or fined not more than Three Thousand Dollars ($ 3,000.00), or both;
(4) In the case of controlled substances classified in Schedules III and IV, as set out in Sections 41-29-117 and 41-29-119, such person may, upon conviction, be imprisoned for not more than twenty (20) years and shall be fined not less than One Thousand Dollars ($ 1,000.00) nor more than Two Hundred Fifty Thousand Dollars ($ 250,000.00), or both; and
(5) In the case of controlled substances classified in Schedule V, as set out in Section 41-29-121, such person may, upon conviction, be imprisoned for not more than ten (10) years and shall be fined not less than One Thousand Dollars ($ 1,000.00) nor more than Fifty Thousand Dollars ($ 50,000.00), or both.
(c) It is unlawful for any person knowingly or intentionally to possess any controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his professional practice, or except as otherwise authorized by this article. The penalties for any violation of this subsection (c) with respect to a controlled substance classified in Schedules I, II, III, IV or V, as set out in Section 41-29-113, 41-

29-115, 41-29-117, 41-29-119 or 41-29-121, including marihuana or synthetic cannabinoids, shall be based on dosage unit as defined herein or the weight of the controlled substance as set forth herein as appropriate:

"Dosage unit (d.u.)" means a tablet or capsule, or in the case of a liquid solution, one (1) milliliter. In the case of lysergic acid diethylamide (LSD) the term, "dosage unit" means a stamp, square, dot, microdot, tablet or capsule of a controlled substance.

For any controlled substance that does not fall within the definition of the term "dosage unit," the penalties shall be based upon the weight of the controlled substance.

The weight set forth refers to the entire weight of any mixture or substance containing a detectable amount of the controlled substance.

If a mixture or substance contains more than one (1) controlled substance, the weight of the mixture or substance is assigned to the controlled substance that results in the greater punishment.

Any person who violates this subsection with respect to:

(1) A controlled substance classified in Schedule I or II, except marihuana or synthetic cannabinoids, in the following amounts shall be charged and sentenced as follows:

(A) Less than one-tenth (0.1) gram or one (1) dosage unit or less may be charged as a misdemeanor or felony. If charged by indictment as a felony: by imprisonment not less than one (1) nor more than four (4) years and a fine not more than Ten Thousand Dollars ($ 10,000.00). If charged as a misdemeanor: by imprisonment for up to one (1) year and a fine not more than One Thousand Dollars ($ 1,000.00).

(B) One-tenth (0.1) gram but less than two (2) grams or two (2) dosage units but less than ten (10) dosage units, by imprisonment for not less than two (2) years nor more than eight (8) years and a fine of not more than Fifty Thousand Dollars ($ 50,000.00).

(C) Two (2) grams but less than ten (10) grams or ten (10) dosage units but less than twenty (20) dosage units, by imprisonment for not less than four (4) years nor more than sixteen (16) years and a fine of not more than Two Hundred Fifty Thousand Dollars ($ 250,000.00).

(D) Ten (10) grams but less than thirty (30) grams or twenty (20) dosage units but not more than forty (40) dosage units, by imprisonment for not less than six (6) years nor more than twenty-four (24) years and a fine of not more than Five Hundred Thousand Dollars ($ 500,000.00).

(E) Thirty (30) grams or more or forty (40) dosage units or more, by imprisonment for not less than ten (10) years nor more than thirty (30) years and a fine of not more than One Million Dollars ($ 1,000,000.00).

