



# 2023-2024 STUDENT HANDBOOK

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Student Affairs

# Student Affairs



Residential Life

Career and Student Development

Rec Services

Event Services

Sipping Tea with the V.P. &

Ties with ULM Guys

ULM Dining Services

Warhawk ID Services

ULM Affinity Clinic



Self Development, Counseling &

Special Accommodation Center

ULM Police Department

Office of Student Advocacy and

Accountability

OSAA Report It

Office of Diversity, Equity, and

Inclusion

TRiO



## Residential Life

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Living on campus at ULM offers a blend of housing options including apartments, suites, and traditional-style residence halls. Our all-inclusive room package (electric, water, cable, and high-speed internet) plus the convenience of living on campus allows you to focus on what is important .... being part of a great university!

When you read the [Guide to Residence Life](#) you will note among other requirements that (1) you must be a full-time student to live in on-campus housing. (2) all of our Residence Halls require a cumulative GPA to reside in those buildings and (3) there is a certain number of hours you must have earned before you can have an automatic exemption to live off-campus.

Customer service and a positive on-campus living experience is our goal. Every residence hall is staffed with student leaders whose sole purpose is to develop a positive living environment in every building.

ULM has experienced tremendous growth in demand for on-campus living over the last several years. We believe it is important for Freshmen and Sophomores to be given the opportunity to live on campus so that they can have time to adapt to the area and life as a college student while at the same time, we believe our upperclassmen should have the opportunity to move off-campus in order to help expand their learning experience as they prepare for life after graduation.

For more information on ULM's Division of Residential Life, please access the [Guide to Residential Life](#).

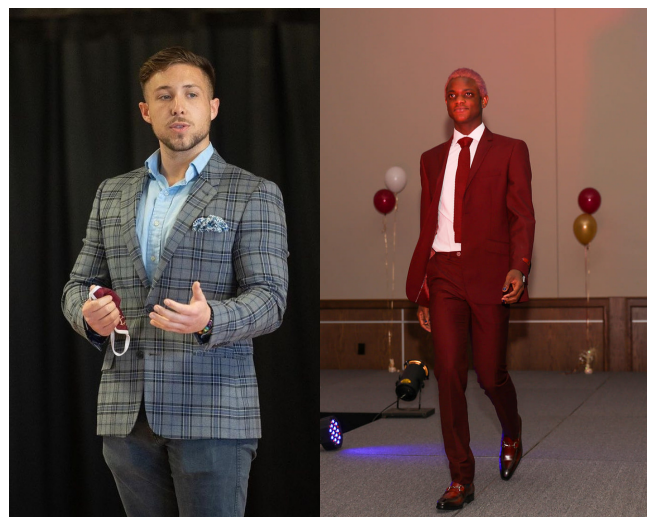


# Career Development



Here to provide for you:

- Career Week
- Career Fairs
- FOCUS 2 Assessment
- Cover Letter Writing
- ULM Mentorship Program
- Career Style Show
- Internships
- Career Workshops
- Major Exploration
- Four Year Plan
- Resume Writing
- Interview Skills
- Mock Interviews
- Career Counseling
- Full and Part-Time Jobs





# Student Development

## Recognized Student Organizations (RSO)

RSOs are officially registered with the Office of Student Engagement. They fully student-created and student-led, designed to foster inclusion and develop leadership skills by enhancing the campus life experience of students through common interests and purpose.

### Student Government Association (SGA)

SGA represents and acts as the official voice for the student body by conveying their opinions, ideas, wishes, and needs in both university affairs and external organizations. SGA advocates for the interests of their fellow students, working with them to create and continue measures, policies, and programs that further student life and higher education.



## Campus Activities Board (CAB)

CAB provides programs for students of the ULM that foster an environment that stimulates social, cultural, multicultural, intellectual, leadership, and recreation.

### CAB Sponsored Events

- |                              |                      |
|------------------------------|----------------------|
| Miss and Mister ULM Pageants | Midnight Breakfast   |
| Week of Welcome              | Homecoming Week      |
| Casino Night                 | ULM's Got Talent     |
| Spring Fever Week            | Spring Crawfish Boil |

### SGA Sponsored Events

- |                          |                            |
|--------------------------|----------------------------|
| Week of Welcome          | Parent's Day               |
| Homecoming               | RSO Scholarships           |
| Lunch with the President | Finals week programming    |
| Mardi Gras Ball          | Free scantrons and pencils |



# REC SERVICES



## Activity Center:

- The ULM Food Pantry
- Cardio Area
- Weight Room
- Functional Fitness Room
- Basketball/ Volleyball Courts
- Racquetball Courts
- Nest Gaming Lounge



## Events:

- 30+ Intramural Activities
- Group Exercise Classes
- University Mile
- Fall Fitness Challenge
- Biggest Loser



**ULM Water Ski:  
29x National Champions**



**Spirit Groups:  
ULM Cheerleaders  
ULM Hawklines  
Ace the Warhawk**



## Event Services

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We strive to enhance students' academic achievements and to support their academic, personal, and professional development through healthy interactions, vibrant friendships, civility, compassion, and caring. We are committed to regarding students as central to the operations, governance, and function of our facilities. Event Services puts students at the core of its operations and provides a living laboratory to gain transferable skills.



