

## Chapter 9—Student Services

Southern Utah University provides a variety of services, programs, and activities to help students obtain the maximum benefit from their university experience; most are free for currently enrolled students. Described below, these services, programs, and activities are grouped alphabetically in the following categories.

### **Academics** **Family and Health** **Student Organizations** **Other Student Services**

Southern Utah University's Student Services staff supports the mission of the University by:

- Fostering a learning, growth environment for students and members of the University by providing quality services, and individual and institutional support.
- Providing programs and services designed to acknowledge the value of each individual and through personal example promote fairness, integrity, and professional growth.
- Encouraging students to develop personal skills and abilities to enhance their enjoyment of and success in life and by providing opportunities for students to broaden their social, cultural and intellectual perspectives.
- Offering programs which allow each student to receive the best possible education, to be stimulated to give service to others and to become responsible, caring members of society, their own families and individual communities.

Under the direction of the vice president for student services, a number of programs and services are offered to help students experience the learning opportunities set forth in the mission statement above.

### **ACADEMIC AND STUDENT SUPPORT SERVICES**

#### **STUDENT SUCCESS CENTER**

For more information about academic advising, university orientation, First Year Experience, testing and tutoring services, refer to the Student Success Center in Chapter 12.

#### **CAREER SERVICES**

Career Services, in Sharwan Smith Center 101, assists students and alumni with student employment; professional/career employment; education credential files; internships; and career counseling.

- Job listings are posted daily on the web: <http://www.suu.edu/ss/career> and through bulletin boards and binders. Job listings include: part-time and professional job openings for students and graduates, as well as internship opportunities.
- Current elementary and secondary teaching positions, notices of education employment fairs and on-campus interviews are posted daily: <http://www.suu.edu/ss/career/internet/teacherjobs.html>.
- A career library with books, directories, and employer brochures, provides information on career choices, resume writing, interviewing skills, job search strategy, and company research.
- Career counseling (individually, in small groups, and using the Choices computerized career planning program) is available by appointment.

- Semi-annual Career and Summer Jobs/Internship Fairs are open to all students each school year.
- On-campus interviews with employer representatives are scheduled through Career Services. The interview calendar is posted on the Career Services web-site and on bulletin boards.
- Students who wish to participate in on-campus interviews are required to prepare a credential file if they seek teacher employment and to register with Career Services for all other employment.
- Job Search Workshops are offered each semester; see schedule on Career Services web-site.
- Career services personnel are happy to provide individual and group assistance; however, each person must assume primary responsibility for the achievement of his/her own employment goals, and must be willing to conduct thorough research, to prepare carefully, and to travel sufficiently to bring those goals to fruition.

### **ADMISSIONS**

The Admissions Office, located in the Sharwan Smith Student Center, provides prospective students with information needed to plan their academic future. Admissions Advisors assist students with obtaining a clear vision of their educational goals, and the motivation to pursue those goals at SUU. The Admissions Office reports to the Executive Director of Enrollment Management under the direction of the University President.

The Admissions Office hosts campus tours and several on-campus events each year such as Quest Leadership Seminars, SUU Extravaganzas, open houses for high school juniors and seniors, and the Distinguished Scholars' Day. Other recruitment and public relations functions are also organized and/or sponsored by this office.

The Admissions Office involves students directly in the leadership aspect of the recruitment process through the Presidential Ambassador program. The Presidential Ambassador program is a prestigious student organization designed to host dignitaries, help with special events for the President's Office, give campus tours and participate in the recruitment of high school leaders.

Campus tours are given Monday through Friday from 10 a.m. to 4 p.m. or by special arrangement. Visiting SUU's beautiful campus on a tour is one of the best choices a prospective student can make. Please call (435) 586-7740, e-mail [tour@suu.edu](mailto:tour@suu.edu), or visit <http://www.suu.edu/you> to schedule a tour.

### **STUDENT SUPPORT CENTER**

The Student Support Center, located on the second floor of the Sharwan Smith Center, houses a unique combination of separate programs which work together to offer services to students. The five programs are: Multicultural Center, Student Support Services, Talent Search, Upward Bound, and Disabled Student Services.

Each program within the Center is geared to helping students develop the personal, academic, and professional skills they need to enhance individual growth, adjustment to college life, and career preparation.

#### **The Multicultural Center**

The Multicultural Center provides personal, academic, financial and career counseling to ethnic minority students at SUU. Here, students

are assisted in their adjustment to college life, and are encouraged to use the academic support services available on campus. Tutorial assistance is offered to ethnic minority students by request as needed. The Center also serves as a liaison between various tribal, state, and federal agencies.

To further enrich cultural understanding, the Center encourages the participation of all interested faculty, staff, and students in various multicultural activities. The Native American Student Association, Hispanic Club, Asian Club, International Club, Black Student Alliance, and Polynesian Club co-sponsor special campus events such as the Miss Indian SUU Pageant, International Week, Hispanic Awareness Week, Asian Week, various Culture Study evenings, Black History Month, Native American Week, and a Polynesian Luau. The staff of the Center is readily available for consultation, and coordinates numerous workshops, demonstrations, and displays dealing with international, Native American, African-American, Pacific Island, and Hispanic cultures as a campus and community service. The Center also promotes the development of ethnic-oriented curriculum by furnishing panels and workshops on minority cultures, languages, and current issues.

