Fraternity/Sorority House Director Manual

Distributed by Greek Life Office
Spring, 2018
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This manual is updated every July. Please refer to the Greek Life website for the most current after receiving this handbook in paper version.

Helpful Resources on Line include:  [http://www.aflv.org/page/FHDMManual](http://www.aflv.org/page/FHDMManual)
Introduction

This manual serves as a resource to individuals who serve as a house director for a fraternity or sorority at LSU. The University is appreciative of the time, energy and support of the undergraduate members of our chapters. Thank you.

The Greek community at LSU has a rich and special history of more than 150 years. Generations of students have found their home in their fraternity or sorority and it’s for this reason that our chapters are valued as a part of the University’s history and tradition.

You will come to learn many things about today’s college student. People are fundamentally the same but generational characteristics create a dynamic that will be different for you. Students today are not the students of your time. Whether you are a boomer, generation X or Y (Millennials), learn how to relate to today’s generation, Gen Z. There is a chapter related to Generation Z that will be very helpful. There’s no reason to be hesitant or fearful, they are just a different generation. Learning about them and from them will enrich your life.

Here are our recommended Top 10 tips that will help make you successful as you begin this journey.

1. Get to know the chapter members as individuals and show sincere interest in them personally.
2. Know what the house corporation, advisors, alumni, chapter officers and members expect of you as a house director.
3. Communicate to the listed above what your expectations are of them.
4. Assist the chapter in achieving their goals.
5. Recognize the importance of peer influence and its effect on how each member contributes or fails to contribute to the chapter dynamic.
6. Assist the officers in determining the needs of the members they are serving.
7. Do not make any assumptions. Things have changed since you were on a college campus, so ask about everything, especially new member requirements and details of social events.
8. You are a role model. Students are watching everything you say and do.
9. Don’t allow yourself to be placed in the position of defending student behavior if you don’t have all of the details, which means you would have had to be at that event/activity.
10. Education and enforcement of rules, regulations and policies are your responsibility as an adult.

And finally, know that all of the staff in the Greek Life office are here to assist you. We provide training, education, resources, a sounding board, and answers about everything and anything you need information on. This is our job, we are here to support you as an integral member of our community.

In Appreciation,  The Greek Life Staff
Greek Life Staff Contact Information

Greek Life Office
LSU Student Union, Rm. 472
225-578-2171 office phone
225-578-2450 fax
Office Hours: M-F 8:00am – 4:30pm
www.lsu.edu/students/greeks

Angela Guillory, Associate Dean of Students/Director of Greek Life/GBOD Advisor/ NPHC Advisor
225-578-2171, cell 225-278-2509, angelagu@lsu.edu

Teresia Greer, Associate Director of Greek Leadership and Training
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Beth Newell, Associate Director of Greek Life/PHC Advisor
225-578-2171, cell 985-590-7746, enewel4@lsu.edu

John Keith, Assistant Director of Greek Life/NPHC Advisor
225-578-2171, cell 678-760-5180, johnkeith@lsu.edu

Donald Abels, Assistant Director of Greek Life/IFC Advisor
225-578-2171, cell 225-454-8221 dabels1@lsu.edu

Allison Salamack, Coordinator
225-578-2171, greeks@lsu.edu

Camille Beste, Coordinator
225-578-2171 cbeste1@lsu.edu

Jacob Butterfield, Graduate Assistant/IFC
225-578-2171 cell 419-569-1318, jbutte4@lsu.edu
University Emergency Contact Information
In case of a chapter emergency including but not limited to:

 Physical injury or death of a member or guest
 Any situation for which medical attention is warranted (eg. injury, excessive alcohol consumption, drugs, sexual assault, endangerment etc.)
 House Fire
 Any event for which you call 911
 Any event for which the media has contacted you or otherwise become involved

After you call 911, immediately call Angela at 225-278-2509 or another staff member until you have reached someone.

University Emergency

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSU Police</td>
<td>578-3231</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>578-6271</td>
</tr>
<tr>
<td>Wellness Education</td>
<td>578-5718</td>
</tr>
<tr>
<td>Mental Health Center</td>
<td>578-8774</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>578-4307</td>
</tr>
<tr>
<td>Center for Academic Success</td>
<td>578-2872</td>
</tr>
<tr>
<td>Center for Advising &amp; Counseling</td>
<td>578-8281</td>
</tr>
<tr>
<td>Parking &amp; Traffic</td>
<td>578-5000</td>
</tr>
<tr>
<td>Residential Life</td>
<td>578-8663</td>
</tr>
<tr>
<td>Student Union</td>
<td>578-5141</td>
</tr>
<tr>
<td>Career Services</td>
<td>578-2162</td>
</tr>
<tr>
<td>Rec Center</td>
<td>578-8601</td>
</tr>
<tr>
<td>Bursar</td>
<td>578-3681</td>
</tr>
<tr>
<td>Contracted Auxiliary Services</td>
<td>578-5208</td>
</tr>
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</table>
Greek 101- Understanding the Structure
Three Councils, One Community

National Panhellenic Conference (NPC)
Governing Council: Panhellenic Council sororities (PHC)

<table>
<thead>
<tr>
<th>Alpha Delta Pi</th>
<th>Kappa Delta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Phi</td>
<td>Kappa Kappa Gamma</td>
</tr>
<tr>
<td>Chi Omega</td>
<td>Pi Beta Phi</td>
</tr>
<tr>
<td>Delta Zeta</td>
<td>Phi Mu</td>
</tr>
<tr>
<td>Delta Gamma</td>
<td>Sigma Alpha</td>
</tr>
<tr>
<td>Delta Zeta</td>
<td>Sigma Lambda Gamma</td>
</tr>
<tr>
<td>Kappa Alpha Theta</td>
<td>Zeta Tau Alpha</td>
</tr>
</tbody>
</table>

National Pan-Hellenic Council (NPHC)
Governing Council: NPHC

<table>
<thead>
<tr>
<th>Alpha Kappa Alpha</th>
<th>Sigma Gamma Rho</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Phi Alpha</td>
<td>Zeta Phi Beta</td>
</tr>
<tr>
<td>Phi Beta Sigma</td>
<td></td>
</tr>
</tbody>
</table>

North-American Interfraternity Conference (NIC)
Governing Council: Interfraternity Council (IFC)

<table>
<thead>
<tr>
<th>Alpha Gamma Rho</th>
<th>Phi Kappa Psi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Tau Omega</td>
<td>Pi Kappa Alpha</td>
</tr>
<tr>
<td>Beta Theta Pi</td>
<td>Pi Kappa Phi</td>
</tr>
<tr>
<td>Delta Chi</td>
<td>Sigma Alpha Epsilon</td>
</tr>
<tr>
<td>Delta Kappa Epsilon</td>
<td>Sigma Nu</td>
</tr>
<tr>
<td>Kappa Alpha Order</td>
<td>Sigma Phi Epsilon</td>
</tr>
<tr>
<td>Kappa Sigma</td>
<td>Tau Kappa Epsilon</td>
</tr>
<tr>
<td>FIJI</td>
<td>Theta Chi</td>
</tr>
<tr>
<td>Phi Iota Alpha</td>
<td>Theta Xi</td>
</tr>
</tbody>
</table>

Scheduled to return:
Fall-2018 – Acacia
Fall 2019 – Sigma Chi
Fall 2020 – Lambda Chi Alpha
The University’s Relationship with House Directors

Per LSU’s Permanent Memorandum 68:

The University has the formal relationship with the House Corporation and the House Corporation has the formal relationship with the House Director.

3. Each Organization is required to employ a house director to live in the house on a full-time basis during the regular academic year. An approved house director will be required for the summer if the Facility is open. The house director must be 25 years of age or older or a full-time graduate student. Graduate student house directors must be approved by the Office of Greek Affairs. The Organization shall provide the University with information regarding the house director on a form provided by the University one week prior to the employment period.

Understanding the formal and informal relationships between entities is important in being successful.

House Corporations are incorporated in the State of Louisiana and is a separate legal entity from the chapter, the chapter advisors and the inter/national organization and headquarters.

The House Corporation signs the lease for the land with the LSU Board of Supervisors. The land is leased for $10 a year by the house corporation from LSU.

The House Corporation is responsible for abiding by PM 68 in providing safe housing for LSU students.

The House Corporation leases and collects the room and board from the chapter and those living in the facility.

The House Corporation employs and supervises the house director. In most cases, the house director employs and supervises the house staff.

The chapter advisors are responsible for guiding and advising the chapter members.

The inter/national organization and/or HQ is responsible for the chapter, the advisors and the members. There is a dotted line from the HQ with the House Corporation.

The relationships are all interlocked and require a careful balance of team work. The most important thing to remember is that the students are the priority. Providing a safe, healthy and positive experience is vital.
August 25, 1994

Memorandum to: All Chancellors

Subject: Construction, Modification, Maintenance, Care, and Operation of Sorority and Fraternity Houses Located on University Property – PM-68

This Presidential Memorandum shall govern the construction, modification, maintenance, care, and operation and related activities and facility management concerns for facilities and premises operated by Greek sororities and fraternities on the property of the Board of Supervisors of LSU.

Authorizing Provision:

La. R.S. 17:3361, et seq

Background:

Over the years the University has leased land to nationally affiliated fraternity and sorority house corporations for the construction by the house corporations of facilities for the use of the chapter. More recently, the University has leased already constructed facilities owned by the University to fraternities and sororities for their use. The construction, renovation, maintenance, and operation of such facilities are governed by numerous technical, complex and overlapping local, state and federal laws, ordinances, regulations, and policies, including University policies. It is the goal of this Presidential Memorandum to ensure that the Greek organizations operate such facilities safely and legally within the regulatory framework established both by the University and by outside agencies. This Presidential Memorandum has been developed by professional staff, including representatives of the System Office, Facility Services, Business Affairs, Campus Safety, Student Services, and University counsel.

Facilities:

All land leased by the University to an Organization (as defined herein) and permanent or temporary buildings, structures, sidewalks, parking lots, signs, fences, and landscaping situated thereon.

Organization:

The local chapter of the sorority or fraternity occupying the house and the house corporation or other legal entity which has a lease agreement with the University for the land and owns the improvements on that land or is leasing the improvements from the University.
University:

Board of Supervisors of Louisiana State University and Agricultural and Mechanical College.

General Policy:

A. Campus Committee shall be created composed of the Vice Chancellor for Business Affairs, the Office of Greek Affairs under the authority of the Vice Chancellor for Student Services, and the Director of Facility Services to implement the provisions of this Presidential Memorandum. In discharging these assigned responsibilities, the following applies:

1. All Organizations, whether currently leasing from the University or entering into leases in the future with the University, must comply with the provisions of this Presidential Memorandum.

2. The legal entity owning or leasing the Facility must identify at all times a specific person to represent the Organization on matters related to the lease and this Presidential Memorandum. That legal entity shall maintain with the University a current copy of its organizational structure, officers, and membership.

3. Each Organization is required to employ a house director to live in the house on a full-time basis during the regular academic year. An approved house director will be required for the summer if the Facility is open. The house director must be 25 years of age or older or a full-time graduate student. Graduate student house directors must be approved by the Office of Greek Affairs. The Organization shall provide the University with information regarding the house director on a form provided by the University one week prior to the employment period.

4. The Organizations shall receive, and be billed for utilities and maintenance services provided by the University. If the Organization is more than thirty days past the due date in payment of such bills, it will be considered delinquent in violation of the lease agreement and this Presidential Memorandum. A deposit of $500 shall be required as a condition for utility service.

5. The Facilities may be used only for the housing, dining and personal living needs of LSU student members and pledges/associate members of the Organization and its house director, and for the conduct of appropriate social and organizational activities of the Organization approved by the University. Facilities shall not be used for any purpose or activity determined to be unlawful under the provisions of any federal, state, or local statute, ordinance or regulation, or in violation of any policy or regulation of the University. The Facility shall not be used at any time for the purpose of carrying on any unapproved business, profession, or trade of any kind whatsoever.
6. Controlled substances as defined by any federal, state, or local statute, or rule, regulation, or ordinance shall not be sold, possessed or utilized in the Facility. In addition, the sale, purchase, possession and use and/or consumption of any alcoholic beverage in or upon the Facility must be in compliance with all applicable federal, state, or local statutes, or rules, regulations, ordinances, and any other rules or regulations adopted by the University.

7. The Organization shall procure and keep in full force and effect public liability and property damage insurance sufficient to protect the Organization and University from any and all claims for personal injury, including death and property damage claims which may arise from any activity or operation related to the Facility, in amounts acceptable to the University. The foregoing insurance policy shall be carried with responsible insurance companies authorized to transact business in the State of Louisiana and acceptable to University; shall contain the Broad Form Contractual Liability Coverage; shall contain a waiver of right of subrogation against University, University's employees, agents or invitees, shall name University as an additional insured; shall provide that with respect to the interest of University and such policy, the insurance shall not be invalidated by any action or inaction of the Organization and shall be effective regardless of any breach or violation of the Organization of any warranties, declarations or conditions contained in such policies; that the insurers waive any right to any set-off, counterclaim or deduction, whether by attachment or otherwise, with respect to any liability of University and that University shall be given at least thirty (30) days written notice prior to any modification or termination of the insurance.

Furthermore, the Organization shall carry property damage insurance on any improvements located on the Leased Property in the greater of either the appraised value of the improvements or the replacement cost of the improvements. Proof of such insurance shall be provided to University by September 1st of each year.
8. The Organizations shall maintain all Facilities in good repair, and in a safe, serviceable, clean and sanitary condition acceptable to the University. The Organization shall keep all walks, parking areas, and lawns free from dirt, debris, and trash at all times and maintain lawns, landscaping, and housing exterior in a condition and appearance acceptable to the University. The Organization shall provide proof of inspection and a copy of the inspection report from the state health department for the kitchen and dining areas prior to occupancy of the Facility for the Fall semester each year. The Organization shall provide proof of inspection by the state fire marshal for the entire Facility by September 30 of each year. Fire and life-safety codes and health and food service sanitation regulations must be observed at all times. The Organization shall maintain a contract for annual and periodic preventative maintenance of the heating, ventilation, and air conditioning systems, and shall provide a copy of said contract to the University by March 1st of each year.

9. The clean-up of the internal and external portions of the Facility shall be completed no later than 8 hours after the conclusion of the function. Clean-up for major events such as Homecoming or South Seas must be completed within 24 hours of the event’s conclusion. Upholstered furniture may be used outside only during registered functions.

10. Any modifications, improvements, alterations, or repairs of the current improvements located on the Facility must be submitted through the Office of Greek Affairs to the System Vice-President for Institutional Services for approval.

11. The University expects the Organization to conduct its business functions, including the collection of fees, the payment of bills, and proper maintenance of personnel and tax records, in a responsible and business-like manner. Failure to pay accounts payable in a timely manner will be considered a violation of the lease and this Presidential Memorandum. Where feasible and mutually acceptable, Organizations may contract with the University for the collection of certain fees from individual members.

12. Employees of the University are entitled to inspect the Facilities at any and all reasonable times without prior notice.

13. Penalties for violation of any part of this Presidential Memorandum or provision in the lease may include a formal warning, restriction or denial of social activities, monetary penalties, community service, suspension of the Organization, or cancellation of the lease.

14. The Organization shall provide the University by the Friday before the first day of class each semester a list of the individuals with whom it has housing and dining contracts and a roster of current members and pledges/associate members. Lists and rosters shall be updated during the course of the semester as changes occur.
While there is no formal relationship between Greek Life and the house director, the department communicates with house directors regularly ensuring they are receiving information, hosting meetings, and providing policy education and to share new initiatives within Greek Life and the University.

Greek Life works to assist house directors understand the responsibilities of policies and navigating University resources.

Chapter advisors, along with chapter leaders, are the first point of contact between Greek Life and the student organization, but Greek Life serves everyone and house directors are encouraged to reach out at any time.
Title/Topic: Illegal/Abusive Alcohol/Other Drug Use by Students
Number: 75.03
Functional Classification: Student Services
Monitoring Unit: Office of Student Life & Enrollment
Initially Issued: October 1, 1990
Last Revised: April 1, 2016
Last Reviewed: April 1, 2016

ILLEGAL OR ABUSIVE USE OF ALCOHOL OR OTHER DRUGS BY STUDENTS

PURPOSE
Louisiana State University is committed to maintaining an environment which supports its educational mission. The illegal or abusive use of alcohol or other drugs by students interferes with the accomplishment of this mission. Louisiana State law prohibits the consumption, possession, distribution, possession with intent to distribute or manufacture of drugs described as controlled dangerous substances in the Louisiana Revised Statutes. Other Louisiana and East Baton Rouge Parish statutes define the illegal possession, consumption, and distribution of alcohol.