# Sipping T.E.A. with the VP

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Sipping T.E.A. with ULM's Student Affairs Vice President, typically shortened to Sipping T.E.A. with the VP, is a coalition brought to campus by the University of Louisiana Monroe's Vice President for Student Affairs, Dr. Valerie Fields. The acronym T.E.A. stands for Transformational Empowering Alliance. The purpose of this collaboration is to help students come together and make true changes on campus. Through spotlighting important events, topics, and people on campus and the community, Sipping T.E.A. with the VP's aim is to help bridge gaps and unify the campus as a whole.

## Ties with ULM Guys

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"Ties with ULM Guys" is a monthly engagement happening on the second Tuesday of each month where students can interact and learn life skills from your ULM faculty/staff men as a way to enhance relations between the ULM students and employees.



Your ULM ID Card is the official University of Louisiana at Monroe identification card for students, faculty, staff, and affiliates. It is also a meal card, an activities and events card, and a stored-value gift card. Once issued, the card remains active as long as you are enrolled or employed at ULM.

The two declining balance accounts associated with your ULM ID Card are Warhawk Express and Flex Dollars. Warhawk Express works like a gift card. Depending on your needs, you deposit an amount of money into your account.

Every time you make a purchase, the purchase amount is automatically deducted from your account. Your remaining balance will be displayed to let you know how much you have left in your account.

Flex Dollars are declining balance accounts tied to your meal plan available for use at all on-campus dining facilities and off-campus at Papa John's.

Warhawk Express is automatically activated when you add money to your Warhawk Express account.

You may deposit money to it via banner before the Fee payment deadline or anytime by contacting Student Account Services, Warhawk ID Services, or LA Capitol Federal Credit Union.

Warhawk Express funds roll from semester to semester as long as you are enrolled and accounts are refundable at the end of any semester upon official withdrawal or when a cardholder severs their relationship with the University.



## Dining Services

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### **What is a Meal Plan?**

A Meal Plan unlocks delicious meals, coffee, snacks, and more, at eight locations across campus. Your Meal Plan includes Meal Swipes and Flex Dollars, conveniently loaded onto your Warhawk Student ID Card. No need to carry additional cards or cash!

### **Meal Swipes**

Meal Swipes give you access to our all-you-care-to-eat dining hall, Schulze Dining Hall.

### **FLEX Dollars**

FLEX Dollars may be used at any ULM Dining location, as well as Papa John's off campus. Visit our [locations page](#) for location information, including dining hall menus and hours of operation. Additionally, any leftover FLEX Dollars at the end of the fall semester will roll over and be eligible for use in the spring semester when a spring meal plan is purchased! FLEX added to accounts without a meal plan, will not rollover.

### **Buddy Swipes**

Buddy Swipes allow you to swipe one guest, friend, or family member into the Schulze Dining Hall each week, free of charge. These Buddy Swipes are a great way to share the ULM Dining experience with anyone who may not have a meal plan!

### **Managing Your Plan**

There are two ways you can check your Meal Swipes and FLEX Dollars balance:

On your receipt after purchase at any dining location or  
Visit the Warhawk ID Services office in 4031 Northeast Drive,



Self-Development, Counseling, &  
Special Accommodations Center

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The ULM Self-Development, Counseling, and Special Accommodations Center is a comprehensive service that strives to help students identify and solve problems, to enhance personal maturity and integrity, and to provide an atmosphere that will make the student more confident about what lies ahead and more eager to meet the challenge!

In addition, this department serves as the point of entry for students with special needs. Accommodations are provided to individuals with documented disabilities.

To Schedule an Appointment  
(318) 342-5220



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The Affinity Health Clinic at ULM offers basic family practice services, as well as immunizations, laboratory services, flu clinics, prescription/medication, pick-up, and general health screenings to all ULM students and employees. Affinity also provides additional services throughout its 16 clinic locations such as wellness programs; drug and alcohol education; tobacco cessation programs; and weight loss education and treatment.

No copayment is required for students or employees who are insured by Vantage Health Plan.

Please be sure to bring your insurance card with you to the Health Clinic.

Other major insurances are accepted.

The Affinity Health Clinic at ULM is located at 1140 University Avenue, at the corner of Lasalle Street and University Avenue, across from Madison Hall.

Hours are from 8 a.m. to 5 p.m., Monday through Friday.

Call 318-342-1651 to make an appointment. Walk-ins are also welcome.

The ULM Health Clinic is managed by Affinity Health Group, L.L.C., in partnership with the University of Louisiana Monroe.



Your University of Louisiana Monroe Police Department (UPD) is here to serve you - the students, faculty, and staff, as well as visitors to the ULM campus. We pledge to be diligent every minute of every day to ensure your time at ULM is safe, secure, and memorable!

### Services:

- Warhawk Alerts
- Security Escorts
- Battery Boost
- Door Unlock
- Passport Photos
- Fingerprinting
- Public Presentations
- Vehicle Registration
- Parking Regulations
- Fine and Appeals

**OUR CAMPUS**  
IS NOW PROTECTED BY

**ULM Safe**  
Smartphone App

**COMPLETELY FREE**

GET IT ON Google Play

Download on the App Store

ALLOW LOCATION SERVICES & CONNECT TO WI-FI FOR BEST RESULTS

The advertisement for the ULM Safe app features a smartphone displaying the app's interface. The interface includes an "EMERGENCY" button, a "Report" button, a "Contact" button, and a "Resources" button. The text describes the app's features: "Anonymously report safety concerns while attaching photos / videos" and "Contact campus safety forces quickly and directly in emergency situations".

