2010-11 Student Handbook Table of Contents

STUDENT HANDBOOK PREFACE

All students should be familiar with the contents of this handbook because they are responsible for compliance with university policies governing student life. The policies and descriptions of service may be altered to carry out the purposes and objectives of the university; therefore, the university reserves the right to change any of this material at any time.

UNIVERSITY MISSION STATEMENT

MESSAGE FROM THE CHANCELLOR

STUDENT ACTIVITIES

- Student Activities Mission
- Student Opportunities for Involvement
- Student Organization Policy and Procedures
  - Requirements for Becoming a Registered Student Organization
  - Benefits of Becoming a Registered Student Organization
  - Information that Should be Included in the Constitution
  - Representing a Student Organization with the University
  - Organization’s use of the name of the University or LSUS Indicia
  - Guidelines a Student Organization must follow when Representing the University in an Official Capacity
  - Organization’s use of Campus Mail
  - Advisor Requirements
  - Different Types of Organizations
  - Name Change to a Registered Organization
  - Tax ID Number and Checking Account for a Registered Student Organization
  - Web Pages for a Registered Student Organization
  - Funding Opportunities Available for Registered Student Organizations
  - Distribution of Printed Material on Campus
  - Student Organizations Conduct Code
- Student Representation in University Governance (committees with student members)

STUDENT RIGHTS AND RESPONSIBILITIES

- Access to and Release of Student Information
- Appeal or Complaint Procedure (how to file an appeal or complaint)
- Student Conduct Code
  - Section 1: Governance of the University
  - Section 2: Statement of Policy
• Section 3: Definitions
• Section 4: Student Conduct Board
• Section 5: Misconduct
• Section 6: Substantive Due Processes
• Section 7: Procedural Due Processes
• Section 8: Disciplinary Sanctions
• Section 9: Administrative Procedures
• Section 10: Appeal Procedures
• Section 11: Interim Suspension
• Section 12: Procedure for Revising the Student Conduct Code

• Student Consumer Information (right to know information)

STUDENT SERVICES

• Bookstore
• Bulletin Boards
• Career Services
• Credit Union
• First Aid
• Housing
• Lost and Found
• Minority Student Assistance
• Noel Memorial Library
• Recreational Facilities
• Services for Students with Disabilities
• Student Development and Counseling
• Student Employment
• Testing Services
• The Port Food Services
• University Police
• Voter Registration

STUDENT POLICIES

• Academic Classification
• Academic Warning, Probation and Suspension
• Address and Name Change
• Communication with Students
• Drug Abuse
• Enrollment Status
• Enrollment Status Changes
Financial Aid
  - Enrollment Status Definition for Federal Student Aid
  - Financial Aid Refund
  - Satisfactory Academic Progress Requirements
Identification Cards
Race Discrimination
Registration
Services for Students with Disabilities
Sex Discrimination
Sexual Assault
Sexual Harassment
Smoking
Student Employment
Student Fee Deferment
Student Organizations
Telephone Policy
Traffic and Parking Regulations

CAMPUS DIRECTORY

STAYING WELL

- Introduction
- The Healthy Life Student Self-Care Guide
- Minding Your Mental Health
Louisiana State University in Shreveport is the public senior university serving the Shreveport/Bossier Metropolitan area and the Ark-La-Tex. The mission of LSUS is to:

- Provide a stimulating and supportive learning environment in which students, faculty and staff participate freely in the creation, acquisition and dissemination of knowledge;
- Encourage an atmosphere of intellectual excitement;
- Foster the academic and personal growth of students;
- Produce graduates who possess the intellectual resources and professional and personal skills that will enable them to be effective and productive members of an ever-changing global community; and
- Enhance the cultural, technological, social and economic development of the region through outstanding teaching, research and public service.
Message from the Chancellor

Dear Student:

On behalf of the faculty and staff, I welcome you to LSUS and to the 2010-11 academic year.

As a new or returning student, it is important for you to know that we are pleased to have you as a member of our LSUS community. Our faculty and staff are dedicated to providing you with every opportunity for an excellent learning experience. This is evidenced, in part, by our low student-to-faculty ratio and by our commitment to your success.

While I encourage you to fully utilize our many academic resources, I also believe strongly in student involvement and leadership development. There are ample opportunities for you to participate in activities, student organizations, recreational sports and athletic events. Students also play a vital role in the governance of our university by serving as members of many university committees. Your involvement in these activities is an important part of your education and our university tradition.

Please become familiar with the contents of the 2010-11 Student Handbook, and call upon our faculty and staff as we may be of service to you.

Sincerely,

Vincent J. Marsala
Chancellor
Student Activities

- Student Activities Mission
- Student Opportunities for Involvement
- Student Organization Policies and Procedures
- Student Representation in University Governance (committees with student members)
Student Activities Mission

The mission of the LSUS Student Activities Program is to provide a co-curricular experience for students which fosters student development and contributes to the student’s academic program. By promoting student governance, cultural, intellectual, social, recreational and leadership activities outside the classroom, the Student Activities Program seeks to assist students in making their college experience more enjoyable and rewarding. For more information, visit the Student Activities Office in the University Center, call 318-797-5393 or visit http://www.lsus.edu/studentactivities/.
Student Opportunities for Involvement

The **ALMAGEST** is produced by LSUS students for the purpose of informing the university community of news concerning LSUS. All students are offered the opportunity to work on the newspaper as editors, reporters, cartoonists, contributing writers and photographers and learn the fundamentals and mechanics of reporting news and publishing a newspaper. For information, contact the Almagest Office at 318-797-5328.

The purpose of the **LSUS ATHLETICS (Intercollegiate) PROGRAM** is to promote the education, development and enrichment of students through intercollegiate athletic participation. Intercollegiate athletics represents an important part of the university educational program, and many lasting friendships are formed as a result of association through athletics. This program is open to full-time, regularly enrolled undergraduates who are in good standing with the university and who are in compliance with the eligibility requirements of the national association. Students play for the educational and recreational values of participation. The “Pilots” athletic program includes olympic weightlifting, men's basketball, baseball and soccer, and women's basketball, soccer and tennis. For information about “Pilots” athletics, contact the Athletic Department, at 318-797-5194.

The **FORENSICS AND DEBATE PROGRAM** is designed for students with an interest in speaking, interpretation or acting. Participation is open to any regularly enrolled LSUS student regardless of curriculum or degree program. Members of the Forensics and Debate Team may earn one hour academic credit for their participation (by enrolling in Communications 165 Forensics or Communications 365 Debate) for each semester up to a total of three hours credit in each course. Participation in Forensics and Debate also enables the student to qualify for membership in Pi Kappa Delta, the national forensics fraternity. Additional information may be obtained from the Department of Communications at 318-797-5375.

The **RECREATIONAL SPORTS PROGRAM** at LSUS provides a comprehensive and varied program of both competitive and recreational sports for students, faculty and staff. The program includes competition in men’s, women’s and co-ed divisions for individual, dual and team sports. In addition, recreational sports offers fitness and wellness programs including group exercise classes and wellness seminars. Schedules, registration and other information may be obtained by visiting the Recreational Sports Office on the second floor of the University Center, by calling 318-797-5393 or by accessing [http://www.lsus.edu/recsports/](http://www.lsus.edu/recsports/).

LSUS offers **RESERVE OFFICERS TRAINING CORPS (ROTC)** cooperatively with Northwestern State University. ROTC offers a wide variety of Military Science courses and other programs geared to assist students in obtaining college degrees and commissions as officers in the Army, National Guard or U.S. Army Reserve. Instruction is divided into Basic and Advanced Courses. The Basic Course normally covers the freshman and sophomore years and is
usually limited to one or two semester hours of classroom lecture per semester. Students enrolled in the Basic Course have no obligation to the Army. The Advanced Course normally consists of the junior and senior years; however, advanced placement may be granted for students with prior military service. Students desiring ROTC commissions must receive credit for the Basic Course and complete the Advanced Course. Students may apply for two or three-year ROTC scholarships. Other programs available to students without obligation are a six-week Basic Summer Camp at any Army installation. More in-depth information may be obtained by contacting the LSUS Military Science Department at 318-797-5264.

**SPECTRA**, a literary anthology, is published each spring by students interested in imaginative writing. All students are invited to submit poems, essays or short stories for publication. Contact the English Department at 318-797-5369.

The **STUDENT ACTIVITIES BOARD (SAB)** is composed of students who plan and implement social, cultural, recreational and service programs for students, faculty and staff. All students are encouraged to apply for positions on the SAB by contacting the Student Activities Office in the University Center, by calling 318-797-5393 or visiting [http://www.lsus.edu/studentactivities/](http://www.lsus.edu/studentactivities/).

The **STUDENT GOVERNMENT ASSOCIATION (SGA)** is a comprehensive governing body which initiates and facilitates actions on student life. The guiding philosophy of this organization is service, special projects and legislation which will enhance the quality of life for the LSUS community. The student body relies on the SGA to voice problems and concerns. It is the responsibility of the SGA to see that issues are addressed in the most comprehensive, efficient manner possible. For more information, visit the SGA Office in the University Center, call 318-797-5342 or visit [http://www.lsus.edu/studentactivities/](http://www.lsus.edu/studentactivities/).

The **STUDENT ORGANIZATION COUNCIL (SOC)** is composed of the president or a representative from each registered student organization. The SOC provides the opportunity for communication and coordination of events among organizations as well as training to help organizations be effective. The SOC represents the concerns of student organizations and recommends policies and procedures. To view the university's registered LSUS student organizations, please visit [http://www.lsus.edu/studentactivities/](http://www.lsus.edu/studentactivities/).
Student Organization Policies and Procedures

(Adapted, in part, from the Louisiana State University Agricultural and Mechanical College Student Organization Handbook)

Registration of a student organization does not imply control of, support for or agreement with the organization’s purposes, goals or philosophy. Participation in student organizations is voluntary.

For official university rules and regulations consult the Student Conduct Code, university policy statements and permanent memoranda. Information included is subject to change. Student organizations should consult the university website for updates on policies and procedures, and always consult with the appropriate university personnel when clarification is needed.

REQUIREMENTS OF BECOMING A REGISTERED STUDENT ORGANIZATION

A group of 10 or more currently enrolled full-time students may form a registered student organization by following these steps:

- Complete a registration form
- Secure a full-time faculty/professional staff advisor
- Develop a constitution and bylaws to govern the organization and ensure an electronic version is on file with the University Center Office
- Limit group membership to students, faculty and staff at LSUS
- Extend membership without biases prohibited by applicable law, including but not limited to sex, race, color, national origin, religion, age, veteran status, disability, marital status or sexual preference
- Agree to conduct organization affairs in accordance with institutional regulations

“Provisional authorization” may be granted to an organization interested in forming. Other rules and regulations regarding campus organizations are outlined in these guidelines and may be found in the University Policies and Procedures section of the LSUS website. Other questions may be directed to the director of student activities.

BENEFITS OF BECOMING A REGISTERED STUDENT ORGANIZATION

A registered student organization has the privilege of using on-campus facilities, raising funds, sponsoring speakers and public performances and distributing literature. Other benefits include:

- The official registration by Louisiana State University in Shreveport and the privilege of associating itself as a registered student organization at LSUS.
- Use of the University Center’s meeting rooms free of charge (restrictions apply) and use of the facilities, most of which are discounted for student organizations.
- Inclusion in the student activities’ database, which serves as a resource center for those seeking involvement in student organizations.
• Eligibility to apply for Student Organization Council Funds, which help defray the travel expenses of conferences, conventions or competitions that are educational, academic or professional in nature.
• The stability of a written constitution (and bylaws).
• A full-time faculty/staff advisor available for counsel and support.
• A free mailbox for the registered student organization in the University Center.
• Invitations to join in the Kick-off Chaos, Fall Fest, Welcome Back Bash, Spring Fling or other organization events.
• Information on events on campus and how to sponsor, fund and seek additional funds for your events.
• Access to the Leadership Resource Library, which contains leadership resource materials, icebreakers, programming and activities magazines in the University Center Office.
• Membership and representation on the Student Organization Council.

INFORMATION THAT SHOULD BE INCLUDED IN THE CONSTITUTION


Ordinarily, every constitution contains articles covering these subjects:

• Name of the organization
• Its Object (Purpose)
• Members
• Officers
• Meetings
• Executive Board (if needed)
• Committees
• Parliamentary authority to be followed by the organization
• Amendments (prescribing procedure for making changes to the constitution)
• Registration Renewal

It is possible that the particular nature of an organization may require additional basic rules that should be added to the above list for that organization.

RE-REGISTERING A STUDENT ORGANIZATION

Every registered student organization must re-register by the first Friday in October and any time any of the officers or advisor(s) change. The steps to re-register an organization are as follows:

• Obtain the registration forms from the University Center Office or online
• Update the authorized officers or representatives form
• Ensure that the authorized officers or representatives form is signed by the president and advisor

Failure to return the forms by the deadline results in the organization’s loss of privileges to use university facilities until the registration form is completed.
REPRESENTING A STUDENT ORGANIZATION WITH THE UNIVERSITY

Only the officers listed on the Authorized Representative Sheet may represent the organization in official relations with the university. Only these members are permitted to make room reservations, schedule events, reserve tables or banner space and conduct other business on behalf of the organization.

ORGANIZATIONS USE OF THE NAME OF THE UNIVERSITY OR LSUS INDICIA

The Media and Public Relations Office promotes, protects and regulates the university's name and identifying marks. These marks include the name, logos, seal and all identifying marks, symbols and slogans associated with LSUS. Prior written permission is required through the Media and Public Relations Office for use of the university's name or marks for anything other than official university purposes. The following applies to student groups and organizations.

A registered student organization may use the university name in its title, publications or letterhead to show its status as a registered student organization at LSUS, but may not use the name in a manner as to create confusion between it as an organization and the university itself nor in a manner that would in any way constitute an endorsement, approval or underwriting of any organization, product, activity, service or contract by Louisiana State University in Shreveport. The general rule is that the university name cannot precede the name of the organization. Examples include: Permissible: Pilot Club at Louisiana State University in Shreveport, Pilot Club at LSUS. Not Permissible: Louisiana State University in Shreveport Pilot Club, LSUS Pilot Club. If a sport club uses the word "team" within its title, it may only do so when the words "sport club" precedes the word "team" in order to separate sport clubs from athletic teams: Permissible: Pilot Sport Club Team at Louisiana State University in Shreveport. Not Permissible: LSUS Pilot Team. The correct reference to LSUS is by Louisiana State University in Shreveport or LSUS. "Louisiana State" is not acceptable.

Registered student organizations or club teams may not use the university seal or logos on letterheads, business cards or other identifying materials. A sport club team may, however, utilize a university mark as part of its uniform, provided the item is not issued or made available by sale or otherwise to anyone other than team members. Registered student organizations may receive permission to utilize a university mark for special use, such as a commemorative item that is for members use only. Contact the Media and Public Relations Office for review of such proposed use.

Should an item bearing the registered marks of the university be sold to anyone other than the membership of a registered student organization or sport club team, it becomes a commercial use of the mark and is subject to a license agreement. For example, if the Pilot Club at LSUS decides to use the marks of the university on its uniform, it may do so only subject to approval by the Media and Public Relations Office.
GUIDELINES A STUDENT ORGANIZATION MUST FOLLOW WHEN REPRESENTING THE UNIVERSITY IN AN OFFICIAL CAPACITY

Registered student organizations, which represent the university in intercollegiate competition, public performances, fund raising projects, printed literature or any other endeavor, whether on or off-campus will be subject to the *Student Conduct Code*.

ORGANIZATION'S USE OF CAMPUS MAIL

Registered student organizations are allowed to use university mail service for free when sending mail from one campus address to another campus address. Student organizations must pay for postage in advance if mailing items to an off-campus address.