The Multicultural Center (MCC) is located across from the Thunderbird Circle in ST 107.

#### **Disabled Student Services**

The Americans with Disabilities Act and the Rehabilitation Act guarantee equal access, equal opportunity and non-discrimination for people with disabilities. SUU is committed to supporting both the intent and spirit of these laws. To identify and provide necessary support services as soon as possible, students with disabilities are encouraged to visit the coordinator for Services for Students with Disabilities in the Sharwan Smith Center, Room 206F as soon as they are admitted to Southern Utah University.

Disabled Student Services offers a comprehensive program of individualized services to accommodate the needs of students with disabilities. Typical services may include advocacy, textbooks on tape, note takers, readers, priority registration, and test taking accommodations. Students with disabilities are responsible for identifying themselves, providing appropriate documentation of limitations, strengths and recommendations, and requesting reasonable accommodations. No diagnostic services are available through Disabled Student Services. The coordinator can be reached at (435) 865-8022.

#### **Student Support Services**

Student Support Services is funded through the U.S. Department of Education. This program is designed to provide equal access and opportunity to postsecondary education for educationally and economically disadvantaged students and students with disabilities. Student Support Services provides identified SUU students developmental and college-level instruction and special services designed to increase their retention and graduation rates; to maximize their social, cultural and academic adjustment within the University environment; and to assist in the achievement of their academic and career goals. These services include developmental classes in English (ENGL1000) and in math (MATH 0900, 0920 and 0990), tutorial services, and individualized academic and personal skills development.

#### **Talent Search**

Talent Search at Southern Utah University provides early intervention services to 650 southern Utah and Northern Arizona students in grades 6 through 12. Its purpose is to help students better understand their educational opportunities, options, and prepare them for post secondary education. Participants receive information about college admission requirements, scholarships, and various financial aid programs. Project activities include assessment of each participant's academic needs; ACT seminars, career and

financial aid counseling; academic guidance, college tours, and other activities to keep students in school and focused on career and college success.

#### **Upward Bound**

Upward Bound is a federal program serving 100 students from high schools in southern Utah and northern Arizona. Its mission is to provide opportunities for participants to succeed in pre-college performance and ultimately higher education pursuits. Tutoring and counseling services throughout the school year are offered to these students to help them develop the skills and motivation needed for academic success in high school and entrance into postsecondary programs. Twice each year these students spend a weekend at SUU where they are given selected workshops in such topics as note taking, time management, critical thinking, and financial aid. A six-week summer campus residential component prepares them for college life.

#### **VETERANS' SERVICES**

Veterans attending SUU and pursuing a four-year degree or an AAS degree may receive benefits from the Department of Veterans' Affairs.

Students who have completed at least 24 months of continuous active military service may be eligible for course credit. Please check with the SUU Veterans' Office listed below for an evaluation. SUU participates with the veteran and the Department of Veterans' Affairs in all educational benefits offered. Programs change; therefore, contact with the veterans' coordinator, SUU Registrar's Office, Sharwan Smith Center 166A, (435) 586-7715, is crucial to getting benefits in a timely manner. The Registrar's Office works under the direction of the University Provost.

#### **WELLNESS CENTER**

The Wellness Center is committed to the concept of creating and maintaining overall wellness which includes: health, social, psychological, physiological, intellectual, career, and emotional development, over the lifetime of each student, on an inter-personal and intra-personal level.

Wellness is the guiding philosophy that leads to a way of life, which encourages personal responsibility, and a balanced lifestyle, environmental awareness, and personal growth.

It is the purpose of the Wellness Center staff to offer quality counseling and health education experiences, which provide students with the necessary information and skills, to assist them in developing healthy lifestyles that will enable them to cope effectively with life's challenges.

The Wellness Center is made up of health services, psychological counseling, and alcohol, drug and violence prevention educational programs.

The Wellness Center strives to promote the best program of physical and mental health that can be provided in a limited campus setting. The Wellness Center also strives to make arrangements within these disciplines that may accommodate students as their needs become known. All services are private and confidential. Appointments are required.

#### **Student Health Services**

Health services are provided for all enrolled students at SUU. Student Health Services is located in the Wellness Center in the Sharwan Smith Center, Room ST 168. Appointments are required and can be scheduled by calling (435) 586-7718. Services are kept confidential.

Student Health Services at SUU strives to provide a variety of health related services to the campus community, in the clinic setting.

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These services include primary health care such as acute illness care, women's health care, treatment of minor injuries, public health issues, and mental health concerns. In providing these services, an emphasis is placed on health education, illness prevention, and encouraging healthy lifestyle choices.

Services are provided by a full-time Family Nurse Practitioner. There is a one time fee of \$10.00 at the first visit, and nominal fees are assessed for some services. Charges may be assessed for missed appointments. Illness or accidents requiring laboratory x-ray, suturing, or casting that cannot be accommodated by Student Health Services will be referred to a health care provider in the community or to the Valley View Medical Center Emergency Department. Any further care beyond what Health Services can render must be paid for by the student or his/her insurance provider.

