

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.

Academic and Student Support Services

Family and Health

Student Involvement

Sharwan Smith Center Services

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

- Fostering a learning 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 personal responsibility.
- Encouraging students to develop personal skills and abilities that enhance their enjoyment of and success in life and by providing opportunities for students to broaden their social, cultural and intellectual perspectives.
- Offering programs that challenge students to think critically, to provide service to others and to become responsible, caring members of society.

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

ACADEMIC AND STUDENT SUPPORT SERVICES

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 hosts campus tours and several on-campus events each year. 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.

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 must register with Career Services. Teacher Education students must complete a credential file before interviewing.

- Job Search Workshops are scheduled each semester. See Career Services web-site for specific information.

- Each student 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. Career services personnel are happy to provide individual and group assistance to support this process.

STUDENT SUCCESS CENTER

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

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 Services for Students with Disabilities.

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

The Multicultural Center

The Multicultural Center provides personal, academic, financial and career counseling to ethnic minority students at SUU. Students are assisted with their adjustment to college life, and are encouraged to use the academic support services available on campus. Tutorial assistance is provided 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.

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 as soon as they are admitted to Southern Utah University.

Faculty are required to provide the following ADA description of disability accommodations on their syllabi: Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with Disabilities (SSD), in Room 206F of the Sharwan Smith Center or phone (435) 865-8022. SSD determines eligibility for and authorizes the provision of services.

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, 0990), and also Math 1010, Math 1050, 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 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. The Upward Bound offices are located in the Sharwan Smith Center.

FAMILY AND HEALTH

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.

WELLNESS CENTER

The Wellness Center is made up of health services and Counseling and Psychological Services.

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.

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. Appointments are requested 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. 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 will 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.

Counseling and Psychological Services

The Department of Counseling and Psychological Services (CAPS) provides leadership and vision for rapidly changing student development needs across campus. CAPS exists to help students develop a balanced and effective approach to their academic

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pursuits by broadly addressing developmental needs associated with campus culture, as well as specifically addressing personal, social, career, and academic challenges of SUU students. These services are designed to help students understand themselves, create and maintain meaningful and satisfying relationships, improve their academic performance, and make satisfying career and life choices.

Individual, couples and group counseling are available on a first come first serve basis, to single or married students for a broad spectrum of needs. Additionally, outreach and consultation services are available and aim to provide preventative education and early identification of common mental health problems. Our goal is to act as initiators and catalysts, as well as provide a method for individual, organizational, and social change across the campus and community. This change process is a critical component of the University as we seek to encourage the development of an accurate and powerful identity for individuals, the University, and the community. For additional information or to make an appointment, please call (435) 865-8621. All services are confidential.

Alcohol & Other Drug Education & 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 is located in the Sharwan Smith Center. Staff in this office direct social, educational and leadership initiatives to create and maintain a comprehensive and vibrant campus life that actively and regularly engages students. In cooperation with several on-campus professionals and elected student leaders, programs are developed to provide meaningful co-curricular opportunities. Programs include several annual campus events such as the Miss SUU Pageant, the Homecoming Parade, SUU Idol Competition, Thunderbird Awards Ceremony, and takes a leading role with Welcome Week. Call (435) 586-7762 for additional information.

Student Involvement and leadership work in cooperation with the following offices/organizations to enhance the student experience.

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 Office of Student Involvement and Leadership 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 Student Involvement 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.

Service Learning

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 provide 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 the Sharwan Smith Center, and can be reached by calling (435) 865-8335. www.suu.edu/ss/service

Greek Organizations

Greek organizations on campus function under the umbrella of the United Greek Council and include the following: Alpha Phi, Delta Psi Omega, Sigma Chi, and Sigma Nu. Greeks at SUU are committed to serving their community, developing the abilities to become leaders, and maintaining a strong focus on academics. www.suu.edu/org.greeks

Outdoor Recreation Center

The Outdoor Recreation Center showcases the amazing surroundings of Southern Utah by scheduling a myriad of outdoor recreation opportunities for students, faculty, staff and community. Located in the Sharwan Smith Center, the Outdoor Center offers students a chance to hike beautiful slot canyons, rappel, climb red rock, snowshoe under moonlight and kayak the Colorado River. The Center also rents equipment and has a wonderful resource center to research and create your own trip, with books, maps and other materials. The Outdoor Center offers leadership opportunities for students to assist in managing the Center, plan trips, create and maintain the website and, or course, participate in a wide variety of programming and special events. For more information go to www.suu.edu/ss/outdoors.

Campus Recreation (Intramurals)

SUU has a very active intramural and Campus Recreation program with over 3,300 students participating in intramural sports each year. There is great interest and support for involvement opportunities in flag football, basketball, volleyball, racquetball, tennis, softball, indoor and outdoor soccer, and many other sports. Great leadership training opportunities exist within Campus Recreation and intramurals for students who have an interest in organizing tournaments or events, being trained to officiate athletic contests, helping to publicize or market intramurals or just participating as a team member. www.suu.edu/ed/pe/building/fitness

Fitness Center

The Student Body Fitness Center is geared toward the students of SUU. The Fitness Center offers students the opportunity to increase their cardiovascular fitness, flexibility and strength by using the latest state of the art Cybex machines, treadmills, elliptical machines,

bikes, and free weights. Monthly and semester memberships are available. Students can also enroll in PE 1090 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, Wally ball, volleyball, and badminton.

