

# Student Handbook

## 2011 - 2012

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The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant or student and Southern Utah University. The University reserves the right to change any of the provisions, programs, rules or regulations whenever university authority deems it expedient to do so.

Southern Utah University does not discriminate in admission, employment or any other activity on the basis of race, gender, color, age, religion, veteran status, national origin, disability, sexual orientation or political affiliation. The University complies with all applicable state and federal constitutional provisions, laws, and regulations concerning discrimination.

All students are held responsible for knowing all Southern Utah University rules and regulations as published in this Student Handbook, the University Handbook and the University catalog or as may be posted. Ignorance of University rules is not an excuse for violations.

351 W. University Blvd.  
Internet Address: <http://www.SUU.edu>

The *Student Handbook* is a publication of Student Services.

Dear Fellow T-Birds:

Welcome to Southern Utah University! Now is an exciting time for you to be on our beautiful campus. This year SUU will begin the Experiential Education Program (EEP) in which all new students will participate. The program has been designed to offer you independence and autonomy in determining what the experience will be like while providing support from one of our five new Engagement Centers. You'll learn about each Center through *UNIV 1010 – Introduction to Experiential Education*. Not only will this experience make your college education unique, it will help you accumulate experience that can give you a competitive advantage in seeking a career after you graduate from SUU.

This student handbook is intended to facilitate your success at SUU. We invite you to review and understand the entire handbook. It contains detailed information about numerous campus resources available as you pursue your educational goals. In addition to the listing of resources, this handbook contains policies on academic integrity and student conduct to help you understand the expectations and responsibilities you will assume as you become a member of our campus community. Please carefully review them and feel free to direct questions to our caring and committed staff.

Another valuable reference in this handbook is The Family Educational Rights and Privacy Act (FERPA). FERPA explains how the University creates and maintains educational records about you during your time on campus. It also provides information about how you can access your educational records and other rights you receive through this important piece of federal legislation.

We are pleased that you have chosen to be a T-bird. As you embark on your educational pursuits we are confident that opportunities will abound for you to excel and flourish in this academic environment.

We look forward to our association with you.

Sincerely,



Dr. Donna M. Eddleman  
Vice President for Student Services

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## **STATUTORY CREATION OF THE STATE SYSTEM OF HIGHER EDUCATION AND OF THE UNIVERSITY** *(University Policy 1.0)*

Nine individual campuses of Utah colleges and universities were brought together to form the Utah System of Higher Education by the Higher Education Act of 1969. The responsibility for the Utah System of Higher Education is vested in the Board of Regents, whose members are appointed by the governor. The Regents appoint a Commissioner, who is the chief executive officer of the board, and the presidents, who are the chief executive officers on the respective campuses.

On March 11, 1897, the State of Utah created in Cedar City the Branch Normal School as a branch of the University of Utah. In 1913, governance of the institution was transferred to Utah State University and the name was changed to Branch Agricultural College. The institution operated for the next five decades as a two-year college and branch of USU, but the name of the institution was changed in 1953 to College of Southern Utah. In March 1965, the status of the college was changed to that of a four-year institution, and in 1969 the name became Southern Utah State College, a four-year comprehensive institution with its own governing board.

At the 1990 session of the State Legislature, the passage of Senate Bill 119 changed the name of the institution to Southern Utah University. The bill was signed into law on February 14, 1990 with an effective date of January 1, 1991.

Under its statutory authority the State Board of Regents has enacted a formal mission statement for the University and rules for the administration and operation of the institution.

### **Organization of the University** *(University Policy 4.0)*

The Utah Legislature has authority under the Utah Constitution to structure the Utah System of Higher Education. The Legislature has vested responsibility for the Utah System of Higher Education in the State Board of Regents, whose members are appointed by the Governor. The Regents appoint a Commissioner, who serves as executive secretary to the board, and the presidents, who are the chief executive officers on the respective campuses. The board, the commissioner, and the presidents develop system-wide policy, with actual implementation at the campus level taking place through broadly based institutional policies and procedures.

In 1990, The Utah Legislature created Boards of Trustees to serve each of the campuses. Appointed by the Governor, except for those who serve ex officio, the Board of Trustees has specific statutory responsibilities and has been delegated by the Board of Regents specific administrative responsibilities. The Board of Trustees also advises the President and approves or disapproves initiatives brought to it by the President.

The Board of Regents, after consulting with the Board of Trustees, appoints the President who serves at the pleasure of the Board of Regents and with compensation fixed by the Board of Regents. The President is the chief executive officer of the Board for the institution. The Regents have delegated administrative responsibilities for institutional operations to the President. Except as provided by the Board, the President, with the approval of the Board of Trustees:

- appoints a secretary, a treasurer, administrative officers, deans, faculty members, and other professional and support personnel and prescribes their duties and determines their salaries, except that the Trustees establishes salaries for administrative staff.
- may provide for the constitution, government, and organization of the faculty and administration, and enact implementing rules, which include the establishment of a prescribed system of tenure;
- may authorize the faculty to determine the general initiation and direction of instruction and of the examination, admission, and classification of students.
- may enact rules for administration and operation of the institution which are not inconsistent with the prescribed role established by the board, rules enacted by the board, or the laws of the state.
- may exercise grants of power and authority as delegated by the board, as well as the necessary and proper exercise of powers and authority not specifically denied to the institution, its administration, faculty, or students by the board or by law, to assure the effective and efficient administration and operation of the institution consistent with the statewide master plan for higher education.

### **Academic Freedom** *(excerpt from University Policy 6.6)*

Southern Utah University is operated for the common good of the greater community it serves. The common good depends upon the free search for truth and its free exposition. Academic freedom is the right of scholars in institutions of higher education freely to study, discuss, investigate, teach, and publish. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. *Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning.*

### **Academic Integrity** *(University Policy 6.33)*

#### 1.) Basic Policy

Southern Utah University's goal is to foster an intellectual atmosphere that produces educated and literate people. This can best be achieved in a community committed to honor, respect, trust, and moral courage. These values define academic integrity which is expected of all SUU community members. Cheating and plagiarism are at odds with this goal and therefore will not be tolerated in any form. All work submitted by a student must represent that student's own ideas and effort; when the work does not represent the student's own work it must be properly cited, if it is not the student has engaged in academic dishonesty. Cheating, forgery, plagiarism or the unauthorized use of work belonging to another, except under federal exemptions such as *Fair Use*, are all considered academic dishonesty.

#### 2.) Behaviors Constituting Academic Dishonesty

A breakdown of behaviors that constitute academic dishonesty is presented below. The definitions and clarifications are meant to provide additional information and examples of these behaviors. They are not intended to be all-inclusive. Questions regarding this policy or requests for additional clarification can be directed to individual faculty members or the Office of the Vice President of Student Services.

- A. **Cheating on examinations or other forms of assessment or assignments.** The University defines cheating as using or attempting to use materials, information, notes, study aids, fellow students, or other assistance which have not been authorized by the instructor.
- B. **Plagiarism of any work.** The University defines plagiarism as intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person, or cutting and pasting of source material. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. It is the responsibility of the student to consult with their instructors for clarification in any situation in which the need for documentation is an issue. Faculty are encouraged to share with students various resources that can help identify plagiarism before assignments are submitted.
- C. **Fabrication or forgery.** The University defines fabrication as the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out of classroom experiences. Students must have participated in the activities for which they have reported participation.
- D. **Obstruction of learning.** The University defines obstruction as any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.
- E. **Multiple submissions of assignments.** The University defines multiple submissions as the submission of the same or substantially the same work for credit in two or more courses without the consent of the respective instructors. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution.
- F. **Copyright infringement.** The University definition of copyright infringement can be found in Policy 5.54.
- G. **Misconduct in research and creative endeavors.** The University defines misconduct in research as serious deviation from the accepted professional practices within a discipline or from the policies of the university in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data. Additional information about misconduct in research can be found in Policy 6.14.
- H. **Complicity.** The University defines complicity as assisting or attempting to assist another person in any act of academic dishonesty. This includes but is not limited to allowing other students to copy their work, paying for resources or assistance, providing material of any kind that may be misleading to an instructor, and providing information about tests or other assessments.

Use of translation devices (print, electronic, or otherwise) in an academic setting is only permitted when prior authorization from the appropriate faculty member has been obtained.

*NOTE: The list above is intended only to provide general guidelines in recognizing and avoiding common types of academic dishonesty. It is in no way an exhaustive or comprehensive list of all the types of academic dishonesty.*

### 3.) Process for Handling Alleged Violation of this Policy

#### A. Initial Conference

1. If an instructor has reason to believe that a student has committed a violation of Academic Integrity, the instructor will contact the student within a reasonable period of time, *typically* within five (5) business days to make the student aware of the suspected violation and to request a meeting with the student. The goal of this *Initial Conference* will be to determine if a violation did occur, if there was intent to deceive and/or if the student admits to the violation. The faculty member may choose to contact the office of Vice President for Student Services to request a judicial officer participate in a preliminary investigation and to have a judicial hold placed on the student's account until the issue is resolved. The judicial hold will prohibit a student from withdrawing from the class during the investigation.
2. Following the notice of the alleged violation, if the student is unwilling to schedule a meeting within ten (10) business days or fails to attend a scheduled meeting, or fails to make him/herself available for more than (10) business days, the instructor shall make a determination as to whether a violation of this policy has occurred and what the appropriate remedy (ies) will be. A decision rendered under such circumstances – failure of the student to respond to a request to participate in an Initial Conference – is not subject to appeal, with the exception of a student being recommended for dismissal from the University. Following the notice of the alleged violation, faculty members should make every effort to meet with the student as soon as possible. If the faculty member is unavailable or off contract the faculty member may choose to have a Dean or Department chair conduct the initial conference.
3. In conducting the Initial Conference, the faculty member will allow the student to respond to the allegations. The faculty member will discuss his/her perceptions and the choices and decisions made by the student. Upon considering all available information, the faculty member, using his/her best judgment, must draw a conclusion regarding whether or not the student did violate University/faculty expectations as outlined in policy or as defined in other relevant policies or the course syllabus.
4. In cases where the faculty member reasonably believes that it is more likely than not that a violation of the University expectations has occurred, he/she will issue appropriate academic remedy(ies), which may include the following:
  - Written notice to the student that he/she has committed a violation of the academic integrity policy and that further violation may result in more severe action.
  - Reduction to the grade of the corresponding assignment where the violation occurred. This can result in a grade of “0” on the assignment.
  - Revision of the work where the violation occurred within a specified period of time to be determined by the instructor.
  - Submission of a grade for the course with a “\*” notation signifying the student cheated in the course. Grades assigned as part of this policy shall not be eliminated by the University retake policy or the academic forgiveness policy
  - Dismissal from class with a failing grade.