(2) Marihuana or synthetic cannabinoids in the following amounts shall be charged and sentenced as follows:

(A) Thirty (30) grams or less by a fine of not less than One Hundred Dollars ($ 100.00) nor more than Two Hundred Fifty Dollars ($ 250.00). The provisions of this paragraph shall be enforceable by summons, provided the offender provides proof of identity satisfactory to the arresting officer and gives written promise to appear in court satisfactory to the arresting officer, as directed by the summons. A second conviction under this section within two (2) years shall be punished by a fine of Two Hundred Fifty Dollars ($ 250.00) and not less than five (5) days nor more than sixty 60) days in the county jail and mandatory participation in a drug education program, approved by the Division of Alcohol and Drug Abuse of the State Department of Mental Health, unless the court enters a written finding that such drug education program is inappropriate. A third or subsequent

conviction under this section within two (2) years is a misdemeanor punishable by a fine of not less than Two Hundred Fifty Dollars ($ 250.00) nor more than Five Hundred Dollars ($ 500.00) and confinement for not less than five (5) days nor more than six (6) months in the county jail. Upon a first or second conviction under this section, the courts shall forward a report of such conviction to the Mississippi Bureau of Narcotics which shall make and maintain a private, nonpublic record for a period not to exceed two (2) years from the date of conviction. The private, nonpublic record shall be solely for the use of the courts in determining the penalties which attach upon conviction under this section and shall not constitute a criminal record for the purpose of private or administrative inquiry and the record of each conviction shall be expunged at the end of the period of two (2) years following the date of such conviction.

(B) Additionally, a person who is the operator of a motor vehicle, who possesses on his person or knowingly keeps or allows to be kept in a motor vehicle within the area of the vehicle normally occupied by the driver or passengers, more than one (1) gram, but not more than thirty (30) grams, of marihuana or synthetic cannabinoids is guilty of a misdemeanor and upon conviction may be fined not more than One Thousand Dollars ($ 1,000.00) and confined for not more than ninety (90) days in the county jail. For the purposes of this subsection, such area of the vehicle shall not include the trunk of the motor vehicle, or the areas not normally occupied by the driver or passengers if the vehicle is not equipped with a trunk. A utility or glove compartment shall be deemed to be within the area occupied by the driver and passengers.

(C) More than thirty (30) grams but less than two hundred fifty (250) grams may be fined not more than One Thousand Dollars ($ 1,000.00) or confined in the county jail for not more than one (1) year, or both; or fined not more than Three Thousand Dollars ($ 3,000.00) or imprisoned in the State Penitentiary for not more than three (3) years, or both.

(D) Two hundred fifty (250) grams but less than five hundred (500) grams, by imprisonment for not less than two (2) years nor more than eight (8) years and by a fine of not more than Fifty Thousand Dollars ($ 50,000.00).

(E) Five hundred (500) grams but less than one (1) kilogram, by imprisonment for not less than four (4) years nor more than sixteen (16) years and a fine of less than Two Hundred Fifty Thousand Dollars ($ 250,000.00).

(F) One (1) kilogram but less than five (5) kilograms, by imprisonment for not less than six (6) years nor more than twenty-four (24) years and a fine of not more than Five Hundred Thousand Dollars ($ 500,000.00).

(G) Five (5) kilograms or more, by imprisonment for not less than ten (10) years nor more than thirty (30) years and a fine of not more than One Million Dollars ($ 1,000,000.00).

(3) A controlled substance classified in Schedule III, IV or V as set out in Sections 41-29-117 through 41-29-121, upon conviction, may be punished as follows:

(A) Less than fifty (50) grams or less than one hundred (100) dosage units is a misdemeanor and punishable by not more than one (1) year and a fine of not more than One Thousand Dollars ($ 1,000.00).

(B) Fifty (50) grams but less than one hundred fifty (150) grams or one hundred (100) dosage units but less than five hundred (500) dosage units, by imprisonment for not less than one (1) year nor more than four (4) years and a fine of not more than Ten Thousand Dollars ($ 10,000.00).