- ### ULM Safe Features:
- Emergency Call UPD
  - OSAA Reporting
  - Anonymous Tips
  - Campus Resources
  - Safety Map
  - Security Escort Service
  - FriendWatch

University Crime Statistics available at the link below  
<https://www.ulm.edu/police/crime-statistics.html>



## Student Advocacy and Accountability

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The ULM Office of Student Advocacy & Accountability  
(OSAA) is home to:

Incident Reporting  
[ulm.edu/reportit](http://ulm.edu/reportit)

#KnowTheCode:

Know the Code is an awareness campaign to educate the campus community about the Student Code of Conduct and University Policies.

SOAR

SOAR is a Recognized Student Organization (RSO) that functions as an extension of OSAA helping to educate the students on the code of conduct and campus resources

Student Conduct  
Foster the Flock  
Hazing Prevention Week  
Sexual Assault Awareness Week



Jeanae' Clark, Brittany Williamson, Meghan Olinger

# REPORT AN INCIDENT

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The Office of Student Advocacy and Accountability handles all student reports pertaining to violations of the Code of Student Conduct

# TRiO

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The ULM TRiO Programs are a group of federally funded programs designed to assist first-generation and income-eligible students reach their full academic potential. The University of Louisiana at Monroe houses two of these programs, Educational Talent Search and Student Support Services. ETS is a pre-college program whose mission is to assist qualified individuals in their journey toward higher education. Educational Talent Search has been serving students through ULM since 1981 and has helped thousands of students realize their dream of a college education.

Student Support Services is designed to assist current college students here at ULM. The focus is college success, graduation, and entrance into post-graduate studies.

We believe in an early start, so we work with students in the sixth grade and continue through a doctoral education.

As a TRiO participant, our services will help guide you to academic and career success. We will listen carefully and provide answers to give you the best opportunities while pursuing your degree and preparing for your future career. We feel very strongly about the services we offer and the environment that we provide. Our doors are always open and our staff is always ready to serve.



## Office of Diversity, Equity, and Inclusion



The ULM Office of Diversity, Equity, and Inclusion seeks to cultivate an educational environment where every individual human gift will be valued, respected, and nurtured. The Office of Diversity, Equity, and Inclusion combined with International Students and Multicultural Affairs creates a streamlined process that provides students, faculty members, and staff seamless access to all areas indicated by the name.

The Office of Diversity, Equity, Inclusion is committed to ensuring that every student, faculty member, and staff has a place where they feel seen, heard, and valued - a place where they belong.





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### Mission Statement:

The CARE team is a campus-wide team of appointed staff and faculty responsible for identifying, assessing, and responding to concerns and/or disruptive behaviors by students, faculty/staff, and community members who struggle academically, emotionally, or psychologically, or who present a risk to the health or safety of the university or its members.

### Team Goals:

- Provide a safe and supportive physical and emotional environment for members of the university community.
- Identify, assess, and intervene with individuals who are struggling or who demonstrate concerning or threatening behavior.
- Provide support and resources to community members who are concerned for another individual.



# Academic Information



**Dr. Mark Arant**  
Provost and Vice President  
Academic Affairs  
Library 604  
(318) 342-1025

**Academic Appeals Committee**  
Billing and Procedures  
Classroom Behavior  
Credit Examination and Credit Hour Definition  
Makeup Examinations  
Repeating a Course  
Request a Transcript  
Transfer Credits  
Course Drop and Resignation Policy  
Undergraduate Catalog  
Graduate Catalog



**Dr. Sushma Krishnamurthy**  
Dean  
Graduate School  
Sandel Hall 243  
(318) 342-1036



**Dr. John Pratte**  
Dean  
College of Arts, Education, & Science  
George T Walker Hall 1-45  
(318) 342-1238



**H. Glenn Anderson Jr., Pharm.D.**  
Dean  
College of Pharmacy  
Bienville Building  
(318) 342-1600



**Dr. Michelle McEacharn**  
Dean  
College of Business & Social Scienc  
Hemphill Hall 302  
(318) 342-1109



**Dr. Donald Simpson**  
Dean  
College of Health Sciences  
Sugar Hall 151A  
(318) 342-3312

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## II. ACADEMIC INFORMATION

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The undergraduate probation and suspension regulations listed below were adopted by the University of Louisiana System Board of Supervisors, effective at ULM with the Fall 1995 Semester. Administered by the Council of Academic Deans, these probation and suspension regulations are minimum standards which apply to all students except those enrolled in the professional programs of Nursing and Pharmacy. Refer to the catalog sections of the College of Health Sciences and College of Pharmacy for respective probation and suspension regulations.

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### ACADEMIC APPEALS COMMITTEE

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The Academic Appeals Committee shall consist of four faculty members appointed by the Vice President for Academic Affairs and three students recommended by the Vice President for Student Affairs. A quorum shall consist of five members, at least three of whom must be faculty.

Refer to the Catalog of Graduate and Professional Programs for information regarding academic appeals, the Graduate Council and Graduate School Regulations at: <https://www.ulm.edu/gradschool/>.