- Recommendation to the Dean that the student be expelled or suspended from the University with this recommendation being forwarded to the University Committee for Student Discipline for consideration.
5. Students will not be allowed to withdraw from a course until the violation has been resolved and remedy (ies) imposed. If the student is awarded a failing grade the student will not be permitted to withdraw from the course. Notification of decision should be forwarded to the Registrar's Office and appropriate holds will be placed on the student's academic record.

#### B. Written Notification of Decision

1. Decision letters should be mailed via email or through the United States Postal System to the student using whichever medium the student prefers. Upon request, decisions letters should be made available for pickup.
2. Once decisions are rendered, a copy of the findings of facts and the corresponding remedy(ies) will be forwarded to the office of the Vice President of Student Services to keep a centralized database of academic integrity violations. The college Dean should also be notified of the infraction.

#### C. Appeal Process

1. A student found responsible for violation of the Policy on Academic Integrity may appeal the decision based on a due process violation or new information that was not available at the time of the Initial Conference. The appeal must be submitted in writing and within five (5) business days of receiving the decision letter to the Office of the Vice President for Student Services.
2. If appropriate, the Vice President for Student Services will convene a review panel to consider the appeal. The panel will be comprised of five (5) members of the University Committee for Student Discipline (UCSD), to include a minimum of three faculty chosen from those trained to serve on the UCSD. (See policy 11.2 for further information on the UCSD and the associated process)
3. Review panels considering reviews of alleged violations in graduate courses should include at least one member of the graduate faculty.
4. Any academic remedy issued by the faculty member will be held in abeyance pending the panel's review and decision on the case. Should allegation of misconduct occur at the end of the course, a grade of incomplete will be issued to the student pending a resolution.
5. A review panel decision regarding what, if any, violation occurred will be determined by a simple majority vote.
6. If a Hearing Panel finds a student responsible, the academic remedy(ies) prescribed by the faculty member will stand.
7. Students may seek help while going through the appeal process by contacting the Southern Utah University Student Association Judicial Council or by seeking outside advice.

#### D. Appeal Procedures

1. The following steps should be taken to aid in the University's compliance with appropriate due process:

- a) A date, time, and place of the panel shall be determined with notification given to all parties. Every effort shall be made to schedule this panel within two weeks of the date of the notification of the alleged violation, unless previously agreed upon by all parties.
- b) The student respondent will be notified of the allegations he/she is being accused of in advance, generally in writing.
- c) All hearings are closed to the public.
- d) In cases involving more than one student, the panel may hear the case as one, but will make independent determinations for each student involved.
- e) Both the faculty member and the student will be allowed to present relevant information relevant to the panel.
- f) In situations where the student or the faculty member does not attend the hearing, the proceedings will continue as planned using available information.
- g) The student may have an advisor present throughout the proceedings. The role of the advisor is limited to “advising” and as such is limited to conferring with the advisee only.
- h) Witness statements may be considered and should be submitted three days prior to the scheduled hearing, to be considered by the panel members.
- i) Questioning witnesses will be limited to panel members only.  
In closed session, the panel will deliberate, and determine the facts of the case and determine the propriety of the proposed remedy(ies).
- j) The student will be notified of the panel’s decision within five (5) business days after the date of the hearing.

#### E. Transcript Notations

Generally, transcript notations will not be expunged. Students seeking such action must submit their request in writing to the Chief Judicial Officer. Consideration will only be given four or more years after the determination of responsibility. If a notation is removed, the judicial record will remain intact unless expungement of this record is required by court order.

#### 4.) Multiple violations of the Academic Integrity Policy

- A. As outlined in IV, B2 of this policy, written notification of decisions rendered following an initial conference are to be provided to the Vice President for Student Services. Upon receipt of such notification, the violation will be recorded in the university’s judicial database. Maintaining a centralized database of students’ violations allows for the effective tracking of student infractions.
- B. When a student is found to have violated academic expectations more than once, the University’s judicial process will be used to determine whether the student should be permitted to continue at the University. (see policy 13.20)
- C. The focus of such a hearing will be on continued enrollment; such hearings will not be used to “re-hear” the facts of any case that has already been decided.
- D. While decisions about the specific incidents that lead to the judicial hearing are based solely on related information (judicial history is not introduced), judicial history can be considered when the students continued enrollment is being evaluated.

- 5.) Violations discussed post-enrollment
- A. When an academic integrity violation is discovered after the conferring of a degree, the University will consult with legal counsel to determine the best course of action which may include a repeal of the “earned” degree.
  - B. When an academic integrity violation is discovered after a grade has been recorded, the faculty/department chair should report the incident to the School/College Dean. The Dean will review the allegations and meet with the course faculty member and student if possible to discuss the incident. Among the remedies available to the Dean in this instance will be voiding the grade issued and retroactively issuing a failing grade for the course.

### **Classroom Expression**

In the classroom, subject to the responsibility of the instructor to maintain order and to monitor time limitations, the discussion and expression of all views relevant to the subject matter are permitted. In addition, the following shall apply:

- 1) Student academic performance shall be evaluated solely on an academic basis.
- 2) Students shall be free to take exception to the material or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled. This right to take exception does not permit the disruption of class or infringement on the rights of others to learn.
- 3) Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.
- 4) Information about student views, beliefs, and political associations acquired by faculty in the course of their work as instructors, advisers, and counselors, is confidential and is not to be disclosed to others unless under legal compulsion.
- 5) Should a faculty member determine that a student is disrupting a class and ask the student to leave the classroom, the student shall do so immediately.
- 6) Children are not permitted in institution classrooms or laboratories unless they are an integral part of instruction; nor should parents/guardians leave children unattended in hallways and restrooms.

When a student believes that he/she has been unjustly treated in the classroom, either by the denial of freedom of expression or by improper evaluation, or on any other right enumerated above, the student should discuss the concern with the instructor. The student may appeal the faculty member’s decision, in order, to the chair of the department, and to the appropriate academic Dean.

### **Scope and Interpretation of University Policies for Student Services**

The following sections (*Code of Student Rights, Responsibilities and Conduct & University Judicial System*) contain general University policies for Student Services. All Southern Utah University students are required to know and comply with these policies. Additional publications containing specific Student Services policies for those students who choose to live on campus are available to the student body. Those publications include, but are not limited to:

The University Catalog

The Residence Hall Handbook

The SUU Housing Lease Agreement, specifically for those students residing in University housing.

The University Policies for Student Services serve as a guide to current information about the University. The University reserves the right to change the published policies during the academic year and notification is hereby given of that possibility. If there are any changes to this handbook the Office of the Vice President for Student Services will seek to notify students through the best available medium for communicating with students. Students are expected to keep themselves informed of the policies affecting them. Clarification of any published policy can be directed to the Office of the Vice President for Student Services.

## **Code of Student Rights, Responsibilities and Conduct** (*University Policy 11.2*)

### **I. Philosophy of University Policies for Student Life**

Southern Utah University is maintained and governed by the following three values: (1) Academic Excellence; (2) Community and Social Responsibility; (3) Involvement and Personal. Accordingly, the University has implemented policies that reinforce those values. As an educational institution, the University is concerned with the formal, in-class education of its students as well as their growth into mature men and women who conduct themselves as responsible citizens.

The uniqueness of the academic community requires particular sensitivity to the individual rights of the students and the rights of the University community. Rules and regulations are imperative as a basis for the orderly conduct of University activities and for maintaining an environment conducive to study, recreation and personal growth. Regulations are intended to create sound living and learning conditions for all members of the campus community, and to promote an atmosphere that encourages personal integrity.

The following policies are based upon the premise that students and groups have the capacity to assume responsibility for their own behavior and that the University has the authority to establish an internal structure for enforcement of its policies and procedures which students have agreed to accept by enrolling at the University. Conversely, students have the right to expect the University to fulfill its educational responsibilities as effectively as its capacity and resources permit.

Since rights carry with them certain responsibilities, the following rights and responsibilities—institutional as well as student—are set forth.

### **II. Basic Rights**

The following listing of basic rights is not intended to deny or limit the rights of students in any way. Rather, it is intended to focus special attention on the rights listed because of their importance in the educational process. Southern Utah University students may freely and openly exercise the following freedoms as long as their actions do not interfere with the regular operation of the University:

- A. Campus Expression - Free inquiry, expression, and assembly are guaranteed to all students subject to the limitations of this document and other University regulations and policies, which are consistent with the provisions of the Constitutions and laws of Utah and the United States. Public statements and demonstrations by individual members of the University community or organizations shall be clearly identified as representative only of those

individuals or organizations and not of the University. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

- B. Pursuit of Goals - Students are free to pursue their educational goals; appropriate opportunities for learning shall be provided by the University.
- C. Equal Protection - No student shall be subject to any regulations that discriminate on the basis of race, gender, color, age, religion, sexual orientation, national origin, veteran's status, marital status, legally recognized disability or political affiliation. Any individual living in a community must respect the rights of others in that community. Students are responsible for their actions. They are obligated to respect authority, to be truthful, to maintain standards of academic performance, to respect the rights of others and to protect private and public property. Students must uphold federal, state and local laws, as well as University regulations. In keeping with this philosophy the following statements have been established to protect these rights:
- D. Equal Opportunity  
SUU does not discriminate in admission, employment or to any other activity on the basis of race, gender, color, age, religion, sexual orientation, national origin, veteran's status, marital status, legally recognized disability, or political affiliation.

All student requests for disability accommodations and assistance should be directed to the Coordinator of Services for Student with Disabilities located in the Student Support Center on the second floor of the Sharwan Smith Center. Students who feel they have been discriminated against because of a disability should contact the Coordinator.

Any student who believes that he/she has been unlawfully discriminated against or harassed may file a complaint with the Equal Opportunity Office.

- E. Privacy – Southern Utah University complies with the Family Educational Rights and Privacy Act. Questions concerning this policy may be referred to the University Registrar. (See University Policy #11.3)

### III. Student Code of Conduct

Generally, University jurisdiction and discipline shall be limited to conduct that occurs on University premises, at any official University function or activity regardless of location, for action that adversely affects the University community's pursuit of its educational or other legitimate objectives, or that adversely affects the community at large.