DEFINITIONS
Student: For the purpose of this Policy Statement, “student” is defined as any person taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student’s program of study.

POLICY AND PROCEDURES
I. CONDUCT PROHIBITED BY THE UNIVERSITY
Students of Louisiana State University are responsible for knowing and abiding by the provisions of University policies, local ordinances, Louisiana law and federal law that make it a crime to possess, consume, possess with intent to distribute, dispense, or manufacture drugs including alcohol, except as provided for by law. These legal regulations are summarized in the Exhibits. Any student who violates local, state or federal laws, either on property owned or controlled by the University, or at such other locations in the community which substantially affect the University’s interest as an academic institution, will be subject to disciplinary action under the LSU Code of Student Conduct. (See www.lsu.edu/dos)

II. PREVENTION AND INTERVENTION
Alcohol Policy Training: All recognized student organizations wishing to hold social events at which alcohol may be served must have at least three current executive officers and the University advisor of record attend an alcohol policy training workshop annually. Additionally, in any semester in which the organization wishes to hold a social event with alcohol, at least three current executive officers must have attended the alcohol policy training program. The workshop will cover compliance with laws/policies, responsible social event hosting, and means of responding to alcohol/drug problems and crises. Workshops will be coordinated and implemented on behalf of the Division of Student Life and Academic Services through the Wellness Education Department of the Student Health Center. The Office of the Dean of Students shall maintain a current list of all student organizations that have met this requirement.

Parental Notification: While the University recognizes that students are adults who must make their own decisions and assume responsibility for their actions, it also promotes partnerships between
parents/guardians and students to facilitate development, learning, and a more successful university life. Therefore, in addition to disciplinary sanctions, Louisiana State University may send written notification to parents/guardians of students under age 21 who have been found to violate the University’s policies on alcohol and other drugs.

Education: The University, through the Wellness Education Department of the Student Health Center, provides educational programs about substance abuse and chemical dependency to students and other campus audiences. Sources of help at the University and in the community are offered to students when needed. Other educational opportunities are provided through various academic courses in the Colleges/Schools. The Exhibits describe the effects of alcohol and other drugs, also communicated through these educational opportunities.

Counseling and Support Services: The University, through the Mental Health Service of the Student Health Center, offers confidential assessment, referral, and treatment services to students exhibiting problems with alcohol or other drugs. In those cases where students may require inpatient or outpatient treatment, the University may refer students to agencies or programs outside the University.

III. CONSEQUENCES OF UNIVERSITY POLICY VIOLATION
Code of Student Conduct: The adjudication of all student violations of any University alcohol and drug policy and the LSU Code of Student Conduct is administered by the Dean of Students Office or designee. Any student who is found to have violated the University alcohol and drug policies, or to possess, consume, distribute, or manufacture illegal drugs on or about the property of the University, or in other such circumstances as provided for by University policy, is subject to sanctions under the LSU Code of Student Conduct. Sanctions may include, but not be limited to, probation, suspension, expulsion, and mandated educational intervention. Sanctions for student organizations may include, but not be limited to, a loss of status as a student organization, a loss of privileges to use University facilities, a loss of social privileges, and/or mandated educational intervention. Copies of the LSU Code of Student Conduct are available on the LSU website (See www.lsu.edu/dos.)

Residential Housing Contracts: Students who are found to have violated alcohol and drug policies as specified in the LSU Code of Student Conduct and the Residential Housing Contract may be reassigned or removed from campus housing.

Mandated Educational Intervention Program: The University regards student violations of alcohol policy as a serious matter, but also as an opportunity for student development and learning. As such, in addition to disciplinary sanctions, students and student organizations found to have violated a University alcohol policy must participate in a mandated educational intervention program implemented by personnel of the Wellness Education Department of the Student Health Center.

IV. REPORTING
In compliance with the Drug-Free School and Campuses Act, Public Law 101-226, at least once annually the University through the Vice President for Student Life & Enrollment will distribute in writing to each student as defined herein its policy regarding illegal acts involving alcohol or other controlled substances.

Every two years, the Executive Director/designee of the LSU Student Health Center will report to the President an assessment of the effectiveness of the institutional efforts at drug prevention, counseling, and treatment for students and will make recommendations for changes in those programs as needed. In addition, every two years the Dean of Students will report to the President all disciplinary actions taken under this policy to ensure consistent enforcement of sanctions.
**EXHIBITS**

_In Compliance with the Drug-Free School and Campuses Act, Public Law 101-226_

**EXHIBIT I: EFFECTS OF ALCOHOL**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including peer, spouse, and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucination, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. Research also indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

In addition to the primary effects of alcohol upon the individual consumer, other people and the community at large can suffer various secondary effects resulting from an individual’s consumption of alcohol. These secondary harms include, among others, traffic crashes and fatalities, personal injury and death due to other alcohol-related causes, property damage and vandalism, legal costs, social and economic costs, and damage to the image of the community and institutions.
## Controlled Substances - Uses & Effects

### Narcotics

<table>
<thead>
<tr>
<th>Drug</th>
<th>CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Dependence</th>
<th>Tolerance (Hour)</th>
<th>Urinal Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opiates</td>
<td>III V</td>
<td>Heroin, Morphine, Pethidine</td>
<td>Analgesic, anti-diarrhoeal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
<td>Slow and shallow breathing, altered consciousness, coma, possible death</td>
</tr>
<tr>
<td>Morphine</td>
<td>III</td>
<td>Hydrocodone, Opioids, Naloxone, Buprenorphine, Nalbuphine, Naltrexone</td>
<td>Analgesic, anti-diarrhoeal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
<td>Slow and shallow breathing, altered consciousness, coma, possible death</td>
</tr>
<tr>
<td>Codeine</td>
<td>III V</td>
<td>Hydromorphone, fentanyl, oxycodone</td>
<td>Analgesic, anti-diarrhoeal</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
<td>Slow and shallow breathing, altered consciousness, coma, possible death</td>
</tr>
<tr>
<td>Heroin</td>
<td>I</td>
<td>Hydromorphone, fentanyl, oxycodone</td>
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<td>II</td>
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<td>Slow and shallow breathing, altered consciousness, coma, possible death</td>
</tr>
<tr>
<td>Meperidine (Fentanyl)</td>
<td>II</td>
<td>Hydromorphone, fentanyl, oxycodone</td>
<td>Analgesic, anti-diarrhoeal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
<td>Slow and shallow breathing, altered consciousness, coma, possible death</td>
</tr>
<tr>
<td>Methadone</td>
<td>II</td>
<td>Hydromorphone, fentanyl, oxycodone</td>
<td>Analgesic, anti-diarrhoeal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
<td>Slow and shallow breathing, altered consciousness, coma, possible death</td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>II III IV V</td>
<td>Hydromorphone, fentanyl, oxycodone, tydroxylon, fentanyl, meperidine, oxycodone</td>
<td>Analgesic, anti-diarrhoeal</td>
<td>High</td>
<td>Low-Low</td>
<td>Yes</td>
<td>3-6 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
<td>Slow and shallow breathing, altered consciousness, coma, possible death</td>
</tr>
</tbody>
</table>

### Depressants

<table>
<thead>
<tr>
<th>Drug</th>
<th>CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Dependence</th>
<th>Tolerance (Hour)</th>
<th>Urinal Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gamma Hydroxybutyrate</td>
<td>I</td>
<td>None</td>
<td>None</td>
<td>Low</td>
<td>Low</td>
<td>Yes</td>
<td>2-3 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
<td>Slow and shallow breathing, altered consciousness, coma, possible death</td>
</tr>
<tr>
<td>Ketamine Hydrochloride</td>
<td>I</td>
<td>None</td>
<td>Veterinary Anaesthetic</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>2-4 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
<td>Slow and shallow breathing, altered consciousness, coma, possible death</td>
</tr>
<tr>
<td>Chloral Hydrate</td>
<td>IV</td>
<td>None</td>
<td>None</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>5-8 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>III IV</td>
<td>None</td>
<td>None</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>5-8 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>IV</td>
<td>None</td>
<td>None</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-8 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Methaqualone</td>
<td>IV</td>
<td>None</td>
<td>None</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-8 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Glutethamine</td>
<td>IV</td>
<td>None</td>
<td>None</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-8 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Other Depressants</td>
<td>IV</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
</tbody>
</table>

### Stimulants

<table>
<thead>
<tr>
<th>Drug</th>
<th>CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Dependence</th>
<th>Tolerance (Hour)</th>
<th>Urinal Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine</td>
<td>I</td>
<td>None</td>
<td>None</td>
<td>Local</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>1-2 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>II</td>
<td>None</td>
<td>None</td>
<td>Addictive</td>
<td>Addictive</td>
<td>Addictive</td>
<td>Yes</td>
<td>1-2 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>II</td>
<td>None</td>
<td>None</td>
<td>Addictive</td>
<td>Addictive</td>
<td>Addictive</td>
<td>Yes</td>
<td>1-2 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>II</td>
<td>None</td>
<td>None</td>
<td>Addictive</td>
<td>Addictive</td>
<td>Addictive</td>
<td>Yes</td>
<td>1-2 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>II</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
</tbody>
</table>

### Hallucinogens

<table>
<thead>
<tr>
<th>Drug</th>
<th>CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Dependence</th>
<th>Tolerance (Hour)</th>
<th>Urinal Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Yes</td>
<td>8-12 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Mescaline and Peyote</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Yes</td>
<td>8-12 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Amphetamine Variants</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Days</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Phencyclidine Analogues</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Days</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
</tr>
</tbody>
</table>

### Cannabinoids

<table>
<thead>
<tr>
<th>Drug</th>
<th>CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Dependence</th>
<th>Tolerance (Hour)</th>
<th>Urinal Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
<td>Slow and shallow breathing, altered consciousness, coma, possible death</td>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
<td>Slow and shallow breathing, altered consciousness, coma, possible death</td>
</tr>
<tr>
<td>Hashish</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
<td>Slow and shallow breathing, altered consciousness, coma, possible death</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4 hours</td>
<td>Delayed, prolonged respiration, respiratory depression, unconsciousness, hypothermia</td>
<td>Slow and shallow breathing, altered consciousness, coma, possible death</td>
</tr>
</tbody>
</table>

* These are known as Designer Drugs. ** Designated a narcotic under the CSA. --- Not designated a narcotic under the CSA.
EXHIBIT III: LOUISIANA AND EAST BATON ROUGE PARISH CRIMINAL PENALTIES

Controlled Dangerous Substances

It is unlawful in Louisiana to produce, manufacture, distribute, dispense or possess with intent to produce, manufacture, distribute, or dispense a controlled dangerous substance classified in Schedules I through V unless such substance was obtained directly or pursuant to a valid prescription or order from a licensed physician or veterinarian or as a provider in R.S. 40:978, while acting in the course of his or her professional practice, or except as otherwise authorized by law. Penalties for violation of laws regulating controlled dangerous substances follow:

Schedule I: Various opiates, hallucinogens, depressants, and stimulants (R.S. 40:966). The maximum penalty for production, manufacture, distribution, or possession with intent to produce, manufacture, distribute or dispense Schedule I narcotic drugs, is life imprisonment at hard labor without benefit of probation or suspension of sentence, and a fine of up to $50,000. The maximum penalty for the possession of any Schedule I drug, excluding marijuana or its chemical derivatives, is imprisonment at hard labor for 4-20 years (depending on the substance) and a fine of not more than $5,000. The maximum penalty for a first offense possession of marijuana or its chemical derivatives shall be a fine of not more than the $500, imprisonment for not more than 6 months, or both. For quantities of 60+ pounds of marijuana, the penalty shall be imprisonment for a minimum of 10 years up to 50 years without benefit of probation or parole, and a fine of $50,000-$1,000,000, depending on the quantity involved.

Schedule II: Other narcotics, opiates, stimulants, and depressants (R.S. 40:967): The maximum penalty for violating Louisiana law concerning the production, manufacture, distribution, or possession with intent to produce, manufacture, distribute, or dispense, of any substances under Schedule II which is a narcotic drug, except cocaine or cocaine base, or which is amphetamine or methamphetamine, shall be imprisonment at hard labor for not less than 5 years up to 99 years, and a fine up to $500,000. For Pentazocaine, the maximum penalty shall be imprisonment at hard labor for not less than 7-10 years without benefit of parole, probation, or suspension of sentence, and a fine up to $15,000. For production or manufacture of cocaine or cocaine base, the penalty shall be life imprisonment and a fine up to $500,000. For any other Schedule II drug, the penalty shall be imprisonment at hard labor for not more than 10 years, and a fine of not more than $15,000. For possession of a Schedule II drug, the penalty shall be imprisonment from 2-60 years and a fine of $5,000 to $600,000, depending on the drug and quantity involved.

Louisiana law concerning the manufacture or distribution of controlled dangerous substances under Schedule III shall be a term of imprisonment at hard labor for not more than 10 years and a fine up to $15,000. For possession of a Schedule III drug, the penalty shall be imprisonment up to 5 years and a fine up to $5,000. For manufacture, distribution, or possession with intent to produce, manufacture, distribute or dispense of a Schedule IV drug, Flunitrazepam, shall be imprisonment at hard labor for not less than 5 to 30 years and a fine of not more than $50,000. For any other Schedule IV drug, the penalty shall be imprisonment at hard labor for up to 10 years and a fine not more than $15,000. For possession of a Schedule IV drug, the penalty shall be imprisonment up to 10 years and a fine up to $5,000.

Schedule V Drugs (R.S. 40:970): For manufacture, distribution, or possession with intent to produce, manufacture, distribute or dispense a Schedule V drug, the penalty shall be imprisonment up to 5 years and a fine up to $5,000. The maximum penalty for possession of a Schedule V Drug is up to 5 years imprisonment and a fine of up to $5,000.
Alcoholic Beverages

Alcohol Possession or Consumption by Person Under Age 21 (RS 14:93). In Louisiana, it is illegal for persons under the age of 21 to purchase, possess, or consume an alcoholic beverage with some exceptions. In East Baton Rouge Parish (Title 13:91), it is illegal for persons under 21 years of age to consume any alcoholic beverage except for an established religious purpose; or with the knowledge, presence and consent of a parent, spouse (age 21 or older), or legal custodian; or for medical purposes. Whoever violates the city-parish ordinance shall be fined $300 or be imprisoned for not more than 6 months, or both.

Misrepresentation of Age by a Minor (14:33): It is unlawful for any person under the age of 21 years to present or offer any evidence of age and identity which is false or fraudulent for the purpose of obtaining or purchasing alcoholic beverages. Whoever violates the provisions shall be punishable by one or more of the following: a fine of not more than $200, community service not to exceed 30 hours, and/or suspension of the violator’s true driver’s license for 90 days.

Purchase of Alcohol for Persons Under Age 21 (RS 14.93): It is illegal for any person, other than a parent, spouse, or legal guardian, to purchase alcoholic beverages on behalf of a person under 21 years of age. Whoever violates this law shall be fined not more than $500 or imprisoned for not more than 30 days, or both.

Public Drinking: In Louisiana (RS 14:93), it is unlawful for any person under age 21 to purchase or have public possession of any alcoholic beverage. Violators are fined $100 or imprisoned for not more than 6 months. In East Baton Rouge Parish (Title 13:1018), it is illegal for any person to possess, imbibe or drink alcoholic beverages in or on any public street, alley, sidewalk, right-of-way, park, playground, square or unenclosed public place, including the parking lot or other property adjacent to any licensed premise – unless a special event permit has been issued. Also, it is unlawful to remove an open container containing alcoholic beverages from any establishment that is licensed to sell alcohol. Whoever is guilty of this violation shall be fined not more than $500, or imprisoned for not more than 6 months, or both.

Drinking in a Motor Vehicle: In Louisiana (RS 32:300), it is illegal for the driver of a vehicle to possess an alcoholic beverage that is open to consumption including any bottle, can, cup, or other receptacle which has been opened or the contents have been partially removed, or has a straw protruding. Fines range from $100-$500. In East Baton Rouge Parish (Title 13:1018), it is unlawful for any person to drink, consume or be in possession of an alcoholic beverage while operating, or while riding as a passenger in, any private motor vehicle on a public road. In East Baton Rouge Parish, it also shall be unlawful to possess a container containing alcoholic beverage which has been opened (unless placed in the trunk). On a first conviction, the offender shall be fined not less than $125 and imprisoned for not less than 10 days nor more than 6 months.