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### BILLING PROCEDURES

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In order for a student's enrollment to be complete, the student's registration fees must be paid in full. It is the student's responsibility to follow-up on anticipated or pending financial aid to ensure that the student's bill is paid in full.

- A. Payments must be received in the "University," by mail in the Controller's Office, or via web payment on or before the published deadline to avoid classes being dropped. To avoid being dropped, students must:
1. Have a zero balance by the fee payment deadline as a result of payment(s)
  2. Have a zero balance by the fee payment deadline as a result of financial aid and/or scholarships and/or waivers
  3. Have signed up for the online payment plan by the fee payment deadline

It is the student's responsibility to drop their courses if they have decided for any reason not to attend ULM. As of June 8, 2009, ULM will be using a third party (Touch Net PayPath) to process our credit payments for tuition, fees, room and board. A fee will be charged to pay by credit card (MasterCard, Discover and American Express only). If you do not want to pay the fee you may choose the free option, pay by online check.

**Note:** Pay full amount shown. Do not adjust the fee bill. If the balance shown needs adjusting, contact Student Account Services at (318) 342-5124. For questions concerning Financial Aid call (318) 342-5320.

- B. Students who do not pay registration fees by the published deadline:
1. Will be dropped from classes.
  2. Will be responsible for any balance that results from the loss of their financial aid, scholarships, waivers, etc. during the session or semester.
- C. Failure to view the fee statement online does not relieve the student of the responsibility of paying fees by the published deadline. Fee Statements will not be mailed to students. Student must access their Fee Statement/Bill online through the Banner System. An e-mail to remind students of the fee deadline will be sent approximately 2 weeks prior to the fee deadline.

D. Students who pay their fees by check:

1. If a student pays by check to meet the fee payment deadline and the check is not honored by the student's bank, that student will be charged the \$100 late registration fee if their courses are dropped and they decide to re-register.

2. Students who pay by a check that is dishonored will be charged a NSF fee of \$15.00 in addition to any other applicable fees.

Note: By reference, the bulletin of information contained in the schedule of classes applicable to each term supplements updates, and may supersede these billing procedures.

E. Checks not honored by student's bank and subsequently not taken care of by the student may be turned over to a collection agency. All additional collection cost becomes the student's responsibility.

F. After 3 checks returned for insufficient funds, the University will no longer be able to accept checks on your account.

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## CLASSROOM BEHAVIOR

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The University of Louisiana at Monroe supports the principle of freedom of expression for both instructors and students. The University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. Classroom behavior that seriously interferes with either,

the instructor's ability to conduct the class or

the inability of other students to profit from the instructional program will not be tolerated.

An individual engaging in disruptive classroom behavior may be subject to disciplinary action.

When, in the judgment of the instructor, a student's behavior in a class is as seriously disruptive as to compel immediate action, **the instructor has the authority to remove the student from the class on an interim basis, pending an informal hearing on the behavior.** If, upon the order of the instructor, a student refuses to leave the classroom, the instructor will contact the University Police (342-5350) and request assistance in removing the student from the classroom.

- A student who has been removed from a class on an interim basis is entitled to an informal hearing before the head of the department offering the course within three working days of the removal.
- The department head may either: approve an agreement of expectations between the student and the instructor and reinstate the student to the class, or, extend the removal of the student from the class. A copy of all material including the Incident Report sent to the Office of Student Advocacy and Accountability shall be provided to the instructor's academic department head, the student and to the student's academic dean.
- The student may appeal to the appeals committee the department head's decision.

### Policy

A. Students are required to adhere to the behavior standards and to refrain from disrupting classes and/or the education process.

B. If a student is disruptive, the faculty member and/or the relevant Assistant/Associate Dean's office may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in academic and disciplinary action.

C. **A faculty member is authorized to ask a student to leave the classroom or other academic site if the faculty member deems it necessary. If the faculty member does this, she/he shall file an online *Incident Report* with the Office of Student Advocacy and Accountability and the Assistant/Associate Dean of the College or Department Chair within 24 hours. The faculty member shall provide the student with a copy of this report.**

D. A faculty member may also exclude the student from the classroom or other academic area pending resolution of the matter by:

1. informing the student of the exclusion,
2. informing the student of his/her rights to request an expedited review of the exclusion, and
3. by immediately referring the matter to the Department Head by submitting the Incident Report.

E. Nothing in this policy prohibits an immediate call to the ULM Police Department or referral of the matter to another policy office, as determined to be appropriate by the classroom instructor.

F. Students are allowed to appeal as outlined in the policy manual.

G. **Cell Phone Policy** - Cell phones should be turned off or set to vibrate only when in academic buildings (including the University Library) and may be used only in restrooms, group study rooms, and offices. Text messaging may be used throughout the Library (with the exception of the classrooms) provided that no audible sound is used to notify the recipients. All people carrying cell phones into a classroom, laboratory, or clinic must turn off and store (e.g., in a backpack, purse, phone holster, or other similar item) their phones prior to entering the room. Cell phones are not allowed on desk or table tops. If there is an extenuating circumstance that requires the cell phone to be on during a class, the student must obtain permission from the instructor prior to the beginning of class and must operate the phone in a silent (vibrate only) mode. Each instructor may further restrict the use of cell phones in class and may determine the consequences for violations of this policy. People who violate this cell phone use policy may be asked to leave the building.