(C) One hundred fifty (150) grams but less than three hundred (300) grams or five hundred

(500) dosage units but less than one thousand (1,000) dosage units, by imprisonment for not less than two (2) years nor more than eight (8) years and a fine of not more than Fifty Thousand Dollars ($50,000.00).
(D) Three hundred (300) grams but less than five hundred (500) grams or one thousand (1,000) dosage units but less than two thousand five hundred (2,500) dosage units, by imprisonment for not less than four (4) years nor more than sixteen (16) years and a fine of not more than Two Hundred Fifty Thousand Dollars ($ 250,000.00).
(E) Five hundred (500) grams or more or two thousand five hundred (2,500) dosage units or more, by imprisonment for not less than six (6) years nor more than twenty-four (24) years and a fine of not more than Five Hundred Thousand Dollars ($ 500,000.00).
(d) (1) It is unlawful for a person who is not authorized by the State Board of Medical Licensure, State Board of Pharmacy, or other lawful authority to use, or to possess with intent to use, paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of the Uniform Controlled Substances Law. Any person who violates this subsection is guilty of a misdemeanor and, upon conviction, may be confined in the county jail for not more than six (6) months, or fined not more than Five Hundred Dollars ($ 500.00), or both; however, no person shall be charged with a violation of this subsection when such person is also charged with the possession of one (1) ounce or less of marihuana or synthetic cannabinoids under subsection (c)(2)(A) of this section.
(2) It is unlawful for any person to deliver, sell, possess with intent to deliver or sell, or manufacture with intent to deliver or sell, paraphernalia, knowing, or under circumstances where one reasonably should know, that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance in violation of the Uniform Controlled Substances Law. Any person who violates this subsection is guilty of a misdemeanor and, upon conviction, may be confined in the county jail for not more than six (6) months, or fined not more than Five Hundred Dollars ($ 500.00), or both.
(3) Any person eighteen (18) years of age or over who violates subsection (d) (2) of this section by delivering or selling paraphernalia to a person under eighteen (18) years of age who is at least three (3) years his junior is guilty of a misdemeanor and, upon conviction, may be confined in the county jail for not more than one (1) year, or fined not more than One Thousand Dollars ($1,000.00), or both.
(4) It is unlawful for any person to place in any newspaper, magazine, handbill, or other publication any advertisement, knowing, or under circumstances where one reasonably should know, that the purpose of the advertisement, in whole or in part, is to promote the sale of objects designed or intended for use as paraphernalia. Any person who violates this subsection is guilty of a misdemeanor and, upon conviction, may be confined in the county jail for not more than six (6) months, or fined not more than Five Hundred Dollars ($ 500.00), or both.
(e) It shall be unlawful for any physician practicing medicine in this state to prescribe, dispense or administer any amphetamine or amphetamine-like anorectics and/or central nervous system stimulants classified in Schedule II, pursuant to Section 41-29-115, for the exclusive treatment of obesity, weight control or weight loss. Any person who violates this subsection, upon conviction,

is guilty of a misdemeanor and may be confined for a period not to exceed six (6) months or fined not more than One Thousand Dollars ($ 1,000.00), or both.

(f) Except as otherwise authorized in this article, any person twenty-one (21) years of age or older who knowingly sells, barters, transfers, manufactures, distributes or dispenses during any twelve (12) consecutive month period: (i) ten (10) pounds or more of marihuana or synthetic cannabinoids; (ii) two (2) ounces or more of heroin; (iii) two (2) or more ounces of cocaine or of any mixture containing cocaine as described in Section 41-29-105(s), Mississippi Code of 1972; (iv) two (2) or more ounces of methamphetamine; or (v) one hundred (100) or more dosage units of morphine, Demerol, Dilaudid, oxycodone hydrochloride or a derivative thereof, or 3,4-methylenedioxymethamphetamine (MDMA) shall be guilty of a felony and, upon conviction thereof, shall be sentenced to life imprisonment and such sentence shall not be reduced or suspended nor shall such person be eligible for probation or parole, the provisions of Sections 41-29-149, 47-5-139, 47-7-3 and 47-7-33, Mississippi Code of 1972, to the contrary notwithstanding. The provisions of this subsection shall not apply to any person who furnishes information and assistance to the bureau or its designee which, in the opinion of the trial judge objectively should or would have aided in the arrest or prosecution of others who violate this subsection. The accused shall have adequate opportunity to develop and make a record of all information and assistance so furnished.