ADVISOR REQUIREMENTS

- Clarify his/her role as advisor to the group members as he/she sees it; once understood, there should be fewer problems due to misunderstanding regarding roles and responsibilities.
- Be aware of and follow university policies that govern registered student organizations.
- Encourage and assist the group in setting organization goals and activities.
- Be available to the officers of the organization for consultation.
- Encourage the officers to maintain accurate records.
- Stay up-to-date on what is occurring within the organization.
- Assist the officers in understanding their duties and organizing programs.
- Advise and consult organization officers on budgets and other financial affairs.
- Attend a Student Organization Council training meeting on an annual basis.
- Promote involvement and discussion.
- Attend meetings as often as possible.
- Promote diversity within the organization.
- Teach the art of leadership.
- Help bridge the year-to-year change in officers.
- Maintain objectivity in group decisions, activities or goals.
- Provide continuity to the organization's policies, programs and traditions.
- Have a genuine interest in and concern for students and their growth.

DIFFERENT TYPES OF ORGANIZATIONS

The University Center staff maintains current information on each registered student organization, its officers or authorized representatives, its purpose and its advisor. A student interested in contacting an organization can find that information by contacting the UC staff. Each year a list of current organizations is published giving the names of the groups according to nine categories.

**Academic/Professional:** Academic and professional organizations provide an opportunity for individuals to discuss and share information related to a specific academic field, topic or interest. These organizations offer a network between students with a common interest.
**Governing**: Governing organizations are primarily involved in coordinating campus activities and supporting the function of campus-wide populations. These governing bodies serve as representatives for the student body.

**Greek**: Greek life is composed of social fraternal or sorority organizations. Social fraternal organizations are composed of all male members. Social sorority organizations are composed of all female members. Both social organizations encourage academic achievement, leadership and community service. Membership is by invitation only, but recruitment is open to all students.

**Honorary**: Honorary organizations recognize high levels of academic achievement and generally require a demonstrated interest in a particular career or academic discipline. Organizations may also recognize achievement in leadership or community service.

**Religious**: Religious organizations assist in the spiritual development, instruction and fellowship of students.

**Service**: Service organizations focus on outreach efforts for the campus as well as community projects. Service organizations are a way to give back to the community and gain experience in your field.

**Special Interest**: Special interest organizations encourage students to discuss and share information regarding a particular area of interest.

**Sport**: Sport organizations encourage participation in sport activities. They also aid in the development of skills, knowledge and support of a particular sport or leisure activity.

**NAME CHANGE TO A REGISTERED STUDENT ORGANIZATION**

To change the name of an organization, a student officer must submit the following information to the director of student activities:

- Updated registration form
- Updated constitution that reflects the change of name

**TAX ID NUMBER AND CHECKING ACCOUNT FOR REGISTERED STUDENT ORGANIZATION**

Registered student organizations in need of a checking account must first apply for a tax identification number through the Internal Revenue Service (IRS Form SS-4). A student officer can apply online at [http://www.tax9er.com/tax_id_number/](http://www.tax9er.com/tax_id_number/). Once the tax identification number has been assigned, a student officer must fill out the appropriate forms with a local bank to receive the checking account. Registered student organizations at LSUS are encouraged to use Campus Federal Credit Union.
WEB PAGES FOR REGISTERED STUDENT ORGANIZATIONS

Student organizations desiring a website should create and fund their own separate from the LSUS site. However, LSUS student organizations interested in providing relevant information for posting on LSUS's University Center website, (www.lsus.edu/uc) may contact the University Center Office at 318-797-5393.

FUNDING OPPORTUNITIES AVAILABLE FOR REGISTERED STUDENT ORGANIZATIONS

- It is the responsibility of the members of student organizations to know and abide by all university policies pertaining to fund raising.
- Registered student organizations wishing to hold a fund raising event must have approval from its president, faculty/staff advisor and the director of the University Center. It may be necessary for some organizations to have additional approval from departmental deans or directors.
- Fund raising is defined as any event, program or activity in which money or items are collected (ex. donations, ticket sales, sale of items, collection of canned goods, etc.). Gaining monetary compensation by providing a service to LSUS is not considered a fund raising activity.
- Fund raising events may not disrupt or impair the normal operation of the university. The university reserves the right to determine the time, place and manner of fund raising. As a matter of operational policy, the university has restricted fund raising on campus to exclude academic buildings and their environs. Other buildings may have additional policies governing fund raising activities.
- Raffles, lotteries and similar games of chance are considered to be gambling. Illegal gambling is prohibited by state law and by the Student Conduct Code.
- Student organizations may not engage in fund raising activities in which the student organization merely serves as the agent of a non-LSUS entity to sell its products or provide services for it.
- No student organization may promote or sell alcoholic beverages. Alcoholic beverages may not be served at any student organization event.
- The use of university facilities by registered student organizations must be at no direct cost to the university. Registered student organizations must reimburse the university for the cost of facilities, janitorial services and direct costs incurred to the university by making the facility available for the student-sponsored fund raising event. Dependent upon the policies of the campus facility in use, the university reserves the right to assess charges for facilities when an admission fee is charged to participants of an event.
- Student organizations may not use the LSUS logo or other indicia without prior approval from the Media and Public Relations Office. This approval includes, but is not limited to, T-shirts, hats and calendars.

DISTRIBUTION OF PRINTED MATERIAL ON CAMPUS

Please visit http://www.lsus.edu/studenthandbook/ssp_bulletin.asp for guidelines.
STUDENT ORGANIZATIONS CONDUCT CODE

This code defines how the university will consider an alleged violation of university regulations by registered student organizations.

Definitions

Registered Student Organizations: Registered student organizations include all organizations that have fulfilled all of the requirements established by the university for official registration and whose membership involves LSUS students. The term "organization" or "student organization" means officially registered student organizations.

University Regulations: The term university regulation is used to include all regulations, rules, resolutions, policies, bylaws, practices and procedures established and promulgated by the Board of Supervisors, the LSU System and the LSUS administration.

Dean of Students: The term "dean of students" or "the dean" refers to both the person holding that position as well as to the department known as the "Dean of Students Office." The dean may delegate the authority to perform any of the duties assigned to him or her in this policy statement.

Misconduct: The term misconduct is used to include any official or unofficial act or omission by a student organization or its members that is contrary to the provisions of a university regulation and/or a local, state or federal law or regulation.

General Policy

Groups wishing to register with the university must adhere to the requirements for becoming a registered student organization. By becoming a registered organization a group agrees to abide by all university regulations as well as local, state and federal laws.

Conduct Regulations for Student Organizations

Officers and members of student organizations are expected to know and abide by all regulations for student organizations and for students in general.

Some recognized student organizations are affiliated with state, regional, national or international organizations. Many of these governing groups have developed position statements on hazing and other forms of misconduct. The university may report alleged violations of university regulations by student organizations to the organization's governing body or affiliated organizations.

Student Organizations and the Student Conduct Code

The university's established procedure for considering alleged violations of university regulations by individual students is outlined in the Student Conduct Code. The fact that alleged individual student misconduct grows out of participation in an activity sponsored or engaged in
by a registered student organization does not negate the individual student's accountability under the provisions of the Student Conduct Code. The fact that individual students are held accountable for actions taken while participating in an organization's activity does not negate the accountability of the organization for its actions. Although the administrative procedure of the code is not to be used to hear charges of misconduct against registered student organizations, the university does hold student organizations accountable for acts or omissions taken by the organization that violate the misconduct provisions of the code.

Operating Procedures

Filing a Complaint

Allegations of misconduct by registered student organizations should be made to the dean of students. Such allegations may be made orally; however, a written statement is preferred. The statement should contain all pertinent information available to the person or persons making the allegation.

Preliminary Investigation

Upon receipt of an allegation of misconduct by a registered student organization, the dean of students will conduct a preliminary investigation to determine if there is a reasonable basis for the filing of formal charges of misconduct against the student organization. The dean may conduct a personal interview with the person or persons making the allegation of misconduct, the officers of the student organization deemed relevant to the inquiry by the dean of students and/or other individuals, including members of the organization who might have pertinent information relating to the alleged misconduct.

Filing of Formal Charges

If the preliminary investigation indicates that there is reasonable cause to believe that misconduct has occurred on the part of a student organization, formal charges will be made on behalf of the university by the dean of students. These charges will be specifically stated in a letter addressed to the president of the organization. This letter shall also include a time, date and place for a hearing conference with the Student Affairs Committee. The president of the organization will be contacted by the dean of students to schedule a prehearing conference.

Prehearing Conference

The purpose of the prehearing conference is to determine how the formal charges against the organization are to be considered. The prehearing conference provides an opportunity for the organization to discuss the charges with the dean of students. The organization must be represented at this conference by one or more of its officers. The faculty advisor and other advisors may attend the prehearing conference in an advisory capacity only; however, one of the student officers must be designated as the official spokesperson for the organization.

An Administrative Action
In the event the official spokesperson of the student organization wishes to waive the organization's right to a formal hearing and is willing to accept the formal charges as being valid, the dean of students may act on the charge administratively. If an administrative action is desired, a form requesting that the charge against the organization be considered administratively must be signed by the official spokesperson of the organization. After this form is signed, the dean of students shall have the authority to administratively impose a sanction consistent with the provisions of this policy statement.

**Student Affairs Committee Procedure**

If an organization does not choose to resolve a case with an administrative action, the dean will refer the matter to the Student Affairs Committee for resolution.

The dean of students will be responsible for presenting the university's reasons for bringing charges against the organization. Witnesses may be called by the university to testify in support of the charges.

An officer shall be chosen by the organization to serve as spokesperson for the organization in the hearing. An organization may have up to three members attend the hearing. With the exception of the spokesperson, organization members who are to be witnesses shall not be present during any other witnesses’ testimonies. The spokesperson may have the assistance of the faculty advisor and/or one other advisor to assist him or her during the hearing. The spokesperson shall have the right to: be present during all phases of the hearing except the committee's deliberation on procedural and evidentiary matters, findings of fact and potential sanctions; to present evidence and witnesses on behalf of the organization; and to have reasonable cross-examination of witnesses.

Decisions of the Student Affairs Committee on the issue of a violation of university regulations shall be based solely upon the evidence introduced during the hearing. Legal rules of evidence do not apply to hearings under this policy; the Student Affairs Committee may admit and give effect to evidence that possesses probative value and is commonly accepted by reasonable people in the conduct of their affairs. The Student Affairs Committee chair may exclude irrelevant, material, and unduly repetitious evidence. A vote that the charged violation was committed shall be rendered by a committee member only if the member finds that the greater weight of the credible evidence supports a finding of violation. A majority vote of the committee members present shall be required for a finding that a violation was committed.

If the organization is found in violation, the Student Affairs Committee shall, by majority vote, arrive at a sanction that the members consider commensurate with the seriousness of the violation. In arriving at an appropriate sanction, the panel may consider evidence of past violations by the organization as well as any recommendations from the dean of students.

**Penalties**

All sanctions imposed on student organizations by the university will be administered by the dean of students. The following penalties may be assessed singly or to follow consecutively (e.g.
A group may have their registration rescinded and be allowed to return to the university on probation at the completion of the time of rescinded registration.) Sanctions assessed will list the length of the probation and/or rescission (unless indefinite), the specific privileges to be forfeited, and any and all other conditions established as a part of the sanction.

- A Letter of University Reprimand - will not include forfeiture of privileges.
- University Probation - may stipulate the forfeiture of specifically listed social and/or other privileges for a period of not less than three months, or more than three calendar years, and may also require specific performance during probation.
- Total Probation - this is the most severe sanction that the university may impose upon a student organization, short of rescinding university registration. Total probation shall be for a stated period of time not to exceed one calendar year and prohibits the organization from: sponsoring, co-sponsoring or participating in any and all social, intramural, athletic or other similar activities on or off-campus; the solicitation of any new members or pledges; and the initiation of any new members. Total probation may also include the forfeiture of other specifically listed privileges. It may also require specific performance by the organization during the period of probation.
- Rescission of University Registration - this represents the most serious penalty that may be imposed on a registered student organization. It involves the revoking of the university's registration of the organization for a stated or an indeterminate period of time. If the organization also holds a charter from a national organization or association, the university may also request that the national organization or association revoke the organization's charter.

Additional Administrative Procedures

There shall be a written record of the substance of the proceedings of all hearings and all other action taken administratively under the provisions of this policy statement. Penalties imposed by the dean of students or the Student Affairs Committee shall be administered by the dean of students.

Appeal Procedures

The decision of the Student Affairs Committee shall be final, subject only to the organization's right of appeal to the vice chancellor for student affairs or his/her designee. All appeals must be in writing and should contain the specific bases of the organization's appeal. Appeals may be requested for the following reasons:

- Procedural errors that substantially affected the outcome of the hearing;
- New information that was not available at the time of the hearing;
- Evidence that the sanction is grossly disproportionate for the violation(s);
- Evidence that it was wholly unreasonable for the Student Affairs Committee to have found that the greater weight of the credible evidence supported a finding of violation.

The organization must present their appeal to the vice chancellor for student affairs no later than seven days from the date of the Student Affairs Committee decision. At the same time, the
organization must provide a copy of their appeal to the dean of students who will have seven
days from the date of the appeal to provide a response for the vice chancellor for student affairs’
consideration. The vice chancellor for student affairs will render a decision after considering
both the appeal and the response.

Interim Suspension of Activities

When in the sole discretion of the university, an allegation against a student organization gives
reasonable cause to believe that the organization represents a threat to the safety, security or
welfare of the university community and/or an obstruction to accomplishing the university's
lawful mission, immediate action may be warranted. Under such circumstances, the dean of
students has the authority to temporarily suspend all or some activities of the accused
organization until the other provisions of this policy statement are implemented. In the case of
Interim Suspension of Activities, the university will make reasonable efforts to implement the
procedures outlined above for considering a complaint as quickly as is feasible under the
circumstances.
Student Representation in University Governance (committees with student members)

Student Government Association (SGA):

Students have a collective right through the SGA to participate in the formulation of standards of conduct and policies and procedures which govern student activities and affairs. Students, upon their request, have a collective right through the SGA to be heard in the making of other institutional policy which affects their rights and well-being. Students have the right to take stands on issues, to examine and discuss questions of interest and to support causes by orderly means which do not disrupt normal university operations or interfere with the rights of others.

University Committees:

Students also have a voice in university governance through their representation on the following committees:

Administrative

- Athletics
- Commencement
- Faculty Awards
- Parking and Traffic
- Scholarship

Faculty Council

- Admissions and Standards
- Educational Assessment
- Library
- Student Affairs
- Student Conduct Board

Students interested in serving on committees must be in good standing and should contact the SGA president at 318-797-5342 or sga@lsus.edu.
Student Rights and Responsibilities

- Access to and Release of Student Information
- Appeal or Complaint Procedures
- Student Conduct Code
- Student Consumer Information
Access to and Release of Student Information

Policies and procedures relating to student information ensures each student access to his or her educational records maintained by the university and prohibits the release of personally identifiable information from these records without the student's permission except as specified by law. The information in the educational record may be challenged by the student as inaccurate, misleading or in violation of privacy, and a written explanation by the student of the contents may be provided for insertion in the record. The officials responsible for student records are as follows:

Dean of Students ---Disciplinary Records
Dean of Enrollment Services and Registrar---Scholastic Records
Director of Financial Aid---Financial Aid Records

A student who has been enrolled on more than one campus of the LSU System must request records from the appropriate office on each campus. If copies of records are desired, the student is required to pay the cost for these copies.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review education records within 45 days of the day the university receives a request for access. To examine records, the student should submit to the dean of enrollment services and registrar (AD 168) a written request that identifies the record(s) he/she wishes to inspect. The dean of enrollment services and registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the dean of enrollment services and registrar, he/she will advise the student of the correct person to whom the request should be addressed.

- The right to request the amendment of the education records that are believed to be inaccurate or misleading. A student may ask the university to amend a record that is believed to be inaccurate or misleading. The student should write the dean of enrollment services and registrar, clearly identifying the part of the record he/she wants changed, and specifying why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university/LSU System in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and counseling staff); a person or company with whom the university has contracted (such as
an attorney, auditor or collection agent); a person serving on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, graduate students serving as instructors and students who are assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the university may disclose education records without consent to officials of another school in which students seek or intend to enroll; public officials as specified by law; agencies and offices administering financial aid for records required in connection with a student's application for or receipt of financial aid; organizations for use in developing, validating or administering student aid programs and improving instruction; accrediting agencies; and appropriate persons in the case of health and safety emergencies. The university may release education records without consent to courts of law in response to court orders or subpoenas. When responding to a court order or subpoena, a reasonable effort in advance of compliance will be made to notify the student of all such orders or subpoenas.