Although not inclusive of all conduct that may result in University sanctions, the following misconduct is subject to disciplinary action, including possible suspension or dismissal from the University.

#### A. Abusive, Disorderly, or Obscene Conduct

##### 1. Abusive Conduct

Any use of words or acts against one's self or others that causes physical injury (See UCA76-5-102 ) or that demeans, intimidates, harasses, threatens or otherwise interferes with another person's rightful actions or comfort. This includes but is not limited to, verbal abuse, physical batteries, and sexual misconduct.

Intimidation is using words or gestures or committing acts with the intended or actual result that a reasonable person feels bullied or fearful, where such words, gestures or acts serve no legitimate purpose. This includes but is not limited to unlawful coercion, extortion or duress.

Conduct that is harassing is defined as any words, gestures or actions directed at an individual or group that may cause a reasonable person to experience fear or intimidation.

Sexual misconduct (See UCA 76-9-702 (3)) is sexual contact without consent and includes (1) intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, anus or buttocks; (2) rape (See UCA 76-5-402 , sexual intercourse without consent, whether by an acquaintance or a stranger) and attempted rape; (3) sodomy (See UCA 76-5-403, oral or anal intercourse) without consent; attempted forcible sodomy; or (4) sexual penetration with an object without consent (See UCA 76-5-402.2. To constitute a lack of consent, (See UCA 76-5-406) the act(s) must be committed either by force, intimidation, or through the use of the victim's mental incapacity or physical helplessness (which includes the victim being voluntarily or involuntarily under the influence of alcohol or other incapacitating substances).

2. Disorderly Conduct/Conduct Infringing on the Rights of Others (See UCA 76-9-102)  
This includes all behavior that either intentionally or recklessly (without prudent regard) disrupts or interferes with the orderly functioning of the University or disturbs the peace and/or comfort of persons or interferes with the performance of duties by University personnel, including, but not limited to:
  - (a) refusing to comply with the lawful order of the police to move from a public place, or knowingly creating a hazardous or physically offensive condition, by any act which serves no legitimate purpose; or
  - (b) intending to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
    - (i) engaging in fighting or in violent, tumultuous, or threatening behavior;
    - (ii) making unreasonable noises in a public place;
    - (iii) making unreasonable noises in a private place which can be heard in a public place; or
    - (iv) obstructing vehicular or pedestrian traffic.
  
3. Obscene Conduct  
Any conduct or expression that is lewd, repulsive, deeply offensive to decency or indecent. Additional sanctions may apply when such conduct or expression occurs in a

place or under circumstances which does or reasonably could cause a breach of the peace or disorderly conduct. (See UCA 76-10-1506 )

B. Actions Related to Criminal Offenses

Any student arrested, charged with, and/or convicted of a serious criminal offense may be subject to University disciplinary actions. A “serious criminal offense” will be defined by any felony, or misdemeanor related to the harm or attempted harm to another person; related to the theft/violation or attempted theft/violation of another person’s property, habitation, computer system or personal privacy; related to the sale or possession of or attempted sale or possession of an illegal or controlled substance; or, related to the actual or attempted disruption of the University’s conduct of academic, cultural, athletic, or other programs and services.

Students arrested or charged with a serious criminal offense may be subject to an immediate interim suspension pending a University investigation into the allegations. Such interim suspension may be made permanent upon final conviction, without further proceedings, at the discretion of the Vice President of Student Services. Other sanctions such as probation or restriction from certain campus venues or activities may also be imposed at the discretion of the Vice President, without further on-campus proceedings.

In the event that conviction does not result, the Vice President for Student Services may convene an on-campus hearing to determine whether the alleged criminal activity violates this Student Code of Conduct, or otherwise poses a significant or meaningful threat to the campus community, with any such finding to result in appropriate restriction or sanction upon the violating student. (See Section II, Part III, below.)

C. Alcoholic Beverage Policy

Possession, consumption or distribution of alcoholic beverages except as expressly permitted by Utah law and University regulations. Students found on campus in the presence of alcoholic beverages are also subject to disciplinary action.

Southern Utah University supports and encourages an alcohol-free educational experience. The University fully complies with the alcohol regulations of the State of Utah.

D. Damage or Destruction

Damage to or destruction of University property or property of a member of the University community or other personal or public property while on University premises or at University sponsored functions.

E. Drugs

1. Use, possession, or distribution of narcotic or other controlled substances. (See UCA 58-37-1)
2. Being in the presence of or under the influence of illicitly obtained or illegal controlled substances

3. Possession of drug paraphernalia including but not limited to bongos, bowls, hookah pipes, scales, and roach clips (See UCA 58-37a-3)
4. Due to concerns regarding the psychoactive effects of Salvia Divinorum, use, possession, or distribution of “Salvia” is prohibited. Such behaviors may result in the imposition of University sanctions.

Southern Utah University fully supports and encourages a drug-free educational experience. The University complies with the drug regulations of the State of Utah.

- F. Failure to Comply with a University Official  
Failure to comply with a request of an authorized University official, including failure of a student to present his/her University identification card when requested by an authorized University official.
- G. Failure to Observe Rules and Regulations  
Failure to observe rules and regulations issued by the University, including all publications and notices pertaining to student life and student services.
- H. Fireworks/Explosives/Hazardous Chemicals/Incendiary Devices  
Illegal or unauthorized possession, storage, control or use of fireworks, explosives, incendiary devices or hazardous chemicals. This includes chemicals which, when combined with other substances, could be hazardous or present a danger to others. This includes storage in the residence halls and/or a vehicle parked on campus. (See UCA 76-10-306 )
- I. Firearms and Dangerous Weapons  
Possession of any dangerous weapon or firearm, as defined by Utah law, upon the University campus, other property owned or controlled by the University, or within 1,000 feet of any structure, facility, or grounds owned or controlled by the University, unless otherwise authorized by statute. This provision does not apply to a person’s residence or a vehicle lawfully controlled by a person. (See UCA 76-10-505.5 and 76-3-203.2)
- J. Hazing  
Any act that causes humiliation, physical discomfort, bodily injury or ridicule, particularly where such is imposed as right of initiation or acceptance into a club, military organization, fraternity, sorority or onto an athletic team. (See UCA 76-5-107.5)
- K. Involvement in a University Violation  
Presence during any violation defined in this Code of Conduct, Responsibilities and Conduct that condones, supports or encourages the violation. Students who anticipate or observe a violation of University policy are expected to remove themselves from the situation and are encouraged to report the violation to the proper authorities.
- L. Misuse of Equipment/Arson/Disregard of Fire Alarm/Tampering (See UCA 76-6-106, 76-6-102 and 76-6-703)

Using University equipment, vehicles, or other assets in a manner for which they are not intended. Examples include:

1. misuse of fire-fighting equipment, including tampering, removing or discharging a fire extinguisher or any other fire emergency equipment except when the need is real.
2. unauthorized burning of any material in any University building or on University property.
3. disregard of a fire alarm system or the refusal to vacate a building or section of a building when a fire alarm is sounding.
4. tampering with detection systems, including deliberately initiating a false alarm or creating conditions that result in a false alarm, or tampering which would cause a malfunction or non-function.
5. using University owned computers to access material that is obscene or pornographic, that could lead to abusive behavior, or result in damage or destruction of property.
6. tampering with any elevator, wiring, plumbing, or other University equipment/property without prior authority from the appropriate University official.
7. unauthorized possession or use of keys to any University door or facility, or unauthorized entry to or use of those facilities.

M. Misuse of Identification Cards

1. Improper use of any identification card, including knowingly altering or mutilating a University identification card is prohibited.
2. Using the identification card of another or allowing one's own card to be used by another is a violation of university policy.

N. Stalking

"Stalk" is behavior directed at a specific person that frightens, intimidates, or harasses and serves no legitimate purpose. The course or pattern of behavior may be directed toward that person or a member of that person's immediate family and must cause a reasonable person to experience fear, intimidation, or harassment. Such behavior need not be conducted personally and will be considered a violation if carried out in whole or in part using a computer, e-mail, telephone, cell phone, or other communication device. Such behavior conducted using University computers or communications systems, in addition to other appropriate sanctions, may also result in forfeiture of computer or communication privileges.

Students found in violation of this policy may be subject to judicial action as outlined in policy 13.20.

**The University Judicial System** (*University Policy 13.20*)

- I. **PURPOSE:** The purpose of a University Judicial System is to provide any student the right to due process, to provide education and corrective action in response to behavior deemed unacceptable and to help create a fair, just and disciplined University community.
- II. **JURISDICTION:** The President of Southern Utah University is ultimately responsible for the discipline of all students at the University. Administrative authority and responsibility for judicial policies and procedures is delegated to the Vice President for Student Services (VPSS) who assumes the direct supervisory jurisdiction of disciplinary matters and serves as the University's Chief Judicial Officer. The daily operation of judicial matters is delegated to the Vice President for Student Services or his/her designee.

Members of the University community will be considered for disciplinary action whenever violations are committed on University property at any official University function or activity regardless of location, or for action that adversely affects the University community's pursuit of its educational or other legitimate objectives, or that adversely affects the community at large.

For violations not occurring on University property, action will be considered when University officials determine that University interests are involved. Disciplinary action may be taken by the University for any act constituting a violation of the law when the act is contrary to the University community's pursuit of its educational and other legitimate objectives. Whenever conduct violates both the law and University policies, the University may take disciplinary action irrespective of and separate from action taken by civil authorities. The University will proceed with disciplinary action according to its regular timeline, unless directed otherwise by University counsel. The policies and procedures of the University Judicial System are designed to provide a fair and equitable resolution concerning involvement in alleged misconduct.

- III. **NON-ACADEMIC VIOLATION:** Should an alleged violation of University policy occur, an incident report will be completed and submitted to the office of the Vice President for Student Services. Violations may include, but are not limited to; violations of the Student Code of Conduct, violations of residence hall policy, and violations of sections of the Student Handbook. Students listed on the incident report and alleged to have violated policy will be notified in writing of the charges stemming from the allegation(s). This form is referred to as a Charge Notice

Students notified of an allegation of wrong doing must contact the Office of the Vice President for Student Services to schedule an Initial Conference to discuss the allegation(s). The Initial Conference will provide the student with the opportunity to respond to the allegation(s) and will be conducted by a designated judicial officer. During this Initial Conference students are invited to discuss and review the alleged misconduct, and are encouraged to ask questions concerning the University judicial process. At the Initial Conference the following may occur:

- a. The student may accept responsibility for the allegation(s) outlined in the Charge Notice. If this occurs, the judicial officer may, after talking with all necessary parties, assign appropriate sanctions based on the information received and any judicial history.