(g) (1) Any person trafficking in controlled substances shall be guilty of a felony and, upon conviction, shall be imprisoned for a term of thirty (30) years and such sentence shall not be reduced or suspended nor shall such person be eligible for probation or parole, the provisions of Sections 41-29-149, 47-5-139, 47-7-3 and 47-7-33, Mississippi Code of 1972, to the contrary notwithstanding and shall be fined not less than Five Thousand Dollars ($ 5,000.00) nor more than One Million Dollars ($ 1,000,000.00).

(2) "Trafficking in controlled substances" as used herein means to engage in three (3) or more component offenses within any twelve (12) consecutive month period where at least two (2) of the component offenses occurred in different counties. A component offense is any act which would constitute a violation of subsection (a) of this section. Prior convictions shall not be used as component offenses to establish the charge of trafficking in controlled substances.

(3) The charge of trafficking in controlled substances shall be set forth in one (1) count of an indictment with each of the component offenses alleged therein and it may be charged and tried in any county where a component offense occurred. An indictment for trafficking in controlled substances may also be returned by the State Grand Jury of Mississippi provided at least two (2) of the component offenses occurred in different circuit court districts.

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2013 Mississippi Code
Title 41 – PUBLIC HEALTH
Chapter 29 - POISONS, DRUGS AND OTHER CONTROLLED SUSBTANCE

Article 3 - UNIFORM CONTROLLED SUBSTANCES LAW
§ 41-29-139 - Prohibited acts; penalties

FEDERAL LAW

Universal Citation: MS Code § 41-29-139 (2013)

(a) Except as authorized by this article, it is unlawful for any person knowingly or intentionally:

(1) To sell, barter, transfer, manufacture, distribute, dispense or possess with intent to sell, barter, transfer, manufacture, distribute or dispense, a controlled substance; or

(2) To create, sell, barter, transfer, distribute, dispense or possess with intent to create, sell, barter, transfer, distribute or dispense, a counterfeit substance.

(b) Except as otherwise provided in subsections (f) and (g) of this section or in Section 41-29-142, any person who violates subsection (a) of this section shall be sentenced as follows:

(1) In the case of controlled substances classified in Schedule I or II, as set out in Sections 41-29-113 and 41-29-115, except thirty (30) grams or less of marihuana or synthetic cannabinoids, and except a first offender as defined in Section 41-29-149(e) who violates subsection (a) of this section with respect to less than one (1) kilogram but more than thirty (30) grams of marihuana or synthetic cannabinoids, such person may, upon conviction, be imprisoned for not more than thirty (30) years and shall be fined not less than Five Thousand Dollars ($ 5,000.00) nor more than One Million Dollars ($ 1,000,000.00), or both;

(2) In the case of a first offender who violates subsection (a) of this section with an amount less than one (1) kilogram but more than thirty (30) grams of marihuana or synthetic cannabinoids as classified in Schedule I, as set out in Section 41-29-113, such person is guilty of a felony and, upon conviction, may be imprisoned for not more than twenty (20) years or fined not more than Thirty Thousand Dollars ($ 30,000.00), or both; such person may, upon conviction, be imprisoned for not more than ten (10) years and shall be fined not less than One Thousand Dollars ($ 1,000.00) nor more than Fifty Thousand Dollars ($ 50,000.00), or both.

(c) It is unlawful for any person knowingly or intentionally to possess any controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his professional practice, or except as otherwise authorized by this article. The penalties for any violation of this subsection (c) with respect to a controlled substance classified in Schedules I, II, III, IV or V, as set out in Section 41-29-113, 41-29-115, 41-29-117, 41-29-119 or 41-29-121, including marihuana or synthetic cannabinoids, shall be based on dosage unit as defined herein or the weight of the controlled substance as set forth herein as appropriate:

"Dosage unit (d.u.)" means a tablet or capsule, or in the case of a liquid solution, one (1) milliliter. In the case of lysergic acid diethylamide (LSD) the term, "dosage unit" means a stamp, square, dot, microdot, tablet or capsule of a controlled substance.

For any controlled substance that does not fall within the definition of the term "dosage unit," the penalties shall be based upon the weight of the controlled substance.