Driving While Intoxicated (DWI) (RS 14:98, RS 32:661-669: It is illegal to operate any motor vehicle, aircraft, watercraft, vessel or other means of conveyance by the operator when they are 1) under the influence of alcohol beverages; 2) have a blood alcohol concentration of 0.08 or greater for persons over age 21, or 0.02 or greater for persons under age 21; 3) under the influence of narcotic drugs, central nervous system stimulants, hallucinogenic drugs or barbiturates to include prescription drugs. The maximum penalties upon arrest for a first DWI (Implied Consent Law) include loss of driver’s license for 90 days up to 180 days. The maximum penalties for a first DWI conviction include a criminal record, 6 months in jail, $1,000 fine plus court costs, and loss of a driver’s license for 90 days. (Note: Third+ convictions are felonies.)
For Underage Driving Under the Influence (DUI) the maximum penalties for persons under age 21 include a criminal record, a loss of driver’s license for 6 months, a fine of $100-$250, and participation in substance abuse and driver improvement programs. Penalties increase with subsequent violations to include jail time and vehicle seizure.

**EXHIBIT IV: Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance:**

**Google Federal Trafficking Penalties (as of January 1, 1996)**

### Federal Possession Penalties

**21 U.S.C. 844(a)** 1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both. Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:
- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

**21 U.S.C. 853(a)(2) and 881(a)(7)** Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

**21 U.S.C. 844a** Civil fine of up to $10,000 (pending adoption of final regulations). **21 U.S.C. 853a** Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses. **18 U.S.C. 922(g)** Ineligible to receive or purchase a firearm. **Miscellaneous** Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

**Note:** The above section includes only Federal penalties and sanctions. See previous sections on State penalties and sanctions that may apply. Source: The Higher Education Center for Alcohol and Other Drug Prevention, 2001.
Permanent Memorandum: 73  
Title/Topic: Title IX and Sexual Misconduct Policy  
Effective Date: 12/15/2015

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

Title IX of the Education Amendments of 1972 is a federal law intended to end sex discrimination in all areas of education
Applies to non-discrimination based on gender to all recipients of federal funds, both public and private institutions
Applies to issues of program equity, such as in athletics and also to sexual harassment and sexual assault;

The following is an excerpt from the PM 73:

In accordance with Title IX and other applicable law, Louisiana State University (“LSU”) is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSU prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

Sex discrimination and sexual misconduct violate an individual’s fundamental rights and personal dignity. LSU considers sex discrimination and sexual misconduct in all of its forms to be serious offenses. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes a mechanism for determining when rights have been violated in employment, student life, campus support services, LSU programs and/or an academic environment.

In accordance with Title IX and other applicable law, LSU has developed this policy to reaffirm misconduct in all of its forms to be serious offenses. This policy has been developed to provide recourse for individuals whose rights have been violated and to establish a mechanism for determining when rights have been violated in employment, student life, campus support services, LSU programs and/or an academic environment.
This policy shall apply to conduct that occurs on an LSU Campus, at LSU sponsored activities, and/or when the Student or Employee is representing LSU.

LSU shall have discretion to extend jurisdiction over conduct that occurs off campus when the conduct adversely and significantly affects the learning environment or LSU community and would
be a violation of this policy and/or any applicable campus policy or code of conduct, if the conduct had occurred on campus.

Any student or employee who believes that he or she has been subjected to discrimination, harassment or sexual misconduct or any other violation of this policy has a right to report the conduct to the Campus Title IX Coordinator or to any other responsible party which includes: the campus administrator with responsibility for human resources management, student conduct or the dept. head of the relevant academic department.

Persons who may have experienced criminal sexual misconduct are strongly encouraged to report the offense to campus police or local law enforcement, as well as the Campus Title IX Coordinator or the person’s name.

The Complainant has the legal right not to provide a statement to campus police or law enforcement.

**Informal Resolution**- Must be agreed upon by all parties involved and deemed appropriate for alleged offenses. Will not be appropriate for, or applied in, cases involving violence or non-consensual sexual intercourse

**Formal Resolution**- Formal Investigation conducted by a trained investigator. Investigate the facts and circumstances of complaint. Investigator will provide a written summary and submit to the Title IX Coordinator.

**Students**- Violations of the Policy may result in outcomes such as residential like contract cancellation, deferred suspension, suspension, expulsion, class only restriction and separation of employment (student).

- Events at Chapter Houses/Grad Chapter Houses
  - Alcohol
  - Inadequate space
  - Lack of Bathrooms for opposite to use
- Off Campus Events
  - Alcohol/Non-Alcohol
- Dating Violence
- Stalking (on or off campus)
- Harassment(cyber, physical, sexual)
  - Tiger Droppings
  - Yik Yak
  - Total Frat Move
  - Exploitation (voyeurism, videos, pictures

Chapter advisors are not “reasonable employees” in regards to Title IX and enforcement and do not have to report.
Sexual Assault Support, Services and Resources for Students

Louisiana State University is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination, on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation.

LSU has developed policies and procedures to protect our students, employees, and our community from acts of sexual misconduct. LSU urges people who have been the victim of sex-based offenses to pursue criminal charges against the person or persons they believe to have committed the crime. A criminal charge and a disciplinary charge may be pursued at the same time; however, students may pursue a disciplinary complaint without pursuing criminal charges. Support and resources are available even if a student elects not to pursue criminal charges or University disciplinary action. Individuals having knowledge of a sex-based offense (including dating violence, domestic violence and stalking) also are strongly encouraged to timely report that crime to the LSU police, Campus Title IX Coordinator, the Office of the Dean of Students, or the Office of Human Resource Management.

LSU Police Department: Non Emergencies: 225-578-3231
Emergency: Dial 911
211 S Stadium Dr, Baton Rouge, LA 70803

LSU Administration Title IX Coordinator: Jennie Stewart
LSU Administration
124 University Administration Building
Baton Rouge, LA 70803
225-578-0337; jstewart@lsu.edu

Office of the Dean of Students: Dr. Mari Fuentes- Martin
Office of the Dean of Students
333 LSU Student Union. Baton Rouge, LA 70803
225-578-9442; dos@lsu.edu

Louisiana State University offers educational programs and prevention programs designed to inform the campus or community on the negative impact of sexual violence. Our resources include:

- The Lighthouse Program
  The Lighthouse program provides violence prevention, advocacy, and support to student survivors of sexual assault, dating violence, domestic violence, and stalking.
  [www.lsu.edu/lighthouse](http://www.lsu.edu/lighthouse)

- LSU Student Health Center: [www.lsu.edu/shc](http://www.lsu.edu/shc)

- LSU Police Department: [www.lsu.edu/police](http://www.lsu.edu/police)

- Student Advocacy & Accountability Office (SAA): [http://www.lsu.edu/students/saa/](http://www.lsu.edu/students/saa/)
Off Campus Resources:

- Baton Rouge City Police* • 225-389-3800
- Baton Rouge Sheriff* • 225-389-5000
- Iris Domestic Violence Shelter* • 225-389-3001
- State-Wide Hotline • 1-800-541-9706
- RAINN Hotline* • 1-800-656-4673
- RAINN Online Hotline* • [www.rainn.org](http://www.rainn.org)
- STAR • 225-389-3456, 225-383-7273* Sexual Trauma Awareness and Response
  [www.brstar.org](http://www.brstar.org)
- National Center for Victims of Crime • [www.victimsofcrime.org/src](http://www.victimsofcrime.org/src)
- The Phone (Crisis Line)* • 225-924-5781
- Not Alone • [www.notalone.gov](http://www.notalone.gov)
* 24-hour assistance

Additional resources can be found at:
[http://uiswcmsweb.prod.lsu.edu/hrm/Policies_and_Procedures/item71342.html](http://uiswcmsweb.prod.lsu.edu/hrm/Policies_and_Procedures/item71342.html)
Policy Statement Number: PS 78
Title/Topic: Serving, Possessing, and Consuming of Alcoholic Beverages on Campus
Effective Date: 08/15/2005
Revision Number: PS078.R05

Purpose
Policies of the LSU Board of Supervisors are applicable to the serving, possessing, and consuming of alcoholic beverages within its facilities and in accordance with applicable laws including but not limited to the following: “Alcoholic beverages, including beer and wine, may be served at registered social events sponsored by registered campus organizations and at events sponsored by the University or a department of the University, and at events or under circumstances for which prior written consent has been obtained from the appropriate Chancellor.” This Policy Statement sets forth the policies and procedures specifically applicable to Louisiana State University and A&M College regarding the serving, possessing, and consuming of alcoholic beverages on the campus by students, University personnel, and their guests.

Principles
Louisiana State University is committed to maintaining a safe, healthful environment that supports its educational mission. The abuse of alcoholic beverages by its students, University personnel, and their guests interferes with the accomplishment of this mission. More specifically, the abuse of alcohol (1) negatively impacts the life and well-being of citizens; (2) interferes with student learning, student retention, and student graduation; (3) generates a cost to the University through personal injury, crimes, property damage, and risk management; and (4) negatively affects the image of the University.

Because Louisiana State University seeks to create a social environment that enhances learning, the following values with regard to alcohol will be upheld: (1) abstinence, as an option, is always supported and should never be discouraged; (2) although moderate and legal alcohol use may be permitted, the drinking of alcohol is never encouraged; (3) abusive consumption of alcohol is always discouraged; and (4) participation in illegal behaviors involving alcohol is not tolerated.

Furthermore, the possession, use, sale, distribution, or manufacture of alcohol may be done only in accordance with the provisions of federal and state laws, local laws and ordinances, and University regulations, including this policy.

Inappropriate behaviors and associated negative consequences of alcohol misuse will not be tolerated. All persons on campus regardless of their status (e.g., students, personnel, and guests) must adhere to the LSU alcohol policies herein. The enforcement of community standards is a shared responsibility among all community members.
Definitions

Alcohol: Beer, wine, or distilled spirits (liquor) as defined by state law.

Alcohol Service Certification: A form supplied by the University and completed by the host/sponsor of a registered social event at which alcoholic beverages are to be served, which specifies the conditions of alcohol service and certifies that the host/sponsor both understands and agrees to abide by University policies and applicable federal, state and local laws governing such alcoholic beverage service. The certification must be submitted by the host/sponsor to the Office of the Dean of Students (for student organizations) or to the Office of Finance and Administrative Services (for non-students) at least 3 working days prior to the event.

Authorized Vendors/Servers: Caterers who have been licensed by the University through its Office of Purchasing to engage in the sale and service of alcoholic beverages on the LSU campus under applicable law and University policy. Requirements for Authorized Vendors/Servers include but are not limited to: (1) Any required governmental permits or licenses; (2) completion of Responsible Alcohol Service Training required by state law; (3) agreement to adhere to University policies and regulations, city ordinances and state laws; (4) LSU required insurance; and (5) that Vendors/Servers performing such services on the LSU campus must be 21 years or older and may not be members or affiliates of the host/sponsor organization/department.

Possession: Any situation in which an individual is or reasonably can be assumed to be holding, drinking, or transporting an alcoholic beverage. The totality of the circumstances, including the presence of alcoholic beverage containers and the number of people present under age 21, may indicate evidence of possession.

Responsible Parties: Those individuals and the entities they represent who sign the Alcohol Service Certification.

Site Permit: Written permission to serve alcohol at any location other than a University Approved Site at a specific date and time. The form to request a Site Permit is available at the Office of the Dean of Students (for student organizations) and the Office of Finance and Administrative Services (for non-students). Site Permits may not be granted for the following sites: a) Parade Ground, b) Greek Theatre, c) athletic fields and grounds assigned to the University Recreation, and d) in academic buildings in or around rooms in which classes are in session.

University Approved Sites: Sites designed by the University as approved locations for the service and consumption of alcohol whether as a part of fixed retail food and beverage operations or as professionally catered events. The Office of the Dean of Students and the Office of Finance and Administrative Services maintain a list of University Approved Sites (e.g. Faculty Club, LSU Union, the Tiger Den Suites, and the Club Seating Area).
University Regulations
The serving, possessing, and consuming of alcoholic beverages on the campus of LSU may be done only in accordance with the provisions of the State and local laws and ordinances, and applicable University regulations. The following University policies shall apply:

1. No alcoholic beverages may be possessed, distributed, served, or consumed on campus by persons under the age of 21.

2. In campus residences (including fraternity and sorority houses), alcohol may be possessed/consumed by persons at least 21 years-of-age only in private rooms/apartments, unless the entire facility is designated as alcohol-free. Alcohol is not permitted in the lobby, public areas, and immediate adjacent property of campus residences except when a Site Permit has been granted.

3. In all other cases, persons age 21 or older may possess and consume alcohol on campus only when the following conditions are met:
   a. when the alcohol is served by a University Authorized Vendor/Server; and
   b. when alcoholic beverages are served and consumed at a University Approved Site or at an event granted a Site Permit; and
   c. other than as part of a University Approved Site retail food and beverage operations, when an Alcoholic Service Certification signed by responsible parties has been accepted by the appropriate office consistent with applicable policy.

4. A Site Permit must be obtained for alcohol to be possessed, distributed, served, or consumed at any location other than a University Approved Site. At least 3 working days before the proposed event, a request for a Site Permit must be completed, submitted to, and approved by the appropriate office (Office of the Dean of Students for student organizations and Greek houses; Office of Finance and Administrative Services for all other requests).

5. The following policies pertain to the sale, purchase, and cost of alcohol on campus:
   a. Alcohol may not be distributed free-of-charge by an alcohol company or distributor at any University event or under any other circumstances on campus.
   b. Alcohol may not be sold on campus by an alcohol wholesaler or distributed.
c. University units may not distribute alcohol free-of-charge to the general public (i.e. – persons not members of the groups or their specifically invited guests).

d. Alcoholic beverages may not be furnished as an award or prize.

e. LSU funds may not be used to purchase alcoholic beverages.

6. The following regulations govern the serving of alcohol at social events:

a. The vendor/server is responsible for assuring that no person under the age of 21 is served alcohol.

b. Alcoholic beverages are to be served as an adjunct to social events and may not be the primary focus of the event. For this reason, non-alcoholic beverages and food also must be served.

c. All alcohol will be stored and legally dispensed in a designated service area within the approved site. The supply of alcoholic beverages must not be accessible to anyone except the server.

7. The sponsoring organization is responsible for ensuring that members and invited guests display responsible behavior. To that end:

a. It is prohibited to host an event where there is explicit or implicit pressure or an expectation for anyone to consume alcohol, or where there is no diversion from drinking alcohol, or where lewd, abusive or sexually degrading behavior occurs in conjunction with alcohol consumption.

b. Activities or events which encourage rapid drinking, drinking games, or drunkenness are prohibited.

c. Obviously intoxicated persons shall not be admitted or served alcohol at activities or social events.

d. Engaging in such high-risk activities or events may be considered aggravating circumstances if corrective measures are necessary.

8. Persons representing LSU off-campus or who reasonably could be construed as doing so (e.g., at conferences, seminars, competitions, performers, other activities/events) must behave legally and responsibly regarding the use of alcohol, abiding by the laws and policies of the states and/or institutions where they are visiting. The University may take action against individuals who engage in off-campus consumption of alcohol when it has negatively impacted or threatened to negatively impact the University’s mission or activities or the health, safety, or welfare of the University community.
9. Tailgating will be allowed on campus before and after the game in a manner and in areas deemed acceptable by the University.

Consumption of alcohol is not advised. Anyone under the age of 21 possessing/consuming alcohol, or anyone giving alcohol to an underage person, will be subject to arrest. Under no circumstances will any alcoholic beverages be permitted in Tiger Stadium other than at University Approved Sites. Anyone found in possession of alcohol either entering the stadium or inside the stadium is subject to being ejected without a refund of ticket price and will be subject to arrest.

This provision does not allow the staging of events that would otherwise not be permitted.

Notwithstanding this provision, possession and/or consumption of alcohol at Greek houses must be in compliance with all other requirements stated herein at all times.

Registered Student Organization Events
In addition to the above regulations, the following policies shall apply:

1. All registered student organizations must complete and file an Alcohol Service Certification and/or Site Permit with the Office of the Dean of Students or its designee 3 days prior to a proposed event.

2. The following rules apply when alcohol is served at an event hosted by a registered student organization:

   a. All registered student organizations wishing to hold social events at which alcohol may be served must have an advisor and at least three of their current executive officers participate in an alcohol policy training program at the beginning of each academic year. Additionally, in any semester in which the organization wishes to hold a social event with alcohol, at least three current executive officers must have attended the alcohol policy training program. This educational program will be presented by the Wellness Education Department of the LSU Student Health Center.

   b. No cover charge or admission charge shall be imposed at social events at which alcoholic beverages are served nor may alcohol be provided free in return for the purchase of another item (i.e. cup), and groups may not sell alcohol to participants (only Authorized Vendor/Servers may do this).

   c. Alcohol may be present only in the form of commercially prepared packages of 12 ounces or less of a beverage that contains no more than 6 percent alcohol, with the exception that wine or champagne containing no more than 12 percent alcohol may be served at catered events provided all other rules and regulations herein are followed. Open source containers (e.g. kegs, party balls, punch bowls with an alcoholic beverage) are never permitted.
d. Individuals determined to be eligible to consume alcoholic beverages must be identified with a non-removable wrist band.

e. If an organization has received a Site Permit for a function to occur in a residential facility (including a Greek house), alcohol must be confined to the public areas of the building and grounds. Guests of the function are not allowed to enter the private living areas of the facility during the function. In addition, members of the organization may not drink alcohol in the private living areas of the facility during the social function nor bring alcohol into the function from their private living quarters.

f. Individuals may not return to a social function after they have exited the function and consumed alcohol while absent from the function.

g. Alcohol may not be served at social events open to the public.

h. Student organizations may not accept donations of alcoholic beverages.

i. No student organization may promote and/or sell alcoholic beverages.

j. Alcoholic beverages may not be served at any fundraising activity, whether it occurs on or off campus.