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

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 include: (1) support and multicultural; (2) professional development; (3) athletics and recreation; (4) service and Greek organizations; (5) academic development, and (6) art and entertainment.

Students interested in joining or starting a club are encouraged to seek support and guidance from the Office of Student Involvement and Leadership located in the Sharwan Smith Center.

SHARWAN SMITH CENTER SERVICES

The Sharwan Smith Center serves as the campus hub for students, faculty, and staff and includes a dining hall, bookstore, snack bar, post office, and food court. Most student services departmental offices are located in the Sharwan Smith Center.

Facilities within the building are also available for students, faculty and community members to sponsor workshops, conferences, 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. Students interested in learning about these programs should contact the office of Student Involvement and Leadership at 435-586-7762.

A number of entertaining, cultural, and educational events to include nationally known musical and entertainment organizations, dramatic groups, and individual performers are brought to campus with the help of the Student Activities Board (STAB).

To schedule rooms in the Sharwan Smith Center or elsewhere on campus, students, faculty, staff, and community members should contact Centralized Scheduling at 865-8219. The director assists with finding times, dates, and rooms most agreeable for scheduling appropriate events.

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, the department provides law enforcement services to the SUU campus, its satellite buildings and grounds.

All crimes and accidents that occur on campus need to be reported to the Public Safety Office. They provide the campus community with a wide variety of services, including: unlocking locked cars, and giving lectures and seminars. Internships are also available to students who fulfill the requirements set forth by the Chief of Public Safety.

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 7 a.m. to 4 p.m. during the week. Signed parking lots require a valid parking permit. Motorcycle and mo-ped parking is permitted in specifically marked areas throughout the campus; a valid motorcycle permit is required. 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 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 SUU website for the bookstore is <http://www.bookstore.suu.edu>.

C-STORE

The C-Store is located across the hall from the Bookstore and provides convenience and quick access for students, faculty, and staff members on campus. They offer everything from drinks, snacks, film, and health aids to popcorn, pretzels, and fudge!

COUNTRY STORE

The Country Store and Bakery, a part of SUU Food Service, is located in the Sharwan Smith Center and 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.

FOOD COURT – SHARWAN SMITH CENTER

The **T-Bird Grill** offers a wide variety of menu items including hamburgers, cheeseburgers, chicken nuggets, wrap sandwiches, grilled cheese sandwiches, fries, onion rings and cold, soft drinks. Daily "meal deal" specials are offered for those looking for a good meal at a great price.

If you don't like what's on the grill, try a rice bowl, specialty sandwich, signature sandwich a yogurt, shake or ice cream from **Hogi Yogi – Teriyaki Stix**. Watch for coupon specials in the University Journal and for special holiday flavors offered throughout the year.

MAIL SERVICES AND POST OFFICE

With the exception of passports and registered mail, full U.S. mail services are available to include money orders, at the campus post office. FedEx, UPS, direct printing to mail piece, address correction, and list management are also provided. Mailboxes are available and may be rented by the semesters. All student living on campus must have a mailbox to receive mail. FedEx and UPS will deliver parcels for SUU students, faculty, and staff with a valid SUU mailbox and correct university address. Visit <http://www.suu.edu/ss/postoffice> for more information.

STUDENT PUBLICATIONS

The University Journal student laboratory newspaper serves the campus of SUU. Published in full-size form on Mondays and Thursdays 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 Student Handbook is a comprehensive guide which contains information about the Southern Utah University Student Association, the student constitution, student responsibilities and rights and the process for student complaints on campus. It is available on line at www.suu.edu/suusa.

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 annually.

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 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 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 Registrar. 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.

Academic expectations are outlined in course syllabi and must be met in order to earn a passing grade. Faculty may make reasonable accommodations for students who confront unforeseen unique circumstances that limit or restrict class participation or performance; however, faculty is not expected to minimize expectations. To ask faculty to do so devalues the work of all other class participants; therefore, students who are unable to complete required coursework and attend class regularly should talk with the faculty member of their advisor about alternatives. 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 member of the University community is expected to exhibit 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. The University is deeply concerned with what happens to students both on and off campus, and 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 campus, or off-campus incidents that 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 SUU policy for any member of the University community to engage in sexual harassment. It is also a violation of policy for any member of the University community to take action against an individual for reporting sexual harassment.

Sexual harassment involves pervasive conduct which may include 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.

Violators are subject to corrective action or on-campus discipline and, where appropriate, may be referred to criminal prosecution. On-campus discipline may include termination of employment or expulsion from the University.

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 Human Resources Office, Bennion Administration Building, Room AD 106 (435) 586-7754, 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 community 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, and 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.
- 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 asks 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.