**The Office of Student Advocacy and Accountability is the custodian of student disciplinary (conduct) files on campus. Therefore, all documentation involving classroom behavior, cheating, plagiarism, falsification of documents etc., must be forwarded to this office located in the Student Center, 239.**

### **Possible Sanctions**

The goal is to ensure that both the University and the student's rights are protected and the process focuses on whenever possible, providing solutions that are corrective and educational.

If there is an on-going problem with a student who is disrupting class proceedings or whose behavior is causing concern, the Office of Student Advocacy and Accountability recommends the following steps the instructor may take to address the student's behavior:

1. meet with the student and explain why the behavior is inappropriate;
2. tell the student what type of behavior is expected in the classroom,
3. explain to the student what consequences will take effect if the inappropriate behavior continues;
4. complete the online Incident Report and submit to the Office of Student Advocacy and Accountability with actions noted; and
5. if the student's behavior does not change, inform the student of his/her options in regard to hearings and appeals.

The faculty member may determine the course-related sanction to be imposed against the student, up to and including failure for the course. A letter must be sent to the student stating the imposed sanction and informing the student of his/her right to appeal. A copy must be sent to the Office of Student Advocacy and Accountability.

Authority of Instructor and Relevant Assistant/Associate Dean's Office

- A. Written warning with expectations
- B. Exclusion from the instructor's classroom or academic area, pending expedited review by the Department Head
- C. Academic sanction, if course participation is a component of the final grade and is indicated in the course syllabus

Authority of the Office of Student Advocacy and Accountability for violent, threatening, or harassing behavior)

- A. Warning
- B. Educational Sanctions, such as educational classes, or community service
- C. Disciplinary Probation
- D. Dismissal, Suspension, Expulsion
- E. Banned from any part or all of campus

#### **Documentation**

- Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption, and impact of the disruption on those present, may be important in any future proceedings which may be necessary.
- The Office of Student Advocacy and Accountability requires written documentation by submission of the Maxient Incident Reporting form which will contain factual and descriptive information.
- The student is entitled to see this documentation.

#### **Incident Reporting Form for Academic Violations (Online):**

[https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout\\_id=4](https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout_id=4)

The online Incident Report form shall contain the following information:

- A. Your Name
- B. Position/Title
- C. Phone Number
- D. Your Email Address
- E. Your Physical Address
- F. Nature of this Report (Classroom Disruption, Cheating, Online Incident etc.)
- G. Date/Time/Location of Incident
- H. Involved Parties
- I. Attach a detailed summary of the incident, including a description of the disruptive behavior and note action, if any taken by the instructor (e.g. student warned, asked to leave the class...)
- J. Note witnesses
- K. List Charges/violations as noted in the Standards of Conduct for Students, Section Five such as the following;
  - 1. 5.03:12 Intentional obstructions, disruption or interference of the Education Process etc.
  - 2. 5.03:36 Falsification, forgery, alteration or misuse of University documents, records, identification cards or meal tickets; furnishing false information to the University with the intent to deceive etc.
  - 3. 5.03:45 Giving, taking or acquiring possession of, without permission, any academic (tests, research papers, notes, books, periodicals, or etc.,) or personal information, passwords, or confidential documentation, financial materials from an office, student worker or employee member of the University. This would include copyright violations and security access to university systems.
  - 4. 5.03:46 Unauthorized access to or misuse of University computers, computer systems, networks, or services. This includes but not limited to social media services such as Facebook, Instagram, MySpace, Twitter etc.,.

**Incident Reporting Form for Academic Violations** is located at:

[https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout\\_id=4](https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout_id=4)

\*The student has the right to appeal the Charge(s)/violations of the Code of Student Conduct and /or Sanction(s) that are administered. \*

Student disciplinary records shall be maintained in the Office of Student Advocacy and Accountability.

## Steps for Academic Appeals Process

Discipline related to academic matters is the responsibility of the appropriate Academic Unit which may be the Vice President for Academic Affairs, the appropriate Academic Dean, the appropriate Academic Department Head and/or the appropriate academic faculty member. An appeal must begin within three working days of notification of the decision. Order of Appeal Process:

1. Faculty Member
2. Department Head and/or Academic Head/Dean
3. Academic Appeals Committee
4. Academic Vice President's Appeal Panel (Final)

## Appeal beyond Academic Appeal Committee

Appeals may only be filed in the event of:

1. A flaw in the student's right to due process,
2. evident bias in the decision of the hearing board or the individual conducting a disciplinary conference,
3. inconsistent or overly severe sanction imposed,
4. new evidence or insufficient consideration of all aspects of the situation.

For information regarding the appeal procedures, see Academics and Procedures, in the *ULM Student Handbook*.

**SPECIAL NOTE:** In regard to the role of the dean, department head or supervisor, he/she may appoint a designee, when appropriate, to serve in their capacity on Academic or disciplinary hearing.

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## CREDIT EXAMINATION AND CREDIT HOUR DEFINITION

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If a student feels he/she has sufficient knowledge in a subject area and can bypass a course, the student should look into the possibility of taking credit examinations that are recognized by ULM. The exams for which ULM has established credit policies are: 1) ULM Credit Examination, administered by Academic Departments, 2) CLEP Subject Examinations, 3) ACT, 4) SAT, 5) Advanced Placement, and 6) DSST.