**Regulations for Social Functions**

Hours: Registered social functions involving the serving, possessing, or consuming of alcoholic beverages may not begin before 4:30 p.m. on Monday through Thursday and 3:30 p.m. on Friday. Registered social events must end by 11:00 p.m. Sunday through Thursday and 2:00 a.m. on Saturday and Sunday following events on Friday and Saturday. Bands and amplification equipment must cease no later than 11:59 p.m. on Friday or Saturday night if outside. The administrator with whom the function must be registered may allow appropriate exceptions to the normally approved hours for social functions.

Security: Organizations must arrange security with LSU PD if required by the facility’s management, University policy or as otherwise deemed appropriate by the University. Security is typically required at events where alcohol is served, the event is open to the public, the event is late night, a large crowd is anticipated, or the event coincides with other major events. LSU PD requires at least 10 days advance notice. Outside security companies may only be used with the permission of LSU PD. The University reserves the right to determine the number of officers and other security measures required for an activity. Organizations that fail to arrange security through LSU PD, or that fail to arrange payment for security in a timely manner are subject to University sanctions, including the loss of the privilege to have events on campus.
PS -78 Policy for Vendors, Security officers, Presidents and Advisors
For events with alcohol

At a Glance

Alcohol is not permitted at any student event open to the public. Alcohol is only permitted at approved events in accordance with the guidelines below:

- Advisors are strongly advised to review contracts between vendors and the chapter before student leaders sign the contract.
- The vendor/server is responsible to getting the permit for the event from the Alcohol Beverage Control (ABC).
- The vendor/server is responsible for assuring that no person under the age of 21 is served alcohol.
- Individuals 21 and over must be identified with a non-removable wrist band provided by the third party vendor.
- Obviously intoxicated persons shall not be admitted or served alcohol at activities or social events.
- Individuals may not return to a social function after they have exited the function and consumed alcohol while absent from the function.
- Alcohol may be present only in the form of commercially prepared packages of 12 ounces or less of a beverage that contains no more than 6 percent alcohol.
- No cover charge or admission charge shall be imposed at social events at which alcoholic beverages are served nor may alcohol be provided free in return for the purchase of another item (i.e. cup), and groups may not sell alcohol to participants (only Authorized Vendor/Servers may do this).
- Non-alcoholic beverages and food also must be served.
- All alcohol will be stored and legally dispensed in a designated service area within the approved site. The supply of alcoholic beverages must not be accessible to anyone except the server.
- The sponsoring organization is responsible for ensuring that members and invited guests display responsible behavior.
- It is prohibited to host an event where there is explicit or implicit pressure or an expectation for anyone to consume alcohol, or where there is no diversion from drinking alcohol, or where lewd, abusive or sexually degrading behavior occurs in conjunction with alcohol consumption.
- Activities or events which encourage rapid drinking, drinking games, or drunkenness are prohibited.
- If an organization has received a Site Permit for a function to occur in a residential facility (including a Greek house), alcohol must be confined to the public areas of the building and grounds. Guests of the function are not allowed to enter the private
living areas of the facility during the function. In addition, members of the organization may not drink alcohol in the private living areas of the facility during the social function nor bring alcohol into the function from their private living quarters.

- Alcohol may not be sold or distributed free-of-charge by an alcohol company or distributor at any University event or under any other circumstances on campus.
- Alcoholic beverages may not be furnished as an award or prize.
- Student organizations may not accept donations of alcoholic beverages.
- Registered social functions involving the serving, possessing, or consuming of alcoholic beverages may not begin before 4:30 p.m. Monday through Thursday and 3:30 p.m. on Friday. Registered social events must end by 11:00 p.m. Sunday through Thursday and 2:00 a.m. on Saturday and Sunday following events on Friday and Saturday. Bands and use of amplification equipment must cease no later than 11:59 p.m. on Friday or Saturday night if outside. The administrator with whom the function must be registered may allow appropriate exceptions to the normally approved hours for social functions.

These guidelines are excerpted from Policy Statement 78, THE SERVING, POSSESSING, AND CONSUMING ALCOHOLIC BEVERAGES ON CAMPUS. Please refer to that document for further details, or contact the Office of Greek Affairs.

10-23-16
PURPOSE
In accordance with the purpose and philosophy of Louisiana State University (LSU) and the laws of the State of Louisiana, this policy is consistent with the belief that true fraternalism can be nurtured only in an atmosphere of social and moral responsibility, respect for human dignity, adherence to the principles of true living-learning communities. This policy prohibits all forms of hazing, and holds that its practice is antithetical to the principles of LSU and incongruent with the responsibility of student organizations to provide constructive and educational experiences to their members.

DEFINITIONS
Hazing -- As stated in Section 5.2.B.3. of the Code of Student Conduct:
Hazing is defined as any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that subjects a student to an unreasonable risk of physical, mental, emotional or academic harm for reasons related to that student's status at the University or for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the University. Hazing includes, but is not limited to, any type of physical assault or restraint; placement of an undesirable substance on or in the body; any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; any activity or expectation which is so time consuming as to significantly interfere with class work or study time; any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects the student to an unreasonable risk of harm or that is unpleasant; any activity that would subject a reasonable person to intimidation, shame, belittlement, humiliation, embarrassment or undue mental stress, including, but not limited to personal servitude, pranks, assigning or endorsing the wearing of apparel that is conspicuous and not normally in good taste, line-ups and verbal abuse; or any activity that induces, encourages, causes, or requires the student to engage in an activity that involves a violation of law or University policy.

Activities that violate the University’s prohibition against hazing include, but are not limited to,

• Activities or events that facilitate rapid drinking, drinking games, intoxication or impairment.
• Activities or expectations that are so time consuming as to significantly interfere with class work or study time.

• Any action taken or situation created which may foreseeably cause pain, injury, undue physical stress, or fatigue. This includes, but is not limited to, paddling, caning, slapping, pushing, shoving,
burning, shocking, tackling, and exercise that is not part of a reasonable all-organization athletic event.

• Activities including any type of confinement, restraint, kidnapping, or transportation and abandonment.

• Activities involving lineups, interrogation or verbal abuse.

• Any activity that encourages or endorses the consumption of unpalatable foods, or unpalatable combination of foods, or the placement of unpleasant or undesirable objects or liquids on another person.

• Activities that cause psychological stress, including, but not limited to, any deception designed to convince a student that he/she will not be initiated, will be removed, or will be injured during any activity.

• Activities that involve personal servitude and/or purchasing items for others.

• Work assignments, tasks or exercise that primarily includes new members.

• Assigning, encouraging, endorsing or carelessly allowing conduct that is illegal or in violation of University policy, including, but not limited to, theft, burglary, trespassing, defacement, subjecting any animal to risk, providing false information, academic dishonesty or that could be morally objectionable to an individual.

• Creating any situation for a student that is extremely uncomfortable due to temperature, noise, size, or air quality.

• Encouraging or expecting the carrying of items by an individual that have no immediate personal utility.

• Encouraging or facilitating stunts, acts of buffoonery, and the wearing of apparel that is conspicuous and not normally in good taste, including, but not limited to dressing like animals.

Activities that may, depending on the circumstances, violate the University’s prohibition against hazing include, but are not limited to

• Scavenger hunts

• Road trips

• Blindfolding

Office of the Dean of Students -- For the purposes of this policy, the terms “Office of the Dean of Students” and “Dean of Students” refer to the Dean of Students or the Dean's designee.

GENERAL POLICY

No individual student, group of students or student organization shall conduct or participate in any activity, occurring on or off campus, which includes hazing. Hazing with or without the consent of the student being hazed is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.

Individual Violations

A person commits a hazing offense under this policy if that person does one or more of the following:

1. Engages in hazing, including submitting to hazing;
2. Solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
3. Carelessly allows hazing to occur; or
4. Has knowledge of the planning of a specific hazing incident, or has knowledge that a specific hazing incident has occurred, and fails to report that knowledge in writing to the Dean of Students.

Students who violate the University’s prohibition against hazing are subject to sanctions in accordance with the procedures outlined in the Code of Student Conduct. The sanctioning of individual members of a student organization in no way precludes the sanctioning of that organization, or the imposition of civil or criminal penalties.

Louisiana State University employees that violate the University’s prohibition against hazing are subject to sanctions, including termination of employment.

Organizational Violations
An organization commits a hazing offense under this policy if the organization condones, encourages or recklessly allows hazing or if an officer or any combination of members, new members, prospective members, or alumni of the organization commits or assists in the commission of hazing.

Organizations that violate the University’s prohibition against hazing are subject to sanctions in accordance with the procedures outlined in Policy Statement 52. The sanctioning of a student organization in no way precludes the sanctioning of individual members of that organization, or the imposition of civil or criminal penalties.

STATE LAW
Louisiana Revised Statutes 17:1801 Hazing prohibited; penalties
Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited.

Whoever violates the provisions of this Section shall be fined not less than ten dollars nor more than one hundred dollars, or imprisoned for not less than ten days nor more than thirty days, or both, and in addition, shall be expelled from the educational institution and not permitted to return during the current session or term in which the violation occurs.

REPORTING
A faculty member, staff member, or student who becomes aware of possible hazing of LSU students must immediately report the matter to the Dean of Students, 333 LSU Student Union, 578-4307, or to the LSU PD, 578-3231.
General Rights and Responsibilities

All students are to be familiar with the LSU Code of Student Conduct, hereto referred to as “the Code”, found at http://www.lsu.edu/saa/. Students are bound by the Code, as well as all University Policy Statements and Permanent Memoranda, and must abide by the policies or receive University sanctions for violations of the Code.

Purpose of the LSU Code of Student Conduct

The proper use of the University's disciplinary power is to promote the academic environment of the campus, and to safeguard the health and safety of all members of the University community, and to protect university property.

The University has the legal right to establish standards for academic and personal conduct, for membership and continued membership in the University community, to deny membership to those applicants who do not meet these standards, and to impose sanctions on students who are found in violation of these standards. The rules of evidence applicable to civil and criminal cases shall not apply to University conduct proceedings.

Being held accountable for one’s actions is an essential part of the educational process, and the University conduct system strives to foster self-reflection and an understanding of the connection between one's actions and the subsequent consequences.

Counseling of students is one component of the educational process. The University has long held that the counseling involved in student conduct is an integral part of the University's overall effort to accomplish its educational objectives. The effectiveness of such counseling is largely dependent upon cooperation by the student.

Within the Office of the Dean of Students, Student Advocacy and Accountability is responsible for administering the Code. Student Advocacy and Accountability cannot make public comment on any individual’s case, as per the Family Educational Rights and Protection Act (or FERPA, set http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). However, in limited circumstances, as required by FERPA, information relative to sanctions may be disclosed.

Faculty and staff are required to follow the procedures outlined in this Code when they become aware of behavior that may violate the standards of conduct listed herein.

The Code of Student Conduct can be found at: http://www.lsu.edu/students/saa/
Greek Life
Risk Management
Trainings/Meetings

November, 2017

Program: Alcohol, Hazing, Drug, Sexual Misconduct and Bystander Intervention Risk Management Training

When/Frequency: Annually/Sept/Oct. since 2007
What/How: A Greek Life staff member visits each chapter at their chapter meeting (2007-2014 and again in 2017) (2015-2016 was presented in the Theatre to all actives and new members) and presents a 45-minute workshop on PS 78/108/63/PM73. This presentation is mandatory for all chapter members and new members of the IFC, PHC and NPHC communities. Attendance is recorded and counts toward Greek Assessment.

Program: Hazing Education Prevention Week
When/Frequency: Annually/September since 2007
What/How: Greek Life Office sends letters to parents of all IFC and NPHC new members on warning signs of hazing. The letter is also sent to the IFC and NPHC chapter president and advisor.
Marketing includes Reveille Ads, Campus Computer Screen Savers, posters, ODOS and Greek Life website education.
Feedback/Assessment of Program: 2010-2014 Campus Labs survey to chapter presidents, new member educators and all new members one week after all presentations to determine whether participants can describe the relevance and value of the Greek Life hazing, illegal drug, alcohol awareness, sexual assault and bystander intervention education presentation. This assessment also included effectiveness of Hazing Prevention awareness program and how it benefits their individual chapter as well as the value of the letter sent to parents of IFC and NPHC new members regarding signs of hazing.

Program: Greek Chapter Officer Training/Workshop
When/Frequency: Annually/January since 2005
What/How: Greek Life staff and other University staff provide leadership, networking, education and training for incoming IFC, PHC, NPHC chapter officers at the beginning of their term in January. At least 5 members of each chapters’ executive board attend this 2 hour training.
Topics covered include:
Presidents: PS 78,108, 63, PS 52 and added in 2014, PM 73.
Social/Risk Management Chairmen: PS 78 and 108 and Responsible Social event planning.
New Member Educators: PS 78, 108 and New Member education programs and pitfalls.
Other topics include: Scholarship resources, Tigerlink Training, Judicial officer training, philanthropy and fundraising policies. Attendance is recorded and counts toward Greek Assessment.

**Feedback/Assessment of Program:** 2011 Campus Labs survey to chapter officers one week after the training to determine whether participants gained a better understanding of topics presented to include Greek Life Office Policies, PS 78, PS 108, Fundraising Policy and LSU Code of Conduct.

**Program: PHC New Member Convocation**
When/Frequency: **Annually*/Day after PHC Bid Day since 2009
What/How: Dr. Lori Hart addresses all PHC new members who participated in formal recruitment on risk management as a new member to include alcohol education. Attendance is recorded and counts toward Greek Assessment.

**Feedback/Assessment of Program:** Focus Group of new members from each chapter after the session.

**Program: IFC New Member Convocation**
When/Frequency: **Annually*/Day before IFC Bid Day since 2015
What/How: Dr. Lori Hart addresses all IFC new members who participated in formal recruitment on the risk management as a new member to include alcohol education. Attendance is recorded and counts toward Greek Assessment.

**Program: IFC Individual Chapter Consulting**
When/Frequency: Fall 2015 and 2016
What/How: IFC contracted and funded a third party consultant, Dr. Gentry McCrery, in 2015-2016, to meet with each chapter’s leadership to discuss privately replacing hazing practices. This occurred the week before the fall semester. Meetings were optional.

**Feedback/Assessment of Program:** Chapter presidents and IFC executive board met to discuss the effectiveness of the conversations after the meetings occurred.

**Program: PS-78 Training/Fall Kick Off Meeting**
When/Frequency: **Annually*/2006
What/How: Greek Life staff meets with chapter advisors of groups that have events on campus with alcohol per PS 78 to review policy details in order to properly host an event on campus with alcohol. Attendance is recorded.

**Program: Tri-Council Retreat**
When/Frequency: **Annually*/January since 2014
What/How: Greek Life staff with the Greek Leadership Institute members conducts an intensive two-day over-night retreat/training for all incoming chapter presidents, council delegates, and incoming council officers. Topics include risk management training, diversity and inclusion, leadership development, team building and community building. Attendance is recorded and counts toward Greek Assessment.

**Feedback/Assessment of Program:** 2011-2014 Campus Labs survey to participants one week after Tri Council retreat to determine knowledge gained to include officer resources, leadership, inclusion, diversity, alcohol, hazing and sexual assault policies.

**Program: Greek Life Chapter Advisors Seminar**
When/Frequency: **Annually*/July since 2008
What/How: Greek Life staff and outside presenters train Chapter and University Advisors. Topics include Risk Management Education, Policy Education, Mental Health, Advising Today’s College Students.

Feedback/Assessment of Program: 2013-2015 Campus Labs survey to chapter advisors one week after the seminar to determine whether participants gained a better understanding and knowledge of topics presented to include sexual assault, hazing, alcohol, mental health in students and working with today’s college student.

Program: NPHC New Member Orientation
When/Frequency: Semesterly since 2013
What/How: NPHC Advisor visits each NPHC chapter facilitating membership intake and reviews the LSU Hazing policy and what to expect during their new member process. New members are encouraged to ask questions and verify that they are aware of the hazing policy.