- b. The student may deny the allegation(s) outlined in the Charge Notice and provide any information they deem appropriate. Sanction decisions, if appropriate, will not be rendered until after the judicial officer has completed an investigation of the incident, to include interviewing all necessary parties. At the conclusion of the investigation the judicial officer will determine if a violation has occurred and will make sanction decisions, if necessary.

Whether a student admits responsibility or is believed to be responsible for the allegation(s) outlined in the Charge Notice, should the appropriate sanction, based on the severity of the violation and any disciplinary history, be suspension or dismissal from the University, a Hearing Panel may be convened to hear the case.

If a student, without prior notice, fails to respond to the Charge Notice and/or appear at the Initial Conference, all charges will be considered true and the appropriate sanctions will apply.

#### IV. University Committee on Student Discipline (UCSD)

The University Committee on Student Discipline (UCSD) will be comprised of members of the University community to include faculty and students and the Chief Justice of the SUU Student Association. Subcommittees of the UCSD will be convened as necessary to hear allegations of wrongdoing.

Any UCSD subcommittee convened because of allegations of computer misuse will include at least one faculty member from CIET having a significant technical background in computing, and if appropriate and possible, a student with a background in computing.

Composition of the UCSD subcommittees shall be no less than five drawn from the UCSD, to include a combination of faculty and students. If the situation warrants, a subcommittee may contain less than five members when the student respondent waives his/her right to a five (5) member panel. The Chair, who is appointed by the Vice President for Student Services or his/her designee, has the authority to conduct the hearing and will subsequently submit notification of the panel's decision.

The final decision of a Hearing Panel will be determined by a simple majority vote.

UCSD subcommittees will usually only convene during the Fall and Spring semester. During summer or inter-session written appeals resulting from an Initial Conference will typically be reviewed and decided upon by the Vice President for Student Services or his/her designee. During summer or inter-session, a Special Panel may be convened to hear serious allegations that should be addressed prior to the start of the upcoming semester. The Special Panel will consist of one faculty member from the UCSD, one student from the UCSD, and one member of the Student Services administrative staff. The Vice President for Student Services or his/her designee will assume the role of chairperson for the Special Panel.

#### V. Student Assessment and Intervention Team (SAIT)

The primary objective of the Student Assessment and Intervention Team is to assess and intervene when a student's behaviors suggest significant difficulty in their ability to function within the University environment. The team will be used to address a variety of student behavioral concerns.

Membership, while situationally dictated, may include representation from the Office of the Vice President for Student Services, law enforcement, residence life, the faculty as well as an ADA advocate and/or a mental health professional. It is the intent of the SAIT team to develop and appropriate a measured response to the specific behaviors of concern, while protecting all due process and defined in Section VII of this policy.

#### VI. Procedure

Hearing Panels can be convened in response to a request of a designated judicial officer and will be recommended when the judicial officer deems suspension or dismissal to be an appropriate sanction. They may also be requested by the accused to a decision made during an Initial Conference if new information exists or a violation of due process has occurred. Students wanting to request a hearing panel must do so, in writing, to the Vice President for Student Services or his/her designee. In cases where the Vice President has been involved in the case and would prefer to recuse him/herself, the Provost or his/her designee will consider appeals.

- a. A date, time and place of hearing shall be determined with notification given to all parties. Every effort shall be made to schedule this hearing within two weeks of the time a complaint is filed, although it shall not be scheduled less than five (5) days from the filing date of the complaint, except by mutual agreement of the complainant and respondent.
- b. The judicial officer must notify the respondent in writing of the complaint and the allegations that have been filed along with the information outlined in number one above.
- c. All hearings will be closed to the public unless both parties agree in writing not less than 24 hours in advance that a hearing be open. The UCSD subcommittee reserves the right to limit the number of observers at an open hearing on the basis of space.
- d. In a hearing the burden of proof, which rests with the complainant, shall be based on a preponderance of the evidence. "Preponderance of the evidence" means that the evidence presented to the UCSD allows them to conclude (by simple majority vote) that it is more likely than not that the alleged violation occurred.
- e. Witnesses may be called by the parties and/or by members of the UCSD. Witnesses may be either witness to actual events or character references. Character references may only be reviewed or heard, if appropriate, during the sanctioning phase of the hearing. The UCSD may, by majority vote, limit the number of witnesses for reasons of redundancy or irrelevancy. The UCSD is not governed by any formal rules of evidence; rather, by fairness and the best means available to arrive at the most accurate representation of the facts. Consequently, the UCSD may accept "hearsay" as evidence, but will give it little or no credibility if it is contradicted by a witness who directly observed a relevant event or was a direct party to a relevant conversation.
- f. Both parties and UCSD members will have the right to question witnesses as necessary, either orally or by written questions submitted to the UCSD Chair. The Chair will determine the method appropriate in the circumstances, as governed by fairness and interest in maintaining order in the proceedings. An accused party is entitled to seek the advice of legal counsel and have counsel present in the proceedings. However, it will

generally be expected counsel will not have active participation in the proceedings; rather, the accused party will address the UCSD and deal with witnesses personally. Any exception will be considered by the Chair before the proceedings upon written request at least five days in advance, and with the decision communicated to the requesting party as soon as possible by best available means, preferably in writing. The UCSD may seek advice from University Counsel as needed throughout the course of its handling of a given charge.

- g. All hearings shall be recorded and the notice, exhibits, taped or stenographic records, and findings of fact shall be filed with the Vice President for Student Services or his/her designee.
- h. In cases involving more than one student, the UCSD subcommittee may hear the case as one, but shall make separate findings of fact for each student.
- i. In closed session, the UCSD, after deliberation, will decide by the preponderance of the evidence standard, whether the respondent is or is not in violation of the University policy defined.
- j. Once a determination has been made, the UCSD will decide on appropriate sanctions. This determination will be forwarded to the office of the Vice President for Student Services along with their findings of fact.
- k. Final determination of the sanctions rests with the UCSD Committee. Respondents will be notified in writing of the decision within ten (10) business days of the proceedings.
- l. Individuals wishing to appeal the decision may do so only if there has been a violation of due process or if there is new evidence to be presented.
- m. A request for an appeal from a UCSD decision must be made in writing to the author of the finding letter within five (5) business days of notification. This appeal will be considered by an appropriate University official provided the appeal is based on new information not available at the time of the Hearing or a due process violation occurred.

## VII. Provisions for Due Process

A student who is alleged to have violated University policy is entitled to certain procedural guarantees to insure a fair resolution. These guarantees also apply to student organizations.

- a. The accused student will be provided with a written statement of charges in advance of the hearing so as to allow time to prepare a response. In addition, the accused student, upon written request, will be given the opportunity for advance inspection of any statements or exhibits the complainant intends to submit at the hearing. A witness list will be provided to the accused.
- b. An accused student is expected to present an explanation of their situation at the hearing and may ask individuals to present information on their behalf. Should the accused student fail to appear at the scheduled time and place, the hearing will be held in his/her absence.

- c. To assist in preparation of the UCSD, a student may choose an advisor to be present during the hearing. The role of the advisor is to "advise" and as such is limited to conferring with the advisee only. Advisors shall not participate orally at any point during the hearing.
- d. Prior to a hearing, the student may challenge the objectivity of any one panel member assigned to their case given reasonable cause to believe that the member may be biased or have a conflict of interest. Replacements to the board may only be made when time permits.
- e. The outcome of any hearing will be based solely on information provided during the hearing.
- f. Receipt of written notification of the results and findings of the hearing will be within ten (10) business days of the proceedings.
- g. Following the proceedings, the student may appeal the decision only if there is an alleged violation of due process or new evidence to be presented. Appeals must be submitted within five (5) business days of receipt of notification.

#### VIII. Judicial Appeals

An appeal is defined as a request for review of the Hearing Panel decision. This may involve a review of the decision as recorded, a new hearing, or other points of evidence being provided. The burden is on the appealing student to demonstrate why the findings should be altered.

Students who violate the Student Code of Conduct may appeal the findings and recommendations of a hearing panel to the Vice President for Student Services. Appeals may be based only on the following grounds: (1) denial of due process; (2) significant and relevant new evidence that was not available at the time of the hearing. Appeal requests will be denied in cases not having sufficient grounds.

A written request for an appeal, stating the specific grounds upon which the appeal is based, must be received by the end of the fifth business day following written notification of the original decision regarding the case. Appeals submitted after the fifth day may not be accepted.

The Vice President for Student Services will review the appeal request and may consider the entire record of the case. S/he may also meet with the student to discuss the appeal. After reviewing the appeal request and, if necessary, the entire record of the case, the VPSS may take any of the following actions:

1. Alter or sustain the original finding or sanction.
2. Refer the case back to the judicial officer in charge and request that another hearing be convened.

The action of the Vice President will be communicated to the student in writing. This decision is the final step in the formal appeal process.

## IX. University Sanctions

The sanctions listed below may be imposed upon a student or student organization for a violation of University policy. Generally speaking, judicial sanctions are cumulative in nature. In situations where multiple incidents occur over a short period of time, judicial hearings are generally scheduled in chronological order according to the date of the incident and all judicial or disciplinary records are considered when determining an appropriate sanction.

- a. Deferred Housing Registration and Selection: Students found in violation of University policy may have their housing registration and selection privilege restricted. Such a sanction means that the student will not be permitted to participate in the housing registration and selection process until all other returning residential students have made their selections.
- b. Deferred Sanction: In some cases, a sanction of suspension or dismissal may be held in abeyance for a specified period. This means that, should the student be found in violation of any University policies during the stated period, he or she may be subject to the deferred sanction without further review in addition to the disciplinary action appropriate to the new violation.
- c. Disciplinary Dismissal: Separation of the student from the University with the expectation that the separation will be permanent. Dismissal from campus means access to all campus venues is prohibited. Disciplinary Dismissal will be noted on the transcript.
- d. Disciplinary Suspension: Separation of the student from the University for a defined period of time, after which the student is eligible to return. During the period of suspension a student's access to all campus venues is prohibited. Conditions for return or readmission may be specified. Disciplinary Suspension will be noted on the transcript.
- e. Disciplinary Probation: This action is given for a stated period of time. A student's further misconduct during this period of time may lead to increased sanctions, including suspension or dismissal. A student on such probation may remain at the University only upon condition that the student complies with regulations or circumstantially indicated restrictions as may be imposed as a condition of the student's probation.
- f. Educational Experiences: The student is required to demonstrate his or her responsibilities within the University community by performance of certain reasonable and relevant educational or related service activities. Failure to complete the educational experience in the time prescribed may result in suspension from the University. Failure of student organizations to complete the educational experience in the time prescribed may result in withdrawal of university recognition. Any fees associated with the educational experiences will be the responsibility of the student/student organization.
- g. Fines: Students/Student Organizations in violation of University policy may be assessed fines for their infraction(s). Fines will be based on the severity of the violation and generally are cumulative in nature. Fees collected from fines will generally be used to support educational programs for the community.