The weight set forth refers to the entire weight of any mixture or substance containing a detectable amount of the controlled substance.

If a mixture or substance contains more than one (1) controlled substance, the weight of the mixture or substance is assigned to the controlled substance that results in the greater punishment.

Any person who violates this subsection with respect to:

(1) A controlled substance classified in Schedule I or II, except marihuana or synthetic cannabinoids, in the following amounts shall be charged and sentenced as follows:

(A) Less than one-tenth (0.1) gram or one (1) dosage unit or less may be charged as a misdemeanor or felony. If charged by indictment as a felony: by imprisonment not less than one (1) nor more than four (4) years and a fine not more than Ten Thousand Dollars ($ 10,000.00). If charged as a misdemeanor: by imprisonment for up to one (1) year and a fine not more than One Thousand Dollars ($ 1,000.00).

(B) One-tenth (0.1) gram but less than two (2) grams or two (2) dosage units but less than ten (10) dosage units, by imprisonment for not less than two (2) years nor more than eight (8) years and a fine of not more than Fifty Thousand Dollars ($ 50,000.00).

(C) Two (2) grams but less than ten (10) grams or ten (10) dosage units but less than twenty (20) dosage units, by imprisonment for not less than four (4) years nor more than sixteen (16) years and a fine of not more than Two Hundred Fifty Thousand Dollars ($ 250,000.00).

(D) Ten (10) grams but less than thirty (30) grams or twenty (20) dosage units but not more than forty (40) dosage units, by imprisonment for not less than six (6) years nor more than twenty-four (24) years and a fine of not more than Five Hundred Thousand Dollars ($ 500,000.00).

(E) Thirty (30) grams or more or forty (40) dosage units or more, by imprisonment for not less than ten (10) years nor more than thirty (30) years and a fine of not more than One Million Dollars ($ 1,000,000.00).

(2) Marihuana or synthetic cannabinoids in the following amounts shall be charged and sentenced as follows:

(A) Thirty (30) grams or less by a fine of not less than One Hundred Dollars ($ 100.00) nor more than Two Hundred Fifty Dollars ($ 250.00). The provisions of this paragraph shall be enforceable by summons, provided the offender provides proof of identity satisfactory to the arresting officer and gives written promise to appear in court satisfactory to the arresting officer, as directed by the summons. A second conviction under this section within two (2) years shall be punished by a fine of Two Hundred Fifty Dollars ($ 250.00) and not less than five (5) days nor more than sixty (60) days in the county jail and mandatory participation in a drug education program, approved by the Division of Alcohol and Drug Abuse of the State Department of Mental Health, unless the court enters a written finding that such drug education program is inappropriate. A third or subsequent conviction under this section within two (2) years is a misdemeanor punishable by a fine of not less than Two Hundred Fifty Dollars ($ 250.00) nor more than Five Hundred Dollars ($ 500.00) and confinement for not less than five (5) days nor more than six (6) months in the county jail.

Upon a first or second conviction under this section, the courts shall forward a report of such conviction to the Mississippi Bureau of Narcotics which shall make and maintain a private, nonpublic record for a period not to exceed two (2) years from the date of conviction. The private, nonpublic record shall be solely for the use of the courts in determining the penalties which attach upon conviction under this section and shall not constitute a criminal record for the purpose of private or administrative inquiry and the record of each conviction shall be expunged at the end of the period of two (2) years following the date of such conviction.

(B) Additionally, a person who is the operator of a motor vehicle, who possesses on his person or knowingly keeps or allows to be kept in a motor vehicle within the area of the vehicle normally occupied by the driver or passengers, more than one (1) gram, but not more than thirty (30) grams, of marihuana or synthetic cannabinoids is guilty of a misdemeanor and upon conviction may be fined not more than One Thousand Dollars ($ 1,000.00) and confined for not more than ninety (90) days in the county jail. For the purposes of this subsection, such area of the vehicle shall not include the trunk of the motor vehicle, or the areas not normally occupied by the driver or passengers if the vehicle is not equipped with a trunk. A utility or glove compartment shall be deemed to be within the area occupied by the driver and passengers.