Feedback/Assessment of Program: 2010 and 2017 Campus Labs survey to determine knowledge gained on PS 108 and increase awareness of Greek Life resources and policies.

Program: Hazing Statement Form Submission
When/Frequency: Semesterly Since 2002
What/How: Each chapter president must submit a signed hazing statement form stating that their chapter has read and understood the LSU Hazing policy. Recorded and counts toward Greek Assessment.

Program: LSU IFC/PHC Sorority Social Contract regarding exchanges
When/Frequency: Annually/ Fall since 2008
What/How: In 2008, the IFC and PHC presidents, advisors and council delegates unanimously agreed to abide by a social contract regarding exchanges. This is reviewed at every Fall Kick off and Chapter Officer training in January.

Program: PM-68 Training/ Fall Kick Off Meeting
When/Frequency: Annually/2006
What/How: Greek Life staff meets with housed chapter presidents, house corporation board presidents, advisors and house directors to revisit PM-68 to ensure housing requirements are met according to the memorandum. Documents are recorded and filed counts toward Greek Assessment.

Documents are recorded and tracked by Greek Life Office and frequent reminders are sent weekly in the fall to house corporation presidents to comply. House director vacancies for more than 2 months result in formal correspondence from the Director of Greek Life that they have one month to comply and the house corporation will not be allowed to house LSU students. No violations have occurred after this letter is sent.

Program: Monthly Chapter Presidents/Semesterly and biannual Advisor Meetings
When/Frequency: Monthly/2000
What/How: Greek Life staff meets monthly with chapter presidents to share information and discuss community topics of interest or concern. Risk management topics are typically within those conversations to include over the past several years: alcohol at fundraising events, Exchanges, loading of buses on campus, theft, pranks, hazing and knowledge of hazing. Attendance is recorded and counts toward Greek Assessment.
Chapter advisors join those meetings once a semester to discuss risky behaviors and review policies and practices.

**Program: House Director Meetings**
When/Frequency: **Annually/ January**
What/How: Greek Life staff meets with house directors to discuss PM 68/Life safety policies 78 and 108 and their responsibilities in reporting. Minutes are distributed.

**Program: Mock Trial – A Risk Management Education Workshop facilitated by attorneys and Greek Life staff**
When/Frequency: **Annually/fall from 2011- 2014, PHC added it back in Spring, 2016**
What/How: Mock Trial facilitated by Greek alumni attorneys (volunteers) and staff. The mock trial describes a mock Incident/case study on alcohol and/or hazing based on a Bid Night (IFC) /Intake (NPHC) /Social Event (PHC) incident occurring with an IFC/PHC/NPHC chapter.

This was the spring risk management workshop through 2014 then the topic changed to Sexual Assault/Misconduct. PHC and Greek Life staff continued using the Mock Trial as educational training when hosting social functions off campus.

**Program: Sexual Misconduct (PM-73) Policy Training (We’re Committed)**
When/Frequency: **Annually/Spring beginning in 2015**
What/How: Greek Life staff trains chapter executive board members on PM-73. Attendance is recorded and this counts toward Greek Assessment.

**Program: PM-68 Training/ House Corporation Board Annual Meeting**
When/Frequency: **Annually/May, since 2006**
What/How: Director of Greek Life meets with House corporation board members to discuss PM 68/Life safety items and general housing management topics. Minutes are distributed.

**Program: Council Judicial Board Training**
When/Frequency: **Annually/March, since 2011**
What/How: Greek Life/Student Advocacy and Accountability trains the PHC, IFC and NPHC judicial boards which includes LSU Student Code of Conduct, respective council policies and case studies.

**Program: HRE 4809- Greek Leadership Presidents Class**
When/Frequency: Spring 2017
What/How: Associate Director of Greek Leadership and Training teaches a class for Greek presidents who enroll in HRE 4809. They are trained extensively on the risk management policies from the Office of Risk Management, LSU Code of Conduct from Student Advocacy and Accountability, and Mental Health Services.

**Program: PHC Potential New Member Safety Session**
When/Frequency: **Fall/ in 2017**
What/How: Open Eyes Emergency Safety professionals facilitated a self-defense and safety training for all PHC potential new members in the formal recruitment process, sponsored by PHC.
Program: PHC Active Member Safety Session
When/Frequency: Fall/2017
What/How: Open Eyes Emergency Safety professionals facilitated a self-defense and safety training for all PHC active members, sponsored by PHC

Program: Hazing workshop for Resident Assistants and new Resident Coordinators in Residential Life
When/Frequency: Annually in the fall since 2007 with the exception of 2014
What/How: Greek Life staff trains new RAs and RCs during their fall scheduled trainings in a 45 minute workshop on the LSU hazing policy to include hazing signs, culture and reporting. Online training was offered by Res Life in the years the in person training did not occur.
Presenters: Greek Life Staff
Required Participants:
Feedback/Assessment of Program: Residential Life has perhaps included this session on their evaluation of all training.
Emergency Information and Crisis Management Procedure

Planning for an emergency is vital. Consider these steps:
1. Develop a plan, communicate it to the chapter in person and electronically.
2. When an incident occurs to include but not limited to:
   - Weather - hurricane, freeze, extended loss of power on campus, flood, etc.
   - Death of a member in the house
   - Attempted suicide in the house
   - Contagious sickness of a member or employee living in the house.
   - Contagious sickness of a member living outside of the house.
   - Property damage of a member, employee or guest
   - Suspicion of theft
   - Suspicion of illegal drug use, alcohol, other illegal activity

Follow already developed protocol.

Helpful Tips when developing protocol:

3. While members and new members are gathered, there are several things to be done.
   - Call 911.
   - Establish who is in charge and the point of contact and inform inter/national HQ and/or regional or inter/national volunteer.
   - It is important that they remain calm until the situation is under control.
   - Call Greek Life emergency contact.
   - Dependent upon the situation, out-of-house new members and members may need to be called in.
   - For a death of a member DO NOT announce it until LSUPD has arrived. DO NOT share the information via social media, text, etc. The University media office will release a statement only after all members of the immediate family have been notified.
   - If the member or new member lived in the house, do not move any of the deceased student’s personal possessions. Close off the room immediately. In the case of a suicide attempt, with or without serious injury, do not assemble your members or call parents. Appropriate fraternity and University officials will quietly discuss further steps to take in this instance.

Greek Life has developed the following flow chart which must be completed, copied and submitted to the office at the beginning of each semester.
Chapter
Emergency Procedures

Please complete by entering the respective telephone numbers for each person and place these guidelines in an easily accessible place. This form should not however, be placed by the chapter telephone. This form should be updated and reviewed each semester. For use in case of medical emergency, natural disaster, or death.

**Officer in Charge**
The president is the officer in charge of every emergency. Final authority rests with the officer in charge.

President:
1. _______________________ ph.# ____________

If the president is not available, contact the following officers in rank order:
2. _______________________ ph.# ____________
3. _______________________ ph.# ____________
4. _______________________ ph.# ____________
5. _______________________ ph.# ____________

**Director of Greek Life & Staff**
Angela Guillory  cell 225-278-2509
Teresa Greer
Beth Newell
John Keith
Donald Abels

**Advisors**
Your third call must be made immediately to your advisor board. Proceed through this list, in order, until you reach someone. Explain that there is an emergency and provide details.

1. _______________________ ph.# ____________
2. _______________________ ph.# ____________
3. _______________________ ph.# ____________
4. _______________________ ph.# ____________
5. _______________________ ph.# ____________

Do not hesitate to call at any hour, regardless of the seriousness of the situation!

- Be calm and concise
- Provide complete information to the dispatcher
- Call through the list of advisors until someone has been reached
- Contact the president
- If the president is not available, contact the next responsible officer.
- The officer in charge has final authority
- Contact the Director of Greek Life.

- Assign members to restrict individuals from leaving or entering the chapter house/room
- Assign a responsible member to answer the chapter phone and take messages.
- Keep members off personal phones to avoid rumors

- Have an officer assemble those present.
- Do not discuss the situation with the public including the media. All request for information should be directed to the appropriate people (national communications director, LSU Public Affairs, etc.).
- Confirm with the police or medical official that they have contacted the family. You do not contact the family.

- Address the membership.
- Explain that the officer in charge is the sole spokesperson for the chapter
- Ask members to decline comment until the situation is under control

- In the event of a death relocate roommates and restrict access to the member’s room/possessions.
- Arrange for notification of insurance companies or attorneys.
- Coordinate communication with injured person.
- Coordinate attendance for funeral.
- Plan memorial service for the chapter and college community.

LSU Greek Life
2018 House Director Emergency Calling Plan- Should there be an emergency, Greek Life staff will initiate the Emergency Calling Plan and request that House Directors assist by following the plan below.

Angela

Donald

Beth

Allison

Teresia

John

KKG
FIJI
Delta Zeta

DKE
Alpha Phi Alpha
KA
Sigma Phi Epsilon

Chi Omega
Delta Gamma
Delta Delta Delta
Alpha Phi

Phi Mu
Pi Beta Phi
Sigma Alpha Mu
Zeta Tau Alpha

ADPi
Kappa Delta
Kappa Sigma

Pi Kappa Phi
Delta Chi
Sigma Nu
Phi Kappa Psi
Tau Kappa Epsilon
Theta Xi
Pi Kappa Alpha
Kappa Alpha Theta
SAE
History and Purpose of Greek Assessment at LSU

After the death of a new member on IFC bid night in August 1997, Dr. William L. Jenkins, Chancellor, appointed a 21 member Task Force on Greek Life and Related Issues to study the Greek community at Louisiana State University. In August 1998, after months of careful study and research, the Task Force made their recommendations to the Chancellor. In November, 1998, one of the recommendations was the development of an assessment team for Greek chapters based on guidelines determined by the Task Force.

In March 1999, the first Greek Assessment Team gathered information and reviewed self-reported statistics and documentation provided by each chapter and in April interviewed five officers from each of the recognized Greek organizations. Chapters were assessed in four areas:

1. Campus Involvement and Community Service
2. Education for New and Continuing Members
   - Health and Wellness
   - Academic Support
   - Hazing Prevention
   - Leadership Training
   - Transition to Post-Graduate-Life Activities
   - Substance Free Events
   - Multi-cultural Activities
3. Academics
4. Operations

In the following years, areas like Participation in council and Greek events were added.

Although the Greek Assessment process continues to be a tool to measure a chapter’s accomplishments, it currently serves as a mechanism to annually discuss a chapter’s individual strengths and weaknesses at the meeting between the chapter’s leadership and the Greek Life staff. This has led to a more educational process in assisting a chapter in achieving its goals and fostering closer relationships between the University and the Greek community.

The current process scores:
- Academic achievement of each chapter with itself, University GPA and five year graduation rate.
- Submission of necessary forms to the Greek Life office
- Attendance at important community meetings to include chapter presidents’ cabinet meetings and council meetings,
- Attendance at important leadership opportunities and trainings to include presentation of the Alcohol, Drug, Hazing, Sexual Assault Policy workshop, Empower, Chapter Officer Training, Risk Management Training,
- Financial responsibility to the inter/national organization, council and the University,
- Verification that the chapter has a functioning judicial process and a new member education process.
- Compliance with University and Council policies

Chapters are given bonus points for:
- Additional workshops covering sexual assault policy education, diversity and inclusion, leadership, wellness, career services, etc.
- Participation in chapter philanthropy, non-chapter philanthropy, and involvement in a student organization on campus
- Participation in fundraising for Greek Week as well as being involved in the build.
- Attendance at the Greek Assessment meeting at the end of the year.

The process is evaluated every 3 years by Greek Life staff presenting recommended changes to chapter presidents and advisors while also requesting recommendations.

January 1, 2018
Author, Angela Guillory
Associate Dean/Director of Greek Life
Panhellenic Tropical Storm/Hurricane Protocol

Once the national hurricane center has determined that a storm will enter the gulf, the Director of Greek Life will call a meeting of all House Corporation presidents, Alumni Advisors and House Directors.

Sorority House

Hurricane Policy and Protocol

The following has been agreed upon by all PHC sororities at LSU effective October, 2008.

Sorority House Corporations will closely monitor forecasts during the hurricane season. Once Baton Rouge is placed in the “cone” of a hurricane’s possible track by the National Hurricane Center, Chapter House Corporations, through their respective Chapter Executive Councils, will begin alerting chapter members of the possibility that the chapter house may close through the chapter’s usual information channels.

If hazardous weather conditions progress and there are forced closings in East Baton Rouge Parish, or LSU class cancellations or other changes in LSU’s normal operations, announcements will be made by the House Corporation President or her designee as to whether or not the chapter Houses will be closed. Communication from the House Corporations will be made to the Collegiate Chapter’s Executive Officers and disseminated through the usual information channels – via email/cell phone/chapter website.

Chapter House Corporations will designate the responsibility of who will collect contact information from all live-in members at the beginning of the fall semester to ensure the best possible communication process. Chapter members are responsible for keeping their contact information current with the Chapter House Corporation.

Tropical Storms:
This information only pertains to what will happen for a tropical storm.

While many tropical storms develop into hurricanes, there are many that remain at tropical storm force strength. In the event a tropical storm threatens the Baton Rouge area, LSU may elect to close or cease operations temporarily.

During the course of a tropical storm, house residents will be required to remain in the building until the storm conditions have subsided. ONLY house residents may reside in the house during a tropical storm -- no relatives, friends or pets.

Residents should stay away from windows and conserve individual cell phone battery in case power should be interrupted. Any injuries or damage should be reported to the chapter House Director as quickly as possible. The chapter House Director will report
any damage to LSU Facility Services Emergency at # 578-3186 and Chapter Advisors and/or House Corporations as required by individual Chapter policy. All other emergencies should be directed to LSU Police at 578-3231 or 911.

Hurricanes:
If a hurricane is forecast to bring imminent danger to the Baton Rouge area, students should prepare to make personal plans for evacuation. Although each storm brings its own unique situation, **during a hurricane, sorority houses will close and NO ONE will be allowed to remain in the sorority houses if one of the circumstances applies:**

1. Cancellation of LSU classes and closure of other university operations.
4. Announcement of contra flow operations for Interstates 10, 12 and/or 49.

Generally, House Corporations will seek to provide notice of house closures within 48 hours of tropical storm force winds affecting the area.

Residents will be responsible for vacating their House via their own transportation and make their own lodging arrangements. Announcements regarding sorority house closure will be made by House Corporations as early as possible to allow ample opportunity for residents to seek safe shelter from the storm. **Residents will be expected to vacate the premise by the time of day set and posted by their House Director and House Corporation.** Residents, who have not retrieved their belongings or have not made special arrangements with their House Director by the time of their House closing, will not be able to retrieve their belongings until after their House re-opens from the storm.

Individual sorority houses will re-open for residents only after ALL of the following criteria have been satisfied for their respective house:

1. The sorority house has power, the house is secured and other essential services have been restored to the satisfaction of the House Director and House Corporation.
2. Any property damage has been assessed, cleared and/or repaired for safe occupancy.
3. LSU has resumed classes.
   
   If LSU has announced that they will be resuming classes, but a sorority house does not have power or is not suitable for occupancy, residents will not be able to return to the House and will have to find alternative lodging until the House is deemed suitable for occupancy.

Prior to evacuating, residents are advised to secure their valuable personal belongings (preferably by taking them along) before leaving the house. For insurance purposes, residents are advised to keep an itemized list of personal property, clothing, and valuables. **In general, Chapter House Corporations are not responsible for the loss/damage of any personal effects left behind.** Students are advised to take, at a minimum, the following items with them:

- Valuable jewelry or heirlooms
• Laptop computers
• Expensive electronics (especially portable electronics)
• Important documents: credit cards, passports, all ID, insurance cards, etc.
• Cell phones and chargers
• Medications
• Keys for home
• Irreplaceable items
• Contacts, contact solution, glasses
• School books and other material you may need if school resumes before your house re-opens
• Clothing for at least one week.

**Preparation for Hurricane Evacuation:**

• Make arrangements as to where you will go in the event that the chapter House closes – back home, pre-designated meeting place with your family, family friends in the area, a friend’s house/apartment.
• Make plans for more than one evacuation route in case of complications.
• Prepare to pack personal items for travel at a moment’s notice.
• Any loose objects, papers, books, or electronic equipment being left behind should be placed in closets or drawers and not on top of desks or dressers (specifically move belongings away from windows).
• Any valuables left behind should be locked in your closets.
• All windows should be closed and locked and the blinds closed.
• Remove and discard all perishable items from personal refrigerators.
• Students with cars should make sure their car is filled with gas at all times.
• Students should keep a flashlight in case of power failure in advance of the storm/during the evacuation process. **Candles or any other flammable type lighting are strictly prohibited in all chapter houses.**
• Students should consider having some cash on hand for expenses.
• Unplug all items in the room.
• Students should keep a flashlight and batteries, battery operated radio and extra batteries in case of a power.
• Keep on hand snack-type food items (crackers, cookies, peanuts, bottled water, etc.) to take with you on the road.