In the event of an illness or injury when the Health Services is not open, students should call a qualified health care provider. The Student Health services staff and/or providers do not respond to emergencies outside of the Wellness Center. In the event of an emergency outside of the Wellness Center or for medical transportation, call **911**. All emergencies should be referred to the Valley View Medical Center, 1303 North Main Street, Cedar City. The telephone number is (435) 868-5000.

Student Health Services also serves as a resource for health education materials. The staff of Student Health Services is available to other areas of the University to provide quality educational presentations with a focus on taking personal responsibility for one's health and wellness.

### **Student Accident and Sickness Insurance**

A student accident and sickness insurance policy provided by a private agency is available for those students carrying six or more credit hours. This policy may be purchased at the time of registration by paying the premium at the Cashier's Office. Brochures regarding the terms, deductible, and costs may be obtained by calling (435) 586-7718, or by coming to the Wellness Center, Room 168, in the Sharwan Smith Center.

### **Psychological Counseling**

The office of psychological counseling provides services designed to help SUU students in their personal, social and academic adjustment and development during the university experience. Individual, couples and group counseling are available to single or married students for a broad spectrum of needs. Both psychological and psycho-educational assessments are offered. Additionally, outreach and consultation services, under a peer health leadership and wellness model, are aimed at preventive education and early identification of common mental health problems. Our goal is to facilitate and enrich the overall development and well-being of students at the University. For additional information or to make an appointment, please call (435) 586-7718. All services in this area are confidential.

### **Alcohol and Other Drug Education and Counseling Program**

Southern Utah University offers alcohol and other drug education and counseling to students desiring information to assist their own or someone else's substance related issues. For information and appointments, please visit the SUU Wellness Center or call (435) 865-8445.

### **STUDENT INVOLVEMENT AND LEADERSHIP**

Recognizing the value of extracurricular life in the growth of the student, the University encourages participation in the many and varied opportunities available on campus. Through such participation, students achieve the qualities of social education and a perspective of values which help prepare them for the challenges of a rewarding life.

The Office of Student Involvement and Leadership, located in room 205 of the Sharwan Smith Center, cooperates closely with the Southern Utah University Student Association (SUUSA) and other student groups. The directors of student involvement and leadership are available to assist students with both general and specific organizational challenges. They also promote social skills and decision-making techniques that are valuable to campus life and the future growth of each individual student.

These offices coordinate photo identification cards, approve posting for all campus flyers, posters and banners, oversee many ways for students to connect with the University, and generally serve students in ways that will enhance their collegiate experience at SUU. Listed below are some of the opportunities available for student activity involvement.

### **STUDENT GOVERNMENT**

The leadership of the SUUSA is separated into three branches: executive, legislative, and judicial. The purpose of student government is to provide opportunities for student involvement, leadership development and to plan and implement successful activities that meet the social and academic needs of students.

The student government leaders are anxious to complement the academic life of SUU students through the programs and activities they sponsor. Many opportunities exist for students to assist in the activities organized by student government. Please visit the leaders in the Student Activities Office, Sharwan Smith Center 205, to enrich your collegiate experience.

#### **Executive Branch—Executive Council**

Under the direction of the student body president, the executive council will "make a difference" in the quality of collegiate life for the students at SUU. The council not only sponsors social activities but provides other services, such as cultural awareness, internship opportunities, and support of student organizations.

#### **Legislative Branch—SUUSA Senate**

The SUUSA Senate is comprised of 18 elected senators, three from each College or School of the University. The academic vice president is president of the senate, which approves all allocations of student fees. The Assembly is a body elected by clubs which allocates funds to student clubs and organizations on campus. The Clubs and Organizations vice president is the president of the Assembly.

#### **Judicial Branch—Judicial Council**

The judicial council consists of a chief justice and four associate justices. The jurisdiction of the council extends to all cases regarding the SUUSA constitution. It rules on election by-laws and parking appeals

### **STUDENT INVOLVEMENT CENTER**

Realizing the value of social education, the Southern Utah University Student Involvement Center promotes and encourages development of relationships and activities which add value and personal identity to the undergraduate experience. STIC (The Student Involvement Center) assists and supports students in finding a connection with campus, and the STIC Director works closely with on-campus professionals, residence hall advisors, independent apartment owners, and elected student leaders in developing programming which provides meaningful co-curricular opportunities for students. STIC produces and sponsors several annual campus events such as the Student Talent Show, the Miss SUU Pageant, the Homecoming Parade, and Thunderbird Awards Ceremony, as well as hosting "Club of the Week" and "Block Party" events throughout the academic year. The Center is located in Room 176 of the Sharwan Smith Center, and you can call (435) 865-8557 for additional information.

**Service Learning**

The Service and Learning Center, another important avenue for student involvement, is organizationally tied to and supported by STIC. The Service and Learning Center is committed to providing opportunities for students to learn from community service and volunteerism. The office provides a number of avenues for service working with over 70 local programs, agencies, and locations where volunteers are needed. Students involved in various university clubs can elect to give service on campus and in the community. One-time annual projects such as Make a Difference Day, the National Family Volunteer Day, Relay for Life, and Sub for Santa are just a few examples of the events supported by this office. The Center also assists in planning Alternative Spring Break trips for students who want to spend their break helping others. The Service and Learning Center is located in Room 175 of the Sharwan Smith Center, and can be reached by calling (435) 865-8335.