Visit [www.ulm.edu/testing](http://www.ulm.edu/testing) for more information

## Federal Definition of the Credit Hour

For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates -

- 1) Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
- 2) At least an equivalent amount of work as required (outlined in item number one (1) above) for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award credit hours.

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## MAKEUP EXAMINATIONS

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To derive optimal educational benefits from their collegiate experience, a student must attend classes regularly and take examinations on schedule dates. In the event that a student must miss examinations for valid and verifiable reasons, the student shall be given some fair and appropriate means of making up the examinations.

The particular means and times for making up these examinations are left to the discretion of the instructor and shall be announced at the beginning of each enrollment period.

A student is responsible for all academic work missed during absences, whatever the reasons. The student shall keep instructors informed about anticipated absences, especially when examinations are scheduled on these dates, and the student shall make prior arrangements with instructors regarding assignments and examinations in conformity with the instructors' announced policies. In the event of emergency absences, the student shall initiate such arrangements immediately. A student who misses final examinations for emergency reasons shall notify instructors or the academic dean immediately.

**In each instance the instructor shall determine what constitutes "valid and verifiable reasons" and "emergency absences."**

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#### REPEATING A COURSE

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When a student repeats a course, the last grade earned will be accepted for graduation. For example, the repeated "D" becomes "B" (or whatever grade earned most recently); the "B" is now used for graduation purposes. Both "D" and "B" grades are used in the cumulative average and for honors and admission to professional schools.

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#### REQUESTING A TRANSCRIPT

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Official transcript requests must be made by visiting the Registrar's web site (<https://www.ulm.edu/registrar>). The transcript will be furnished as requested, provided the student has paid all debts owed either to the University or federal or state loan agencies. A provisionally admitted ULM student must clear admission requirements before an official transcript can be released. An official transcript is defined as one mailed or sent electronically directly from one institution to another; it bears the institution's seal, the Registrar's signature, and the issuance date. Unofficial transcripts are immediately available to students *without* a written request on Banner ([banner.ulm.edu](http://banner.ulm.edu)), the university online Student Advocacy and Accountability system.

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#### TRANSFER CREDITS

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Available in electronic form in the University Policy Database: <https://webservices.ulm.edu/policies/index.php>. All applicants are encouraged to apply. The University of Louisiana at Monroe may admit, by exception, students not meeting all requirements. In such cases, the admission decision will be affected by the student's potential for degree completion and the need to diversify the university's student population. Some factors to be considered may include age, experience, region or country of origin, and other special talents.

1. Students wishing to transfer credits from another institution to the University of Louisiana at Monroe (ULM) must file a request that an official transcript from that institution be sent directly to ULM's Office of Admissions.
2. The extent to which credit earned in other colleges and universities is accepted toward fulfilling degree requirements at ULM is determined by the dean of the student's college. Only work that applies toward the curriculum the student selects at ULM and that demonstrates satisfactory final grades will be applied to the student's degree plan.
3. No credit will be granted or recognized for work done by a student while under suspension from any educational institution unless the student meets ULM admissions and appeal requirements for that enrollment period.

4. The Statewide Student Transfer Guide and Articulation System Matrices (Board of Regents' E-matrix) indicate transfer equivalences of courses among Louisiana's public colleges and universities and may be accessed through the Board of Regents' Web page at [www.regents.state.la.us](http://www.regents.state.la.us). The matrices are not all-inclusive; there are additional courses that articulate between campuses. Students are advised to contact their dean's office, the student's advisor, or the Office of Admissions if they are unclear as to whether academic credit from an institution is transferable.
5. Freshmen English courses taken from colleges and universities where English is not the native language will not transfer to satisfy ULM's requirements of English 1001-1002. A student with such credit must take ULM's English 1001-1002 or pass the appropriate CLEP tests for credit in freshmen English. This policy will apply to all international, resident alien, and U.S., and naturalized citizen students.
6. After students enrolled at ULM have earned 60 semester hours of non-developmental credits, they may not transfer credits earned in a two-year college to fulfill degree requirements, unless authorized to do so by their academic dean. Earned hours/credits refer to those associated with a course in which the student's final grade is A, B, C, D, or CR.
7. If the college does not approve a transfer course for general education credit, the student may petition the Office of Academic Affairs for a decision.
8. All hours pursued by a student are used in determining the cumulative grade point average of that student, and all course work is posted to that student's ULM transcript.  
 \* Transfer Credit Practices of Designated Educational Institutions, by the American Association of Registrars and Admissions Officers, is used as a basis for determining the accreditation status of other institutions. The policies and publications used to determine the acceptance of credit earned. Through nontraditional means and the acceptance or non-acceptance of credits granted by another institution through nontraditional means (e.g., military credit, credit by examinations, or other methods) are on file in the Registrar's Office.

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**COURSE DROP AND RESIGNATION POLICY**

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To resign from ULM, please log in to Self Service Banner to drop all your classes. If the hold restricts the ability to drop online, students should contact his/her advisor.

After enrolling in classes, (in most cases on the web), a student who wishes to resign from the University must notify the Registrar's Office in writing [completing of resignation form in the Registrar's Office, by letter, or by faxed letter] of his/her wish to resign (see registration schedule calendar for deadlines).