**Personal Information**

Name: _____________________________  Personal Cell Phone __________________________

Email Address: ______________________________________

Two other telephones numbers that you can be reached at:

1. __________________________  2. _____________________________

Address of where you will be staying in the Baton Rouge area if the house has not re-opened at the time that LSU resumes classes:
Panhellenic Council  Louisiana State University
Rules Governing Recruitment

Excerpt

H1N1 AND/OR OTHER HIGHLY CONTAGIOUS ILLNESSES: PROCEDURES AND PROTOCOLS

- Potential Members
  1. A PM exhibiting signs of H1N1 and/or any other highly contagious illness shall seek medical attention as directed by the Director of Greek Life.
  2. A PM positively diagnosed with H1N1 and/or any other highly contagious illness shall follow University and/or physician’s orders to self-isolate until cleared to return to the recruitment process by a physician.
  3. Panhellenic will work with each PM positively diagnosed to ensure she receives an excused absence. Excused absences are communicated to each sorority and are treated as though the PM attended the event.
  4. Panhellenic will, with written permission from the PM, make membership selections on behalf of the PM to ensure that she continues the process. The MRAA must be signed by the PM and may be faxed or scanned and e-mailed to Panhellenic prior to the end of the last preference event.

- Sorority Chapter Members
  1. Each sorority is responsible for the health, safety, and welfare of each member. Precaution to prevent the spread of H1N1 and/or any other highly contagious illness is the responsibility of the organization.

- Organization members positively diagnosed with H1N1 and/or any other highly contagious illness shall follow University and/or physician’s orders to self-isolate until cleared to return to the recruitment process by a physician.

- Panhellenic Recruitment Team Members
  1. A Panhellenic Executive Officer or Recruitment Counselor exhibiting signs of H1N1 and/or any other highly contagious illness shall seek medical attention as directed by the Director of Greek Life.
  2. A Panhellenic Executive Officer or Recruitment Counselor positively diagnosed with H1N1 and/or any other highly contagious illness shall follow University and/or physician’s orders to self-isolate until cleared to return to the recruitment process by a physician.

- Policy Regarding DELAY OR CANCELLATION OF FORMAL RECRUITMENT
  1. The Panhellenic Executive Board in consultation with the Director of Greek Life, the Dean of Students, the Director of the University Health Center, Chapter Advisors, Chapter Presidents, and Recruitment Chairmen, reserves the right to delay and/or cancel formal recruitment based on a percentage of PMs and active chapter members positively diagnosed with H1N1 or any other highly contagious illness.
Forms and other required items
All Forms can be accessed at www.lsu.edu/students/greeks

I. Reporting new members/members

i. **IFC/PHC New Members to Greek Life/Grade Release**
   IFC/PHC chapters complete the form with the new member’s name, signature, and 89 number within 7 days of formal pledging to Greek Life.
   NPHC chapters complete the forms per Greek Life policy for Intake.

ii. **New Member Report/Initiation Verification**
   IFC/PHC Chapters complete the form which includes new member names and information and initiation details and submit it to Greek Life.
   NPHC Chapters complete the forms per Greek Life policy for Intake.

iii. **Changing of University Meal Plan for freshmen living on campus only**
    Complete the LSU Dining- Greek Meal Change process as directed by Greek Life and LSU Dining given in the August.

iv. **Freshmen living in fraternity/sorority houses.**
    Per university procedure, freshmen must complete the form in December to move into the chapter house in the spring. Greek Life office will verify grades and discipline status with the University to approve move in.

II. Other Forms:

i. **Membership Roster provided by the University**
   This list of members drives the chapter’s grade report, Greek charge, as well as the dues paid to the respective councils. Twice a semester, Greek Life hosts Roster Day to edit the chapter’s roster, but a president may add or delete members at any time.

ii. **Parking Change Status Form**
   Used when a member moves in or out of the house. The original list used for the beginning of the academic year, August, is due in May. Greek Life will provide that in April. Changes for the spring semester are made in December by the form provided by Greek Life.

iii. **Potential Officer Eligibility Form**
   Release of grade and discipline information form for potential officers to complete prior to a chapter’s election. Students must be in good standing and must have a 2.0 cumulative GPA to serve as an officer.

iv. **Chapter Officer Update Form**
   Used at when new officers are elected.
v. **Chapter Financial Verification Form**
   Used to verify that LSU employees are not a signer or have control over chapter’s receipt, deposit or expenditure of funds and verification that an LSU tax identification is not associated with the chapter’s account(s).

vi. **Chapter Meeting Time**
   Submitted each semester to ensure chapter meeting times are recorded in the Greek Life office.

vii. **Fundraising Dollars and Chapter Volunteer Hours**
   Due at the end of the spring semester for the Greek Life Annual report.

viii. **House Closing Forms**
   Due during breaks where the University is closed.

ix. **Fire Drill Form**
   Due at the beginning of the semester after a fire drill.

III. **Member and New Member University Policy Education and Compliance Form**
   At the beginning of each fall, each member and new member and in the spring, each new member will complete the University Policy Education and Compliance Form.

IV. **Registration of Student Organizations - Tigerlink**

**Student Organization Handbook**

**Policy 10 - Officers**
Campus Life requires student organization officers to meet the eligibility criteria listed below.

- Eligibility requirements will be verified by Campus Life and the organization will be contacted if someone is not eligible to serve or continue to serve.
- Undergraduate students must be enrolled as full time students at Louisiana State University (Baton Rouge); graduate students must be enrolled as part time (with at least 6 hours) or full time students at LSU;
- Students must have at least a 2.0 cumulative GPA and be in good academic standing with the University;
- Students must not be on disciplinary probation or deferred suspension. This includes newly elected officers, as well as continuing officers. Students may continue organizational membership if on disciplinary probation.
- Students must meet all other academic standards established by the student organization and included in the organization’s constitution and/or bylaws.
- Graduating seniors who are not registered full time may still hold office in a student organization during the semester in which they are scheduled to graduate.
An email will be sent to the primary contact on Tigerlink near the end of the fall and spring semester to remind students of re-registration and to update the primary contact and roster information for the executive boards.

*You must hold an officer role that has the ability to manage/edit your roster.*

1.) Sign in and navigate to your organization's home page  
2.) Click Roster within the gray bar  
3.) Click the Manage Roster button  
4.) Click the Edit Positions next to the organization member whom you would like to promote/demote  
5.) Click the check box next to the position you would like to promote/demote the organization member to  
6.) Click Save

V. Event Approval Process

Below is an overview of the Event Approval and Registration Process. Feel free to reference the chart on the following page for visual guideline.

1. A student representative reserves desired space with the appropriate university department (i.e Event Management, Registrar’s Office, UREC etc.)
2. A student representative submits the event request through the TigerLink.

(Important Note: Only officers in TigerLink can create and submit an event. The officer that submits the event is the only one that can request changes.)

3. Click here to watch “How do I Create an Event” or follow the steps below:  
   a. Log in to your organization profile  
   b. Select ‘Events’ Tab  
   c. Select ‘Create Event’ Tab  
   d. Upload space confirmation  
   e. Submit Event Request

4. Members of the LSU Campus Life/Greek Life staff review the request. During this step, the request is reviewed to ensure that the potential event meets all university requirements.  
   a. University departments are consulted if necessary. Those departments include but are not limited to Event Management, LSU PD, and Risk Management.

5. If the event request meets the requirements, LSU Campus Life/Greek Life staff grants approval. The approval confirmation is sent, via TigerLink to the student representative who submitted the event request.

6. If the event request is not approved, LSU Campus Life/Greek Life staff contacts the student representative via TigerLink to:  
   a. Request more information  
   b. Request another form  
   c. Deny event request  
   d. If denied, an automated response is sent to the student representative via email who submitted the event request.
7. Once the student representative provides more information and/or submits additional forms, the LSU Campus Life/Greek Life staff will review the event request once more.

8. If the event meets the requirement, LSU Campus Life/Greek Life staff grants approval and the approval confirmation is sent via email to the student representative who submitted the event request.
FAQs

Q: How do I create an event on TigerLink?
A: Click here to watch “How do I Create an Event” or follow the steps below:
   a. Log in to your organization profile
   b. Select ‘Events’ Tab
   c. Select ‘Create Event’ Tab
   d. Upload space confirmation
   e. Submit Event Request

Q: How do I check the status of my Event Submissions on TigerLink?
A: Go to "Involvement" within your account in the main menu, click on the "Submissions" tab and then "Events" tab. Any events that you have submitted for approval will be on this page.

Q: How can I make changes to my organization: text, officers, documents, etc. on TigerLink?
A: You must be an officer or the primary contact of the organization in order to make most of the changes to your organization. The current primary contact/officer or campus administrator must promote you to this position. You can find contact information on the main Roster page for your organization.

Q: What if I can’t get in touch with the past officer or primary contact?
A: Email involvement@lsu.edu and we can make the changes for you

VI. Fundraising

Fundraising is any event, program, or activity in which money or items are collected for the purpose of raising funds for the organization, a philanthropy, or donating goods to charities. Some examples include donations, ticket sales, sale of items, or collection of goods (i.e. canned food drives with donations to a food bank).

To be approved, fundraisers must comply with the following:
   1. The event must be submitted for approval online via TigerLink at least 10 business days prior to the fundraiser.

   2. In addition to submitting the event for approval, student organizations must gain approval for the use of university facilities prior to gaining approval for the fundraiser from Campus Life/Greek Life. Approval of the fundraiser and event does not constitute approval of space. Sometimes the reservation of space is tentative, pending the approval of the fundraiser. Once the fundraiser is approved, Campus Life/Greek Life communicates with the venue to confirm the reservation of space.

   3. Fundraisers involving food must comply with LSU’s Policy Statement on Food Service (PS-60), which determines approved venues and catering stipulations. Self-catering (defined by PS-60 as, “the preparation and
serving of food, whether purchased as raw food or prepared food products, by members of an LSU department or student organization or other organization for themselves and guests with no involvement of a caterer in the preparation and serving of food within LSU facilities and premises) is not allowed for fundraisers, unless in compliance with PS-60. PS-60 refers to Greek houses, religious centers and the International Cultural Center as authorized to self-cater for members and guests, as long as the food preparation area complies with all applicable local and state health, sanitation, and safety standards. All other fundraisers involving food must utilize an LSU Licensed Caterer in order to be approved.

4. Fundraisers with food cannot take place anywhere in or around Free Speech Alley/Plaza. (Per Finance and Administrative Services, because of contractual obligations with the dining vendor of the University)

5. Student organizations may not promote, sell, or serve alcoholic beverages at any fundraising activity per LSU’s Policy Statement on Serving, Possessing and Consuming of Alcoholic Beverages on Campus (PS-78).

6. If promotional items are sold, the organization must seek an additional approval from Finance & Administrative Services. The promotional item design must be emailed to trademark@lsu.edu for approval prior to gaining approval for the fundraiser from Campus Life/Greek Life.

7. Student organizations may use the LSU logo or other indicia if approval is granted from Finance & Administrative Services (LSU’s Policy Statement on the Use of University Name and Indicia, PS-93). This approval includes, but is not limited to, T-shirts, hats, calendars, decals, banners, or any other apparel or non-apparel items. The approval is obtained by emailing trademark@lsu.edu.

8. If the organization is interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administrative Services. A list of all potential donors/sponsors must be emailed to sponsorrequests@lsu.edu for approval prior to gaining approval for the fundraiser from Campus Life/Greek Life.

9. An auction is the process of buying and selling goods or services by offering them for bid (silently or otherwise), and then selling the item to the highest bidder. Auctions are allowed as fundraisers when entire net proceeds of the auction are devoted to a charitable or educational organization (per Louisiana Revised Statute 4:707.B).

10. Fundraising on campus by student organizations is prohibited on the day of home football games (LSU Football Fan Guide). Off-campus fundraisers do not require approval or registration (Office of Risk Management, August, 2011).
Off Campus Fundraisers

For the purposes of the current Fundraising Policy in the Student Organization Policy Manual located on the Campus Life website (www.lsu.edu/campuslife), the following clarification and additions are in effect as of Friday, August 15, 2014.

Off-campus fundraisers do not require approval or registration with Greek Life. However, if the approved vendor or sponsor serves alcohol on the premises, not in conjunction with the fundraiser (Office of Risk Management, August 2011) the student organization conducting the fundraiser must submit the Off-Campus Food and Beverage Event Hold Harmless Agreement to Greek Life and keep it for organizational records.

1. If an organization is interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administrative Services. A list of all potential donors/sponsors must be emailed to sponsorrequests@lsu.edu for approval prior to submitting appropriate paperwork to Greek Life.

2. Student organizations may not promote, sell, or serve alcoholic beverages at any fundraising activity per LSU’s Policy Statement on Serving, Possessing and Consuming of Alcoholic Beverages on Campus (PS-78). Donations of money, services, or products from an approved vendor or sponsor cannot include the promotion, sale or service of alcoholic beverages.

3. If the fundraiser includes food or non-alcoholic beverages and is hosted off-campus, please complete the Off-Campus Food and Beverage Event Hold Harmless Agreement for fundraisers held off-campus and retain for record keeping purposes.

Corporate Sponsors – Must get approval FIRST

If the organization is interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administrative Services. A list of all potential donors/sponsors must be emailed to sponsorrequests@lsu.edu for approval prior to gaining approval for the event from Greek Life.

Using the LSU Name or Logo with my organization

Student organizations may use the LSU logo or other indicia if approval is granted from Finance & Administrative Services. This approval includes, but is not limited to, t-shirts, hats, calendars, decals, banners, or any other apparel or non-apparel
items. The approval is obtained by emailing trademark@lsu.edu with the product design. For a current list of licensed screen printers and embroiders see http://www.fas.lsu.edu/purchasing/promotional.htm

It must say/use “Alpha Omega Sorority of Louisiana State University”
NOT
“LSU Alpha Omega Sorority”

VII. Blood Drives

Blood drives must be approved by the Health Promotions Department at least 30 days in advance by contacting Kathy Saichuk at ksaichuk@lsu.edu, before submitting the online registration form 10 business days in advance.

VIII. Security

When security is required for an event, an LSU Police Services Contract must be filled out and submitted to LSUPD at least 10 working days in advance of the event. The LSU Police Services Contract is located on the LSUPD website under the Police Services tab.

IX. Alcohol

When alcohol will be present for an event on campus, you must arrange security through LSUPD (see above). The online registration form (simplicity) will also need to be submitted 10 business days in advance and approved by chapter advisor, approved LSU caterer, LSUPD, Baton Rouge ABC, and then final approval will be given by Greek Life. The organization must adhere to the alcohol policy (PS-78) for all events held with alcohol on campus.

X. House/Lawn Modification Permit

The House Modification Permit must be completed and submitted anytime a fraternity or sorority wants to modify their lawn or house for an event. The permit can be found on the Greek Life website under Forms. The permit must be signed and approved by the chapter president and chapter advisor and then must be submitted to Facility Services for approval. If approval is granted by facility services, then the form needs to be submitted to Greek Life at least 10 days in advance of the event for final approval.

XI. Permanent Memorandum 68- Greek Housing

This is the University’s policy for organizations that house chapter members. Due July 30 of each year. House Corporation Presidents receive the prompt, this is an FYI. It’s also a Greek Assessment point of 10 points.
1. Proof of liability insurance
2. Proof of property insurance
3. Fire Marshall Inspection
4. House director employed
5. List of House Corporation officers on file with Greek Life
6. List of residents
7. List of members on the meal plan

XII. House Break Forms
   When? Required by LSU prior to a school break
   Why? To verify members and/or House Director living in the house
   should there be a fire
   Goes to: Greek Life

XIII. Marketing

Guidelines on Distribution of Printed Material on Campus

A. General Rules
1. Posters, fliers, and bulletins may not be placed on any LSU buildings, doors, walls, utility poles, trees, shrubbery, or any other surface. Posters, fliers, and bulletins may be placed on designated bulletin boards in accordance with any rules established by the department or office responsible for the bulletin board.
2. No printed material may be disseminated inside of or in the area immediately surrounding the Middleton Library and the Quad and inside of or on the steps of the Student Union, as shown on the attached map. Permission may be sought to place unattended distribution racks for printed material in those areas, subject to review.
3. Distribution of printed material on other areas of the LSU campus is subject to reasonable, content-neutral regulation of time, place, and manner interference with the university’s educational mission.
4. No chalking allowed at any location on campus.