**STUDENT CLUBS AND ORGANIZATIONS**

SUU offers many opportunities for students to become involved on campus. Over 100 student clubs and organizations fulfill many purposes and individual needs. Club categories are: (1) support and multicultural; (2) professional development; (3) athletics and recreation; (4) service and Greek organizations; (5) academic development, and (6) art and entertainment.

There are two elected delegates representing the various clubs within each category, and these student leaders function as the C&O Assembly. These delegates promote awareness of and participation in the various SUU clubs and organizations. The Assembly also works to monitor spending, provides needed support, and implements leadership training to assure an active and positive club experience for all.

**Greek Organizations**

The campus Greek organizations provide students a cohesive group that shares similar values. Greek organizations on campus include the following: Alpha Phi, Delta Psi Omega, Sigma Nu and Sigma Chi, and Kappa Alpha Psi. Going Greek at SUU means that students are committed to serving their community, developing the abilities to become leaders, and maintaining a strong focus on academics.

**ENTERTAINMENT BUREAU**

The SUU Entertainment Bureau was established in 1990 to allow students a professional performance opportunity in university groups not directly tied to an academic department. There are currently three performance groups within the bureau:

**Acclamation**

This song and dance group consists of 14 student entertainers who are selected by audition in the spring of each year, and the performers receive an educational scholarship for their participation. Acclamation averages over 120 shows annually and has performed in Hawaii, Japan, Korea, Mexico, Austria, Germany, Italy, Switzerland, Tahiti, the Bahamas and across the USA. The group actively assists in recruiting for the University and regularly appears at university-sponsored events and community fundraisers. Acclamation presents two concerts on campus each year, and they have appeared many times on television. Call (435) 865-8075 for additional information.

**Ballroom Dance Company**

This student dance team holds auditions the first Thursday of each semester, and students are given an opportunity to learn Bronze, Silver, and Gold medal technique in both Latin and Standard ballroom dance styles. The group emphasis is education, yet the team participates in several western US regional competitions annually, and also presents two full-length concerts annually. The SUU Ballroom Dance Company appears at various local events throughout the southern Utah area, and has also visited Hawaii,

Alaska, and Mexico. Interested persons can call (435) 865-8375 with questions.

**The Scarlet and Black Bagpipe Band**

Southern Utah's only bagpipe band has become a traditional part of life at Southern Utah University. This group of student, faculty, and community pipers participates in a variety of annual engagements each year, including commencement, several community parades, and many arts and cultural festivals. The bagpipe band is open to pipers of all levels, and participates in "highland games" throughout the western USA. For additional information call (435) 867-4202.

**SHARWAN SMITH CENTER SERVICES**

The Sharwan Smith Center serves as the campus hub for students, faculty, and staff and includes a cafeteria, bookstore, snack bar, post office, public safety department and food court. Most of the student services departmental offices, including the offices of the student government and Student Activities are located in the Sharwan Smith Center.

The University encourages the use of Sharwan Smith Center facilities for workshops, conventions, meetings, or other academically-related events.

The Center also includes a ballroom for dances, dinners and other large events and a movie theatre where a variety of films are shown at a nominal cost throughout the year.

**SHARWAN SMITH CENTER PROGRAMMING**

Under the direction of the Director of Student Activities through the Student Activities Board (STAB), a number of entertaining, cultural, and educational events of major importance are made available to students each year through special arrangement by student, staff, and community groups. They bring to SUU an array of nationally known musical and entertainment organizations, including bands, dramatic groups, and individual performers. The music department also sponsors an annual series of programs featuring student groups and solo and chamber music groups.

To schedule rooms in the Sharwan Smith Center, students, faculty, staff, and community members visit with the Sharwan Smith Center Manager's Office, located in the Student Activities Office, Room 205E. The manager assists with finding times, dates, and rooms most agreeable for scheduling appropriate events. It is the manager's responsibility to ensure that every necessary need is met and to anticipate requests to the best of that office's abilities and resources.

**CAMPUS RECREATION**

The Campus Recreation Department is responsible for initiating, programming, and supervising a variety of sports and activities for students, faculty and staff. Those interested in intramural sports, open recreation, and the fitness center can fulfill their interests through Campus Recreation.

**Intramural Sports**

Intramural sports are perhaps one of the best methods of achieving both exercise and recreational opportunities. It is undeniably, a worthy pursuit. Intramurals provide a wide range of team and individual sports and activities to help participants develop social, physical, and educational values derived from participation in sports and activities.

Intramural Sports include basketball, flag football, racquetball, volleyball, wallyball, pickleball, badminton, tennis, bowling, swimming, and ultimate Frisbee.

**Fitness Center**

The Student Body Fitness Center is a fitness center geared toward the students of SUU. The Fitness Center offers students the

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opportunity to increase your cardiovascular fitness, flexibility and strength by using the latest state of the art Cybex machines, treadmills, elliptical machines, bikes, and free weights. We offer monthly and semester memberships, as well as the PE 1700 class to receive credit for working out!

