

POLICIES AND PROCEDURES

ACADEMIC GRIEVANCES

The student who believes that he or she has been unfairly treated or disciplined, may enter into an academic grievance process. The student shall first discuss the grievance with the instructor, within two weeks of the grievance, in an informal conference. If the student believes that the solution is not appropriate, the student must submit the grievance, in writing, to the Dean of the School or Department Chair within four weeks of the informal conference. If the student believes that the resolution facilitated by the Dean is not appropriate, the student can appeal to the Associate Vice President of Academic Administration within six weeks of the informal conference. The Associate Vice President will convene a Grievance Committee, chaired by the Associate Vice President, or her designee, and including three other faculty members and two students selected by the counsel. Both the student and the professor involved in the case are entitled to appear before the committee or to present a written statement of the case. The decision of the committee shall be presented in writing to the individuals involved within three days of the committee meeting unless both parties agree upon a later time. The decision of the committee is binding and will be implemented by the professor involved or the vice president for Academic Administration.

ACADEMIC POLICIES

Academic policies are managed by the office of Academic Administration. Students may familiarize themselves with policies that affect their academic standing by clicking on the following link: <https://www.southern.edu/administration/academic-administration/student/>. To see the requirements of a specific major or minor, click here: AdvisingGuideMaster_COVER_2023_FINAL_Apr19-22.pdf (southern.edu).

ALCOHOL, TOBACCO AND ILLICIT DRUG USE

Southern strives to maintain a safe and healthful community for its students and employees. One way the university endeavors to accomplish this goal is by enforcing a drug-free lifestyle. Therefore, manufacturing, distributing, possessing, and/or using tobacco, vapor or e-cigarettes, alcohol, and illicit drugs are strictly prohibited. These restrictions are expectations of Southern students when they are on and off campus and include the serving of alcohol, a fact which should be taken into consideration when seeking employment.

Though tobacco is not an illicit drug, nicotine has addictive properties and is responsible for a variety of health-related problems. Therefore, as part of its efforts to maintain a healthy community, Southern bans the possession, use, or distribution of tobacco products.

Illicit drugs include opium derivatives, hallucinogens (such as marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, methamphetamines, morphine, and other drugs, natural or synthetic, prohibited by law. This list does not include lawfully-prescribed drugs that are being taken under a physician's direction.

By voluntarily becoming a member of the Southern community, you agree to submit to random drug testing. If the Dean of Students or a residence hall dean have reasonable suspicion or evidence of drug use, they will require you to submit to a chemical screening. The student is obligated to pay the expenses of the assessment and screening if those tests are the result of the student having violated this policy. You are also obligated to pay the expenses in the event that a random screen reveals that the student has used illicit drugs. Any student who has been found to have drunk alcoholic beverages or is in possession of alcoholic beverages will be required to submit to a chemical screening.

The results of a student's failed alcohol or drug test are kept in the student's file in the office of the Dean of Students. Consistent with the regulations of FERPA, disclosure of this information to other school officials, including professors within the institution, occurs only if the institution has determined that those entities have a legitimate reason to know. As such, the schools of Nursing, Social Work, Education and Psychology, and Religion have policies that establish them as legitimate need-to-know entities.

Southern responds to violations of this policy redemptively. While a short-term, on-campus suspension is given to a student who violates any part of this policy, the primary goal of Southern's approach to illicit-substance abuse is to restore students to health and to direct them away from medicating with illicit substances. Therefore, students who violate this policy are required to interview with a professional drug-and-alcohol intervention counselor, become involved in an illicit-substance education program, meet with a mental-health counselor, and sign a commitment to remain substance free for the remainder of one's time at Southern. In rare cases, the intervention counselor recommends inpatient intervention, thus requiring a student to suspend their studies for a period of time. The goal of this multi-prong approach is to facilitate the student's return to a healthy lifestyle. In the event of a student's recidivism—that is, the violation of this policy again, a student may be sanctioned with long-term suspension or dismissal.

Further information can be obtained from the Substance Abuse Policy booklet available in the office of Student Development or Dean of Students. You may also access the booklet by clicking here: <https://www.southern.edu/administration/student-development/SubstanceAbusePolicy.html>.

AUTOMOBILES AND MOTORCYCLES

[southern.edu/campussafety](https://www.southern.edu/campussafety)

All students who bring a motorized vehicle onto campus are required to register their vehicles through Campus Safety. Vehicle registrations are good for one semester; you must re-register your vehicles each semester or summer that you are in attendance.

Students are to place the registration decal for their vehicles in the lower left corner of the windshield. These decals give you permission to park in lots that match the color of the decal assigned to the vehicle. Visitor parking is found in the northwest lot in front of Wright Hall. You should avoid parking in this lot as well.

Failure to register a vehicle or to park in an assigned parking lot will result in a parking fine. Repeat offenders of these policies can expect their vehicle to be booted.

BICYCLES

Students who ride bicycles on campus are expected to ride them safely and courteously. The following activities are prohibited while riding a bike: trick riding, towing, riding with a passenger, riding on stairs or in buildings. This list is not exhaustive; therefore, a student using a bicycle in an activity that is deemed unsafe may be asked to refrain from the activity.

Bicycles should be parked and locked in appropriate bicycle parking racks and not attached to handrails, light poles, sign posts, or parked in locations that will limit or delay pedestrian traffic or emergency exits from a building or an area.

You are strongly advised to register your bicycle with the residence hall in which you reside. Campus Safety is responsible for monitoring and enforcing bicycle safety. Abandoned or confiscated bicycles that are not claimed after 90 days will be disposed of in accordance with state statutes.