To allow any person, other than those specified, access to a student's educational records, the student must submit a written, dated and signed waiver to the official responsible for the records. The waiver must specify the records to be released, the reasons for such release and the names of the persons to whom records should be released.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.
- At its discretion, the university may provide directory information to the public in accordance with the provision of the Family Educational Rights and Privacy Act of 1974, as amended, to include: the student's name, mailing and e-mail address, telephone listing, date and place of birth, photographs, dates of enrollment, major field of study, enrollment status (e.g., full-time or part-time), classification, major degree(s) earned, awards and honors, participation in officially recognized activities and sports, weight and height of members of athletic teams and the most recent previous educational agency or institution attended by the student.
- The student may have any or all of the directory information withheld by completing the directory exclusion card in the Admissions and Records Office at the time of registration for each semester.
Appeal or Complaint Procedures (how to file an appeal or complaint)

Written and verbal complaints from students will be directed by the person receiving the complaint to the administrative supervisor most closely related to the situation for investigation and response. The vice chancellor for each division may be involved if needed in responding to the complaint. Any complaint concerning a course, program or service should be directed to the person supervising that activity. Concerns about an academic class or any activity related to that class should first be discussed with the faculty member assigned to the class. If the complaint is not resolved, the student should then contact the chair of the department offering the course. Should the issue continue to be unresolved, the student should contact the dean of the college in which the class is taught. If all of these contacts are unsatisfactory, the next level of appeal is the vice chancellor for academic affairs. For complaints concerning program or service areas within the university, the director of the office or department should be contacted first. If the complaint is not resolved, the student should contact the vice chancellor responsible for that area. Service areas and the responsible administrative positions are listed below. In addition, sections of this Student Handbook contain information concerning how student appeals of certain situations are processed.

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Contact</th>
<th>Reporting Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission</td>
<td>See Appeals for Admission, Readmission, Reevaluation of Transfer Credits and Degree Requirements</td>
<td></td>
</tr>
<tr>
<td>Course Grades</td>
<td>See Appeals of Final Grades Assigned in Courses</td>
<td></td>
</tr>
<tr>
<td>Disability Discrimination</td>
<td>See Services for Students with Disabilities</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Eligibility</td>
<td>See Appeal Procedures under Financial Aid</td>
<td></td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>See Appeals for Admission, Readmission, Reevaluation of Transfer Credits and Degree Requirements</td>
<td></td>
</tr>
<tr>
<td>Parking Tickets</td>
<td>See Traffic and Parking Regulations</td>
<td></td>
</tr>
<tr>
<td>Race Discrimination</td>
<td>See Race Discrimination Policy</td>
<td></td>
</tr>
<tr>
<td>Sex Discrimination</td>
<td>See Sex Discrimination Policy</td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>See Sexual Harassment Policy</td>
<td></td>
</tr>
<tr>
<td>Transfer Evaluation</td>
<td>See Appeals for Admission, Readmission, Reevaluation of Transfer Credits and Degree Requirements</td>
<td></td>
</tr>
<tr>
<td>Admissions and Records</td>
<td>Registrar &amp; Director</td>
<td>Vice Chancellor, Student Affairs</td>
</tr>
<tr>
<td>Alumni Services</td>
<td>Director</td>
<td>Vice Chancellor, Development</td>
</tr>
<tr>
<td>Athletics</td>
<td>Coach</td>
<td>Director, Athletics</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Director, Auxiliary Enterprises</td>
<td>Vice Chancellor, Business Affairs</td>
</tr>
<tr>
<td>Buildings and Grounds</td>
<td>Director, Physical Plant</td>
<td>Vice Chancellor, Business Affairs</td>
</tr>
<tr>
<td>Campus Security</td>
<td>Director, University Police</td>
<td>Vice Chancellor, Business Affairs</td>
</tr>
<tr>
<td>Campus Wide Computer Labs</td>
<td>Director, Computing Services</td>
<td>Vice Chancellor, Business Affairs</td>
</tr>
<tr>
<td>Career Services</td>
<td>Director</td>
<td>Vice Chancellor, Student Affairs</td>
</tr>
<tr>
<td>Department</td>
<td>Position</td>
<td>Vice Chancellor</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Dean</td>
<td>Vice Chancellor, Academic Affairs</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>Director</td>
<td>Vice Chancellor, Student Affairs</td>
</tr>
<tr>
<td>Departmental Computer Labs</td>
<td>Department Chair</td>
<td>Dean</td>
</tr>
<tr>
<td>Fee Payment</td>
<td>Director, Accounting Services</td>
<td>Vice Chancellor, Business Affairs</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Director</td>
<td>Vice Chancellor, Student Affairs</td>
</tr>
<tr>
<td>Food Service</td>
<td>Director, Auxiliary Enterprises</td>
<td>Vice Chancellor, Business Affairs</td>
</tr>
<tr>
<td>Housing</td>
<td>Director</td>
<td>Vice Chancellor, Student Affairs</td>
</tr>
<tr>
<td>Library</td>
<td>Dean</td>
<td>Vice Chancellor, Academic Affairs</td>
</tr>
<tr>
<td>Public Information</td>
<td>Director</td>
<td>Vice Chancellor, Development</td>
</tr>
<tr>
<td>University Center</td>
<td>Director</td>
<td>Dean of Students</td>
</tr>
</tbody>
</table>

**Appeals for Admission, Readmission, Reevaluation of Transfer Credits and Degree Requirements**

University regulations and usual operating procedures determine such things as a student's admissibility to the university, readmission after scholastic suspension, probation or warning status, evaluation of credits earned in other institutions and completion of degree requirements. It is the function of the academic department to determine whether a given course at another institution is comparable to a course at LSUS; it is the function of the dean of the college in which the student is enrolled to determine how credits accepted at LSUS from another institution are to be applied towards graduation; it is the function of the proper administrators, by interpreting established policies, to determine in a given instance whether a student is admissible or readmissible to the university. Only when a student believes that he or she has not been properly or fairly treated in one of these matters or that an error of interpretation has been made, should a student initiate an appeal on one of these matters.

- **Admission, Readmission and Transfer Credits:** Each appeal must be made in writing to the student's academic dean. The appeal should contain new information or explanations of previous information which could result in a new decision. Upon receiving a written appeal, the dean will meet with the student in an effort to explain university regulations. If the student then accepts the interpretation, the matter goes no further. If the student wishes to appeal the matter further, the dean sends a copy of the student's appeal and the report of the meeting with the student, an analysis of the circumstances, and a recommendation to the Admissions and Standards Committee. In executive session, the committee will reach a decision on a recommendation and will send that recommendation to the dean for final action, subject to the right of the chancellor to review the case.

- **Credits and Degree Requirements:** If the matter involves credit or other matters necessary for graduation, the case must be appealed to the student's academic dean no later than the semester prior to the semester at the end of which the student desires to graduate. The student cannot be assured that cases arising during the semester of the student's intended commencement will be resolved in time to allow the student to participate in the
commencement at the end of the semester. Upon receiving a written appeal, the dean will meet with the student in an effort to explain relevant university regulations. If the student then accepts the interpretation, the matter goes no further. If the student wishes to appeal the matter further, the dean sends a copy of the student's appeal (and the report of the meeting with the student), an analysis of the circumstances and a recommendation to the Admissions and Standards Committee which will meet with the student if the student so desires. In executive session, the committee will reach a decision on a recommendation and will send that recommendation to the vice chancellor for academic affairs for final action, subject to the right of the chancellor to review the case.

Appeals of Final Grades Assigned in Courses
A student must initiate a written appeal within 30 days after the beginning of the next regular semester (i.e., fall or spring, exclusive of summer), and the appeal must be based clearly on alleged instructor prejudice, bad faith, capricious action or similar reason. Neither a lower than expected grade nor the alleged difficulty of a course or test warrants an appeal. If the faculty member who assigned the grade being appealed is an academic administrator, then that faculty member is excused from the decision making process after Step A. A replacement will be appointed ad hoc by the chancellor, or if the chancellor is the teacher, by the vice chancellor for academic affairs. Procedures for graduate students are in parenthesis.

- A student who has a question about a final grade must discuss the matter with the faculty member before initiating an appeal. The formal appeal process begins when the student presents to the faculty member a completed, signed and dated Student Appeal Form, available in departmental offices (Academic Affairs Office for graduate students), including copies of all pertinent documentation, requesting the faculty member to reconsider a final grade. The faculty member must respond in writing within three working days, regardless of the outcome. Clerical errors must be corrected as soon as possible by appropriate action.

- If the student and faculty member do not resolve the matter, and the student wishes to pursue the appeal, the student will ask the faculty member to forward the Student Appeal Form to the chair of the department in which the course was taught (or to the graduate program director if the course is not offered through a specific department). Within three working days after the faculty member's written response, the student will make a written request to the chair (or program director), for a meeting of the chair (or program director), the faculty member and the student. The request will clearly state the purpose of the meeting, the faculty member's name and the areas of disagreement. The chair (or program director) will confer with the student and the faculty member in an effort to reach agreement. If agreement is reached, the statement of agreement will be initialed by all three.

- If the student wishes to appeal further, he or she should ask that the chair (or program director) forward all documents to the dean of the college in which the course is offered. Within three working days of the meeting with the chair (or program director), the student must submit a written appeal to the dean, summarizing the points of disagreement with the chair (or program director). Upon receiving the appeal, the dean must, within three working days, forward copies to the chair (or program director) and faculty member concerned, who may reply, within three working days, with individually written
statements supporting their previous actions. Copies of any written replies must be forwarded to the student. When replies from the chair (or program director) and faculty member have been received, the dean will meet, within three working days, with the student, faculty member and chair (or program director) in an effort to reach agreement.

- If the agreement is not satisfactory to the student, the faculty member or the chair (or program director), the dean will refer the appeal to an ad hoc committee appointed by the dean from within the college. The ad hoc committee will be composed of three faculty members, no more than two from the same department, and two students who will be voting members (three members of the graduate faculty of that college, with no more than two from the same department, and two graduate students who shall be voting members). The dean will designate a chair for the committee but should make no prejudicial statements to the committee or the chair. The committee will hold a hearing with the department chair (or program director), the faculty member and the student. After deliberation, the committee will make its recommendation in writing to the dean. Within 30 calendar days after receiving the student's appeal, the dean must make a written decision, listing the reasons supporting the decision. Copies must be given to all parties, to the vice chancellor for academic affairs and to the student's dean.

- If any party to the appeal believes that a serious procedural error in the appeal occurred, or that there was an abuse of discretionary authority in reaching the decision, a written petition for review may be filed with the vice chancellor for academic affairs. This petition, which must be filed within five working days after receiving the dean's decision, must contain a complete statement of the alleged serious procedural error or examples of abuse of discretionary authority and also must contain reasons for the relief requested. The petition must be accompanied by copies of all documents produced in the appeal. Copies should be sent to all parties to the appeal and to the student's dean. The vice chancellor for academic affairs will decide within ten working days after receiving the petition whether further action should be taken. In reaching this decision, the vice chancellor may ask other parties to the appeal to make a written reply to the request for a review, or these parties, on their own, may make a written reply. If the decision is reached that a review is not justified, the student and all other parties, including the student's dean, will be notified. If the vice chancellor for academic affairs decides to respond favorably to the petition for review, a formal meeting will be held with all parties. Based on discussions at this meeting, as well as on all written materials furnished, the vice chancellor for academic affairs will reject or affirm the decision already made. Once a decision is reached, the vice chancellor for academic affairs will notify all parties and the student's dean of the decision. If, at any stage in the process, a decision requires change in an official university record, the faculty member must comply with all university regulations and procedures necessary to accomplish the change. The decision of the vice chancellor for academic affairs shall conclude the matter.

**Equal Access Policy**

Louisiana State University in Shreveport assures equal opportunity for all qualified persons without regard to race, color, religion, gender, national origin, age, sexual orientation, disability, marital status, pregnancy, sickle cell trait or veterans' status in the admission to, participation in or employment in its programs and activities. Any student who has a concern or grievance related to any status listed above should contact the dean of students at AD 208 or 318-797-5116.
Student Conduct Code

(Adapted from the Louisiana State University Agricultural and Mechanical College Student Conduct Code)

SECTION 1. GOVERNANCE OF THE UNIVERSITY

Under the provisions of Article VIII of the Constitution of Louisiana, Revised Statutes 17:3351, the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College has the authority to exercise all powers to direct, control, supervise, and manage all institutions of higher learning under its control, including Louisiana State University in Shreveport. The disciplinary powers of the university are derived from the provisions of Louisiana Revised Statutes 17:3351, which grants to the Board of Supervisors the specific power "..... to adopt, amend, or repeal rules and regulations for the government and discipline of students." The Bylaws and Regulations of the Board of Supervisors provide the chancellor with the authority to administer the affairs of the campus, subject to the direction and control of the President of the LSU System and the Board of Supervisors; therefore, authority to take all reasonable actions necessary to accomplish the university's educational mission has been delegated to the chancellor.

SECTION 2. STATEMENT OF POLICY

The university has the legal right to establish standards for academic and personal conduct and membership and continued membership in the university community; to deny membership to those applicants who do not meet these standards; and to impose disciplinary sanctions and/or conditions on students who are determined to be responsible for violating these standards.

Counseling students is a part of the educational process, and discipline is a part of the university's counseling program. As a consequence, the university has long held that the counseling involved in student discipline is an integral part of the university’s overall effort in accomplishing its educational objectives. It is the prerogative of the university, through the faculty, administrators and other employees, to make decisions concerning the application of general policy statements and procedures to students under specific sets of circumstances. In making these decisions, both the rights of the student and the needs of the university in accomplishing its educational goals and mission must be considered.

SECTION 3. DEFINITIONS

3.1. Chair of the Student Conduct Board. A faculty member elected by and from the membership of the Student Conduct Board.

3.2. Chancellor. The chancellor of Louisiana State University in Shreveport. The chancellor may delegate the authority to perform any of the duties assigned to him or her in this code.
3.3. **Vice Chancellor for Student Affairs.** The vice chancellor for student affairs of Louisiana State University in Shreveport. The vice chancellor may delegate the authority to perform any of the duties assigned to him or her in this code.

3.4. **Dean of Students.** The dean of students of Louisiana State University in Shreveport. The dean of students may delegate the authority to perform any of the duties assigned to him or her in this code.

3.5. **Disciplinary Hearing (Hearing).** The entire process described in Section 9 of this code.

3.6. **Misconduct.** Any action by a student which endangers or threatens to endanger the health or safety of the university community or the educational mission of the university, including but not limited to committing or participating in any act or omission which gives any student an unfair advantage over another student. Supplemental definitions are given in Section 5 of this code.

3.7. **Person Bringing the Charge.** The LSUS student, faculty or staff member who makes a formal charge of misconduct against a student under the provisions of this code. The “person bringing the charge” need not be a witness to or victim of the misconduct; however, he or she must have reasonable cause to believe a violation of this code may have occurred. When the person bringing the charge is an employee of the university, he or she shall be considered to be acting as an agent of the university in bringing the charge. The dean of students may designate a faculty member to bring charges against a student on behalf of the university.

3.8. **Regular Semester.** Either the fall or the spring semester.

3.9. **Summer Term.** The entire period of instruction between the spring and fall semesters.

3.10. **“F.”** The grade of "F" does not earn quality points. This grade is given for work failed.

**SECTION 4. STUDENT CONDUCT BOARD**

4.1. **Membership of the Student Conduct Board**

4.1.1. The Student Conduct Board shall be comprised of five faculty members, two from each college and one from the library, and two students. Five members shall constitute a quorum. Should faculty members or students be unable to attend a hearing, faculty substitutes may be appointed from the Faculty Senate Executive Committee and student substitutes may be appointed from the SGA Executive Committee.

4.1.2. The faculty members will be appointed by the Faculty Senate and will serve five-year terms. Two students will be appointed by the Student Government Association and will serve one-year terms. These students must be in good standing as defined by the university. The Faculty Senate President serves ex-officio. The faculty terms will be
staggered so that no more than one faculty member will rotate off each year.