### **Open Recreation**

Open Recreation offers all students with a current I.D. card a variety of opportunities to participate in self-directed recreational activities to meet their recreational and leisure needs and interests. Fun and participation in the activity is the main focus.

Open recreation opportunities available are basketball, racquetball, swimming, aerobics, indoor track running, wallyball, volleyball, and badminton.

The campus Recreation Department is located in The Sorenson Physical Education Building, Room 205, or can be reached at (435) 586-7774.

### **Outdoor Recreation**

If you are interested in enjoying the beautiful outdoor surroundings in Southern Utah, the Outdoor Recreation Center at Southern Utah University is here to help. The Center has three basic services designed to meet the needs of all SUU students, faculty, and staff.

1. Programs – A variety of trips, from beginner to advanced, are offered. Activities include hiking, backpacking, biking, cross-country skiing and kayaking. Throughout the year, the Outdoor Recreation Center sponsors workshops that help teach outdoor fundamentals such as climbing techniques, clothing and equipment and outdoor cooking, speakers, film series, gear swaps, and special events are only some of the many programs offered.
2. Resource Center – The outdoor Recreation Center is a place for the SUU campus community to gather, research, discuss, and plan outdoor activities. It offers a wide variety of informational materials including books, videos, pamphlets, maps, periodicals, catalogs and instructions materials.
3. Equipment Rental – Outdoor equipment is available for rent for a nominal fee. Basic recreational equipment and camping gear such as tents, sleeping bags, backpacks, coolers and stoves are available. More specialized equipment such as cross country skis, snowshoes, or other items may also be available. Check at the Outdoor Rental Center located in the east wing of the Sharwan Smith Center, or call (435) 865-8704. Visit our website at [www.suu.edu/ss/outdoor](http://www.suu.edu/ss/outdoor) or e-mail us at [outdoorrec@suu.edu](mailto:outdoorrec@suu.edu).

## **SERVICES FOR STUDENTS LOCATED IN THE SHARWAN SMITH CENTER**

### **DEPARTMENT OF PUBLIC SAFETY**

The department of public safety's goal is "working with you to make the university a safer place to learn." Housed in Sharwan Smith Center, Room 172, the department provides law enforcement services to the SUU campus, its satellite buildings and grounds.

The department regulates parking on the SUU campus. Students, faculty, and staff are required to have valid parking permits or decals to park on the campus from 8 a.m. to 6 p.m. during the week. Some permits are for specifically designated lots. Motorcycle and mo-ped parking are permitted in specifically marked areas throughout the campus. Racks to accommodate bicycle parking are located near several buildings on the campus. Visitor parking is available in designated areas on the campus and includes metered parking.

Individuals may use 911 as an emergency telephone number to reach police, fire and medical services. The telephones in the SUU campus elevators are connected directly to the 911 system. Five blue lights are located throughout the campus to help individuals in

emergencies. The 911 and blue light systems are for emergency use only.

The public safety department continually works with all the surrounding law enforcement communities: Cedar City Police Department, Iron County Sheriff's Office, Utah Highway Patrol, and the State Department of Corrections. All department of public safety officers are state certified and fully trained in all police functions. The department continues to be one of the most highly trained departments in the state.

Information on public safety, parking, and security issues is available at the department by calling (435) 586-7793 or on the web site at <http://www.suu.edu/ad/safety>.

### **BOOKSTORE**

Owned and operated by the University, the SUU Bookstore is located in the Sharwan Smith Center. It is the official University source for all required books and supplies. This self-service store has been designed to provide students and faculty with a central location for the purchase of the items needed for day-to-day college activities. The Bookstore also stocks a complete assortment of art and computer supplies, stationery and sundries. It provides buyback services at the end of each semester on most textbooks. The store is open 8 a.m. until 5 p.m. Monday through Friday and 9 a.m. until 2 p.m. on Saturday. The SUU website for the bookstore is <http://www.bookstore.suu.edu>.

### **C-STORE**

The C-Store is located in the Sharwan Smith Center across the hall from the SUU Bookstore. It provides convenience and quick access for students, faculty, and staff members on campus, and offers choices from drinks, snacks, film, and health aids to popcorn, pretzels, and fudge. The C-store is open 7 a.m. to 7 p.m. Monday through Friday.

### **COUNTRY STORE**

The Country Store and Bakery, a part of SUU Food Service, is located in the Sharwan Smith Convention Center Court. It is open from 7 a.m. to 8 p.m., Monday through Friday, and 9 a.m. to 3 p.m. on Saturday. The Country Store and Bakery features breakfast items such as burritos, breakfast sandwiches, French toast stix, hash browns, sweet roll, and other yummys. At lunch time, treat yourself to a bowl of homemade soup with a small loaf of homemade bread, or enjoy a hot dog, burrito, homemade salads or sandwiches. The Country Store and Bakery also has the traditional fare of soft drinks, coffee, pretzels, and candy.

### **POST OFFICE**

A post office station is located in the Sharwan Smith Center for student and faculty mail. Boxes may be rented by semester or yearly. With the exception of passports, full U.S. mail services, including money orders, FedEx and UPS services, are available. The post office is open from 8 a.m. to 4 p.m. Monday through Friday.