(C) More than thirty (30) grams but less than two hundred fifty (250) grams may be fined not more than One Thousand Dollars ($ 1,000.00) or confined in the county jail for not more than one (1) year, or both; or fined not more than Three Thousand Dollars ($ 3,000.00) or imprisoned in the State Penitentiary for not more than three (3) years, or both.

(D) Two hundred fifty (250) grams but less than five hundred (500) grams, by imprisonment for not less than two (2) years nor more than eight (8) years and by a fine of not more than Fifty Thousand Dollars ($ 50,000.00).

(E) Five hundred (500) grams but less than one (1) kilogram, by imprisonment for not less than four (4) years nor more than sixteen (16) years and a fine of less than Two Hundred Fifty Thousand Dollars ($ 250,000.00).

(F) One (1) kilogram but less than five (5) kilograms, by imprisonment for not less than six (6) years nor more than twenty-four (24) years and a fine of not more than Five Hundred Thousand Dollars ($ 500,000.00).

(G) Five (5) kilograms or more, by imprisonment for not less than ten (10) years nor more than thirty (30) years and a fine of not more than One Million Dollars ($ 1,000,000.00).

(3) A controlled substance classified in Schedule III, IV or V as set out in Sections 41-29-117 through 41-29-121, upon conviction, may be punished as follows:

(A) Less than fifty (50) grams or less than one hundred (100) dosage units is a misdemeanor and punishable by not more than one (1) year and a fine of not more than One Thousand Dollars ($ 1,000.00).

(B) Fifty (50) grams but less than one hundred fifty (150) grams or one hundred (100) dosage units but less than five hundred (500) dosage units, by imprisonment for not less than one (1) year nor more than four (4) years and a fine of not more than Ten Thousand Dollars ($ 10,000.00).

(C) One hundred fifty (150) grams but less than three hundred (300) grams or five hundred (500) dosage units but less than one thousand (1,000) dosage units, by imprisonment for not less than two (2) years nor more than eight (8) years and a fine of not more than Fifty Thousand Dollars ($ 50,000.00).

(D) Three hundred (300) grams but less than five hundred (500) grams or one thousand (1,000) dosage units but less than two thousand five hundred (2,500) dosage units, by imprisonment for not less than four (4) years nor more than sixteen (16) years and a fine of not more than Two Hundred Fifty Thousand Dollars ($ 250,000.00).

(E) Five hundred (500) grams or more or two thousand five hundred (2,500) dosage units or more, by imprisonment for not less than six (6) years nor more than twenty-four (24) years and a fine of not more than Five Hundred Thousand Dollars ($ 500,000.00).

(d) (1) It is unlawful for a person who is not authorized by the State Board of Medical Licensure, State Board of Pharmacy, or other lawful authority to use, or to possess with intent to use, paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of the Uniform Controlled Substances Law. Any person who violates this subsection is guilty of a misdemeanor and, upon conviction, may be confined in the county jail for not more than six (6) months, or fined not more than Five Hundred Dollars ($ 500.00), or both; however, no person shall be charged with a violation of this subsection when such person is also charged with the possession of one (1) ounce or less of marihuana or synthetic cannabinoids under subsection (c)(2)(A) of this section.

(2) It is unlawful for any person to deliver, sell, possess with intent to deliver or sell, or manufacture with intent to deliver or sell, paraphernalia, knowing, or under circumstances where one reasonably should know, that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance in violation of the Uniform Controlled Substances Law. Any person who violates this subsection is guilty of a misdemeanor and, upon conviction, may be confined in the county jail for not more than six (6) months, or fined not more than Five Hundred Dollars ($ 500.00), or both.