- h. Formal and/or Public Apology: A student may be asked to formally, in writing or with a staff member present, or publically apologize for a violation of the Community Standards where one community member or a group of community members is affected by the violation.
- i. Letter of Censure: The student is notified in writing that his or her actions have constituted a violation of University policy and are therefore inappropriate. Further violations may result in more serious disciplinary action.
- j. Parental Notification: A parent/guardian will be notified of the student's infraction, when appropriate. Notification may occur for any violation of the University's Drug Policy and for violations of the University's Alcohol Policy when there is a health or safety concern.
- k. Removal from University Housing: A student may be removed from University owned and operated housing. The removal may be for a defined period of time or may be permanent. If the former, conditions for potential return to University housing may be specified but are not a guarantee to future housing.
- l. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material.
- m. Verbal Warning: A verbal statement notifying the student that he or she is or has violated University policy.

#### X. Interim Suspension

The University retains the authority to impose an interim (immediate) suspension, pending an Initial Conference and/or a UCSD hearing if such action is necessary to preserve the safety of persons or property. During the period of interim suspension the student may be denied access to the campus and/or excluded from a class or all classes and denied all other University activities or privileges for which the student might normally be eligible.

The University also retains the authority to impose an interim (immediate) suspension pending medical intervention, should a student be deemed a threat to themselves or if their behavior disrupts the health and welfare of those in the community. A return to the University community may be contingent upon a medical release or review by an appropriate panel.

#### XI. University Judicial Records

Disciplinary sanctions other than suspension or dismissal shall not be made a part of the student's academic record but shall become part of the student's personal record. Cases involving suspension or dismissal shall permanently remain in a student's personal record and a permanent notation shall be made on the student's academic record. Cases involving the imposition of all other sanctions may be expunged from the student's personal record three years after final disposition of the case, upon written request of the student. In very limited instances, a student's personal record that does not include a suspension or dismissal may be expunged at the discretion of the Vice President for Student Services or his/her designee upon graduation of the student.

**Federal Educational Rights and Privacy Act** (*University Catalog – Appendix C*)**Notification of Rights**

Notification of Rights Granted Under the Family Educational Rights and Privacy Act of 1974 as Amended.

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 Registrar's Office.

Under this act students are granted certain rights and protections, specifically the following:

1. A student has the right to inspect and review (subject to certain restrictions provided by the act) education records relative to him/her which are maintained by the University. A student who desires access to his/her records should submit a formal, written signed request for access, to the Registrar's Office or to the custodian of the records in question. The request must be presented personally or in writing by the student desiring access, and he/she must present satisfactory personal identification to provide assurance that unauthorized persons do not gain access to student records.
2. A student may seek the correction of educational records that are inaccurate or inappropriate. To request a correction, the student must submit a statement to the University official responsible for the record, clearly identifying requested change, and why the student believes it is inaccurate or misleading. The University official will notify the student of their decision and advise the student regarding the appropriate steps.
3. Personally identifiable information from student records may not be disclosed to third parties (except as defined in the act) without prior written consent of the student.
4. A student who has followed the procedures outlined by the University for compliance with this act and who feels that his/her rights, granted by the act, have been violated is entitled to file a complaint with the Family Policy Compliance Office, U.S. Department of Education.

The act allows the University to disclose Directory information without the prior, written consent of the student. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed 20 U.S.C.

1232g(a)(5)(A). The University considers the following personally identifiable, student information to be directory information and may elect to disclose it without further notice.

Name  
 Local and Permanent Address  
 Telephone Number  
 E-mail Address  
 Class Ranking  
 Courses of Study, Degrees and Certificates Awarded  
 Honors, Awards, Activities and Affiliations

## Enrollment Status Student Image

Personally identifiable, non-directory information from educational records may not be released unless the student has provided prior written consent for the disclosure, except as specified by the act.

Enrolled students who do not wish to have their directory information released, must so state in a written communication to the Registrar's Office. Although the initial request may be filed at any time, requests for non-disclosure will be honored by the University until removed, in writing, by the student.

Please consider carefully the consequences of a decision to withhold directory information. A confidentiality hold will call for Southern Utah University not to release any or all of this "directory information;" thus, any future requests for such information from non-institutional persons or organizations will be refused.

Southern Utah University will honor your request to withhold directory information, but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, Southern Utah University assumes no liability as a result of honoring your instructions that such information be withheld.

## RESOURCE OFFICES

### Academic Advising Center

Sharwan Smith Center, Suite 205 (2<sup>nd</sup> Floor of the Rotunda)

435.586.5420

Email: [acdc@suu.edu](mailto:acdc@suu.edu)

<http://suu.edu/ss/acdc/advising>

Director: **Lindsey Fullerton** (Interim)

Academic advising is a process designed to help students with educational planning, courses of instruction, institutional policies and procedures, career options, and information resources. Both the student and the advisor have specific roles. Students are responsible for seeking academic advisement and monitoring their progress towards graduation. Advisors are available to render assistance and provide accurate information. Students should work with advisors prior to registration to ensure progress towards a degree or certificate.

### Admissions/Welcome Center

Sharwan Smith Center, Rooms 166 and 169

435.586.7740

Email: [adminfo@suu.edu](mailto:adminfo@suu.edu)

<http://www.suu.edu/prostu/>

Director: **Dr. Stephen Allen**, Associate Vice President for Enrollment Management

Associate Director for Recruitment: **Kenley Jones**

Associate Director for Processing: **Chris Proctor**

The Admissions Office 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 tour and participate in the recruitments of high school leaders.

**First-time Students** (graduating high school within five years prior to attendance) must:

- Submit an application for admission (available at [https://bannersec.suu.edu/pls/proddad/bwskalog.p\\_disploginnon](https://bannersec.suu.edu/pls/proddad/bwskalog.p_disploginnon)) along with a \$40 non-refundable application fee and the \$10 late fee for applications submitted after August 1<sup>st</sup> for Fall Semester, December 1<sup>st</sup> for Spring Semester, and one week prior the classes starting for Summer Semester.
- Submit an official high school transcript. (Faxes accepted at 435.865-8223, transcripts postmarked by February 1<sup>st</sup> will be accepted for the scholarship deadline.)
- Submit ACT/SAT scores.

Undergraduate admissions applicants are automatically considered for academic scholarships. Leadership scholarship consideration requires that an online leadership scholarship application be submitted (available at <https://secure.suu.edu/ss/financial/secure/leadershipapp/>). Admissions applications and resumes must be completed before the scholarship deadline: December 1<sup>st</sup> for priority; February 1<sup>st</sup> for first-time freshmen and new high school graduates. If interested in a talent or athletic scholarship, please contact the specific department for requirements.

## Admission Requirements

First-time students (graduating high school within five years prior to attendance) are admitted to SUU using an admission index (available at <http://www.suu.edu/prostu/admissionindex.html>). Students with an admission index of 85 or higher will be admitted to Southern Utah University. To ensure student success, students whose English ACT score is less than 17 will be required to take ENGL 1000 with ENGL 1010. Students whose Mathematics ACT score is less than 18 will be required to take the math placement test at entrance and the appropriate math course based on the test results. These courses must be completed within the first three semesters of attendance. Students with an admission index below 85 are encouraged to contact the Admissions Office concerning their opportunity for admission to SUU.

## Defer Your Admission

Students with plans to attend two semesters or more from the term for which the student has been admitted may apply for a deferment of admission. Approved deferments/leaves of absence will allow a choice between catalogs and curriculum requirements. The deferment/leave of absence allows attendance without reapplying or paying the \$10 reapplication fee. Deferments may be requested at <https://secure.suu.edu/ss/financial/secure/defermentform.html>.

## Transfer Students

Transfer students with 24+ credits earned from a post-secondary institution (not including concurrent enrollment) will be admitted to SUU based on their college cumulative GPA of 2.0 or higher. Transfer students with less than 24 credits earned from a post-secondary institution will be admitted to SUU based on their college cumulative GPA and their high school GPA and ACT/SAT scores.

To apply for admission you must:

- Submit an application for admission (available at [https://bannersec.suu.edu/pls/proddad/bwskalog.p\\_displloginnon](https://bannersec.suu.edu/pls/proddad/bwskalog.p_displloginnon)) along with a \$40 non-refundable application fee and the \$10 late fee for applications submitted after August 1<sup>st</sup> for Fall Semester, December 1<sup>st</sup> for Spring Semester, and one week prior the classes starting for Summer Semester.
- Submit an office transcript from each post-secondary institution.
- Submit an official high school transcript. \*required only of students with less than 24 credit hours
- Submit ACT/SAT scores. \*required only of students with less than 24 credit hours

Undergraduate admissions applicants are automatically considered for academic scholarships. Leadership scholarship consideration requires that an online resume be submitted (available at <https://secure.suu.edu/ss/financial/secure/leadershipapp/>). Admissions applications and resumes must be

completed before the scholarship deadline: February 1<sup>st</sup> for first-time freshmen and new high school graduates, or April 1<sup>st</sup> for transfer students. If interested in a talent scholarship, please contact the specific department for requirements.

### **Non-Traditional/Returning Students**

A **returning student** is one who attended SUU previously and has not attended another college or university after leaving SUU. If another college or university has been attended after attending SUU, the student must meet the transfer student requirements (see above).

Students returning to SUU must:

- If more than two (2) semesters have passed since last attending SUU, submit an application for readmission (available at [https://bannersec.suu.edu/pls/proddad/bwskalog.p\\_disploginnon](https://bannersec.suu.edu/pls/proddad/bwskalog.p_disploginnon)) along with a \$10 reapplication fee. A \$10 late fee is assessed for applications submitted after August 1<sup>st</sup> for Fall Semester, December 1<sup>st</sup> for Spring Semester, and one week prior to classes starting for Summer Semester.
- If less than two (2) semesters have passed since last attending SUU, contact the Admissions Office to update your application.