4.2. **Duties of the Student Conduct Board**

4.2.1. To consider formal charges of student misconduct referred by the dean of students.

4.2.2. To review periodically the provisions of the *Student Conduct Code* and to make recommendations to the Student Affairs Committee for changes when such changes are considered to be in the best interest of the university.

**SECTION 5. MISCONDUCT**

5.1. **Academic Misconduct.** Academic misconduct represents a most serious and reprehensible type of student misconduct; therefore, the university must make a determined effort to prevent its occurrence. Committing, participating, or benefiting from any act or omission which gives any student an unfair academic advantage over another student constitutes academic misconduct. Each instructor must report all suspected academic misconduct to the dean of students in accordance with the provisions of this code. Consistent with this obligation, Section 6.4 of this code states “. . . no university disciplinary sanction shall be imposed upon a student except in accordance with the provisions of this code. . .” Thus, it is contrary to university policy for an instructor to assign a disciplinary grade, such as an “F” or zero on an assignment, test, examination or course as a sanction for admitted or suspected academic misconduct in lieu of formally charging the student with academic misconduct under the provisions of this code. Although all academic misconduct is reprehensible, premeditated acts of academic misconduct represent a greater threat to the integrity of the university than do unpremeditated acts of academic misconduct. For purposes of filing formal charges, the student alleged to have committed academic misconduct will be charged with unpremeditated academic misconduct. The Student Conduct Board, upon hearing evidence, may reduce the charge to unpremeditated. The following definitions of and distinctions between unpremeditated and premeditated academic misconduct are established.

5.1.1. Unpremeditated academic misconduct is an act or omission of academic misconduct taken without advance contemplation, prior determination, planning or full understanding that the act or omission is considered academic misconduct: e.g., on the spur-of-the-moment, seizing the opportunity to cheat; collaboration to a greater degree than is permitted in a particular situation; and careless or incomplete documentation of sources.

5.1.2. Premeditated academic misconduct is an act or omission of academic misconduct which grows out of advance contemplation or meditation, prior deliberation or planning which may, but not necessarily, include the preparation of a written plan or notes. Although prior thought and planning need not exist for any particular period of time before it is carried into effect.

5.1.3. The following are non-exclusive, specific examples of academic misconduct:
(i) Copying from another student's test paper;
(ii) Allowing another student to copy from a test paper;
(iii) Using unauthorized materials or documents. Having such forbidden material open and in sight or otherwise readily accessible to the student will be considered 
prima facie evidence of use;
(iv) Collaborating during a test or on any assigned work with any other person by giving or receiving information without authority;
(v) Using prepared materials, e.g., notes, formula, lists or notes written on student's clothing or body, during a test without express authority from the instructor. Bringing such forbidden material to a test will be considered 
prima facie evidence of use or attempted use;
(vi) Stealing, buying or otherwise obtaining, all or part of an unadministered test, including answers, or an administered test, including answers, for which the faculty member has not authorized release as a study guide;
(vii) Selling or giving away all or part of an unadministered test, including answers, or an administered test, including answers, for which the faculty member has not authorized release as a study guide;
(viii) Bribing or coercing any other person to obtain an unadministered test, including answers, or information about an unadministered test or an administered test, including answers, for which the faculty member has not authorized release as a study guide;
(ix) Substituting for another student, or permitting any other person to substitute for oneself, to take a test or perform assigned work;
(x) Failing to thoroughly follow instructions related to the preparation and presentation of work submitted for credit in a manner that results in submitting as one’s own the work of another or misleading faculty members as to the condition under which the work was prepared, e.g., working with another on a project that was to be done individually; using material prepared outside of class on an in-class assignment;
(xi) Submitting as one's own, in fulfillment of any academic requirement, any work prepared totally or in part by another such as, but not limited to, a theme, report, term paper, essay, computer software, computer program, computer file, painting, drawing, sculpture or other scholastic work;
(xii) Any selling, giving or otherwise supplying to another student for use in fulfilling an academic requirement any theme, report, term paper, essay, computer software, painting, drawing, sculpture or other work;
(xiii) Breaking in and/or entering a building or office for the purpose of changing a grade on a test paper or on other work for which a grade is given, in a grade book, in a computer file or in any other form of student record;
(xiv) Changing, altering or participating in the changing and/or altering a grade;
(xv) Proposing and/or entering into an arrangement with an instructor to receive a grade of "F" or any other reduced grade in a course, on a test or any other assigned work in lieu of being charged with academic misconduct under the 
Student Conduct Code;
(xvi) Bribing, threatening or otherwise attempting to improperly influence a faculty or staff member to alter a grade or other academic record;

(xvii) Plagiarism which is generally defined as the unacknowledged inclusion, in work submitted for credit, of someone else's words, ideas or data. When a student submits work for credit that includes the words, ideas or data of others, the source of this information must be acknowledged through complete, accurate and specific footnote or comparable references and, if verbatim statements are included, through quotation marks as well. Failure to identify any source, published or unpublished, copyrighted or uncopyrighted, from which information, terms, phrases or concepts have been taken, constitutes plagiarism. Students should also take special note that failure to acknowledge study aids such as CliffsNotes, encyclopedias or other common reference books also constitutes plagiarism. Generally accepted facts or ideas found in a wide variety of sources do not need documentation; any interpretation of those facts; however, does require documentation. For example, if an author mentions the birth date of Abraham Lincoln or writes that natural selection is the basic principle of Darwin’s theory of evolution, a student who used the information would not need to supply documentation. But if an author argued that Lincoln’s birth date was the most important event in the nineteenth century or that natural selection has settled once and for all the question of how life evolved, a student who used these ideas would need to document them. If there is any doubt about whether the information lies in the realm of common knowledge, students should always document. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments;

(xviii) Attempting to commit, or assisting or participating in the commission of an offense listed above;

(xix) Other acts of academic misconduct or dishonesty not listed above.

5.2. Misconduct Other Than Academic Misconduct. To protect the university's educational purposes and the university community, a student may be formally charged with a violation of this code and will be subject to sanctions for committing or participating in any act or omission which is detrimental to the health, safety or property of another or of the university. Offenses for which students may be charged include, but are not limited to the following:

5.2.1. Conviction of a crime; or formally charged with a crime or there is substantial evidence that a crime has been committed of such nature that the student's continued presence at the university is potentially dangerous to the health, safety or property of the university community;

5.2.2. Assault, battery, threats or any form of coercion or abuse;

5.2.3. Hazing, defined as the intentional commission of an act by an individual or a group of physically or mentally abusing or harassing another person or creating a situation which produces physical hurt or discomfort, emotional distress, embarrassment or ridicule of another person, occurring on or off campus. All individuals who participate
in hazing, including those being hazed, may be charged and found responsible. Hazing may include, but is not limited to the following actions: transporting an individual against his or her will; branding or marking anyone or threatening a person with such action; preventing sleep, rest or class attendance; forcing anyone to drink or eat against his or her will; requiring acts of servitude; placing anyone in actual or simulated peril or jeopardy of health; staging any form of line up; paddling or striking in any manner; causing anyone to break the law; making anyone engage in public stunts of buffoonery; dressing anyone against his or her will in uncomfortable or embarrassing dress; ordering forced physical stunts, calisthenics, treasure hunts or quests; blindfolding for any purpose; conducting a hell week; confining someone against his or her will; any actions that are in violation of local, state, or federal law;

5.2.4. Any act of arson;

5.2.5. Bribing, threatening or otherwise attempting to improperly influence a university employee to alter a university record or violate university policy, procedure or regulation;

5.2.6. Abusing, stalking, harassing, or threatening another through any medium to include verbal, written and/or electronic communications;

5.2.7. Sexual harassment of a university employee or student;

5.2.8. Disruption of, obstruction of or interference with teaching, research, administrative operations or other university services or university sponsored or cosponsored activities, programs or events;

5.2.9. Tampering with or removing from its proper location, fire extinguishers, hoses or other fire, safety or emergency equipment, except when done with a reasonable belief of real need for such equipment;

5.2.10. Delaying, obstructing or resisting a person who identifies himself or herself as a member of the faculty, university administration or staff, campus police or other law enforcement or fire protection agency in the performance of his or her duty;

5.2.11. Rioting, inciting to riot, assembling to riot, raiding, inciting to raid and assembling to raid university units;

5.2.12. Falsely reporting a fire or other emergency; falsely setting off a fire alarm;

5.2.13. Consumption and/or possession of food, tobacco product or drink in prohibited areas, such as labs or the library;

5.2.14. Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive or disrupt the operation of the university or a scheduled event sponsored or cosponsored by the university;
5.2.15. Possession of firearms, ammunition, explosives, fireworks or dangerous weapons in violation of the law, in violation of university rule or policy, or in a manner which may be reasonably construed to threaten or endanger the safety of others;

5.2.16. Vandalism, malicious destruction, damage or misuse of public or private property;

5.2.17. Illegal manufacture, sale, possession, or use of narcotics, barbiturates, central nervous system stimulants, sedatives, tranquilizers, hallucinogens and/or other drugs and/or chemicals;

5.2.18. Forgery, alteration or misuse of university documents to include paper or electronic records or identification cards;

5.2.19. Furnishing false information to the university;

5.2.20. Disruption of on-campus housing through vandalism, excessive noise, practical jokes and/or the violation of other rules and regulations established and promulgated by the housing office;

5.2.21. Willful violation or reckless disregard of the provisions of a housing contract;

5.2.22. Failure to comply with the official regulation or order of a duly designated authority, agency or agent of the university;

5.2.23. Theft, larceny, shoplifting, embezzlement or the temporary taking of the property of another;

5.2.24. Trespassing on university property or continuing to remain on university property after being forbidden;

5.2.25. Lewd, indecent or obscene conduct;

5.2.26. Storing or parking a gasoline-powered motorcycle, motorbike, moped or a container holding gasoline or other highly inflammable liquids inside a university building;

5.2.27. Riding a bicycle on a sidewalk or parking or storing a bicycle in a university building;

5.2.28. Roller skating or skateboarding on university sidewalks or in buildings;

5.2.29. Gambling or gaming in violation of local, state or federal law;

5.2.30. Disorderly conduct, including, but not limited to, appearing in public in an
intoxicated or impaired state.

5.2.31. Violation of probation to the Student Conduct Board, the Student Affairs Committee or any other disciplinary board;

5.2.32. Violation of local, state or federal law or of university regulations governing alcoholic beverages or controlled, hazardous or toxic substances;

5.2.33. Failure to register a vehicle as required by the Traffic and Parking Regulations of the university or misuse of a decal;

5.2.34. Operation of a vehicle on campus in violation of a ban imposed under the Traffic and Parking Regulations of the university or other violation of the university's Traffic and Parking Regulations;

5.2.35. Selling or offering for sale stolen property;

5.2.36. The prevention of free flow of pedestrians or vehicles on university-owned property;

5.2.37. Unauthorized entry to or use of any university facilities, including buildings, classrooms, offices and grounds;

5.2.38. Commission of an act, or an attempt to commit an act, on campus that would be in violation of the Criminal Code of the State of Louisiana or of any federal law;

5.2.39. Failure to appear at a disciplinary hearing or meeting when instructed to do so by a university authority;

5.2.40. Attempting to influence the statements or attendance at disciplinary hearings of victims or witnesses by bribery, threats or other improper means;

5.2.41. Using the university network, computer hardware and/or software to commit acts prohibited by the Student Conduct Code and/or in violation of the university’s computer access and usage policy (view policy);

5.2.42. Attempting to commit, or participating in the commission of, any of the foregoing listed offenses;

5.2.43. Falsely reporting or providing a false or misleading statement relative to any alleged crime or violation of the Student Conduct Code;

5.2.44. Intentional or grossly negligent acts or omissions, which terrorize or place another in reasonable fear of their safety or the safety of others;

5.2.45. Making false or misleading statements about another with the intent to embarrass
or harm that person or another;

5.2.46. Concealing a violation of this code; and

5.2.47. Other acts or omissions which endanger the health, safety or property of another not listed above.

5.3. For the purposes of this code, the words “intend” or “intent” means that consequences were either desired or were substantially certain to occur.

SECTION 6. SUBSTANTIVE DUE PROCESS PRINCIPLES

6.1. Applicable Geographical Jurisdiction. Except as provided in Section 5.2.1 above, university disciplinary action for violation of this code shall be taken only for conduct which takes place in the following areas or situations:

6.1.1. The campus proper; university owned or controlled property, including that leased to others.

6.1.2. University sponsored activities away from the campus proper.

6.1.3. Functions of university chartered organizations, including registered social events of recognized student organizations.

6.1.4. Acts or omissions off campus which involve, threaten or adversely impact a university employee or student.

6.2. Substantive Due Process. The university, in exercising its disciplinary power, is committed to the principle of substantive due process protection for its students. Substantive due process requires that all university regulations, rules and policies governing student conduct and discipline must be set forth in properly promulgated documents. Substantive due process also requires that regulations affecting the conduct of students and sanctions for misconduct by students shall be based on the general principle of equal treatment, including like sanctions for like violations, without regard to race, color, religion, gender, national origin, age, sexual orientation, disability, marital status, pregnancy, sickle cell trait or veteran's status.

6.3. Precedence of this Code. The Student Conduct Code is the university's basic policy statement governing student conduct and student discipline. Operating units of the university, e.g., academic colleges, academic departments, university housing, University Center, the Athletic Department, etc., may also establish and promulgate conduct standards for the student-department relationship so long as these standards are not inconsistent with the provisions of this code. Under circumstances in which there is an allegation of misconduct which is a violation of conduct standards of operating units and also a violation of the Student Conduct Code, the determination of whether a student is
responsible or not responsible for the violation must be made using the process established by this code. A determination of responsibility resulting in the application of a sanction specified in this code does not preclude the application of sanctions under departmental regulations; however, conflict between provisions of operating units conduct standards and the Student Conduct Code will be resolved in favor of the latter.

6.4. Implementation of Due Process. Consistent with the principle of substantive due process, no university disciplinary sanction shall be imposed upon a student except in accordance with the provisions of this code.

6.5. Right to Due Process. A student accused of violating a university regulation, including regulations of an operating department, shall be provided have the accusation considered in accordance with the provisions of this code. Any sanction imposed must be consistent with the provisions of this code. Procedural abnormalities or deviations from this code which do not adversely impact the student and do not destroy the fundamental fairness of the process shall not preclude the university from taking appropriate disciplinary action against a student.

6.6. Right to Advice and Counsel. Students who are being accused and/or considered for discipline by a university employee without the full protection offered under the Student Conduct Code should immediately report same to the Dean of Students. Students may make use of an adviser, as provided in Section 7.2.1 and elsewhere in this code.

SECTION 7. PROCEDURAL DUE PROCESS PRINCIPLES.

The university is committed, in exercising its disciplinary power, to the principle of procedural due process. Procedural due process requires that a disciplinary procedure be established for determining whether a student is responsible or not responsible when charged with violations of specific conduct regulations and that the procedure meet the test of fairness and reasonableness.

7.1. Student Charged with Misconduct. Students charged with misconduct shall have the right:

7.1.1. To be given notice in writing of the specific charge(s).

7.1.2. To be allowed reasonable time in which to prepare a defense to such charge(s), which is normally interpreted to be at least 72 hours from the time of receipt of the written charge. Circumstances may justify a longer or shorter period.

7.1.3. To have the charge(s) against him or her considered by the Student Conduct Board or to waive the right to a hearing before the Student Conduct Board by requesting that the charge be processed administratively.

7.1.4. Upon request, the accused student shall be given a description of evidence on which the charge or charges are based. If writings or documents are to be introduced as
evidence, the student has a right to inspect copies of these writings and documents before the documents are considered. Upon request, the student shall be provided a list of the witnesses who will testify against him or her and a brief statement of the general nature of their anticipated testimony before the hearing.

7.1.5. To be presumed not responsible until proven responsible and to have the Student Conduct Board decide his or her responsibility solely on substantial evidence presented during the hearing, with the person bringing the charge bearing the burden of proof.