Students may drop courses or resign from the institution with grades of "W" prior to a date specified in the official University Calendar. That date is generally three weeks after mid-semester in a regular semester and the equivalent period in a summer session. (Actual drop/resign dates are published in each calendar for the respective schedule of classes.) After that specified date, students may not drop a course or resign. Drop dates for short courses will vary depending on the length of the course; these dates are published in the current issue of the ULM Schedule of Classes. Students who have extraordinary cases with extenuating circumstances may submit to their academic dean a letter of appeal, along with documentation to substantiate the case. Extraordinary cases do not include dissatisfaction with an anticipated grade or the decision to change a major. Approval of an appeal for dropping a course or resigning after the published date may be granted by the student's dean for reasons stated below and only if the reason can be officially documented to show direct due cause. If approval to drop a course is granted, the student must also have been passing the course immediately prior to the hardship, and must have applied for the approval immediately after the hardship or illness ended. The grade assigned shall be a "W." If the dean allows the student to resign, a "W" grade shall be assigned in all courses. If the appeal is approved, the dean will notify the instructor and the Registrar. Examples of appealable cases are as follows:

- **Illness/Injury**—The student must provide a letter on official stationery from the attending physician stating that the illness or injury will render the student unable to complete the course, or will cause the student to miss a significant number of days so as to make it difficult to complete the course. A hospital

bill may also be used.

- Death of an immediate family member which caused undue hardship and renders the student incapable of completing the course—The student must provide a copy of the death certificate, obituary stating relationship to the deceased, or letter from the attending clergy.
- Natural disaster or exceptional traumatic event (documentation will be required)—The student must provide a written explanation of extenuating circumstances providing this event causes the student undue hardships.
- National Defense—The student must provide a copy of official military orders.

Grades of “F” will be assigned to students who do not complete the enrollment period and who have not officially dropped their courses or resigned.

An appeal for a change in official academic records must be made no later than 30 days after the end of the semester or term in which the alleged error in academic records occurred.

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**UNDERGRADUATE CATELOG**

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<http://catalog.ulm.edu/>

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**GRADUATE CATELOG**

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<http://catalog.ulm.edu/index.php>

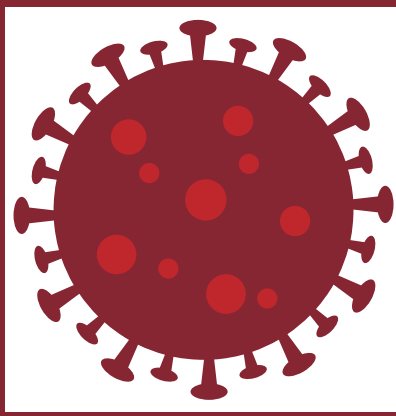
# General University Information and Policies



- Covid 19 Testing Policy
- Title IX Sexual Misconduct Policy
- Tobacco-Free Campus
- Hazing Policy
- Freedom of Expression Policy
- Alcohol Policy
- Athletic Ticket Info
- Appealing a Grade
- Computer Access and Use
- Confidentiality of Student Records
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- Academic Transcripts (Notice of Disciplinary Action)
- Cheating and Plagiarism
- Copyrights- Cheating and Plagiarism
- Copyright Laws & Peer-to-peer file sharing
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- International Student Center Policies & Procedures
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- Travel Abroad Policy
- Weapons on Campus Policy
- Guide to Residence Living
- Pet/Animal Policy
- Posting & Distribution of Material Policy
- Drug and Substance Abuse Prevention Policy
- Violence Against Women's Act
- Campus Sexual Violence Elimination Act
- RSO Handbook



# Covid 19 Testing Policy

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To ensure the safety of our university community, weekly on-campus COVID-19 testing will begin on October 18th for those students who have not been immunized against COVID-19.

The following students are exempt from the weekly COVID-19 testing requirement if they have submitted supporting documentation to the University:

- Students who are fully vaccinated.
- Students who have received their first dose of a two-dose vaccine AND intend to receive their second shot when scheduled.
- Students who are completely off-campus, meaning they do not have any classes on campus, do not live on campus, and will not participate in on-campus activities/events. This includes dual enrollment students enrolled solely in online or off-campus courses.
- Students who have tested positive within the previous 90 days.

Information on submitting immunization information/ documentation can be found here:  
<https://www.ulm.edu/coronavirus/information/immunization-proof-waiver.html>

Students who are required to test will receive a weekly notification email from [covidtesting@ulm.edu](mailto:covidtesting@ulm.edu) with instructions on how to schedule a testing appointment at an on-campus testing site.

Failure to comply with the weekly testing policy is considered a violation of the ULM Code of Student Conduct and may impact the ability to remain on campus and participate in any in-person activities. Students who do not comply with the COVID-19 Testing Policy for Students will be referred to the ULM's Office of Student Advocacy and Accountability which will, in turn, initiate the student conduct process, and at the conclusion of that process, the student may face consequences up to and including immediate suspension from the University.



## Title IX

# Sexual Misconduct Policy

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The University of Louisiana Monroe (ULM) strives to create and maintain a safe learning, working, and living environment for all individuals who participate in or attempt to participate in ULM's activities and programs. To that end, ULM prohibits sexual misconduct and is committed to:

- providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free from sexual misconduct as provided in Title IX of the Education Amendments of 1972 ("Title IX), and other applicable laws,
- implementing policies and procedures to prevent acts of sexual misconduct,
- taking prompt and appropriate action to investigate and effectively disciplining those accused of such conduct in a manner consistent with the law and due process,
- providing support and assistance to complainants of sexual misconduct
- reporting instances of sexual misconduct in accordance with law.