A **non-traditional student** is one who graduated from high school five or more years prior to attendance and has not attended another college or university.

Non-traditional students must:

- Submit an application (available at [https://bannersec.suu.edu/pls/proddad/bwskalog.p\\_disploginnon](https://bannersec.suu.edu/pls/proddad/bwskalog.p_disploginnon)) along with a \$40 non-refundable application fee by the published deadline. A \$10 late fee will be required for all applications submitted after August 1<sup>st</sup> for Fall Semester, December 1<sup>st</sup> for Spring Semester, and one week prior to classes starting for Summer Semester.
- Graduation from an accredited high school or GED test scores are required.
- Students must pass the GED with a minimum composite score of 50 and minimum section scores of 45. ACT/SAT scores are recommended.

### **Visit Campus**

SUU offers a variety of visit options, from two hour tours to overnight stays to leadership weekends. To determine the type of visit that will best suit your needs and to schedule your visit, please go to <http://www.suu.edu/prostu/tour.html>.

**Athletics****Harris Center****435.865.8354****<http://www.suutbirds.com/>****Director: Ken Beazer****Intercollegiate Athletics**

The Department of Intercollegiate Athletics operates within the institution's mission statement and the NCAA rules and regulations of fair play and amateurism. At Southern Utah University, student-athletes are provided with the opportunity and are required to progress toward completion of the degree of their choice while concurrently developing athletic abilities in an environment consistent with high standards of academic scholarship, sportsmanship, leadership, and institutional loyalty. The intercollegiate athlete representing SUU is thus a bona fide student and amateur competitor.

Further, it is recognized that a viable, academically and professionally sound intercollegiate athletic program is made up of these components:

1. The Athletic Department is an important component of a comprehensive state institution dedicated to the service of a broad range of student, faculty, and public interests.
2. Develops character, maturity, and a sense of fair play as well as athletic excellence.
3. Engenders the community support for the institution at the legislative, state, and local levels.
4. Fosters pride in the University among faculty, students, and citizens of Utah.
5. Generates revenues to support, at least in part, intercollegiate teams and athletes in those sports that are not financially self-sufficient.
6. Abides by the letter and spirit of the law requiring non-discrimination on the basis of sex, race, creed, or national origin.

SUU is a Division I school and is part of the Summit League and Great West Conference. Students who would like to participate in intercollegiate athletics should visit

[http://www.suutbirds.com/ViewArticle.dbml?DB\\_OEM\\_ID=20100&KEY=&ATCLID=1303019](http://www.suutbirds.com/ViewArticle.dbml?DB_OEM_ID=20100&KEY=&ATCLID=1303019) or contact the coach for the sport of interest.

SUU competes in the following sports:

- Baseball
- Basketball (Men's and Women's)
- Cross Country (Men's and Women's)
- Football
- Golf (Men's and Women's)
- Gymnastics (Women's)
- Soccer (Women's)
- Softball
- Tennis (Women's)
- Track and Field (Men's and Women's)
- Volleyball (Women's)

**Bookstore****Sharwan Smith Center, Room 002****435.586.7995****<http://www.suu.edu/ss/bookstore/>****Director: Jane Clark**

The SUU Bookstore offers a variety of goods and services. All required and recommended textbooks for courses at SUU are available through the Bookstore. Additionally, the Bookstore offers a variety of titles, software, school supplies, gift items, and SUU, Utah Shakespearean Festival, and Utah Summer Games memorabilia. Books and other items can be ordered online.

Across from the Bookstore is the C-Store, a convenience store that sells snacks, candy, drinks, fudge, popcorn, health and beauty needs, and scantrons.

Bookstore hours are generally Monday through Friday, 8:00 am – 5:00 pm, and Saturday 10:00 am – 2:00 pm, although hours may vary for summer term. Hours are always listed on the Bookstore website. C-Store hours are Monday through Friday, 7:00 am – 6:00 pm, and Saturday 10:00 am – 2:00 pm.

**Campus Recreation****Sorenson Physical Education Building, Room 205****435.586.7774****Coordinator: Ken Nielson**

Southern Utah University offers a variety of activities to encourage involvement and fitness, including intramural sports, fitness classes, racquetball courts, an indoor track, an Olympic-size swimming pool, indoor basketball courts, tennis courts, a full fitness center (cardio machines, free weights, and circuit weights), and other activities. Participation in some activities may require an additional fee. Some events also offer leadership opportunities as students become involved in organizing teams, tournaments, and events, or are trained to officiate athletic contests.

**Career Café****Career & Professional Development****Sharwan Smith Student Center, Suite 177****435.586.7762****<http://www.suu.edu/ss/acdc/career-resources.html>****Career Counselors: Megen Ralphs & Brent Jones****Services**

- Career/Major Decision making
- Career Assessments
  - Myers-Briggs Type Indicator©
  - Strong Interest Inventory©
  - StrengthsQuest©
- Resume/Cover Letter reviews
  - Walk-ins

- One-on-one appointments
- Job/internship search techniques
- Interviewing skills/mock interviews
- Graduate school preparation
- Mentor Network
- Referrals to other resources

### **Career Resources**

- Library
  - Books
  - Periodicals
- Hire A T-Bird
  - Full and part time job databases
  - Internship databases
- Optimal Resume
  - Resume development
  - Portfolio development

### **What Can I Do With a Major In....information**

### **Credit Courses**

- University 1020 – Career Decisions (2 elective credits)
- University 4920 – Career and Professional Development Workshop (2 elective credits)
- University 1000 – Self-Awareness Seminar

### **Workshops**

- Resume development
- Job/Internship search techniques
- Various Other Career Café workshops

### **Cashier's Office**

**Sharwan Smith Center, Room 165**

**435.586.7720**

<http://suu.edu/ss/cashier/>

**Head Cashier: Wes Brinkerhoff**

The Cashier's Office financial policies and procedures are governed by federal and state laws as well as policies set by the University's Board of Trustees. Policies can be found at <http://suu.edu/pub/policies/pdf/PP1015Cash.pdf> and in the University Catalog.

It is expected that students will check their accounts regularly through the MySUU Portal at <http://my.suu.edu/>.

**Tuition and Fees** – Tuition and Fee rates are established each year by the Utah State Board of Regents and the SUU Board of Trustees. Current tuition rates can be viewed online at the Cashier's Office website.

**Student Billing and Payment Policy** – Students are expected to check their accounts online with some regularity, especially any time changes are made to their schedule. Tuition and fees are due at the time of registration, and are considered late after the first day of the term. The University may cancel the registration for all students who have not made financial arrangements by the end of the first week of the term.

**Methods of Payment** – Payments may be made with cash, check, major payment card, or money order payable to Southern Utah University (SUU); the Monthly Tuition Payment Plan (available at the Cashier's Office website); Third Party Tuition Assistance (such as Vocational Rehabilitation, ROTC, etc.); or Financial Aid.

**Refund Policy** – Tuition and fees will be refunded for the Fall and Spring terms in accordance with the refund policy listed in the University Catalog and at the Cashier's Office website. The refund policy for Summer Terms is posted on the Cashier's Office website.

**Past-Due Accounts** – Students who have outstanding financial obligations (to include tuition and fees, room and board, parking fees and fines, library fees, checks returned for insufficient funds, etc.) to the University will be assessed a late fee of \$35 per month. A hold will be placed on the registration and transcripts of students with outstanding balances. Uncollectible balances may be submitted to collections and be subject to additional collection fees. Late fees will be waived only in extreme, unusual circumstances. Waiver of late fees can be requested through the Office of the Vice President for Student Services.

### **Cedar City Community Clinic**

**74 W. Harding Ave**

**Cedar City, UT 84720**

**Phone: 435-865-1387**

**Fax: 435-865-6357**

<http://suu.edu/ss/vp/healthcare.html>

[www.swuchc.com](http://www.swuchc.com)

This clinic treats both insured and uninsured members of the University and Cedar City community.

Southern Utah University has established a Memorandum of Understanding with the Cedar City Community Health Clinic. This means enrolled students may be eligible for some one-time financial assistance.

Students enrolled at SUU should bring a valid ID with them to their scheduled appointment. (Valid student IDs have the appropriate semester validation on them. These stickers are available at the Registrar's or Cashier's Office both of which are located in the Sharwan Smith Center)

- Open Monday through Friday from 8 am to 5 pm.
- Accepts private Health Insurance Plans, Medicaid, CHIP, PCN, Medicare, and offers reduced fees for uninsured (based on family size and income)

- **Services include:** family health care, immunizations, prenatal care and delivery, infant and child health, cancer screening, adult health care, well and sick child care, women's health care, management of acute and chronic problems, counseling, and dental services.

### **Counseling and Psychological Services (CAPS)**

**Sharwan Smith Center, Room 168**

**435.865.8621**

<http://suu.edu/ss/caps/>

**Director: Curtis Hill**

The mission of Counseling and Psychological Services at SUU is to help students achieve their educational, career, and personal goals by assisting them in addressing the stress and conflicts that may distract them from achieving their full potential as they earn a degree. CAPS is staffed with experienced licensed psychologists and social workers who work with students to reduce the interference of everyday stress and also treat more serious conditions. Services offered include individual counseling, group counseling, workshops, consulting, and training.

**Individual Counseling** – Counselors at CAPS provide individual counseling and therapy to students experiencing a range of difficulties which may include:

- Personal problems
- Academic difficulties
- Family, peer, and roommate concerns
- Feeling depressed, anxious, or ungrounded
- Managing stress
- Eating concerns
- Difficulty making career decisions

**Group Counseling** – Research has found that group counseling is as effective as individual counseling and frequently the most effective form of psychological treatment. When the issues involve relationships, group counseling is often more effective because members can practice new ways of relating with other in the group.

To make an appointment, stop by the office and fill out a two-page intake form, and read and sign the one-page Rights and Responsibilities page.

### **Disability Support Services – ADA**

**Sharwan Smith Center, Room 206**

**435.865.8022**

<http://suu.edu/ss/support/disability/>

**Coordinator: Carmen Alldredge**

In accordance with *The Americans with Disabilities Act* and *Section 504 of the Vocational Rehabilitation Act of 1973*, Southern Utah University will implement procedures both in the spirit and letter of the law to ensure equal access to educational opportunities for individual students with disabilities.