7.1.6. To retain all rights as a university student while the charges are being considered, and if found responsible, until he or she has exhausted his or her rights of appeal as established in this code, except as provided by Section 11 of this code. Until all disciplinary proceedings have been completed, a student may not withdraw from any class related to the charge; register for additional classes or for subsequent semesters or terms; receive official grade reports; request official copies of his or her academic record or enrollment verification or graduate.

7.1.7. To request assistance from the dean of students in bringing students or university employees reasonably believed to possess relevant information to the hearing of the Student Conduct Board to serve as witnesses on his or her behalf. The student will be assisted in encouraging witnesses to appear on his or her behalf; however, it should be understood that the dean of students does not have subpoena power to force witnesses to appear on behalf of the student charged with a violation.

7.2. Rights of the Student During a Hearing. Students charged with misconduct who are appearing before the Student Conduct Board shall have the right:

7.2.1. To appear, alone or with any one other person of his or her choice to advise and assist him or her at his or her hearing before the Student Conduct Board. The person chosen to advise or assist the student may be a relative, a fellow student, a friend, a teacher, an ombudsman or an attorney. The person chosen to advise or assist may not be a witness. The adviser may not address the Student Conduct Board or examine or cross-examine witnesses. The adviser's sole function during a hearing shall be to advise the student before the Student Conduct Board. The adviser is not to act as an agent or proxy for the student; he or she must limit his or her activities to advising the student.

7.2.2. To present evidence in his or her own defense.

7.2.3. To refuse to testify or answer any questions if such testimony or answers would tend to establish against him or her a violation of this code, university departmental regulations or state or federal law.

7.2.4. To be present when evidence against him or her is being presented.

7.2.5. To have an opportunity to conduct reasonable and relevant questioning of the
witnesses appearing at the hearing and giving testimony.

7.2.6. To have evidence of a prior formal charge or a determination of responsibility for a violation of the Student Conduct Code excluded as evidence while the Student Conduct Board is deliberating to determine if the student is responsible or not responsible for the present charge unless that evidence is probative to the issue of responsibility for the current charge. If a student is found responsible, such evidence may be considered when the Student Conduct Board is deliberating on the sanction or conditions to be imposed.

7.3. **Rights of the Student who is Found Responsible.** Students determined to be responsible for misconduct shall have access to a copy of the audio tape of the hearing proceedings, except the deliberations on responsibility and the sanction or conditions to be imposed, for the sole purpose of preparing an appeal. The student must request in writing that a copy of the tape be made and state in the request that the purpose is for filing an appeal and that the student assumes full responsibility for how the information the tape contains is to be used. The copy of the tape will be prepared at the student's expense. The lack of an audible tape shall not be grounds for an appeal or new hearing.

7.4. **In Absentia Consideration of Charges**

7.4.1. A student who is notified in writing at his or her address last known to the university or by electronic mail or who has had the material hand delivered describing the charges against him or her and who fails to respond in accordance with such notification shall be deemed to have forfeited his or her right to respond before the Student Conduct Board and to be present during its deliberations. In case of such failure to appear, the charge will be considered at the next meeting of the board. The chair of the Student Conduct Board shall enter a plea of "not responsible" for the student, and the charges against the student shall be heard in absentia.

7.4.2. Notwithstanding the provisions of Section 7.4.1., if the dean of students determines that the student's failure to appear is due to just cause and is not for the purpose of defeating the process of this code, the dean of students in consultation with the board chair may postpone the hearing or strike the result of a hearing in abstentia. If the hearing is postponed in accordance with this provision, the student's right to appear will not thereby be forfeited.

**SECTION 8. DISCIPLINARY SANCTIONS**

The listings included in Section 5 are not necessarily arranged in order of severity. Based on the principle of "like sanction for like violation" and the principle of a sanction being commensurate with the violation, the following general guidelines are established for maximum and minimum sanctions for offenses. In addition to or in lieu of sanctions, conditions for continued or future enrollment may be imposed. The following disciplinary sanctions may be imposed by the university for violations of this code:

8.1. **Probation to the Student Conduct Board**
8.1.1. Probation may be with or without conditions or stipulation regarding restriction of privileges and can include a letter of reprimand to be placed in the student’s permanent file.

8.1.2. For the purpose of modifying behavior, reasonable forfeiture of privileges may be imposed as a condition of probation during continued or subsequent enrollment at LSUS. In this respect, a student on probation may be required to participate in individual counseling, group counseling, a special program or to perform other reasonable duties or assignments, including community service.

8.1.3. The period of probation may range from one semester to the remainder of the student’s enrollment at the university.

8.2. Separation from the University

8.2.1. Suspension for the remainder of the semester or summer term.

8.2.2. Suspension for a longer but definite period of time.

8.2.3. Indefinite suspension with a date established for the privilege of applying for readmission; such application to be reviewed and acted upon by the Student Conduct Board.

8.2.4. Expulsion, defined as permanent separation from the university.

8.2.5. A student separated from the university for "the remainder of the semester or summer term," as provided in Section 8.2.1 above, shall receive a grade of "W" in all classes in which he or she is enrolled for that semester, except as provided in Sections 8.5 through 8.13 of this code.

8.2.6. A student may be separated from the university with or without the right to petition to return. Conditions may be placed on a student’s ability to return.

8.3. University Intervention Program. Under unusual circumstances in cases involving academic misconduct, the Student Conduct Board may recommend in writing that the sanction imposed in accordance with this provision be suspended, on the condition that the student successfully fulfills all conditions of the University Intervention Program. To be eligible, a student must:

8.3.1. Plead guilty to the charge and accept accountability for his or her actions.

8.3.2. Perform 25 hours of supervised community service at an agency acceptable to the dean of students and the board chair.

8.3.3. Forfeit the privilege of representing the university in any official capacity (student
leadership position, varsity athletics, teaching assistant, etc.).

8.3.4. Sign all forms necessary to suspend him or her from the university. Should the student fail to satisfy any condition of this agreement or violate the Student Conduct Code during the period of intervention, the student is to be immediately suspended from the university. The program of university intervention is to extend for a minimum of one full academic semester. Probation to the Student Conduct Board may run concurrently and may extend beyond the intervention program.

8.3.5. Satisfy or abide by any other conditions imposed by the Student Conduct Board.

8.4. Assigning a Grade for Academic Misconduct

8.4.1. A student found responsible for unpremeditated academic misconduct may receive partial or no credit for the work involved and may be dropped from the course in which the misconduct has occurred and assigned a permanent grade of "F" for the course. A student found responsible for premeditated academic misconduct may be dropped from the course in which the academic misconduct occurred, and a permanent grade of "F" may be assigned in the course.

8.4.2. If a student is charged with academic misconduct and the case cannot be handled administratively or considered by the Student Conduct Board prior to the final date for filing a semester grade, the instructor bringing the charge shall report an "I" grade in the course in which the alleged academic misconduct occurred. If the student is found not responsible, a permanent grade will be assigned to remove the "I" grade on the basis of the quality of work done in the course. If the student is found responsible for academic misconduct, the sanction determined by the board will be applied. If the student withdraws from the university while such an “I” grade is pending, the grade will automatically change to “F” after one semester.

8.5. Unpremeditated Academic Misconduct Sanctions for the First Offense

8.5.1 The minimum sanction for the first offense is probation to the Student Conduct Board for a period of at least one year with or without loss of partial or full credit for the work involved.

8.5.2 The intermediate sanction for the first offense is probation to the Student Conduct Board for the remainder of the student’s stay at LSUS; with or without removal from the course in which the academic misconduct has occurred; with or without a letter grade of "F" in the course.

8.5.3 The maximum sanction for the first offense is separation from the university for one or more semesters with or without a letter grade of "F" in the course.
8.6  Unpremeditated Academic Misconduct Sanctions for the Second Offense

8.6.1 The minimum sanction is separation from the university for one full semester with or without a letter grade of "F" in the course or a loss of partial or full credit for the work involved.

8.6.2 The intermediate sanction is separation from the university for one or more years with the letter grade of "F" in the course.

8.6.3 The maximum sanction is expulsion from the university with a letter grade of "F" in the course.

8.7  Unpremeditated Academic Misconduct Sanctions for the Third Offense

8.7.1 When a student is found responsible for a third violation of unpremeditated academic misconduct, the sanction is expulsion from the university with a letter grade of "F" in the course.

8.8  Premeditated Academic Misconduct Sanctions for the First Offense

8.8.1 The minimum sanction is probation to the Student Conduct Board for the remainder of the student’s stay at LSUS; with or without removal from the course in which the academic misconduct has occurred; with or without loss of partial or full credit for the work involved; with or without a letter grade of "F" in the course; with or without separation from the university for one semester.

8.8.2 The intermediate sanction is separation from the university for not less than two semesters nor more than two calendar years with or without a letter grade of "F" in the course.

8.8.3 The maximum sanction is expulsion with or without a letter grade of "F" in the course.

8.9  Premeditated Academic Misconduct Sanctions For The Second and Subsequent Offenses. When a student is found responsible for a second or subsequent violation of premeditated academic misconduct, the sanction is suspension or expulsion from the university and/or a letter grade of "F" in the course.

8.10. Sanctions for Multiple Academic Misconduct Violations. When a student is found responsible for a second violation of academic misconduct in which one violation was premeditated and one was unpremeditated, the minimum sanction shall be separation from the university for not less than two semesters nor more than two calendar years and/or grades of "F" in all classes subject to the violation. The maximum sanction is expulsion and/or a letter grade of "F" in all classes subject to the violation.

8.11. Sanctions for Other Misconduct Offenses Against Persons and/or Offenses Which
Directly Place or Threaten to Place Persons in Jeopardy

8.11.1. The minimum sanction is separation from the university for the remainder of the semester in which the offense occurred, plus one additional semester.

8.11.2. The intermediate sanction is separation from the university for one calendar year or more.

8.11.3. The maximum sanction is expulsion from the university.

8.12. Sanctions for Offenses Which Involve Disruption of the University, Its Programs, or Other University Efforts to Accomplish its Objectives and/or Which Indirectly Place Persons in Jeopardy

8.12.1. The minimum sanction is probation to the Student Conduct Board for the remainder of the student's enrollment in the university and/or penalties.

8.12.2. The intermediate sanction is separation from the university for the semester in which the offense occurred and/or penalties.

8.12.3. The maximum sanction is separation from the university for one calendar year.

8.13. Sanctions for Offenses which Involve Theft or Damage to University Property or the Property of Others

8.13.1. The minimum sanction is probation to the Student Conduct Board for one or more regular semesters and/or restitution.

8.13.2. The intermediate sanction is separation from the university for one or more regular semesters, not to exceed two calendar years, and/or restitution.

8.13.3. The maximum sanction is expulsion and/or restitution.


8.14.1. The minimum sanction is probation to the Student Conduct Board and/or restriction of privileges.

8.14.2. The intermediate sanction is separation from the university for a period of time determined by the Student Conduct Board.

8.14.3. The maximum sanction is expulsion from the university.

8.15. Sanctions for Multiple Charges of Non-academic Misconduct. If a student is charged with multiple violations in a single hearing, the Student Conduct Board will render a
decision on each charge and a recommendation for a sanction for each violation. If the student is found to be in violation of more than one charge, the Student Conduct Board will also determine if the sanctions are to run concurrently or consecutively.

8.16. **Other Considerations Regarding Sanctions.** The board may consider any aggravating or mitigating facts, circumstances or concerns when determining sanctions or conditions to be imposed. To the extent that any sanction other than the intermediate sanction is imposed, the Student Conduct Board or the dean of students shall list in writing the aggravating or mitigating circumstances that were considered. Separation from the university may be postponed for good cause.

**SECTION 9. ADMINISTRATIVE PROCEDURES**

9.1. **Charging a Student with a Violation of this Code**

9.1.1. An instructor, another employee of the university or a student who has evidence to justify a charge of violation of this code shall present this evidence to the dean of students. This presentation should normally be in writing; however, the initial contact may be in person or by phone. The dean of students will discuss the circumstances and evidence surrounding the alleged violation with the person bringing the charge and will advise that person on actions that may be taken under this code.

9.1.2. If the evidence is sufficient as determined by the dean of students and the person bringing the charge to justify such action, the student will be informed that the university is bringing formal charges under the code. The student will be provided with a written notice of the formal charges. Upon request the student will be provided with a copy of the code. The student will be informed that he or she may request the charge be referred to the Student Conduct Board, or that he or she may request the dean of students to accept administrative jurisdiction. Students may also make use of an adviser, as provided in Section 7.2.1 of this code.

9.2. **Administrative Hearing Procedures**

9.2.1. After being informed of the charges, the student may voluntarily waive his or her right to a hearing before the Student Conduct Board and request that the charge be processed administratively.

9.2.2. For an administrative resolution, the student must do all of the following: waive his or her right to have the charge considered by the Student Conduct Board; waive right to face accuser; accept responsibility for the specific charge; request that the dean of students take jurisdiction and agree to accept the sanction imposed and waive his or her right to appeal the sanction or conditions imposed unless the sanction or condition imposed involves expulsion or separation for more than one semester.

9.2.3. In cases involving allegations of academic misconduct, the dean of students, the person bringing the charge and the student must all agree to have the charge of academic
misconduct resolved administratively.

9.2.4. The dean of students, in cases of alleged academic misconduct, may meet jointly with the person bringing the charge and the accused student in an administrative hearing, at which time an administrative decision consistent with sanctions specified in the Student Conduct code shall be rendered.

9.2.5. The dean of students may decline the student's request for an administrative hearing. If the student's request is declined, the student shall be referred to the Student Conduct Board.

9.2.6. At any time prior to the formal administrative decision, the accused student may request a hearing before the Student Conduct Board. All such requests will be granted.

9.3. Referral to the Student Conduct Board

9.3.1. After being informed of the formal charges against him or her, if the student does not request that the charges be handled administratively, the dean of students must refer the charge to the Student Conduct Board.

9.3.2. If the student is referred to the Student Conduct Board on a charge of academic misconduct, this charge will carry the designation, "premeditated academic misconduct".

9.4. Hearing Procedures

9.4.1. The chair of the Student Conduct Board is delegated the authority to conduct the hearing in a manner which will reasonably protect: the due process rights of the charged student(s); and the rights, health and safety of the person bringing the charge(s), witnesses, Student Conduct Board members; and the university.

9.4.2. Prior to considering the charges against the student, the chair of the Student Conduct Board shall outline the procedures that the Student Conduct Board will follow.

9.4.3. All proceedings will be closed to the public.

9.4.4. The chair will stress the importance of the requirements of the confidentiality of the proceedings.

9.4.5. The chair will formally announce that the university is committed to the principles of substantive and procedural due process protection for its students. Accordingly, each student is presumed not responsible until proven responsible, and the Student Conduct Board shall decide responsibility based on the evidence presented during the hearing.

9.4.6. The chair shall read the charge(s) in cases brought before the Student Conduct
9.4.7. A decision by the Student Conduct Board to find the student in violation of this code shall be based solely on the evidence presented at the hearing. Evidence of any past violation(s) may not be introduced as evidence nor considered when the board is deliberating to determine if the student is responsible or not responsible unless that evidence is probative to the issue of responsibility for the current charge. If the student is found responsible for the charge, records of past violations will be introduced by the dean of students or the Student Conduct Board chair and will be considered by the Student Conduct Board in determining a sanction.

9.4.8. The Student Conduct Board may reduce a charge of premeditated academic misconduct to unpremeditated academic misconduct by a two-thirds majority vote after all evidence has been presented. If the charge is to be reduced, the vote must take place prior to the determination of responsibility. Substantial evidence must be presented to warrant a reduction in the charge.

9.4.9. A simple majority vote of the Student Conduct Board members is required to find a student responsible for misconduct. A Student Conduct Board member shall vote to find a student in violation of this code only if he or she finds substantial evidence is presented against the student at the hearing.

9.4.10. All hearings will be tape-recorded. Deliberations shall not be recorded in any way.

9.4.11. All Student Conduct Board decisions are final and may be appealed to the vice chancellor for student affairs only if there is evidence of procedural violations or the abuse of discretionary authority.

9.4.12. Formal rules of evidence shall not apply. Witnesses may be sequestered. The board may request expert testimony relative to any matter it deems such may be helpful. The hearing may be delayed, adjourned or stayed by the board for good cause.