### **STUDENT PUBLICATIONS**

*The University Journal* student newspaper serves the campus of SUU. Published in full-size form on Monday and Thursday during the academic year, the Journal includes the latest in student news and opinion. It includes a website accessible through the SUU Homepage and at <http://www.suujournal.com>.

Any student is invited to gain valuable career experience and/or to foster beneficial interpersonal skills by working on the Journal. Positions are filled each semester in news, photography and art as well as in production, circulation and marketing. Freshmen are welcome.

*The Kolob Canyon Review* is a literary magazine featuring poetry, short fiction and essays. The Review provides a forum for the

creativity of students. With funding from the SUUSA, the magazine receives advisement from the English department and is published each semester.

**The Black Ridge Review** is a literary magazine which features work of professional writers. Published annually, it is now in its 19th year of existence, and receives advisement from the English department.

**The Scriblerian** is a publication sponsored by the English Department and the Braithwaite Writing Center. The Scriblerian is a publication for students by students. This on-line journal <http://www.suu.edu/hss/english/scriblerian> is the result of a competition organized by Writing Center tutors for ENGL 1010 and 2010 students.

### **SOCIAL STANDARDS**

Students attending SUU are expected to maintain a high standard of ethical and moral conduct and to uphold the laws of the University and the state and federal governments. Students are expected to demonstrate maturity in their judgments and assume responsibility for their actions.

Southern Utah University does not permit alcoholic beverages on the campus, at University-sponsored functions off-campus, or at any activity sponsored by a group chartered by the SUU Student Association. Additionally, the University does not permit the illegal use or possession of drugs by its students, whether on-or off-campus. Violators are subject to disciplinary action.

Any student who has been suspended or declared ineligible because of low scholarship or inappropriate behavior may have the right to appeal through appropriate procedures. The office of the Vice President for Student Services can assist a student with more detailed information.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

It is the policy of Southern Utah University to comply fully with the terms, provisions, and intent of the Family Educational rights and Privacy Act of 1974. A complete statement of the SUU policy and procedures relative to this act may be obtained from the Office of the Vice President for Student Services. For specific rights and protections granted to students see Appendix D, Family Educational Rights and Privacy Act.

### **STUDENT RESPONSIBILITIES AND RIGHTS**

Students of Southern Utah University share with many others a vital interest in the essential mission of their college. As citizens of the larger community in which the University is located, students have all the responsibilities which devolve upon any citizen. See the policy on Student Responsibilities and Rights below.

## **Student Responsibilities and Rights**

### **I. Student Conduct**

Students of Southern Utah University share with many others a vital interest in the essential mission of their college. True to its founders and motto, "Learning Lives Forever," Southern Utah University is a center of learning where students prepare in knowledge and self-discipline for the responsibility to make, as free men and women, a worthy contribution to the social, cultural, and economic progress their forefathers thus far advanced. This purpose forges a compelling bond of common interest among all administrators, faculty members, students, alumni, and fellow citizens of the region and state who share the responsibility for cooperative action and support to fulfill it.

Each student is expected to uphold and improve the partnership in the University, exhibiting conduct that respects the rights and interest

of others. This code is designed to provide basic standards for student conduct to ensure the fulfillment of the common perspective stated above.

As citizens of the larger community, students have all the responsibilities which devolve upon any citizen. While the University is deeply concerned with what happens to students both on and off campus, the University generally holds students to be adults responsible for their own actions and subject to local, state, and national laws, together with all related regulations.

Students who violate these laws or regulations or the following standards of conduct will be subject to disciplinary action. Incidents occurring on the campus, or occurring off campus but present concern, will normally be handled by appropriate University agencies. Incidents occurring away from the campus which do not present concern for campus safety or University property will usually be under the jurisdiction of and subject to the prosecutorial discretion of local authorities. Students should be aware, however, that the campus is not a legal sanctuary and that local law enforcement officials have authority to intervene when circumstances warrant. Moreover, University officers may exercise authority and jurisdiction off campus and may call on outside officers for assistance when, in their judgment, such assistance is needed.

### **II. Sexual Harassment**

It is a violation of policy for any member of the University community to engage in sexual harassment. It is a violation of policy for any member of the University community to take action against an individual for reporting sexual harassment.

Sexual harassment in the academic community may involve unwelcome sexual advances, request for sexual favors, and other intimidating verbal or written communications or physical conduct of a sexual or sexually offensive nature. Sexual harassment takes various forms; inappropriate sexually related remarks or behavior; inappropriate and offensive sexual advances; solicitation of sexual activities or other sex-linked behavior by promise of reward; coercion of sexual activity by threat of punishment; and sexual assault.

Students who believe they have experienced any form of sexual harassment may obtain a copy of the Sexual Harassment Policy Statement and Procedures (Policy #5.27) from the Vice President for Student Services, Sharwan Smith Center, Room 201, (435) 586-7710 or may access a copy on the University web site under Policies and Procedures.

### **III. On-Campus Behavior**

All members of the University are charged with the responsibility of maintaining order and discipline within their spheres of influence, i.e., instructors in classrooms, student officers in student organizations, head residents within residence halls.