SUU provides reasonable accommodations to make education accessible to student with disabilities. Students with disabilities may consult with the Coordinator of Services for Student with Disabilities before enrolling or during their academic career at SUU. New students need to contact the Coordinator well in advance of beginning their first semester if special services will be required. Students requesting accommodations must formally declare their disability and provide written documentation from a qualified professional.

### **Establishment of Eligibility**

1. To receive services, students must inform the Disability Support Services (DSS) Coordinator of the need for academic adjustments, accommodations, or auxiliary aids. The Coordinator will represent the University in determining the nature and extent of authorized adjustments, accommodations, or aids.
2. Students are responsible for providing adequate documentation of medical, psychological, learning, or other disabilities. DSS is not responsible for delayed services because documentation was not received in a timely manner.
3. Students must sign a *Release of Information* authorization which will allow DSS to contact physicians or other professionals regarding information relating to a student's requests and needs. Failure to provide this *Release of Information* authorization may delay receiving accommodations.
4. If the documentation is outdated or does not provide needed information, the student may be required to provide updated documentation (for psychiatric and psychological disabilities an update is expected every six months; for learning disabilities an update is expected every five years; for all other disabilities an update is expected within the last three years).
5. Individual "learning styles," "academic problems," and "test difficulty or anxiety" do not, by themselves, constitute a disability and as such do not require academic adjustments or accommodations.

### **Services Offered**

- Individualized advisement
- Books on tape/cd
- Readers and Note-takers
- Test accommodations
- Interpreters in ASL and cued language

### **Financial Aid and Scholarships**

**Sharwan Smith Center, Room 167**

**435.586.7735**

**<http://suu.edu/ss/financial/>**

**Director: Jan Carey-McDonald**

Southern Utah University offers financial assistance to students through institutional, state, and federal aid programs. Types of aid include scholarships, grants, work-study (student employment) and loans. Scholarships are generally based on academic or leadership merit, while state and federal funding is generally based on need. Non-resident tuition assistance is available to students meeting certain academic or leadership criteria. All matriculated (degree-seeking) students who are enrolled at least half-time (6 credits), are in good academic standing, and have no loans currently in default qualify for low-interest

loans which are deferred until six months after the student graduates or drops below six credits. Applications for all types of aid are available online at the Financial Aid and Scholarships website or in the office.

New students (first-time freshmen or transfer students) are automatically considered for scholarships, including non-resident assistance, based on a completed admissions application (including admission fee and all required documentation) prior to the scholarship deadline (December 1<sup>st</sup> for priority deadline, February 1<sup>st</sup> for first-time freshmen, April 1<sup>st</sup> for transfer students). Students who declare their major on their admission application will be automatically transferred to that college/department for departmental scholarship consideration.

Athletic scholarships and talent scholarships are awarded through the coach or department.

Continuing students may apply online beginning in November each year. Those with declared majors will be automatically transferred to that college/department for departmental scholarship consideration. The deadline for continuing students to apply for departmental scholarships is February 1<sup>st</sup>.

To apply for federal aid, link to the Free Application for Federal Student Aid (FAFSA) from the Financial Aid and Scholarship website, or visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov). We advise students to not pay for assistance with this form. Professional advice can be received from the Office free of charge for any forms related to federal financial aid.

### **Satisfactory Academic Progress (SAP)**

Students using any type of institutional, state, or federal aid are expected to make progress toward their degree each year. Requirements for scholarships are printed directly on the Scholarship Award Letter. For state and federal financial aid, the complete policy is available at <http://suu.edu/academics/catalog/2008/ch7financial.pdf>, but the basic requirements are:

- Completion of at least 70% of attempted course work for which financial aid is paid
- Minimum GPA of 2.0 (3.0 for graduate students and certain types of undergraduate aid)
- No more than 183 attempted credit hours

Appeals to this policy are considered on a case-by-case basis.

### **Return of Title IV Funds**

When a student withdraws completely from the University, officially or unofficially, for any reason, a certain portion of the federal financial aid used for that term must be returned to the Department of Education. Federal funds subject to this policy include:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans
- Federal PLUS Loans
- Federal Pell Grants
- Academic Competitiveness Grants
- National SMART Grants

- Federal Supplemental Educational Opportunity Grants (FSEOG)

Students considering a complete withdrawal from the University are encouraged to meet with their financial aid counselor prior to withdrawal. Simply leaving school without notification is considered an Unofficial Withdrawal and may result in a return of 100% of aid used for that term.

### **Food Services – Chartwells**

**Various locations within the Sharwan Smith Center**

**435.586.7780**

<http://www.dineoncampus.com/suu/>

**Director of Dining: Dallas Balzly**

SUU offers a wide variety of healthy options for meals and snacks. Meal plans may be purchased, or students may put money on their student account and use it like a debit card at any of the dining facilities on campus.

### **Where to eat**

- El Fuego – fresh Mexican cuisine made to order
  - Monday – Friday, 11 am – 3 pm
- Hogi Yogi – deli sandwiches, salads, and frozen yogurt desserts
  - Monday – Friday, 10:30 am – 7 pm
- Teriyaki Stix – oriental
  - Monday – Friday, 10:30 am – 7 pm
- T-Bird Grill – hamburgers and other sandwiches, fries
  - Monday – Friday, 11 am – 3 pm
- Outtakes – convenience store, pre-made sandwiches, salads, soup
  - Monday – Friday, 7 am – 7 pm, Saturday 8 am – 4 pm
- Thunderbird Circle – all you care to eat, salads, entrees, desserts
  - Monday – Friday, 7 am – 7 pm, Sat & Sun, 11:30 am – 1 pm, 5-6 pm

### **University Housing & Residence Life**

**Eccles Living & Learning Center, Room 115**

**435.586-7966**

<http://suu.edu/housing/>

**Executive Director of University Housing: Chris Ralphs**

Southern Utah University provides high quality living conditions which are safe, clean, and comfortable as well as a learning environment that promotes maturity, supports academic success, and enhances personal growth.

Housing is offered in traditional residence halls and apartment-style living choices, as well as private and shared rooms. Facilities are designed to offer privacy but encourage interaction with other students.

Residents are part of the Resident Hall Association (RHA) which is a student organization designed to bring residents together through service, leadership, education, and fun.

Housing rates, pictures, and much more information is available at the University Housing website.

### **Multicultural and International Center (MIC)**

**Sharwan Smith Center, Room 178**

**435.586.7772**

<http://suu.edu/ss/mcc/>

<http://suu.edu/prostu/is>

**Coordinator of Multicultural Services: Tina Calamity**

**Coordinator of International Student Engagement: Mark Taylor**

SUU strives to create an open and inviting environment for all students. The Multicultural and International Center provides opportunities for students from different cultures to meet with students who share their background, but also for students to explore cultures beyond their own. Counseling, academic assistance, cultural, and social events are just some of the services offered through the Center.

Students also gather at the Center for study groups, club meetings, and to make new friends. The Center maintains computers, printers and a study room. To facilitate social interaction, there are café tables, a small microwave and fridge, and a TV area. Current SUU Clubs supported by the Center include the Black Student Union, Native American Student Association, Polynesian Club, and Multicultural Societies club. International Student Organizations include the Korean Student Association, Asian club, and I-buddies, and we work closely with the Hispanic Center. We are open to all students, so please join us! Our staff can assist with academic advisement, financial aid, and is here to talk when you need it.

### **Outdoor Recreation Center**

**Sharwan Smith Center, Room 176**

**435.865.8704**

<http://suu.edu/ss/outdoors/>

**Coordinator: Rob Myers**

Southern Utah offers some of the most beautiful wilderness and recreational areas in the world. Let us help you create treasured moments. SUU Outdoors is the hub for information concerning the ropes course, climbing wall, trips/adventures, and renting, repairing, and purchasing equipment. A knowledgeable and friendly staff is able to answer questions concerning where to hike, the current ski conditions, and which equipment will work best for your trip. SUU Outdoors offers trips/adventures from the beginner to the advance level throughout the year, including backpacking, cross-country skiing, rock climbing, canyoneering, etc. Whether you would like to attend one of our organized adventures or rent equipment to go on your own trip, let us provide you with the resources you need. A calendar of events and activities is listed on the website.

SUU's Ropes Course enables participants to grow at both team and individual levels, exploring risk, leadership, communication, problem solving, and coaching. The low ropes course activities focus on collaboration and call upon every member of the team to participate. SUU Outdoors hosts a thirty-foot

indoor climbing wall in the Sorenson PE Building. Rock climbing is the coming together of body, mind, and spirit. Join us in an experiential education of unending opportunities for self-discovery.

**Parking Services****Sharwan Smith Student Center, Suite 201****435.865.8388****Email:** [ParkingServices@suu.edu](mailto:ParkingServices@suu.edu)<http://www.suu.edu/parking/contact.html>**Supervisor: Abe Hunt**

SUU Parking Services strives to maintain a safe and efficient parking system on campus by issuing parking permits and enforcing rules and regulations.

Parking permits are required on campus from 7 a.m. to 4 p.m. Monday-Friday. Motorcycle and moped parking is permitted in specifically marked areas throughout the campus; a valid motorcycle permit is required. Racks to accommodate bicycles are located near most buildings on campus.

For information on how to obtain a permit, what parking is available on campus, parking rules or what to do if you receive a parking ticket, please visit us in our office or on the web.

**Registrar's Office****Sharwan Smith Center, Room 166****435-586-7715**<http://suu.edu/ss/registrar/>**Registrar: John Allred****Services offered:**

- Academic scheduling
- Enrollment verification
- Graduation
- Registration
- Transcripts
- Transfer Evaluations
- Veterans Affairs

The Academic Calendar can be found at <http://suu.edu/academics/calendar.html>.

**Student Involvement and Leadership****Sharwan Smith Center, Suite 177****435.586.7762****<http://suu.edu/stil>****Director: Keri Mecham**

The Office of Student Involvement and Leadership offers programs designed for the development of the whole student through in-class and out-of-class learning opportunities. It encompasses leadership development, campus events, outdoor recreation, spirit squad, student government, campus recreation, Greek life, student organizations and new student orientation.

The Office of Student Involvement and Leadership works in cooperation with the following offices/organizations to enhance the student experience:

**Student Government**

The leadership of the Southern Utah University Student Association (SUUSA) is separated into five branches: executive, legislative, judicial, activities and student clubs. 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 needs of students.