9.5. **Imposing Disciplinary Sanctions.** When disciplinary sanctions and/or conditions are to be imposed, the student shall receive written notice from the dean of students of the sanctions and the specific conditions imposed.

9.6. **Maintaining Disciplinary Records**

9.6.1. Disciplinary cases and records are confidential records of the university and are maintained by the dean of students. Consistent with the Family Educational Rights and Privacy Act, a student may examine his or her disciplinary records; however, these records are not generally available to persons outside the university. University personnel may have access to the disciplinary records of individual students only if such information is needed in the performance of duties assigned to the university employee.
9.6.2. Any disciplinary action which separates the student from the university is recorded on the student's official academic transcript maintained in the Admissions and Records Office. Other reasonable notations on the student’s official transcript or in the student’s permanent records may be imposed in the discretion of the board. A student may petition the dean of students to have any notation removed from his or her transcript for good cause. The dean of students will refer such a petition to the Student Conduct Board for consideration. The Student Conduct Board will then make a recommendation to the vice chancellor for student affairs for final action.

SECTION 10. APPEAL PROCEDURES

10.1. Although the decision of the Student Conduct Board concludes the process, if the student believes that the Student Conduct Board committed a serious procedural error or abused discretionary authority in reaching a decision, he or she may make a written request to the vice chancellor for student affairs for a review of the Student Conduct Board’s actions. In cases where a serious procedural error is alleged, the appealing student must describe how he or she was prejudiced as a result of that error.

10.2. The request must be in writing and signed by the person requesting the review; be filed within seven days after receiving the Student Conduct Board’s decision; and contain a complete statement of the alleged serious procedural errors, and/or specific examples of abuse of discretionary authority.

10.3. The vice chancellor for student affairs’ review will be limited to the question of serious procedural errors and/or the abuse of discretionary authority.

10.4. The vice chancellor for student affairs, in reviewing a full report of the hearing, has the following options: uphold the ruling without modification; modify the ruling; direct that a new hearing be conducted before a new committee; direct the board to reconsider the sanction or conditions imposed; or reverse the ruling.

SECTION 11. INTERIM SUSPENSION

In special circumstances, when the student’s presence on campus or at other events may present a risk of harm to persons or property, the dean of students may suspend a student charged with violating this code for an interim period prior to the outcome of a full disciplinary hearing based on available information.

11.1. This authority will be exercised only in those situations in which there is reasonable cause to believe that the student’s alleged act of misconduct is of such a serious nature that his or her continued presence at the university is potentially dangerous to the health and safety of the university community, its property, or its educational mission. Such acts of misconduct include, but are not limited to: acts of assault and/or battery with any type of weapon or instrument; rape or sexual assault; armed robbery; arson; the manufacture, distribution, and/or possession of any incendiary or explosive device; and other acts which might endanger persons or property. Interim suspension may not be invoked for
any type of academic misconduct; however, it may be invoked for any other serious misconduct, including the conduct listed in Section 5.2.1.

11.2. To invoke interim suspension, the dean of students must conduct a preliminary hearing at which the student will be presented with notice of the alleged violation(s) and the name of the person(s) bringing the charge(s). However, if the dean of students can demonstrate that such a hearing is impossible or impractical, the vice chancellor for student affairs may waive this requirement.

11.3. A proceeding, as provided under Section 9, will be initiated as soon as practical after the date of the interim suspension. The student's interim suspension shall not be used as evidence of his or her guilt in the hearing process.

11.4. Should the proceeding find that the student did not commit the act(s) for which he or she was suspended, the suspension will be revoked and the student immediately reinstated without penalty.

11.5. Interim suspension is to begin immediately after the preliminary hearing. The student is to physically remove himself or herself from the premises of the university until the initiation of a hearing, as per Section 11.2. A student may also be directed to avoid contact with specified persons. Prohibited contact or presence on the campus by the student during the duration of interim suspension shall be considered a violation of this code.

SECTION 12. PROCEDURE FOR ReVISING THE CODE OF STUDENT CONDUCT

The Student Conduct Code may be amended by majority vote of the Student Affairs Committee, subject to approval by the Faculty Senate.
Student Consumer Information (right to know information)

The university will provide students with information on the following:

- All financial aid programs administered by the institution including federal, state and institutional programs;
- Procedures and forms to be completed, criteria for selection and for determining the amount of the award;
- Rights and responsibilities of students under the federal programs including criteria for continued eligibility, criteria for determining "good standing" and "satisfactory progress" and how to establish "good standing" and "satisfactory progress" for those who have failed to maintain these standards;
- Means of making award payments to students and frequency of such payments;
- The terms of loans received by a student, sample repayment schedules and required loan exit counseling;
- The general terms and conditions applicable to student employment;
- The cost of attending the university, including tuition, fees, books, supplies, estimated cost of typical room and board charges and transportation for students living off campus or at home and any additional costs of specific programs in which the student indicates an interest;
- The refund policy of the university for the return of a portion of fees to resigning students and the policy governing refunds owed by a resigning student to the grant and loan programs from which that student received assistance;
- The criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid;
- Information on preventing drug and alcohol abuse;
- Information regarding the availability of SFA funds for study abroad programs, and that a student may be eligible for SFA funds for attending a study abroad program that is approved for credit by the home school;
- The academic program including current degree programs, physical facilities and faculty;
- Copies of documents describing the institution's accreditation and the names of the associations, agencies or governmental bodies which accredit LSUS.

To obtain this information, students should contact the financial aid director at AD 202 or 318-797-5363.
Student Services and Policies

- Academic Policies
- Address or Name Change
- Bookstore
- Bulletin Boards
- Career Center
- Communication with Student Policy
- Credit Union
- Drug Abuse
- Financial Aid Policies
- First Aid
- Identification Cards
- Lost and Found
- Minority Student Assistance
- Noel Memorial Library
- Race Discrimination Policy
- Recreational Facilities
- Services for Students with Disabilities
- Sex Discrimination Policy
- Sexual Assault
- Sexual Harassment Policy
- Smoking
- Student Development and Counseling Center
- Student Employment
- Student Fee Deferment
- Student Housing
- Student Organization Policy
- Telephone Policy
- Testing Services
- The Port Food Services
- Traffic and Parking Regulations
- University Police
- Voter Registration
Academic Policies

Academic Classification
The student is classified according to the year of study at the beginning of each semester or summer session with revisions made as necessary at the end of each semester or summer session. Classification is based upon the number of credits earned as a full-time or part-time student.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>A student with less than 30 semester hours of credit</td>
</tr>
<tr>
<td>Sophomore</td>
<td>A student with at least 30 and less than 60 semester hours of credit</td>
</tr>
<tr>
<td>Junior</td>
<td>A student with at least 60 and less than 90 semester hours of credit</td>
</tr>
<tr>
<td>Senior</td>
<td>A student with at least 90 semester hours of credit</td>
</tr>
</tbody>
</table>

The student may also be classified as full-time or part-time or as an auditor.

Academic Warning, Probation and Suspension

Once a student has attempted at least 12 semester hours of coursework, the University monitors student academic progress. Attempted hours are all hours enrolled in which the student receives a grade of A, B, C, D, F, P, NR, NC, or X. The University monitors student progress by reviewing grade point averages every semester. Since the minimum GPA required for graduation is 2.00, anytime a student’s GPA falls below 2.00 the student is alerted by having one of three statements inserted into the student’s record. 12 hours of coursework must be attempted before a student is subject to any academic action. For example, a student must attempt 12 hours of coursework before a warning can be issued. A student placed on warning must attempt an additional 12 hours before either the warning can be removed, or before the student can be placed on probation or suspension. In the semester in which the student reaches the 12 attempted hours, the semester GPA will be assessed to determine if an academic action is warranted. Students can only be placed on probation or suspension provided they are currently on warning. Students returning after sitting out the required probation or suspension period will automatically be placed on warning upon being readmitted into the University.

Warning:
If a student’s GPA in any semester is less that 2.00, AND the LSUS cumulative GPA also falls below 2.00, then the student is issued an initial warning for low GPA. As a result, the student will be limited to enrolling in a maximum of 12 hours for the next semester. Once the student has attempted 12 hours, if the most recent semester GPA is raised to 2.00 but the LSUS cumulative GPA is still below 2.00, the student will remain on warning. The warning will be removed when BOTH the most recent semester GPA and the LSUS cumulative GPA are at least 2.00. Once the warning is removed, should the student’s most recent semester GPA and LSUS cumulative GPA again fall below 2.00, another warning will be issued. Once a student is placed on warning, after attempting the additional 12 hours, and fails to maintain a 2.00 semester GPA, that student will be placed on probation.
Probation (ineligible for one semester):
If a student has attempted 12 hours after being placed on warning, and the most recent semester GPA is still below 2.00, then the student is placed on probation. As a result, the student will not be permitted to enroll in any courses for one semester. If placed on probation at the end of a Fall semester, the student cannot enroll in Spring classes; if placed on probation at the end a Spring semester, the student cannot enroll in Summer classes; if placed on probation at the end of a Summer semester, the student cannot enroll in Fall classes. After sitting out the required one semester, the student must reapply for admission into the University. Students returning from probation will be placed on warning for the semester in which they re-enroll. Students will remain on warning until they have attempted an additional 12 hours of coursework. The student will remain on warning until the LSUS cumulative GPA reaches 2.00. Once the LSUS cumulative GPA reaches 2.0 along with the most recent semester’s GPA, the warning will be removed. If a student returns from probation and, upon attempting an additional 12 hours, fails to earn a 2.00 semester GPA, that student will be placed on probation for a second time.

Suspension (ineligible for one year):
After a second probation, if a student returns on warning and, upon attempting an additional 12 hours, fails to earn a 2.00 semester GPA, that student will be suspended and will not be allowed to enroll in any courses for one calendar year (three full semesters: Spring, Summer, and Fall). When returning from suspension, upon attempting an additional 12 hours, if the most recent semester GPA is raised to 2.00 but the LSUS cumulative GPA is still below 2.00, the student will remain on warning. The warning will be removed when BOTH the most recent semester GPA and the LSUS cumulative GPA are at least 2.00. The student will be suspended a second time when the most recent semester GPA is below 2.00. Subsequent suspensions are for a period of one year each.

Appeals:
Students placed on warning, if they feel they have some basis for special consideration, may petition their dean for permission to enroll in more that the 12-hour maximum.

Students placed on probation for the first time, if they feel they have some basis for special consideration, may petition their dean for Conditional Readmission, allowing the student to enroll in up to six hours.

Suspensions may be appealed to the Admissions and Standards committee. Students who feel they have some basis for such an appeal should see their dean about initiating the process.

Conditional Readmission
Students who are placed on probation for the first time may petition their academic dean to enroll under Conditional Readmission. Readmission, if approved, will be based on the following conditions:

- Enrollment is limited to no more than six hours.
- Approval restricts enrollment to coursework at LSUS.
- Such readmission is noted on the academic record.
A student not making at least a 2.00 during the semester for which Conditional Readmission is granted will be placed on probation for a second time with no further opportunity to appeal the probation.

Restrictions:
The following restrictions apply to all students on academic probation or suspension:

- Students on academic probation or suspension may not apply any credits earned elsewhere during the period of probation or suspension towards a degree at LSUS.
- Students on academic probation or suspension may register to audit LSUS courses with the approval of their dean.
- After sitting out the period of probation or suspension, students must reapply for admission to LSUS. Students readmitted immediately following a period of probation or suspension will be placed on warning for the semester in which they return.

**Enrollment Status**

Full-Time Students:
Undergraduate students enrolled for 12 or more hours of resident credit in a regular semester or 6 or more hours of resident credit in a summer session are considered full-time. For “financial aid recipients” full-time undergraduate status is defined as 12 or more hours in summer, fall or spring semesters. A full-time graduate student is one who is enrolled for 9 or more credits in a regular semester or 6 or more in a summer semester. A part-time graduate student is one who is enrolled in fewer than 9 credits in a regular semester or fewer than 6 credits in a summer semester. For those who seek financial aid, full-time graduate status is defined as 6 or more hours for summer, and 9 or more hours for fall or spring semesters; half-time graduate status is 6-8 hours.

Candidates for graduation may opt to be classified as full-time in the semester or summer session when scheduled to complete degree requirements, even though the number of hours scheduled is less than ordinarily required for the classification. In no case will this option exempt students from a college's residence requirement.

Part-Time Students:
Students who do not meet the full-time qualification are classified as part-time. Part-time students are subject to all University rules concerning registration, attendance, scholarship and conduct. For “financial aid recipients” half-time undergraduate status is defined as 6-11 hours for summer, fall or spring semesters.

**Enrollment Status Changes**

Adding Courses:
Classes may be added for credit in accordance with dates indicated on the Academic Calendar. In some instances approval may be required to enroll in a class.
Dropping Courses:
Any course may be dropped in accordance with the dates indicated on the Academic Calendar. No record is maintained of courses dropped during the first three weeks of the semester (the first seven days of a seven-week summer session). During the next seven weeks, a W (withdrawal) is assigned for courses dropped. See the Academic Calendar for the summer split-semester schedule. During the final five weeks, no withdrawal is permitted except as authorized by the student's dean in unusual circumstances. In such a case, a W will be assigned for the coursework.

Refund on Courses:
Dropping and adding courses after the first week of school may result in additional charges. The refund on any course(s) dropped will be calculated according to the official refund policy in effect on the date when the withdrawal is entered on COMPASS: 100% during the first five days of class; 60% for the 6 through 10th day of class; 40% for the 11 through 18th day of class (Prorated for Summer.)

Changing Sections:
Section changes may be made utilizing the drop/add process if openings exist in the class section desired. Such changes must be made by the final date for adding courses for credit as indicated on the Academic Calendar. In unusual and extenuating circumstances a student may be permitted to change sections after this date upon approval of the appropriate dean.

Curriculum Changes:
A curriculum (major) change is made by obtaining the approval of the appropriate college dean. If the change involves transfer to another college, the approval of both deans concerned must be obtained.

Resigning from the University:
A student may resign at any time before the final date for resigning (See the “Academic Calendar”). A grade of F is recorded for a student who leaves the University after this date. Students may resign by dropping all of their courses via COMPASS (compass.lsus.edu).

No record is maintained of courses carried when a student resigns during the first 14 class days of the semester (the first 7 days of a seven week summer session). During the next seven weeks (the next 16 class days for a summer session), a W (withdrawal) is assigned for coursework when a student resigns. During the final five weeks (the final 12 class days for a summer session), no resignation is permitted, except as authorized by the student's dean in unusual circumstances. In such cases, a W is assigned for the coursework. Time allowances for the summer split-session are prorated.

If a student has been charged with a violation of the Student Code of Conduct, he or she may not withdraw from any class related to the charge; register for additional classes or for subsequent semesters; receive official grade reports; request official copies of his or her academic record or enrollment verification; or graduate until all disciplinary proceedings are completed.
Credits and Semester Hours:
The value of each course of instruction and the amount of work required for graduation are stated as semester hours.

Registration

Every student will use the web at (compass.lsus.edu) to register for classes regardless of when he or she registers. Registration can be accomplished from ANY computer with Internet access. Currently enrolled students may use any LSUS computer lab. Re-entry students may use the computers in the Noel Memorial Library, The Port and the Admissions and Records Office (AD 168). To review the registration process, please visit http://www.lsus.edu/registrar/registration.php.
Address or Name Change

At the time of admission, a student's proper current mailing address must be given. Any change in address must be processed by the student on the web at http://compass.lsus.edu. Appropriate supporting documentation is necessary before a name change can be processed. Information regarding needed documentation may be obtained from the Admissions and Records Office. The student is responsible at all times for all communications sent to the address currently on file in the official university record.
Bookstore

Please visit http://www.lsus.edu/bookstore for information concerning the LSUS Bookstore.
Bulletin Boards

Bulletin boards are provided for the use of registered LSUS student organizations, individual students and faculty members wishing to post notices of interest to the university community. Each organization shall be responsible for posting and removing its own notices. Notices should be limited to one week in advance of the activity being announced and should be removed on the next school day following the activity. Notices should be neatly affixed to regular bulletin boards. Improperly posted notices will be removed. Posters or notices should not be affixed to walls, doors or exterior approaches to the building. Handbills cannot be placed on cars parked on university property. Classroom bulletin boards are limited to academic displays, registered student organization advertisement of their activities and university announcements. Other posting restrictions may apply in individual buildings.
Career Services

**From freshman year through graduation, students may participate in activities, services or events designed to compliment LSUS academic majors.** The Career Services Office provides currently enrolled students with the tools and the preparation necessary for success outside the classroom. Students learn to develop career goals, how to identify potential career opportunities and how to utilize job search and self-marketing strategies. Students may schedule appointments with one of the career professionals to discuss career development, career assessment and other career topics. The campus interview program, employer contact information and job opportunity resources assist students seeking permanent jobs and/or internships, and part-time jobs off campus.