(3) Any person eighteen (18) years of age or over who violates subsection (d) (2) of this section by delivering or selling paraphernalia to a person under eighteen (18) years of age who is at least three (3) years his junior is guilty of a misdemeanor and, upon conviction, may be confined in the county jail for not more than one (1) year, or fined not more than One Thousand Dollars ($ 1,000.00), or both.) It is unlawful for any person to place in any newspaper, magazine, handbill, or other publication any advertisement, knowing, or under circumstances where one reasonably should know, that the purpose of the advertisement, in whole or in part, is to promote the sale of objects designed or intended for use as paraphernalia. Any person who violates this subsection is guilty of a misdemeanor and, upon conviction, may be confined in the county jail for not more than six (6) months, or fined not more than Five Hundred Dollars ($ 500.00), or both.

(e) It shall be unlawful for any physician practicing medicine in this state to prescribe, dispense or administer any amphetamine or amphetamine-like anorectics and/or central nervous system stimulants classified in Schedule II, pursuant to Section 41-29-115, for the exclusive treatment of obesity, weight control or weight loss. Any person who violates this subsection, upon conviction, is guilty of a misdemeanor and may be confined for a period not to exceed six (6) months or fined not more than One Thousand Dollars ($ 1,000.00), or both.

(f) Except as otherwise authorized in this article, any person twenty-one (21) years of age or older who knowingly sells, barters, transfers, manufactures, distributes or dispenses during any twelve (12)

consecutive month period: (i) ten (10) pounds or more of marihuana or synthetic cannabinoids; (ii) two (2) ounces or more of heroin; (iii) two (2) or more ounces of cocaine or of any mixture containing cocaine as described in Section 41-29-105(s), Mississippi Code of 1972; (iv) two (2) or more ounces of methamphetamine; or (v) one hundred (100) or more dosage units of morphine, Demerol, Dilaudid, oxycodone hydrochloride or a derivative thereof, or 3,4-methylenedioxymethamphetamine (MDMA) shall be guilty of a felony and, upon conviction thereof, shall be sentenced to life imprisonment and such sentence shall not be reduced or suspended nor shall such person be eligible for probation or parole, the provisions of Sections 41-29-149, 47-5-139, 47-7-3 and 47-7-33, Mississippi Code of 1972, to the contrary notwithstanding. The provisions of this subsection shall not apply to any person who furnishes information and assistance to the bureau or its designee which, in the opinion of the trial judge objectively should or would have aided in the arrest or prosecution of others who violate this subsection. The accused shall have adequate opportunity to develop and make a record of all information and assistance so furnished.

(g) (1) Any person trafficking in controlled substances shall be guilty of a felony and, upon conviction, shall be imprisoned for a term of thirty (30) years and such sentence shall not be reduced or suspended nor shall such person be eligible for probation or parole, the provisions of Sections 41-29-149, 47-5-139, 47-7-3 and 47-7-33, Mississippi Code of 1972, to the contrary notwithstanding and shall be fined not less than Five Thousand Dollars ($ 5,000.00) nor more than One Million Dollars ($ 1,000,000.00).

(2) "Trafficking in controlled substances" as used herein means to engage in three (3) or more component offenses within any twelve (12) consecutive month period where at least two (2) of the component offenses occurred in different counties. A component offense is any act which would constitute a violation of subsection (a) of this section. Prior convictions shall not be used as component offenses to establish the charge of trafficking in controlled substances.

(3) The charge of trafficking in controlled substances shall be set forth in one (1) count of an indictment with each of the component offenses alleged therein and it may be charged and tried in any county where a component offense occurred. An indictment for trafficking in controlled substances may also be returned by the State Grand Jury of Mississippi provided at least two (2) of the components offenses occurred in different circuit court districts.