Illustrations of improper behavior on the campus which can result in disciplinary action include, but are not limited to, the following:

- a. Violation of federal, state or local laws or related guidelines. These generally include, but are not limited to: theft, assault, rape/sexual assault, trespass, gambling, impeding the conduct of University business, destruction of property.
- b. Cheating, forgery, plagiarism, or other use of work belonging to another person.
- c. Stealing University records or altering or tampering with such records (including official identification cards), grades or transcripts.
- d. Violation of standards designed to protect the safety and welfare of others. Unless they hold a valid and current concealed weapons permit, students are not allowed to keep firearms on the campus. It

is against University regulations to discharge a firearm loaded with live ammunition on the campus.

e. Illegal or unauthorized entry into or upon the property of any University facility, or unauthorized possession or use of a key to a University facility. Also included is any misuse of University computers, violation of student computer accounts, and intentional interference with any aspect of institutional information technology.

f. Improper protests and/or demonstrations or continual harassment of individuals. In keeping with its essential mission, the University provides a forum for the free exchange of ideas and the expression of all responsible points of view. At the same time, no persons, whether acting singly or in concert with others, will be allowed to resort to illegal actions which jeopardize the rights or safety of others; which endanger property; which may cause injury to any person; which violate the legitimate interest of others, such as interrupting classes, lectures, scheduled events, interviews, or administrative functions; or which in any way interfere with the operation of the University.

g. Use of alcohol or other intoxicants or use, without medical supervision, or abuse of drugs controlled by law, including possession, use, or trafficking in marijuana, LSD, or other illegal drugs and/or controlled substances as defined by Utah Law.

h. Violation of published University rules and regulations; failure to comply with the directives of a University official in the performance of his/her official duties; violating the terms of disciplinary probation during a period when a student is on probation.

i. Unauthorized use of or attempt to access University computing systems, academic, business, or student computer accounts or databases.

### IV. Off-Campus Behavior

If a student is arrested away from the campus by a public law enforcement officer and charged with a crime and arraigned in a court of law, the disciplinary agencies of the University, at their discretion, may take action independent of any proceeding in the criminal or civil courts. Unless, in the opinion of University authorities, the presence of a student so charged constitutes a danger to others at the University, he/she may be permitted to continue in school until the court determines his/her innocence or guilt.

Serious offenses such as stealing, illegal use of drugs, or assault, whether occurring on or off campus, may be referred to courts of law. On the other hand, students arrested away from the campus for offenses that are associated with University activities may be referred to University authorities for disciplinary action. Violations occurring on campus are dealt with as civil offenses and addressed by judicial bodies of the University and those off campus whether civil or criminal are referred to appropriate courts of law.

If a student is convicted in a court of law of a serious offense, particularly a felony, he/she may be suspended or expelled from school by University authorities or designated committees. Such sanctions may be imposed, as a civil sanction in recognition of the University's obligation to protect other members of the University and to maintain an environment conducive to the pursuit of academic enterprises.

### V. University Disciplinary Agencies

Students charged with violations requiring disciplinary action are referred to one of several authorized committees or boards; the Dean of Students in the office of the Vice President for Student Services, the Student Parking Appeals Committee, or the Student Disciplinary Board.

Each of these whose functions are described below has a dual responsibility: (1) to maintain the safety and integrity of all members of the University community through upholding campus policy and applicable law, and (2) to safeguard the rights of all students, including those charged with violations of campus standards of conduct.

In all matters before University Disciplinary authorities, the principles of fair play and due process are followed. All persons present at the meetings shall treat the matters discussed therein with confidence. Each student accused of a violation is guaranteed certain rights and is hereby informed of those rights. Among them are the following:

a. The right to be informed in writing of the nature of any complaint or allegation brought against him/her.

b. The right to be heard before the appropriate authority, to be held no earlier than three days nor later than two weeks after the student is notified of the complaint/allegation against him/her. (The same procedure must be followed on appeals.)

c. The right to present witnesses and other relevant information on his/her behalf.

d. The right to hear and examine all relevant information presented against him/her and ask questions of witnesses either directly or through the chair of the committee or board.

e. The right to be accompanied by any person of his/her choosing, whether a fellow student, a counselor, or member of his/her family.

An accused student also has, at his/her expense, the right to the assistance of an attorney. This assistance may include preparation for the hearing and attendance at the hearing. However, an attorney or other accompanying person attending a meeting should only advise the student. The nature of the proceedings is such that the student should plan to speak for him/herself and not by or through an attorney or other person.

f. The right to appeal any decision not otherwise determined to be final to the vice president or campus judicial body. Appeals must be filed within seven days following notification of decision.

A determination of culpability or lack thereof shall be based on a preponderance of the evidence. A preponderance of the evidence is defined as "the greater weight of the credible evidence." Or that it is more likely than not that the complaint/allegations are or are not valid. After notification, if a student does not appear, the meeting will be held in his/her absence and action rendered on the basis of evidence available. All such meetings are quasi-judicial in nature and are closed to persons not specifically authorized by the chair as a means of protecting the privacy of individuals and the intended confidential nature of the proceedings.

### VI. Office of the Dean of Student Services

The Dean of Students (Dean) is responsible for a wide range of discipline cases referred from students, faculty, administrative staff, the housing office, and others. While the primary responsibilities of the Dean are to direct services for students, to formulate policies for student activities, and to counsel students, he/she also is charged with coordinating the activities of the various disciplinary agencies of the University.