**LSUS Career Services provides currently enrolled students with comprehensive career services** that include the following: career counseling, review of career documents such as resumes and cover letters, career workshops and information sessions presented by employers or career services professionals, two major career fairs, on-campus interviews with employers, part-time job and campus student employment listings, internship and summer camp information and listings and other career services. A Career Resources Library/Computer Lab is available for students in the Career Services Office.

**The LSUS Career Pilot** online career services site, hosted by the Career Services Office, allows currently enrolled students and alumni to post resumes for employers to view, schedule on campus interviews and view full-time, part-time and internship opportunities both locally and nationally. The professionals in the Career Services Office help smooth the transition from the world of academia to the world of professional employment.

Visit the LSUS Career Services Office located in room 230 in the Administration Building, call 318-797-5062, email lsus-career@lsus.edu or visit www.lsus.edu/career.
Communication with Student

To view this student policy, visit
http://www.lsus.edu/facultystaff/policieshb/pdf_files/4.11.00.pdf
Credit Union

The Campus Federal Credit Union is available for the financial needs of LSUS students. The credit union offers basic accounts such as Share (Savings) and the Share Draft (Checking) which has no "per-check" charge. Campus Federal members can access their accounts 24 hours a day via Online Banking, through an automated telephone banking service or through the ATM located at the University Center. The credit union also offers debit and ATM cards as well as Push Button Loans that allow the member to apply for a loan 24 hours a day. Contact a Member Service Representative at 318-675-5395 or at www.campusfederal.org. A branch location convenient to the LSUS campus is at 1555 West 70th Street.
Drug Abuse

LSUS is committed to maintaining a campus free of illegal drug use and alcohol abuse. Students should be aware that the Student Conduct Code prohibits the unauthorized manufacture, sale, possession, use or distribution of illicit drugs and alcohol on campus. Violation of this policy is grounds for disciplinary action up to and including permanent dismissal from the university. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment. Local ordinances also provide similar penalties for drug and alcohol-related offenses. The university is bound to take all appropriate actions against violators, including referral for legal prosecution and/or requiring a student to participate satisfactorily in an approved drug/alcohol abuse assistance or rehabilitation program. Students should be aware that penalties for violating Louisiana law concerning controlled substances can include fines of $5,000 to $15,000 and imprisonment at hard labor for up to 30 years.

The university provides assistance to students with drug related problems through its Student Development and Counseling Center. Those students who voluntarily seek assistance from the center are assured that professional standards of confidentiality will be maintained. Referral to appropriate community agencies is available through the Student Development and Counseling Center. University support services and programs are designed to encourage students to adopt and maintain healthy lifestyles.

Chemical dependency is a primary and progressive disease which adversely affects all areas of an individual's life. The use of illicit drugs and/or the abuse of alcohol is harmful to a person's health and well-being and has been proven to be damaging to vital organs such as the heart, liver and brain. Pregnant women who use drugs run the risk of bearing addicted, malformed or stillborn children. Illicit drug use and alcohol abuse is often a factor in accidents and is a leading cause of death among persons of college age. See the drug use chart which lists the effects of controlled substances.
Financial Aid Policies


Filing For Financial Aid

- Apply for a personal identification number (PIN) at www.pin.ed.gov. If you are a dependent student, you will need to obtain a PIN for your parent(s) as well. The PIN will be used to sign your FAFSA electronically.
- Complete the FAFSA on the web at www.fafsa.ed.gov. LSUS’s school code is 002013.
- After the FAFSA has been processed by the Department of Education, you will receive a Student Aid Report (SAR). Your SAR will be emailed to you if you provided an email address. If you did not provide an email address, you must check the FAFSA website to obtain your SAR. Your SAR is used to determine your eligibility for financial aid.
- If your SAR is selected for verification, additional documents will be required. These documents must be submitted to the LSUS Financial Aid Office before you can be awarded financial aid.
- If you are applying for a student loan for the first time at LSUS, you will be required to complete a master promissory note. Promissory notes are available in the Financial Aid Office. If you are a first-time LSUS student borrowing student loan funds, you are required to complete entrance counseling. Entrance counseling can be done on-line at www.mapping-your-future.org.

Please Note

- The process of filing for financial aid can take several weeks after your SAR is received.
- Applicants must be seeking a degree or teacher certification.
- Loan applicants must be enrolled in at least six credit hours at LSUS at the time of loan disbursement. Graduate students must be enrolled in six graduate level credit hours at LSUS at the time of loan disbursement to receive loans at graduate levels.
- Students cannot receive federal financial aid for correspondence courses.
- Students must be fully accepted for admission to the University. All academic transcripts must be on file and evaluated in the Admissions and Records Office before you can be awarded. Provisionally admitted students cannot receive financial aid.
- Students receiving financial aid must be making Satisfactory Academic Progress.
- Students must apply annually for financial aid.

Awarding Process

- After the SAR is received from the Department of Education, the student is mailed a letter listing any documents necessary to complete the student’s financial aid file.
- After the required documents have been submitted, the student has been unconditionally accepted for admission and is making academic progress the student’s eligibility for awards is evaluated.
• The student is mailed an award letter listing the awards the student is eligible to receive or a denial letter stating the reason(s) that the student is not eligible for federal financial aid.
• The student returns one copy of the award letter to the Financial Aid Office accepting or declining each form of financial aid listed.
• Three weeks before the beginning of the semester the student is required to log on to COMPASS. Under Financial Aid is a “yes/no” financial aid approval. The student must give their approval to have their financial aid applied against their tuition and fees. This approval must be done by the Fee Payment deadline as listed in the University’s catalog or the day the student registers for classes. If the student is awarded after the semester has started, the student must have given their approval in order to receive a reimbursement of their financial aid.

Processing Deadlines

If you are applying for financial aid, the deadline for a complete file each semester is:

• Fall - June 1 (Student is awarded for fall and spring)
• Spring - October 1 (Student is awarded for spring and summer)
• Summer - March 1 (Student is awarded for summer)

If you are attending the summer semester, a separate data form is required and is available in the Financial Aid Office after February 1 annually.

Complete Financial Aid File

A complete file contains the following documents:

• Student Aid Report
• Student Data Form
• Loan Application
• Loan Counseling if the student is a first-time borrower at LSUS
• Verification Process completed if required

Verification Requirements

Verification is a process required by the United States Department of Education on selected SARs received by LSUS. Information on the student’s SAR must be checked against documents that the student is required to submit. If a student’s SAR is selected, the student is required to submit the following documents:

• Signed copies of the student’s and/or spouse’s 1040 federal income tax return
• If the student is dependent, signed copy of the parent’s 1040 federal income tax return
• Verification Worksheet
• Other documents stating income and benefits, including but not limited to W2s, 1099s, social security statements
- Documents that establish the student’s dependency status

The verification process is completed before the student is awarded. Verification must be completed by the following deadlines:

- For student eligible for a Federal Pell Grant within sixty days after the last date of enrollment
- For student eligible for a William D. Ford Direct Student Loan thirty days prior to the last official class day for the loan period

LSUS reserves the right to require a student to complete verification on any file personnel deem appropriate.

**Enrollment Status Definition for Federal Student Aid**

All students must be enrolled as at least a part-time student to have eligibility for a William D. Ford Direct Student Loan (Direct Loan) and most federal and state grant programs. Students participating in the Federal Work-Study Program at LSUS are generally enrolled at least full-time. The following chart is used for determining a student's enrollment status:

<table>
<thead>
<tr>
<th>Undergraduate Student</th>
<th>Graduate Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>Full-time</td>
</tr>
<tr>
<td>12 or more hours</td>
<td>9 or more hours</td>
</tr>
<tr>
<td>Part-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>9-11 hours</td>
<td>6-8 hours</td>
</tr>
<tr>
<td>Half-time</td>
<td></td>
</tr>
<tr>
<td>6-8 hours</td>
<td></td>
</tr>
<tr>
<td>Less than half-time</td>
<td></td>
</tr>
<tr>
<td>1-5 hours</td>
<td></td>
</tr>
</tbody>
</table>

**Financial Aid Refund Policy**

Students receiving financial aid who withdraw from the university before attending classes must repay in full all Title IV financial aid except Work-Study earned. A student receiving financial aid who withdraws from LSUS after the start of classes and before 60% of the semester has lapsed will be responsible for repaying those funds to the U.S. Department of Education and/or LSUS. Refer to the LSUS Bulletin of Classes for LSUS's policy used to calculate the refund of institutional charges. The Federal "Return of Title IV Funds" formula dictates the amount of Federal Title IV aid that must be returned to the U.S. Department of Education by the student and the school if the student completely resigns from LSUS.

Financial aid involved in the formula is Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, SMART Grant, Federal LEAP Grant, Direct Loan Funds. For determining the percentage of financial aid to be returned to the U.S. Department of Education, the number of calendar days remaining in the semester is divided by the number of calendar days in the semester. Scheduled breaks of five consecutive days are excluded. If funds remain after Title IV funds have been repaid, they will be used proportionally to repay LSUS scholarships, state scholarships and grants, other private scholarships and the student. This means that if a student receives grant or loan funds in excess of tuition and fees and resigns before 60% of the semester has lapsed, the student is responsible for paying the U.S. Department of Education the unearned portion of the grant or loan. LSUS is in turn responsible for paying the U.S. Department of Education that unearned portion that was applied to the
student's tuition and fees. Worksheets used to determine the amount of refund of Title IV aid are available upon request. A student's refund will be paid to the Title IV programs in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Direct PLUS
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant
6. Other federal sources of aid

The non-Title IV share of an institutional refund will be distributed in the following order of priority:

1. State Vocational Rehabilitation
2. VA Vocational Rehabilitation
3. State/Institutional Fee Exemptions
4. LSUS Scholarships
5. State Scholarships
6. Privately funds scholarships/grants as required by donors
7. Student/Parent

The amount returned to a program will not exceed the amount received from that program for that semester. If a student receiving a scholarship or financial aid has a fee refund due to dropping hours, the refund will be returned to the source of financial aid according to the following order unless the student's enrollment status still fulfills the requirement of all of his/her sources of financial aid:

1. State Vocational Rehabilitation
2. VA Vocational Rehabilitation
3. State Tuition Scholarship/Fee Exemption
4. LSUS Scholarship/Fee Exemption
5. State Scholarship
6. Federal Pell Grant
7. Federal Unsubsidized Direct Loan
8. Federal Subsidized Direct Loan

If a student earns all “F” or “NC” grades at the end of a semester and the student’s teachers report that the student did not attend class past the sixty-percent (60%) point of the semester, that student has “unofficially” withdrawn from the university and is subjected to a Title IV refund. Fifty-percent (50%) is used in calculating the “unearned” portion of the financial aid that the student has received.
Satisfactory Academic Progress Statement

To be eligible for any federally funded financial assistance, including loans, all students must initially and continually meet the following qualitative and quantitative requirements for satisfactory academic progress.

Qualitative Measure

Undergraduate: In measuring a student’s quality measure, cumulative grade point average (GPA), the student must possess the following minimum GPA depending on the number of hours attempted is:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 12 hours</td>
<td>1.50</td>
</tr>
<tr>
<td>60 or more hours</td>
<td>2.00</td>
</tr>
<tr>
<td>13 to 59 hours</td>
<td>1.75</td>
</tr>
<tr>
<td>60 or more hours</td>
<td>2.50 for teacher education and alternative teacher certification students</td>
</tr>
</tbody>
</table>

Graduate: A graduate student is required to maintain a 3.00 cumulative GPA on all graduate coursework.

Quantitative Measure

In calculating the quantitative measure, all hours attempted, including courses from which the student withdrew, received a grade of no credit (NC), incomplete (I) or in progress (IP) must be considered.

Undergraduate: Undergraduate students are required to complete 70% of the cumulative hours attempted. An undergraduate student cannot receive financial aid if he/she has attempted more than 150% of hours required for their degree program.

Undergraduate Who Has a Bachelor’s Degree: A student who already has a bachelor’s degree and is seeking a second bachelor’s degree or teacher certificate is considered as an undergraduate for financial aid purposes. When evaluating eligibility for financial aid, all undergraduate work is considered, and a student cannot exceed 150% of the hours required for their degree program or teacher certification.

Graduate: A graduate student must pass at least 70% of all credit hours attempted. A graduate student may attempt up to 150% of the hours required for their degree program. A graduate student completing required undergraduate courses before beginning graduate studies is considered an undergraduate student for financial aid purposes.

Academic Bankruptcy: Academic Bankruptcy only impacts a student’s GPA, (see qualitative measure above). For Financial Aid purposes ALL HOURS attempted, (see quantitative measure above), are considered.

ACADEMIC PROGRESS IS REVIEWED AT THE END OF EACH SEMESTER ON ALL STUDENTS WHO FAIL TO EARN ANY HOURS. THE STUDENT MUST MEET THE MEASURES LISTED ABOVE TO RECEIVE FINANCIAL AID.
Re-establishing Eligibility to Receive Financial Aid
A student failing to meet satisfactory academic progress requirements is notified in writing. The student may re-establish eligibility by passing enough courses to meet all of the requirements listed above. Any student who does not meet the satisfactory academic progress requirements and who has mitigating circumstances may appeal his/her case in writing to the Student Financial Aid and Scholarship Committee (committee). Students are required to document mitigating circumstances. Students exceeding maximum hours must include a course schedule signed by their academic advisor or college dean outlining remaining required courses.

Conditions for Students on Appeal
If a student has been granted an appeal by the Student Financial Aid and Scholarship Committee, and it is determined during a subsequent review that there is another failure to meet the progress standards, the student is required to submit a new appeal letter and secure their approval to receive financial aid for the next semester(s). Students will be notified in writing if they are required to submit additional appeal letters.

Grant/Scholarship Repayment/Fee Refund
A student who does not complete a semester is responsible for repayment of a prorated amount of any portion of grant/scholarship payments he/she received during the semester which cannot reasonably be attributed to meeting educational expenses related to enrollment at LSUS. If a student is due a fee refund because of dropping hours or resigning from LSUS, this refund may be returned to the grant, scholarship and/or loan funds from which it was received.

SUBJECT TO REVISION WITHOUT NOTIFICATION 03/12/09
First Aid

In an emergency requiring first aid, notify a faculty or staff person. Any emergency requiring first aid should be reported to the campus police by dialing 318-797-5082.
Identification Cards

Students must present valid LSUS ID cards in order to utilize the Noel Memorial Library, HPE Building, Campus Computer Lab and also to attend many university sponsored events. New students may obtain initial ID cards at no charge. Charges will apply for a replacement ID. Students must provide a picture ID, such as a drivers license, to obtain a student ID.

The ID is the property of LSUS and must be returned when a student graduates, resigns or does not re-enroll. A card cannot be loaned to another person for any reason. Fraudulent use of an ID card results in disciplinary action. All questions regarding student IDs may be directed to the University Center Office in UC 232 or at 318-797-5393.
Lost and Found

A student who has lost a personal article should go to the reception and information desk on the first floor of the Administration Building, AD 124 to see if the article has been found. All students are responsible for labeling books and personal items with names and addresses. Articles which have been in storage for a considerable length of time will be disposed of through charitable organizations.
Minority Student Assistance

The university is committed to providing a variety of services to enable each student to reach his or her full potential. Minority students comprise approximately 28 percent of the fall 2009 LSUS student population. LSUS is committed to providing a supportive environment which enables all students to succeed regardless of race, color, religion, gender, national origin, age, sexual orientation, disability, marital status or veterans' status. For assistance or information, contact the Student Development and Counseling Center at AD 220 or 318-797-5365.
Noel Memorial Library

Services and hours of the Noel Memorial Library are posted on the library's website at http://www.lsus.edu/library. The online catalog, electronic indexes, databases, full-text journals and suggested Internet links are also available through the library's website. LSUS students who are currently enrolled and who present a valid university ID may check out circulating library materials for a three-week period during any semester in which they are actively taking courses. Course reserves and interlibrary loan materials may have different loan periods.