CAMPUS RESOURCES
QUICK REFERENCE TELEPHONE NUMBERS

OFFICE	TELEPHONE
Academic and Student Affairs	601.877.6142, 6143
Admissions and Recruiting	601.877.6148, 2400
Alcorn Police Department	601.877.3000, 2291
Alumni Affairs	601.877. 6323
ASU Canvas Help (24 hr.)	1-855-589-6656
Athletics	601.877.6500
Band	601.877.6263
Bookstore	601.877.6333, 3943
Business Office	601.877.6160, 6161
Campus Union	601.877.6320, 6321
Career Services	601.877.6257, 6197
Center for Information Technology	601.877.6182,
Compliance	601.877.6146, 4197
Counseling Services	601.877.6230
Facilities Management	601.877.6470, 6471
Financial Aid	601.877.6190, 6191
Finance and Administrative Services	601.877.4721
First Year and Transfer Experience	601.877.3954
Food Services	601.877.4060, 4061
Graduate Studies	601.877.3920, 6122
Health and Disability Services	601.877.6460, 2403
Human Resources Management	601-877-6188
Institutional Advancement/ASU Foundation Inc.	601.877.6296, 6288
Library	601.877.6350, 3918
Division of Marketing and Communication	601.877.6130, 6134
Post Office	601.877.6334
President	601.877.6111
Printing and Duplicating	601.877.6176, 6177
Residence Life	601.877.6478, 6479
School of Nursing	601-304-4302
Student Affairs	601.877.6380, 6381
Student Conduct	601.877.6696
Student Engagement	601.877.6329, 6341
Student Government Association	601.877.6327
Student Records	601.877.6170, 6171
Student Support Services	601.877.6220, 6221
Testing Services	601.877-6327
Title IX Coordinator	601.877.6124
Transportation	601.877.6199, 6335
University College	601.877.6226
Upward Bound	601.877.6224, 6222

For all emergencies including fire, local police and university police, please call 601.877.3000. Toll Free 1.800.222.6790

COMMUNITY RESOURCES

EMERGENCY TELEPHONE NUMBERS

HOSPITALS	
Claiborne County Hospital	601 437-5141
Jefferson County Hospital	601 786-3401
POLICE DEPARTMENTS	
Port Gibson Police Department	601 437-5101
Fayette Police Department	601 786-3333
Natchez Police Department	601 445-5565
Vicksburg Police Department	601 636-2511
SHERRIFF'S OFFICES	
Claiborne County Sheriff's Office	601 437-5161
Jefferson County Sheriff's Office	601 786-3403
Adams County Sheriff's Office	601 442-2752
Warren County Sheriff's Office	601 636-1761
FIRE DEPARTMENTS	
Port Gibson Fire Department	601 437-5001
Alcorn Fire Department	601 877-3000
Fayette Fire Department	601 786-3403
Natchez Fire Department	601 445-5565

DIRECTIONS TO CAMPUS

Alcorn State University is approximately an equal distance - 40 miles - from Vicksburg to the north and Natchez to the south. The University is 80 miles southwest of the state capital, Jackson. **Jackson, MS** is served by Amtrak and most major airlines. Greyhound or Trailways bus service is available to Port Gibson, approximately twenty (20) minutes from campus. With advance arrangements, visiting students may call Campus Police at (601) 877-3000 for pick up in Port Gibson.

A. **FROM THE EAST OR WEST VIA, I-20:**
Take the U.S. Hwy 61 exit, travel approximately 40 miles, and exit onto Mississippi Hwy 552 West (Dr. Walter Washington Memorial Parkway). Follow the signs for 7 miles to the campus.

B. **FROM THE NORTH OR SOUTH VIA, I-55:**

1. **From I-55 in Jackson, MS take I-20 West to Vicksburg, MS. Take the exit to U.S. Hwy 61 South to MS Hwy 552 West. (Dr. Walter Washington Memorial Parkway)**
2. **From I-55 at Brookhaven, MS take U.S. Hwy 84 West to MS Hwy 33 North, to US Hwy 61 North to US Hwy 552 West (Dr. Walter Washington Memorial Parkway)**
3. **From I-55 at McComb, MS take U.S. Hwy 98 West to U.S. Hwy 84 West at Bude, MS to MS Hwy 33 North to U.S. Hwy 61 North to MS Hwy 552 West (Dr. Walter Washington Memorial Parkway).**

Alcorn State University is a premier comprehensive land-grant university that develops diverse students into globally competitive leaders and applies scientific research through collaborative partnerships that benefit the surrounding communities, state, nation, and world.

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