B. Review and Guidelines
Distribution of printed material on campus is subject to the following review and approval process.
a. Greek Life oversees distribution of printed material for registered Greek student organizations and is responsible, with appropriate involvement from other components of the LSU Division of Student Affairs, for enforcing LSU’s policies in this area as they pertain to students and recognized student organizations.
b. Individual students acting solely on their own behalf do not need prior approval to distribute printed material to other individuals on campus by personally offering to hand it to them.
c. Individual students acting solely on their own behalf must obtain prior approval from the Greek Life before distributing material in any other manner.
d. No fliers, brochures, cards, or other printed material may be placed on car windshields.
e. Advertising for student events, groups, and activities will generally be permitted, subject to reasonable restrictions to protect the interests of LSU as described in section.
f. No printed material may be offered for sale without approval.

C. Publicizing Events
a. LSU Calendar - www.lsu.edu/calendar
- Student organizations can request approval for their events to be placed on the LSU Calendar by going to the website above and clicking on the “Submit an Event” link. From there you must login with your LSU email address and password. Only LSU students, faculty and staff can submit events to the calendar. Student organizations should be sure to select the calendar sub-categories that best fit their event such as “Student Organizations.” Before submitting an event to the calendar, you should make sure that your event has been approved by Greek Life for Greek organizations through TigerLink and that your space has been reserved with the appropriate campus department.

b. LSU Dining - Copy and Mail Center, Room 210
   (225) 578-0832
   Any organization or department affiliated with LSU may display a flyer on the bulletin boards in The 5 or The 459 Commons. Flyers must be approved by LSU Dining. Flyers may remain on the bulletin boards for 2 weeks. Counter space is also available in the Resource area at the front of The 459 Commons where brochures or counter signs may be displayed provided they are in a holder or stand.

c. LSU Student Union Marketing 310 LSU Student Union
   (225) 578-5660

d. AxisTV System
   The Student Union offers digital messaging through the Axis TV system. This system is designed to replace other forms of advertising and offers increased visibility of those ads by placing them on large screens located in a number of locations in the Union. Visit as.lsu.edu and click on “Axis TV requests” or e-mail unionaxistv@lsu.edu.

e. Flyers
   Content is limited to advertisements for events, projects or services sponsored by registered student organizations and university departments. The Student Union does not post items for which the primary purpose is commercial advertising. Posters and flyers must be submitted to the Union Event Management Office, third floor of the Union, Mon. – Fri., for posting on the following day. Materials are stamped for approval and posted by Event Management. Space is assigned on a first-come, first-served basis.
There is a two week maximum display time for each event. Contact the Event Management Office at (225) 578-5959 for further information and complete policy guidelines.

f. Residence Halls
The Department of Residential Life is has the ability to post flyers for different events and programs on campus. All flyers must be approved through the Department of Residential Life by bringing them to 106 Grace King Hall. The flyer must have the student organization name/logo on the flyer, and must not include solicitation. Contact the department at (225) 578-5388 to inquire about how many copies of each flyer is needed for distribution.

g. Student Media B39 Hodges Hall (225) 578-1697 studentmedia@lsu.edu
www.lsu.edu/studentmedia
The Office of Student Media oversees the operation of The Daily Reveille, the Gumbo yearbook, KLSU-FM, Legacy magazine, Tiger TV, an advertising/marketing department and a web operation. These media provide information and entertainment to the campus community, while providing students with both a campus voice and practical training in publishing and broadcasting.

h. KLSU-FM (91.1 FM) B49 Hodges Hall (225) 578-6397
http://www.klsuradio.fm
Public Service Announcements, or PSAs, are free when approved by the management. Submit a typed, brief announcement with your registered student organization’s name, a contact name and phone number and the dates to run the PSA. Be sure to include all pertinent information in the PSA, such as date, time, and location. For more information e-mail stationmanager@tigers.lsu.edu.

i. The Reveille 16 Hodges Hall (225) 578-4810 www.lsureveille.com
The Reveille holds a wealth of resources for advertising registered student organizations and their events. Campus Occurrences is a section in the paper devoted to promoting/announcing registration, tickets, or attendance for organizational events and meetings. The classified section is another place to communicate with the campus community. Classifieds can be placed by visiting www.lsureveille.com and clicking on “classifieds.” Campus Occurrences are handled in B-34 Hodges. Questions can be directed to the office manager at (225) 578-6090 or officemanager@lsureveille.com.

j. Tiger Television B-8 Hodges Hall (225) 578-6103 www.tigertv.tv
Tiger TV is able to run pre-produced videotapes to publicize a registered student organization or event. Also, Tiger Television may tape interviews from members of registered student organizations for its talk shows. For more information, e-mail station.manager@tigertv.tv.

k. TigerLink www.lsu.edu/tigerlink
TigerLink is managed by LSU Campus Life. It is an involvement management system that tracks each student’s involvement at LSU from day one until they cross the stage to receive their degree. Within TigerLink student organizations can
register their events and promote them to all LSU students. This service is free of charge.

IXX. Miscellaneous Resources

Campus Mail
The UPS Store
First Floor of the LSU Student Union
Hours of Operation:
Retail Services: Monday – Friday, 7:30a.m. -5:00p.m.
Package Pick-Up Only – Saturday, 10:00a.m. – 2:00p.m.
(Closed on football game days)
(225) 578-6756   For information on reserving a mailbox contact The UPS Store.
Mailbox Access: Daily, coincides with LSU Student Union Hours

Email Accounts
Information Technology Services
200 Frey Hall
(225) 578-3700 35

Registered student organizations may request e-mail accounts through the LSU Information Technology Services department. The request must come from the organization’s advisor, who should email helpdesk@lsu.edu with the organization’s name. Student organization websites are no longer able to be hosted on an lsu.edu URL. A list of resources for student organizations to create their own website can be found here.

Equipment Reservation
Office of Facility Services
(225) 578-3186
workcon@lsu.edu

Facility Services offers many resources to student organizations, including tables, chairs, podiums, risers, trash/recycling cans, and electrical setups. All requests should be made 30 days in advance to allow for proper scheduling.

The organization may have the equipment delivered and picked up for a minimal fee. Student organizations may arrange their own pick up and return at a reduced cost, however the organization will be billed for any equipment that is damaged or not returned. The inventory of Special Events furniture is maintained primarily to support academic events, but it will be available to groups or activities on a first come, first serve basis. Facility Services can also assist the requestor with furniture rentals from off campus vendors at commercial rental rates. Facility Services must be contacted by the registered student organization following an event registration.

If electrical set ups are needed, there will be a cost incurred by the organization for the set up and break down of the electrical set up. Please make requests 3
weeks in advance to allow for proper scheduling. Facility Services is limited in the areas in which hook ups can be set, please verify locations after requesting work.

- There are many underground utility lines on the LSU campus. For personal safety, Facility Services no longer allows penetrations for tent stakes or signage (though small way finding signs may be considered on a case by case basis by the Office of Finance and Administrative Services). Water barrels and counter weights must be used to anchor tents.

**Space on Campus to Reserve**

**African American Cultural Center** 3 Union Square  (225) 578-1627
aacc@lsu.edu
- Registered student organizations can reserve the African American Cultural Center (AACC) at no charge for events or meetings. If the AACC is needed on the weekend, the sponsoring organization is required to pay the Weekend Usage Fees. Please call the AACC for cost of weekend rental. All events/meetings must have an AACC staff member present. In keeping with the mission of the LSU Campus-Community Coalition for Change, no alcoholic beverages are allowed. Reservation request forms are available at the front desk of the AACC or online at http://www.lsu.edu/diversity/aacc/.

**Bo Campbell Auditorium** 100 Gym Armory (225) 578-5787
- The Bo Campbell Auditorium is available for reservations for organizations wishing to utilize it. As one of the premiere lecture theaters in the country, the Bo Campbell Auditorium seats 1,008 spectators in a newly renovated spacious facility. The auditorium is generally NOT made available to third party organizations outside of LSU. All events must be university approved. Complete Bo Campbell Reservation Form. Once the CCACSA approves your reservation request, the event must then be approved by LSU Finance and Administrative Services. A license for the use of the facility must also be signed. Review Bo Campbell Policies. Review Statement PS-82: Use of Facilities and Premises.

**Classroom Reservations** Office of the University Registrar 112 Thomas Boyd Hall
(225) 578-2090 or 578-2096
- Email to Ruby M. Brown rbrown9@lsu.edu or Kade Steib ksteib1@lsu.edu for a classroom reservation form. Classroom space is available at no cost to registered student organizations. All requests for space should be completed by submitting the Classroom Space Request Form 7-10 business days prior to the date meetings or events are scheduled to occur. Please note that food and drinks are not allowed in classroom space, when used for event purposes.

**Free Speech Circle & Union Plaza Table Reservations**
LSU Student Union Event Management
310-Q LSU Student Union
(225) 578-5959
unionem@lsu.edu
Event Request Form: Event Management
Registered student organizations can reserve Free Speech Circle or a table to be located outside the front of the LSU Student Union on the Union Plaza by completing a reservation form. The LSU Student Union will provide a table if requested; however tables are limited and are reserved on a first-come basis.

**Greek Amphitheatre**

LSU Student Union Event Management 310-Q LSU Student Union
(225) 578-5959
unionem@lsu.edu
Event Request Form: Event Management

Registered student organizations can reserve the Greek Amphitheater by completing a reservation form. The LSU Student Union Event Management Office will verify if the amphitheater is available for the date requested.

**International Cultural Center**

3365 Dalrymple Drive (225) 342-3084
icc@lsu.edu

The International Cultural Center is supported in part with a fee paid by international students each semester. The ICC is available for use at almost no cost to international student groups, which sponsor many social and cultural events each semester. In scheduling for use of the ICC, precedence is given to international student organizations and the ICC Programs Committee. Other registered student organizations, official LSU functions, international students individually, and the outside community may use the facility for fees on a graduated scale. For more information, visit www.lsu.edu/icc.

**LSU Student Union**

LSU Student Union Event Management 310-Q LSU Student Union
(225) 578-5959
unionem@lsu.edu
Event Request Form: Event Management

Areas that are reserved through the LSU Student Union Event Management include: Union meeting rooms, the Live Oak Lounge, the Royal Cotillion Ballroom, ground floor tables, and campus grounds and fields. Reservations can be made in-person in Room 310-Q LSU Student Union from 8am – 4:30pm Monday – Friday or online at as.lsu.edu by an officer of the student organization.

The Live Oak Lounge, Ballroom, Theater, and outdoor space may not be reserved online. The deadline for all reservations and cancellations is 9am two (2) business days before the scheduled event. A provisional organization can utilize meeting space in the LSU Student Union two times while they are on provisional status. Larger events require a meeting with the Event Management staff to confirm equipment services needed. For additional Union policies, click here.

The LSU Student Union is funded through self-generated and student fees. The facility is available for use at no charge when the sponsoring group is not collecting admission fees for the event. A ticketed event, an event with a registration fee, or an event sponsored through funds received from a grant requires a usage fee to be applied to the sponsoring group. Information on priority use of facilities and equipment rentals is available from the Event Management Office.
Union Theatre LSU Student Union Event Management 310-Q LSU Student Union
(225) 578-5782. Theater operations require special arrangements to determine staffing, technical needs, and rehearsal times. The use of the theater requires technicians on duty for all events. The sponsoring group will incur these costs. The number of technicians is determined by the theater manager.

Parade Ground, Quadrangle, and Miscellaneous Fields and Grounds
LSU Student Union Event Management
310-Q LSU Student Union
(225) 578-5959
unionem@lsu.edu
Event Request Form: Event Management
□ The Parade Ground and other campus fields and grounds may be reserved by registered student organizations. The LSU Student Union Event Management Office will verify if the space is available for the date requested. The LSU Quadrangle cannot be reserved for student organization events.

Pete Maravich Assembly Center (225) 578-8428
Rates and Guidelines
Student Recreation Center (SRC), SRC Fields, and Sports & Adventure Complex Reservations

University Recreation
(225) 578-8601
Reservation Guidelines
□ University Recreation (UREC) requires all reservations to be submitted at least two weeks in advance (major events require one month advance notice).

War Memorial
Located on the Parade Ground
Office of Finance and Administrative Services - (225) 578-3386
□ The use of the LSU War Memorial will be reserved for military and formal University ceremonies that uphold the memory of those individuals the memorial honors. The memorial will not be used as a centerpiece or stage for any functions held on the Parade Ground that is not consistent with the intended purpose of the memorial. No group or organization may hold functions in the immediate area of the memorial, which include, but are not limited to, festivals, sporting events or any general-purpose activity that does not follow the guidelines established in this policy.

NPHC Unity Park
Contact Greek Life, greeks@lsu.edu
Created as a space for the Divine 9 NPHC student organizations, this is a great space for outdoor large scale events.
Finances

History and Management of the Greek Fee

In 2009, LSU was facing unprecedented budget cuts from the state. The University was forced to dissolve departments, faculty and staff members were reassigned and vacant faculty and staff were let unfilled. The President evaluated all departments to assess funding and the constituents it served. The Greek Life office served only the Greek community, 22% of the student body. The President gave the community a choice – assess Greek students a fee to continuing funding the department or reduce or eliminate the department.

2009-2010  Budget: $268,000-33% was fringe benefits. Staff included: 3 professional staff members, 1 administrative coordinator, 1 GA, serving 3,603 students.
2010-2011 – President covered the Greek Life’s budget, no need to assess fee, but no additional funding.
2011-2012 – Same.
2012-2013– Same.
2013-2014 – The Greek Fee was instituted at $54 per Greek student per semester to fund the office at a Gold Standard level. It was approved by all constituents. Students are billed through the Bursar’s office each semester.

As a result of the fee, the PHC Advisor position was added, allowing the director to serve in one position versus two. Four years later, the Associate Director/Leadership and Development position was established. In 2017, an additional Coordinator was added and graduate assistants were grandfathered out.

2017-2018 The Greek Fee fully funds the office serving more than 5,800 students to include large scale retreats like Tri-Council overnight retreat, EMPOWER overnight weekend retreat, the Greek Leadership class, all space in the Union, salaries, benefits, professional development and all meetings and activities hosted for the community by the Greek Life office.

In 2014, the Greek Fee Advisory Group was formed to ensure all monies associated with the Greek Life office, councils, GBOD, etc, were reviewed each month.

Becoming a self-generating department at LSU now includes paying for the space in the LSU Student Union as a lessor.

The funds roll over every year. The University, per an MOU, from the President ensures that budget overage may never be used to offset University budget shortfalls in any other part of the University.
**Other Funds Associated with Greek Life**

**Greek Excellence Fund** — Established in 2004, the Greek Excellence Fund was created with the LSU Foundation to raise money for programming for the Greek community. The Greek Gala is the signature event raising approximately $5,000 each year. The fund has been endowed with the LSU Foundation and the volunteer Greek Excellence Alumni board can spend up to 4% of the endowment. The Greek Excellence Board of Directors, with the Director of Greek Life serving as an ex-officio is responsible for decisions made with the fund and communicating the results annually at the Greek Fall Kick Off meetings.

**GBOD – Greek Board of Directors** - Consisting of approximately 18 board members, GBOD is fully funded by the profits from Songfest each year. Fraternity and sorority pairings pay a registration fee to perform and tickets are sold to attend.

All monies raised through the Fundraising committee go straight to Greater Baton Rouge Habitat for Humanity to fund the building of two houses each year for Greek Week.

Greek Tiger production cost, under GBOD, is covered by advertising, PHC, NPHC, GBOD, PHC, OOO/Rho Lambda.

**NPHC – National Pan-Hellenic Council** – Consisting of an executive board of 7 and 2 delegates from each chapter, NPHC members pay $10.00 per member per semester. NPHC is predominately funded by the profits from Step Up Step Aside step show each year.

**IFC- Interfraternity Council** – Consisting of an executive board of 7 and 2 delegates from each chapter, IFC members pay $7.00 per member per semester. New members accepting bids are billed through their respective fraternity, $50, per man, upon joining. This helps cover recruitment production costs.

**PHC – Panhellenic Council** - Consisting of an executive board of 10 and 2 delegates from each chapter, PHC members pay $9.00 per member per semester. Potential new members participating in formal recruitment pay approximately $135 to participate in the process. This helps cover recruitment production costs.

**OOO/Rho Lambda**- Members invited to participate in these two honorary organizations pay national and local dues. Order of Omega dues pay for the Order of Omega awards given at the end of the spring semester.
Common Greek Acronyms

AFA
Founded in 1976, the Association of Fraternity Advisors has provided individuals concerned with the fraternity/sorority movement an avenue for professional growth and development. Since that time, AFA has grown into a multifaceted international organization providing resources, recognition and support for campus fraternity/sorority advising professionals.

AFLV
The Association of Fraternity Leadership and Values conference provides an undergraduate leadership conference for council members in the Midwest and the west.