Complaints/allegations of misconduct are referred to the Dean who notifies the student of his/her rights and refers the case to the appropriate committee/board. In minor cases and in certain cases of a confidential nature, the Dean has the authority to dispose of cases without referring them to other disciplinary agencies. The Dean is authorized to impose disciplinary sanctions, including social probation, housing probation, assessment of fines, and/or reprimand. In addition, in instances of concern for safety of the accused or of others on campus, the Dean may impose temporary suspension from school; however, such suspension must be referred to the Student Disciplinary Board for formal meeting and recommendations within five days after suspension. Any student suspended from classes who is later absolved by the Board shall have the right to

make up all class work missed during the suspension. When a disciplinary sanction is specifically recommended, the Dean may accept, reject, or refer the matter back to the Board for further action. Upon acceptance, the Dean will issue formal notice to the student. The Dean may also counsel with members of the Student Services staff, students and/or faculty before rendering a decision or making a recommendation in a particular case.

The Dean in his/her capacity as coordinator of all campus disciplinary agencies is responsible for convening the Student Disciplinary Board. Requests for a hearing before the Student Disciplinary Board should be made through the Dean.

### VII. Student Parking Appeals Committee

Enforcement of University traffic rules and regulations is vested in the Chief of Public Safety. Fines assessed for traffic violations must be paid to the University Cashier. Visitors are encouraged to park at the metered parking. An individual who is cited for illegal parking may appeal his/her ticket(s) to the appeals officer in the Public Safety Office.

Those who feel their cases warrant special attention may appeal to the Parking Citation Appeals Committee. The committee is composed of a faculty member, a staff member, a student member (judicial council member, if available) and a member of the Public Safety staff who will serve as a non-voting advisor. Appeals are made by filling out the appropriate appeal form in the Public Safety office in the Student Center within 14 days of the date on the ticket.

### VIII. Student Disciplinary Board

The responsibility for disciplining students charged with serious violations is delegated to the Student Disciplinary Board. The Board has the authority to hear cases of students alleged to have violated University rules and regulations. The Board is also the appeals agency for students not satisfied with decisions made by the Dean of Students (Dean).

The Student Disciplinary Board is composed of three members of the SUUSA Judicial Council appointed by the Southern Utah University Student Association (both genders should be represented, whenever possible); one faculty and one staff member appointed by the President of the University (both genders will be represented); and the SUUSA Activities Vice President as an ex-officio member without a vote except in case of a tie.

The Dean is an ex-officio member of the Board. University Legal Counsel and Campus Public Safety personnel (in addition to possibly serving in a witness capacity) may attend meetings of the Board, in advisory capacities only.

Terms of office for faculty or staff members of the Board shall be for two academic years, and a member may be reappointed. Student members shall remain on the Board for as long as they retain their positions in student government. The President of the University shall appoint a chair of the Board from among its members.

In his/her capacity as coordinator of all campus disciplinary agencies, Dean has the responsibility to set the calendar for the Board, to counsel with students charged with violations of University regulations, advising them of their rights and informing them of the Board's action. The Dean will also be responsible for informing those designated to enforce the decisions of the Board of all Board action. (Policy #13.20 details the Student Disciplinary Board.)

### IX. The Vice President of Student Services as Appellate Authority

The SUU Vice President for Student Services at SUU is the final appellate authority for student discipline. Students having disciplinary sanctions imposed by the Student Disciplinary Board have the right to appeal that decision to the Vice President for Student Services. Appeals should be in writing and should be filed within seven days after a decision is rendered by the Disciplinary Board.

### X. Disciplinary Penalties and Sanctions

In order to carry out its essential mission, the University has the authority to penalize or to impose sanctions against students who violate University regulations. Many of the penalties and sanctions which may be invoked by the various disciplinary agencies have been described above, but in general; possible punishments include the following:

- a. Admonition or warning or reprimand.
- b. Loss of privileges, for example: (a) Removal from University housing. (b) Discontinuation of scholarship, loan or other financial aid. (c) Denial of participation in University activities such as athletics, drama, forensics, student government.
- c. Disciplinary probation, with or without loss of designated privileges for a stated period of time.
- d. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time which may or may not be conditioned upon the student receiving and completing a course of pertinent therapy.
- f. Expulsion: Termination of student status for an indefinite period of time.
- g. Other sanctions as determined by the appropriate disciplinary agency, including the requirement that the student complete a special project, which may be, but is not limited to, writing an essay, attending a special class or lecture, or visiting with a counselor.

Restitution for stolen or damaged property may be required in addition to any of the sanctions listed above. The University may withhold awarding of degrees or awards or issuing transcripts of credit unless satisfactory arrangements are made regarding payment of fines or assessments or the clearing of other financial obligations to the University.

### XI. Reinstatement Petitions

A student once suspended or expelled who seeks reinstatement to student status must do so by petitioning the Student Disciplinary Board through the Dean of Students. Upon such a petition the Board will convene and review the matter. In no case will the Board consider a petition that pre-dates the initial sanction unless the petition is approved and countersigned by the Dean. The Board may decline reinstatement or recommend reinstatement to the Vice President for Student Services whose decision will be final.