Students may not check out materials before the first regular class day of the semester nor after the last day of final exams. All library materials, including course reserves and interlibrary loan materials, must be returned by the last day of final exams, even if the student has had the materials for less than the standard loan period. Library materials may not be renewed past the last day of final exams. Students may borrow materials from other libraries via the interlibrary loan service following regulations determined by LSUS and the lending library. An online request form is available through the interlibrary loan web page at http://www.lsus.edu/library/Interlibrary_loan.htm.

LSUS students wishing to borrow materials in person from another Louisiana academic library should contact the LSUS library circulation desk and request a LALINC borrower's card. Students must be currently enrolled and in good standing with the LSUS library in order to be given a LALINC card. The lending library has the option to honor the LALINC card based upon the status of the cardholder. The library circulation desk has information regarding which institutions honor LALINC cards for undergraduates, graduates, faculty, etc.

Students may view their checkouts and due dates and renew their books online by going to "My Account" in the online library catalog at http://lsus.louislibraries.org/uhhtbin/webcat. When an item becomes overdue, late fees will be charged. Long overdue items will be considered lost, and additional fees for replacement and processing will apply. Charges will also be assessed for damaged materials. This policy applies to all Noel Library materials, professors' personal copies of reserve materials and materials borrowed through interlibrary loan or LALINC.
Race Discrimination Policy

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin under any program, activity or service receiving Federal financial assistance. Any student who believes he or she has been denied any service or benefit because of race should contact the dean of students at AD 208 or 318-797-5116.
Recreational Facilities

Health and Physical Education Building
The Health and Physical Education Building contains an indoor pool, track, weight room, dance studio, mat room, handball/racquetball courts and a gymnasium. The HPE Building is also home to the USA Weightlifting Development Center. All facilities are available for students’ and university employees’ use. One day guest passes may be obtained by contacting the HPE Facilities Coordinator located in HPE 107 (318-798-4145). Guest passes must be requested 24 hours in advance. The current semester’s schedule can be found posted in the Health and Physical Education Building or online through the Department of Kinesiology and Health Sciences website at http://www.lsus.edu/ehd/khs/hours.asp. Schedules are subject to change based on scheduled special events. Special event requests can be made by filling out the proper form located online at the link above.

Sports Fields
The Health and Physical Education Department is home to 17 acres of sports fields. Organized events need prior approval from the HPE Facilities Coordinator who can be contacted at 318-798-4145. The appropriate form can be found online through the Department of Kinesiology and Health Sciences website at http://www.lsus.edu/ehd/khs/hours.asp.

University Center
The University Center offers passive recreation in the Game Room located on the first floor, UC 115. The game room has the following activities: billiards, table tennis, foosball, air hockey and a TV lounge. Information regarding specific recreation programs can be found at http://www.lsus.edu/recsports/.
Services for Students with Disabilities

The university assures all students, with or without disabilities, an equal opportunity to achieve. No qualified student with a disability shall be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity. Any student who identifies him/herself as a student with a disability and presents appropriate documentation (of a substantial limitation) related to the disability will be eligible for services. In cases in which a student chooses not to self-identify and/or request accommodation, the university does not assume responsibility for any disability-related problems which may arise. Any student with a disability who needs assistance related to disability status should contact the assistant director of student development and counseling who coordinates services for students with disabilities in AD 220 or 318-797-5365. Any student who wishes to file a grievance related to disability status should contact the dean of students in AD 208.
Sex Discrimination Policy

Under the provisions of Part 106 of the regulation implementing Title IX of the Education Amendments of 1972, no person 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. Any student who believes he or she has been denied any service or benefit because of sex should contact the dean of students at AD 208 or 318-797-5116.
Sexual Assault

Educational programs and information concerning prevention of sexual assault is available through the University Center Office and the Student Development and Counseling Center. Adjudication of sexual assault incidents will be handled by the Student Conduct Board. Possible sanctions are listed under the Student Conduct Code. Both the accuser and the accused are entitled to have an advisor and witnesses present during campus disciplinary hearings, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding.

Counseling for students who are victims of sexual assault is available through the Student Development and Counseling Center, AD 220, 318-797-5365 and/or referral to a community agency such as the YWCA Sexual Assault Center. If a student is a victim of sexual assault, he or she may contact the local police department directly or seek the assistance of the University Police, AD 124, 318-797-5082 or the dean of students, AD 208. In order to preserve evidence that may be necessary as proof of criminal sexual assault, the student should not bathe or change clothes or disturb the location where the incident occurred. The student should save all clothing and items involved and refrain from consuming anything or smoking until after an examination by medical personnel is conducted.

Any student who is the victim of an alleged sexual assault incident may request a change in academic or living situations by contacting the dean of students at AD 208 or 318-797-5116.
Sexual Harassment Policy

Sexual harassment is a form of unlawful sexual discrimination. For the purposes of this policy, sexual harassment is defined as unwelcome verbal or physical behavior of a sexual nature. A man as well as a woman may be the victim of sexual harassment, and a woman as well as a man may be the initiator. The victim may be of the same sex as the initiator. Sexual harassment is any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is an explicit or implicit term or condition of an employment or academic success;
2. Submission to or rejection of such conduct is used as the basis for an employment or academic decision that has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or creating an intimidating, hostile or offensive work or academic environment.
3. Additionally, sexual harassment may also include repeated, unwelcome sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or his or her appearance, the display of sexually suggestive objects or pictures or any offensive abusive physical conduct.

Complaint Procedure: Any employee or applicant for employment who believes he/she has been sexually harassed should file a complaint with his/her immediate supervisor or the Human Resources Office. Any faculty, administrator or staff member who receives a complaint will contact the Human Resources Office immediately. If this process is not a viable option or does not result in appropriate action, complaints should be addressed to either the vice chancellor for academic affairs, student affairs, business affairs or development. Complaints will be investigated promptly.

Any student who feels he/she has been a victim of sexual harassment should contact any faculty or staff member, department chair or dean. Any individual so contacted should immediately notify the Human Resources Office. If this process is not a viable option or does not result in appropriate action, complaints should be addressed to either the dean of students or the vice chancellor for academic affairs or student affairs. If sexual harassment is determined to have occurred, correction of the situation will be prompt and without retaliatory measures against the person who was harassed.

Policy Statement: The university is committed to maintaining a community free from all forms of sexual harassment. No employee, student, applicant for employment or other person shall be subjected to unsolicited and unwelcome sexual conduct, either verbal or physical. Sexual harassment violates university policy as well as state, federal and local laws. It is neither permitted nor condoned, but specifically prohibited. It is a violation of this policy for any employee or student at the university to attempt in any way to retaliate against a person who makes a claim of sexual harassment. Any individual who violates the university's policy against sexual harassment will be subject to disciplinary action, up to and including termination. Such determinations will be made on a case by case basis in consideration of the severity of the offense.
Smoking

For the health and comfort of students and faculty, LSUS promotes a tobacco-free environment. Use of all tobacco products is prohibited in any university building. Smoking is permitted outside of buildings, but no smoking is allowed within 25 feet of a building entrance.
Student Development and Counseling Center

Counseling, accommodations based on disability, and educational support services are available at no additional cost to LSUS students through the Student Development and Counseling Center (http://www.lsus.edu/sdcc/), AD 220. Students are encouraged to use these services when they are encountering personal or relationship difficulties, struggling academically, need educational information or when they are trying to make career decisions.
Student Employment

Campus employment is available to students from funds provided in regular departmental budgets and the Federal Work-Study Program. Budget jobs are secured by contacting Career Services or the department in which the student desires to work. The Federal Work-Study Program is a joint effort by the federal government and the university to provide jobs for students who need financial assistance to attend college. Off-campus jobs are listed in Career Services. Students and alumni may receive further information on off-campus employment in Career Services, AD 230.

Only full-time students will be approved for campus employment as budget student workers. A full-time student retains that status for student employment during the student's Christmas, summer and other vacation periods. During the last semester prior to graduating, a student will be considered to be full-time for purposes of employment if the student schedules all courses required for graduation. Full-time high school students and full-time students attending a college or university other than LSUS are eligible for employment by LSUS; however, preference is to be given to hiring LSUS students when available. During the fall and spring semesters, students are permitted to work up to 20 hours per week. Student employees may be terminated at any time.

Federal I-9 forms (Employment Eligibility Verification) must be completed within three days of employment per federal law. These forms are to be completed in the Human Resources Office, AD 109.
Student Housing

LSUS University Court Apartments (UCA) accommodate students in four bedroom and efficiency apartment units. Floor plans feature spacious living areas, private bedroom accommodations and full-service kitchens. Amenities include an outdoor pool, Jacuzzi, sand volleyball court, a clubhouse with a big screen TV and high speed internet access in every bedroom. LSUS Student Housing Services provide an academic environment an array of educational, recreational and social programming, coordinated by an on-site residence life staff, enhances the overall college experience for the LSUS student. For further information regarding University Court Apartments, call 318-797-8588, visit the housing office at 8445 Youree Drive on the north side of campus or visit the UCA website at http://www.campushousing.com/lsus/.
Student Fee Deferment

Current tuition and fees may be paid in two installments during each semester of attendance at LSUS. This program is available to any LSUS student. If you choose to defer payment, you must pay at least one-half of tuition and fees during the pre-registration period (if the student has pre-registered) or during regular registration. A $20 non-deferrable, non-refundable handling fee is charged for this service. The balance of the deferred fees is due no later than October 15 in the fall semester and March 1 in the spring semester; for the summer semester, the second payment is due in 30 days. A late fee of $25 will be assessed for late payment. Any prior debt owed to the university is not deferrable and must be paid in full at the time of registration.

Students resigning from the university are expected to clear all financial obligations to the university before resigning. Should a student owe deferred fees, the student will be allowed to resign but will not be released from his or her financial obligation and must comply with the university's collection procedures. Until the debt is cleared, the student may not receive transcripts. Students with outstanding balances at the end of the semester will have their accounts referred to a collection agency. The student is responsible for payment of all collection costs.
Student Organization Policy

To view this policy, please visit http://www.lsus.edu/facultystaff/policieshb/pdf_files/4.10.00.pdf.
Telephone Policy

Students are not permitted to use office telephones except in case of an emergency. The university will not accept telephone messages or requests to call students to the telephone except in case of serious illness or death in the student's immediate family or other emergencies.
Testing Services

Students can obtain information regarding various nationally standardized exams at the Student Development and Counseling Center, AD 220, 318-797-5365. A limited number of information packets for the GRE testing program are available in the upstairs lobby area of Career Services (AD 230). To register for the ACT, visit the website www.actstudent.org. Registration for the GRE may be completed online at www.gre.org. An individual may register for the Praxis Series at www.ets.org/praxis. Inquiries about the GMAT should be made in the College of Business Administration. Information concerning the MCAT is available in the College of Sciences.

A Residual ACT is administered by LSUS just before the beginning of each semester. By agreement with ACT, scores obtained through the Residual program are used at LSUS only and are not transferable to any other institution. If an individual is unable to take a National ACT and wants to enroll at LSUS, he or she may register for a Residual ACT at the Student Development and Counseling Center, AD 220, 318-797-5365.
The Port Food Services

Please visit www.lsus.edu/theport for information concerning The Port.
Traffic and Parking Regulations

For information concerning traffic and parking regulations, please visit http://www.lsus.edu/police/parking.asp.
University Police

Although LSUS does not experience serious crimes often, serious crimes can occur. LSUS is located in a metropolitan area of 200,000 people, so students should exercise caution at all times. The university makes every effort to ensure that the campus facilities, buildings and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. Particular attention is paid to the design of landscaping and exterior lighting.

LSUS police officers are certified peace officers under the laws of the state and possess all authority provided by laws to be exercised as required for the safety and protection of the university community. No person is commissioned as a university police officer until he or she has, as a minimum requirement, completed and graduated from a POST certified Basic Law Enforcement Training Academy. Each officer has the right to exercise the power of arrest when discharging duties in or out of uniform.

Any person arrested by a university police officer is immediately transferred by the officer to the custody of the local city police. The university currently employs eight full-time commissioned police officers who maintain security of the campus twenty-four hours a day, seven days a week.

All students, visitors and employees are encouraged to accurately and promptly report all crimes to the University Police and the appropriate police agencies. The University Police Office is located in AD 124 and can be reached via telephone by calling 318-797-5082 or after hours at 318-455-5497. If you have information on an offense that has been committed, you may also call Crime Stoppers at 318-673-7000.

Voter Registration

The Admissions and Records Office is an authorized Louisiana voter registration agency. Louisiana residents wishing to register to vote or make changes including change of name, may do so in AD 168. Students from states other than Louisiana should contact the Admissions and Records Office for state specific registration materials.
Campus Directory
DEPARTMENT LISTING

To contact university departments, please click here:

RESOURCE LISTING

FOR:
Absences from Class
Admissions
Advising, Academic
Appeals, Academic
Appeals, Admissions
Appeals, Traffic/Parking Violations
Career Services
Catalogues
Curriculum Sheets
Employment, Student
Fee Payments
First Aid
Grievances, Section 504 (Disabled)
Grievances, Title VI (Race)
Grievances, Title IX, (Sex)
Identification Cards
Lost and Found
Parking Ticket Payments
Registration of Vehicles
Resignations
Scholarships
Student Conduct Issues
Student Loans
Testing
ACT and GRE
GMAT
LSAT
MCAT
Praxis (NTE)

CONTACT:
Dean of student's college
Admissions and Records Office, AD 168
Academic Department or Dean's Office
Dean of student's college
Registrar and Director of Admissions
University Police Department, AD 124,
Career Services, AD 230
Bookstore, TC 104
Academic Department
Student Financial Aid Office, AD 202 &
Career Services, AD 230
Accounting Services, AD 129
University Police Department, AD 124
Dean of Students Office, AD 208
Dean of Students Office, AD 208
Dean of Students Office, AD 208
University Center Office, UC 232
Information Desk, AD 134
Accounting Services, AD 129
Accounting Services, AD 129
On Compass at www.lsus.edu/compass/
Student Financial Aid Office, AD 202
Dean of Students Office, AD 208
Student Financial Aid Office, AD 202
Student Development and Counseling Center,
AD 220,
College of Business, Education, and Human
Development, Associate Dean, BE 101
College of Arts and Sciences, Dean, BH 226
College of Arts and Sciences, Associate Dean,
SC 104
College of Business, Education, and Human
Development, Dean, BE 117
Transcripts, Records Admissions and Records Office, AD 168
TV Room UC 115 and 221
Veterans Certification Admissions and Records Office, AD 168

**Building Code Designations**

Administration Building AD
Bronson Hall BH
Business and Education Building BE
Health and Physical Education Building HPE
Science Building SC
Science Lecture Auditorium SLA
Technology Center TC
University Center UC
University Court Apartments UCA
Staying Well

To LSUS Students:

We are pleased to provide you with the *Healthy Life Students' Self-Care Guide* published by the American Institute for Preventive Medicine. The information presented in this wellness publication is by no means comprehensive or final, but simply represents some basic self-care guidelines relevant to a diverse array of undergraduate and graduate students. We urge you to become familiar with this guide in hopes that it will enhance your quality of life.

For additional information concerning the contents of this publication or any health concern, please contact your healthcare provider. The LSUS Student Development and Counseling Center offers counseling services and can provide contact information for community mental health resources.

The procurement of this publication is made possible through the support of the Division of Student Affairs.

Sincerely,

Randy R. Butterbaugh, Ed.D.
Dean of Students

- *The Healthy Life Student Self-Care Guide*