IFC
The undergraduate organization of college men’s fraternities.

NIC
Since 1909, the North-American Interfraternity Conference has been serving the men’s college fraternity community in Canada and the United States. The NIC advocates the needs of fraternities through the enrichment of the Greek
experience, advancement and growth of the fraternities and enhancement of the educational mission of the host institutions.

PHC
The undergraduate council of college women’s fraternities.

NPC
National Panhellenic Conference, founded in 1902, is an umbrella organization for 26 inter/national women’s fraternities and sororities. Each member group is autonomous as a social, Greek-letter society of college women and alumnae. “The mission of the National Panhellenic Conference is to support and promote women’s fraternities as a positive element of the higher education experience.”

NPHC
The National Pan-Hellenic Council is the national coordinating body for the nine historically African American fraternities and sororities. The NPHC stresses and provides action strategies on matters of mutual concern and serves as the conduit through which these action plans are put into effect. NPHC organizations are unique with respect to other Greek letter organizations in that they have profound commitment to providing community service and to uplifting/promoting the general public welfare. This acronym is also used for the undergraduate council as well.

FEA
The Fraternity Executives Association is organized and operated exclusively to further the common business interest of the members by promoting, supporting, and encouraging the free discussion and exchange of ideas relating to college fraternal organizations. The membership of FEA is composed of employees of the administrative offices of NIC and NPC member organizations.

CCWL
Formally known as the Southeast Panhellenic Conference, CCWL is a regional association for Panhellenic Councils sponsoring a spring conference for undergraduate leaders.

SEIFC
The Southeastern Interfraternity Conference is an educational association for Interfraternity Councils in southeast region of the United States sponsoring a leadership conference in the spring.

UIFI
The Undergraduate Interfraternity Institute (UIFI) is a 5-day institute that offers a unified curriculum to student participants. Each piece builds on a previous segment and leads into the next. All sessions offer hands-on experiential activities and ample discussion time to address individual concerns. Major sessions are complemented by small group chapter meetings held throughout the week. Chapters are designed to assist each UIFI participant in developing his/her desired leadership skills, gaining new ideas and developing concrete ideas for the return to campus.

Generation Z
3 Traits of Generation Z: Realistic, Driven, and Fear of Missing Out

Generation Z consist of those born in 1995 or later. Including both teens and tweens, they make up 25.9% of the United States population, the largest percentage. By 2020, they will account for one-third of the U.S. population.

Realistic
• 76% of Generation Z said they are willing to start from the bottom of the ladder and work their way up. Millennials grew up during a time of prosperity, while Gen Z grew up during economic uncertainty.
• Generation Z is in full survive and thrive mode. They want to know what they need to do to get ahead in life.
• 67% said their top concern is how to pay for college and not drowning in debt.
• College used to be a place where you can “come discover yourself and we’ll help you find your way and career path”, but Generation Z wants to know what they want to do with their lives before going to college.
• Because students are focusing on what they want to do professionally before they go to college, companies are scrambling to get on Gen Z’s radar early. The best way to do that is through internship opportunities. It’s a great way to expose the company brand and culture. Companies are now even reaching out to juniors and seniors in high school to get on their radar early through work studies and field trips. 55% of high school students said they feel pressured to get professional experience vs part-time work.
• 75% said they would be committed to staying at a company as long as their roles continue to grow.

Driven
• Most competitive generation. They want to work for a “Winning Team.”
• Generation Z were told by their Gen X parents that there are winners and there are losers. This mentality has started to creep into the workplace as 73% of Gen Z feels competitive towards others they work with.
• Generation Z are “Knowledge Hoarders.” They keep information to themselves so it gives them a competitive edge at work, where Millennials strived to cultivate a collaborative, team-building work environment.
• “Collaborative” is not a buzzword that attracts Gen Z. They dislike group projects and want to do work alone so they are not judged by a group.
• 88% said they would be willing to work longer hours and harder than their fellow Gen Z peers to reach their goals.
• Generation Z wants honesty and fairness in looking for a company to work for.
• They listed fairness as the essential characteristic of a leader.

FOMO: Fear of Missing Out
65% sleep with their smartphones on or near their beds and spend 4.5 hours a day on their phones. When they feel disconnected, they get actual diagnosed anxiety.

40% said that working Wi-Fi was more important than working bathrooms.

1 in 10 would rather go 3 days without refreshing their underwear than their Twitter feed.

Constantly feel the need to move, otherwise they feel like they are missing out.

While Millennials have a 12 second attention span, Generation Z only has an 8 second attention span.

Goes about innovation differently than previous generations and pride themselves on not overthinking things at work. They find our process to be too linear and too time consuming.

Innovation for them is done in two steps: Thinking it and Doing it.

When asked what makes you happy, the top response was being with other people. They are often accused of hiding behind their phones a lot, but they actually want to be with other people.

When asked 20-30 years from now, looking back at your career what would Gen Z like to say they accomplished, the top response was being able to say they gave their family a good life.

Best way to reach communicate with Gen Z

Communicate across multiple platforms.

Connect through images.

Communicate through snackable content.

See them as diverse.

Don’t talk down, treat them as adults.

Generation Z is a fascinating group. They have so many positive qualities and attributes that could potentially help make a better world for everyone. The game is changing. The same design and marketing techniques just won’t work anymore. In order for your designs to succeed, it is imperative to learn who they are, what they want, and, most importantly, how to communicate it to them quickly and with impact. Generation Z is a huge group of diverse, multiracial people filled with a desire for altruism and driven by a strong entrepreneurial spirit. They think fast. They communicate primarily via symbols and images over multiple screens. They prefer privacy and want the power to edit and adjust their settings and preferences as they see fit.
Fraternities are uniquely American. Although European schools have clubs and societies, nothing parallel to the American fraternity system exists elsewhere. The first fraternity was begun at the College of William and Mary in Williamsburg, Virginia, on December 5, 1776, when a group of students formed a secret society which they called Phi Beta Kappa, after the first initials of their Greek motto: “Love of wisdom, the guide of life.” Phi Beta Kappa existed as a social group for the first 50 years of its life, and chapters were established at other schools, including Harvard, Yale and Dartmouth. It did not become the scholastic honor society we know today until after the anti-Masonic and anti-secret-society agitation of the 1820s.

But Phi Beta Kappa set the tone and instituted many of the characteristics which are considered “typical” of fraternities: a Greek-letter name, a Greek motto, an oath of secrecy, a badge, a ritual, a seal and a secret grip or handshake. (Undoubtedly the Greek motto and Greek name arose from the fact that all these students studied Greek as an academic requirement.)

Other groups that were founded shortly thereafter emulated the characteristics of Phi Beta Kappa in most respects, and fraternity chapters were established at many of our early colleges. Of the men’s fraternities in the NIC, 36 were founded in the 19th century. Education in the 18th and 19th centuries was rigid, structured and dogmatic. Fraternities filled a need in the lives of these young students by providing friendships and recreation. Although clubs, particularly literary societies, flourished at this time, most of them were too large and too specialized to provide variety and to foster close friendships.

When young women were finally admitted to what had previously been all-male colleges, they too wanted “something of their own.” Consequently, after the Civil War several women’s fraternities appeared within a few months of each other. I.C. Sorosis (coined from the Latin word “soror” meaning “sister) was patterned after the men’s groups and was established at Monmouth College in Illinois on April 28, 1867. It later took the name Pi Beta Phi, after the initials of its secret motto. Kappa Kappa Gamma followed I.C. Sorosis at Monmouth in March 1870, but Kappa Alpha Theta was founded as the first Greek-lettered woman’s fraternity on January 27, 1870, at DePauw University in Greencastle, Indiana.

At about the same time, and without any prior knowledge of the existence of the others, Alpha Phi was founded at Syracuse University in New York in September 1872, and Delta Gamma was founded at Lewis School in Mississippi in December 1873. All of these groups were incorporated as “women’s fraternities,” because at that time the word “sorority” did not exist. This term was created for Gamma Phi
Beta in 1874 because their advisor, a professor of Latin at Syracuse University, thought the term “fraternity” ill-advised for a group of young ladies.

By the turn of the century, ten women’s fraternities had established themselves as national groups, and in 1902 they organized what is now called the National Panhellenic Conference. Today the conference has 26 member groups. In 1909, 26 men’s groups founded the National Interfraternity Conference, and it now has a membership of more than fraternities. Not all of these fraternities are designated by Greek names, exceptions being Acacia, FarmHouse and Triangle.

In 1909, 26 men’s groups founded the National Interfraternity Conference, and it now has a membership of more than fraternities. Not all of these fraternities are designated by Greek names, exceptions being Acacia, FarmHouse and Triangle.

In 1930, eight national Greek-letter sororities and fraternities united to form the National Pan-Hellenic Council. Five of these historically African-American groups were founded at Howard University: Alpha Kappa Alpha Sorority in 1908, Delta Sigma Theta Sorority in 1913, Zeta Phi Beta Sorority in 1913, Phi Beta Sigma Fraternity in 1914 and Omega Psi Phi Fraternity in 1911. The remaining sorority in the council, Sigma Gamma Rho, was founded in Indianapolis in 1922 and granted its first collegiate charter at Butler University in 1929. Kappa Alpha Psi Fraternity was founded at Indiana University in 1911, and the oldest NPHC fraternity, Alpha Phi Alpha, was founded at Cornell in 1906.

American fraternities were created as social organizations, and they retain this characteristic to the present day. Even the so-called “professional” societies, which select their members from a particular discipline, have a distinct social function. But in the middle of the 19th century, a change occurred on the American campus that caused fraternities to acquire a secondary characteristic: the fraternity house. Because of many factors and circumstances (most of them economical), a number of schools were unable to maintain housing for their students. Consequently, campuses were ringed with boarding houses where students secured their own lodging and meals.

By this time many chapters had grown too large to meet in a student’s room and had started renting halls. And in 1854, at the University of Michigan, Chi Psi built a 20- by 14-foot log cabin in which to hold its meetings.

So the students’ reaction to this double need – for meeting rooms and for living quarters – was to lease, and finally to build their own homes. Thus evolved the fraternity house and the substitution of the word “house” for the word “chapter,” as in, “What house do you belong to?” This expression is common today even on campuses where there are no housed chapters.

The effects of going into the housing business has been many and varied. Owning and maintaining property required the cooperation of the alumni and alumnae, many of whom in the past had simply graduated and disappeared. Now they become involved with the management of the chapters, which indirectly benefited the colleges by keeping alumni and alumnae interested in the school. Likewise, private ownership of these houses relieved many schools of the financial burden of building dormitories. In fact, this willingness on the part of sororities and fraternities to assume responsibility for housing has gradually led to many
arrangements on the part of the institutions, such as “leased land” agreements, whereby the school owns the land and the fraternity constructs the building. But the change from being a group that “met” together to being a group that “lived” together was a real turning point in the fraternity movement. It altered the entire concept of fraternity – with all its advantages and disadvantages. It strengthened unity, discipline, activities and friendships. On some campuses the fraternities fostered the extracurricular activities, such as athletics, the newspaper, homecoming and school dances. Many colleges concerned themselves solely with the educational process and took no responsibility for the other facets of student life.

It is estimated at present that only 60 to 70 percent of our fraternities and sororities live in their own houses – either leased or owned. The rest have lodges or suites or rent meeting rooms. But the spirit of unity engendered by the “house” concept is evident even with unhoused chapters.

From the earliest days of the fraternity movement, rivalry among the groups to pledge members led to excesses in “rushing” practices, and finally to charges of exclusiveness and snobbery, resulting in several legal disputes regarding the right of fraternities to exist. Beginning in the late 1870s, several schools passed anti-fraternity rulings and some state legislatures prohibited fraternities in state institutions. Litigation, in various forms has persisted to the present time, although the charges have gradually shifted from “secret societies” to “discrimination.”

Beginning at the close of World War II, when fraternities experienced a decided rise in popularity, many educators expressed the opinion that restrictions in membership based on race, color or creed had no place on the campus. As private organizations, fraternities maintained their right to select their own members, but several federal commissions and acts of Congress threatened fraternal rights, and the campus upheavals of the 1960s led to a serious decline in fraternity membership. Although Title IX of the Education Amendments of 1972 prohibiting sex discrimination in the schools was amended in 1974 to exempt membership practices of social fraternities, many schools demanded that discrimination based on race, color or creed be discontinued if the fraternity were allowed to remain on the campus. Many groups founded along religious beliefs were adversely affected by these demands. Nevertheless, such restrictions have been eliminated, although membership selection is still the privilege of the individual chapters.

The “national” character of fraternities (and many of them are “international” with chapters in Canada) evolved gradually. Before the Civil War, as a rule chapters were independent and did as they pleased. In fact, it was common for a chapter at one school to establish a chapter at another school and not even bother to inform the rest of the fraternity. But gradually authority for the “government” of the groups was vested in convention – usually a type of reunion – and one chapter would be designated as the “Grand” or “Presiding” chapter, to be responsible for information. Sometime in the 1870s fraternities began to elect national officers, a practice imitated from their beginning by the sororities. After the turn of the century, one by one the groups established national offices.
Although sororities patterned themselves after fraternities, and their structure is parallel, there are tremendous differences between sororities and fraternities. And, yes, it begins with differences between the sexes.

Historically NIC/IFC fraternities, generally, have followed a “free enterprise” philosophy. The national organization tends to allow the chapters to run their own affairs as much as possible. The national offices are run by paid professionals who supervise a staff of paid professionals who oversee the chapters. There are, of course, volunteer advisors to the chapters and volunteer house corporation boards, but the men’s groups do not have a tradition of constant supervision which characterizes the typical sorority chapter.

Sororities are managed with a somewhat “maternal” philosophy. Each chapter has a board of alumnae advisors – all volunteers – that supervises the chapters and is directly responsible to the national organization. The national officers, also volunteers, supervise the various departments of the sorority.

There is not a “fault” on either side: it is merely the difference between the men’s philosophy and the women’s. When the National Panhellenic Conference was formed in 1902, the first thing they did was draw up agreements – practical statements of fair play – that no one would belong to more than one group, that a pledge was binding for a specified period, that no one would be pledged before she was enrolled in college, and so on. The NIC/IFC groups had no such agreements and felt no need for such strict observances.

Fraternities and sororities were created by students to fill a void in their lives – to foster friendships, to encourage sociability, advocate for social rights and to provide an outlet for free expression. Few students looked upon them then – or look upon them now – as agents for philanthropy, as instruments for self-improvement or as training in leadership. And yet that is what they have become through the friendships, the sociability and the free expression. Because a student must attain a satisfactory academic average before initiation, attention to scholarship is emphasized. The chapter provides an excellent laboratory for leadership training because chapter affairs demand responsibility.

Fraternities and sororities are constantly being questioned, demanding an end to hazing and irresponsible social behavior. Some colleges and universities have threatened to eliminate the fraternity system. Some have already done so. And many national groups have expelled or put on probation chapters that have not observed proper standards.
But these young people are human beings, and the human animal has always sought companionship, preferably with those who are congenial. If the fraternity system were eliminated today, tomorrow something would rise to take its place. And it would rise without 200 years of tradition to mold it, without strong national organizations to supervise it and without the intense loyalties which have perpetuated fraternities.

The American college and university would be bereft of one of its most unique institutions – the fraternity – which has grown and developed by the side of American education.
The Following Publications Were Attributed in This Manual:

Lambda Chi Alpha Fraternity: Alumni Advisory Board Manual, 2001

University of Miami Department of Student Activities and Leadership Programs: Advising 101: Introduction to Advising, 2001

University of Miami Office of Greek Affairs: Chapter Advisor Manual, 2002

Rutgers College: Student Organization Advisors Handbook, 1999

Norbert W. Dunkel and John H. Schuh: Advising Student Groups and Organizations, 1998

The University of Oklahoma: Fraternity Chapter Advisor Manual, 1996

Kappa Kappa Gamma Sorority: The Art of Advising (Publishing Date Unknown)

Mansfield University, Advisors’ Manual, Office of Fraternity and Sorority Life, 2015

Three Ways Gen Z Will Change the Workplace in 2017, Published on December 19, 2016, LinkedIn.

Commitment to Community

Louisiana State University is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment.

It is a community that fosters individual development and the creation of bonds that transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will:

- accept responsibility for my actions;
- hold myself and others to the highest standards of academic, personal, and social integrity;
- practice justice, equality, and compassion in human relations;
- respect the dignity of all persons and accept individual differences;
- respect the environment and the rights and property of others and the University;
- contribute positively to the life of the campus and surrounding community; and
- use my LSU experience to be an active citizen in an international and interdependent world.

The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles.

Adopted as a “Statement of University Position” on behalf of the Louisiana State University and Agricultural & Mechanical College community on the fifth of May in the year 1995.