Student government complements 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 consists of the president and three vice-presidents: academic, activities, and involvement. The executive council oversees all functions of student government. The president also appoints a cabinet to assist with special projects.

**Legislative Branch—SUUSA Senate**

The SUUSA Senate is comprised of 12 elected senators, three from each College or School of the University. The SUUSA Senate supports student-led, educational initiatives by providing funds, participating in the delivery of institutional policies, and its members serve as student representatives on committees throughout the University.

**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, parking appeals, and assists the Student Services office with student judicial hearings.

**Student Activities Branch---Student Activities Board (STAB)**

The Student Activities Board coordinates spcoa; events and educational programs for the campus community. Annual campus events include Welcome Week, Homecoming, the HOWL, and Thunderbird Awards.

**Involvement Branch---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. The Vice President for Clubs and Student Leadership is responsible for overseeing all clubs on campus and representing their interests. The Vice President works with the Club Council to support student organizations and manage the resources available to student clubs. To learn more about student clubs and organizations visit the T-Bird Connection at <http://tbirdconnection.collegiatelink.net/>

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.

### **Greek Organizations** (Fraternities and Sororities)

SUU is home to five [5] Greek-letter organizations: Alpha Phi (sorority), Delta Psi Omega (sorority), Sigma Nu (fraternity), Sigma Chi (fraternity), and Chi Phi (fraternity). Each year Greek students render hundreds of hours of community service, raise thousands of dollars for charities, and cultivate important leadership skills while managing their organizations. In addition to providing their members with opportunities to serve, lead, and grow, fraternities and sororities offer students a place to create life-long friendships and enjoy a vibrant social life. These efforts are coordinated by the United Greek Council and the Office of Student Involvement and Leadership to ensure that the Greek experience at SUU is engaging, productive, and fun. To learn more about joining a fraternity or sorority contact the Office of Student Involvement and Leadership at (435) 586-7762.

### **New Student Orientation**

University Orientation is designed to help new students successfully transition to academic life at Southern Utah University. The program is open to any new incoming student and those with fewer than 24 credits are strongly encouraged to attend Orientation before beginning their first semester at SUU. Each fall semester, new freshmen are required to attend Thunderbird Flight School as part of their orientation experience. Orientation Leader positions are available for motivated, successful students who desire a paraprofessional experience. Applications are available each October for the next summer's orientation season. For more information, contact Sheena Kauppila at 435-586-7762.

### **Student Support Center**

**Sharwan Smith Center, Room 206**

**435.586.7771**

<http://suu.edu/ss/support/>

**Executive Director: Lynne Brown**

Student Support Services (SSS) assists students with developmental math classes, academic and tutorial support, financial assistance, and advisement. SSS is funded by the US Department of Education and students meeting certain criteria are eligible to receive services. These criteria are:

- First-generation students (neither parent earned a bachelor's degree)
- Students with lower financial incomes
- Re-entry or non-traditional aged students who want to improve talents or skills
- Students who use English as a second language and are citizens or permanent residents of the United States
- Students with physical or learning disabilities

Students who do not meet any of these criteria may seek assistance in the Academic and Career Development Center on the first floor of the Sharwan Smith Student Center.

A list of specific classes and services offered is available on the Student Support Center's website.

### **Testing Center**

**Electronic Learning Center, Room 113**

**435.865.8071**

**<http://www.suu.edu/ss/acdc/testing-center.html>**

**Testing Coordinator: Tony Salso**

The Testing Center is a centralized service where students can take examinations outside of the classroom. For students taking online course, the Testing Center is an excellent venue to take online examinations. It should be noted not all professors use the Testing Center. Additionally, Community Testing Services are provided for students and community members who need to take nationally standardized examinations such as the ACT, SAT, GRE, LSAT, MCAT, Praxis, etc. For more information, contact Marla Bingham at 865-8071.

### **Tutoring & Learning Assistance Center**

**Sharwan Smith Student Center, Suite 205**

**435.586.5420**

**<http://www.suu.edu/ss/acdc/probation.html>**

**Director: Mona Taylor**

During college it is common for students to encounter academic subjects or topics that challenge students' ability to understand and apply the materials presented in class. The Tutoring and Learning Assistance Center provides services that are free to all students. The following are a list of services and programs that are operated or coordinated through the Center:

- Every day of the week, students can find FREE tutoring for math, science and other disciplines in Sharwan Smith #205. Free tutoring is also available in the SUU Residence Halls. A list of topics for which free tutoring is available can be located in the Sharwan Smith #205 (commonly referred to as the tutoring center). Students who struggle with test taking can participate in the FREE Test Analysis. For more information, contact Mona Taylor at 586-5420.
- Developmental Math is provided for students who need extra preparation before taking general education math at the university. Pre-Algebra (Math 0950) and Beginning Algebra (Math 0990) are offered each semester; Math 0990 is offered during the summer semester as well. For more information, please contact Susan Tait at 586-5420.
- Services for students on academic probation are provided for students who struggle academically and whose GPA falls below a 2.00. SUU is committed to helping students help themselves and students who find themselves on academic probation can be assured that a trained and caring staff is in place to coach, educate, and encourage students to change bad habits and behaviors while on the road the academic recovery. For more information, contact Dale Orton at 586-5420.

- College Connections is a “bridge” program to help academically underprepared students gain acceptance to the university.

**University College**  
**Bennion Administration Building, 3<sup>rd</sup> Floor**  
**435.586.5419**  
<http://www.suu.edu/ss/acdc/>  
**Dean: Dr. Patrick Clarke**  
**Associate Dean: Jeb Branin**

University College provides services and resources for open option students, serves students in their academic development and career preparation, and promotes and facilitates significant experiential learning opportunities. University College has oversight for the following programs:

- Academic Advising
- Tutoring & Learning Assistance Center
- Career & Professional Development
- College Connections
- Experiential Education
- First-Year Seminar
- Testing Center

Some of the programs listed above have already been described. However, those services and programs not previously described are listed below.

### **First-Year Seminar**

First-Year Seminar is an optional general education class that is highly beneficial during a new freshmen’s first semester on campus. First-Year Seminar (also known as UNIV 1000) focuses on helping new students better navigate the university by teaching them valuable communication strategies, authentic learning techniques, the ability to participate in a seminar-based class, and to use proven methods which improve study and learning. Peer Mentor positions are also available for students who have successfully completed UNIV 1000 and desire to help new students transition to the rigors of academic life. For more information, contact Kelly Lid-Stephens at 586-5419.

### **Experiential Education Program**

Southern Utah University has developed a new, curriculum-based experiential education program designed to help students acquire valuable experience through one of its five (5) Engagement Centers:

- Community Engagement Center
- Creativity & Innovation Engagement Center
- Sargon Heinrich Global Engagement Center
- Leadership Engagement Center
- Outdoor Engagement Center

Commencing fall semester 2011, each student enrolling at Southern Utah University will be required to complete an experience-based educational project of their choosing. Students have the freedom and autonomy to select one or more of the five engagement centers to help them develop, refine, and complete their project. Because students initiate the project and determine the nature and content of their unique learning experience, they have the ability to shape the experience so it complements their course of study and enhances their knowledge, skills and abilities to be more competitive in an increasingly demanding work world.

A brief description of each Center is included below.

### **Community Engagement Center**

**417 West 200 South**

**435.865.8335**

[www.suu.edu/ss/service/](http://www.suu.edu/ss/service/)

**CommunityEngagement@suu.edu**

**Director: Dr. Earl Mulderink**

**Associate Director: Pam Branin**

The Community Engagement Center is committed to providing opportunities for students to participate in and learn from community service. The Center provides referrals to over 70 local community programs, agencies, and locations where volunteers are needed. Students can also participate in any of the events sponsored by the Center such as Make a Difference Day, the National Family Volunteer Day, Relay for Life, and Sub for Santa, or on-going events like kids' support clubs, literacy tutoring, senior outreach, and more. The Center also provides Alternative Break trips for students who want to spend their winter, spring, or summer break helping others.

### **Creativity & Innovation Engagement Center**

**Location To be Determined**

**435-865-8080**

<http://www.suu.edu/ss/acdc/ee.html>

**CreativityEngagement@suu.edu**

**Director: Dr. Todd Petersen**

The Creativity and Innovation Engagement Center inspires students to design, build, make new things, or express, perform and execute new ideas. Innovation is the art of thinking outside the box, taking what already exists in a new direction, and leaving the known for the unknown.

### **Leadership Engagement Center**

**Across from the Physical Education Building on University Blvd.**

**435-586-1915**

<http://www.suu.edu/ss/acdc/ee.html>

**LeadershipEngagement@suu.edu**

**Director: Dr. Katy Herbold**

The Leadership Engagement Center creates opportunities for students who want to challenge, inspire and engage others to achieve shared goals and create meaningful change through effective leadership.

The Center hosts workshops each week, and provides resources for students seeking to become better leaders.

**Outdoor Engagement Center**  
**Sharwan Smith Student Center, Suite 172**  
**435-586-7829**  
<http://www.suu.edu/ss/acdc/ee.html>  
[OutdoorEngagement@suu.edu](mailto:OutdoorEngagement@suu.edu)  
**Director: Dr. Briget Eastep**

The Outdoor Engagement Center strives to involve the SUU community in the outdoors, creating a rich understanding of our diverse natural world, a sense of place, and outdoor skills.

**Sargon Heinrich Global Engagement Center**  
**447 West 200 South**  
**435-586-1995**  
<http://www.suu.edu/academics/studyabroad/GlobalEngagement@suu.edu>  
**Director: Dr. Kurt Harris**  
**Study Abroad Coordinator: Tessa McNeel**

The Sargon Heinrich Global Engagement Center exemplifies the practice of empathy, cultural understanding, experiential learning and personal enrichment in settings that include people and perspectives from a variety of countries worldwide.

**University Police**  
**36 North 300 West**  
**435.586-1911 (non-emergency)**  
**911 (emergency)**  
<http://suu.edu/publicsafety/>  
**Chief: Josh Neilson (Interim)**

SUU provides a safe environment for students, faculty, staff, and the community. University Police officers are available to assist with any type of security issue. The University Police Department can help you with building and event security and filing an accident report. Officers strive to be highly visible and engaged with students through routine observation and patrol of campus. You should always feel free to stop an officer to ask questions or seek help.

Additional services and required campus safety statistics are available at the University Police website.