# TOBACCO FREE POLICY

The University of Louisiana Monroe (ULM) is committed to promoting and maintaining a healthy environment for students, faculty, staff, and visitors. The University is committed to ensuring our campus is tobacco-free to promote healthy living.

The use of smokeless tobacco is not permitted in auditoriums, classrooms, laboratories, other instructional support areas or in any posted area on the ULM campus. It is also not permitted in varsity sports practice, training, medical, or meeting facilities.



# HAZING POLICY

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The purpose of this policy is to maintain a safe learning environment that is free from hazing. Hazing activities of any type or inconsistent with the educational goals of the university and Louisiana Law and are prohibited at all times. No student, faculty member, employee or administrator, guest, contractor, or volunteer shall plan, direct, encourage, aid, or engage in hazing. The purpose of this Policy is to

- assist with preventing hazing;
- encourage reporting which is the responsibility of every member of the university community;
- accept the personal obligation to adhere to the basic community values of being civil and respectful of others;
- protect the safety and rights of students; and
- preserve the educational environment



# FREEDOM OF EXPRESSION POLICY

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The University of Louisiana Monroe (“ULM” or “the University”), a public post-secondary institution of higher education within the University of Louisiana System (“UL System” or “the System”), is fully committed to free speech among students, faculty, staff, and visitors. To fulfill our primary role of discovering and disseminating knowledge, a free exchange of ideas is necessary. We pride ourselves on being bastions of free expression and believe a culture of intense inquiry and informed argument generates lasting ideas. This freedom comes with a responsibility to welcome and promote expression for all people, even in disagreement or opposition. The right is inclusive of peaceful protests and orderly demonstrations but does not allow any conduct that disrupts University operations or endangers the safety of others.



# ALCOHOL POLICY

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The University is committed to the health, safety, and well-being of each member of the University of Louisiana at Monroe community. In order to further student learning, development, and success and to promote the University's academic mission, ULM fosters an environment of personal and collective responsibility and respectful citizenship. This means that all members of the university community – students, faculty, and staff – have a role in safeguarding a healthy learning environment free of the consequences of alcohol misuse. The University also strives to create a culture that supports students who do not use alcohol and students who use alcohol in a safe, legal and responsible fashion.

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## III. GENERAL UNIVERSITY INFORMATION AND POLICIES

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### ATHLETIC TICKET POLICY FOR STUDENTS

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ULM students enrolled in four or more hours are admitted free to all regularly scheduled intercollegiate events with a ULM photo I.D. When attending an event your student I.D. will be scanned for validation of your student status.

The athletic ticket office, located at Malone Stadium, is open from 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30-11:30 a.m. Friday. The ticket office sells tickets for all ULM athletic events. You may also call the ticket office with any questions at 342-3ULM.

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### APPEALING A GRADE

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<https://www.ulm.edu/osaa/appealinggrade.pdf>

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### COMPUTER ACCESS AND USE

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ULM has a number of Open-Access and Residence Hall Computer Labs available for student use. The Computer Lab on the second floor of Caldwell Hall has adaptations for persons with physical disabilities. Further information may be obtained by calling the lab at 5585.

Enrolled students are assigned an account on the ULM campus-wide network that will provide general access for E-mail, Internet, etc. Issues with accounts may be addressed by the Information Technology Help Desk by dialing 342- 3333, or by the Customer Service Desk, located in the Library.

Any violation of policy (issued with the account or posted in the lab), abuse of University computing equipment, or any breach of security regarding University computers can result in the loss of privilege to use University computing resources. Destruction of property or unauthorized attempts (successful or unsuccessful) into secured systems, on or off campus, may result in more serious disciplinary actions. For additional information, FAQ's, and policies visit [www.ulm.edu/it](http://www.ulm.edu/it).

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### CONFIDENTIALITY OF STUDENT RECORDS

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Pursuant to the requirements of the 1974 Family Educational Rights and Privacy Act (FERPA)—Public Law 93-380, certain types of information, designated by law as “directory information,” may be released without the student’s permission. A list of the types of directory information which can be released (e.g., name, address, phone number) are listed in this publication and may be obtained in the Registrar’s Office. Students who wish directory information to be withheld should complete a “Withholding Information” form in the Registrar’s Office and on the Registrar’s Office webpage.

Requests to prevent either the releasing or publishing of directory information will be in effect indefinitely until written notification is received in the Registrar’s Office. Students have the right to file complaints with the F E R P A Office in Washington, DC, concerning alleged failures by the University to comply with the Act. Student medical records are covered by FERPA privacy mandates.

Students who wish to allow their parents access to their records (academic, financial, billing, or any information related to their enrollment at ULM) may complete a “Privacy Waiver for Parental Access to Records” form in the Registrar’s Office. If the student chooses at a later date to rescind parental access to records, he/she must complete a “Rescindment of FERPA Parental Privacy Waiver” document in the Registrar’s Office. Either form requires that the student present a picture ID and sign the form in the presence of an authorized ULM official.

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## DEBT INFORMATION

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Students indebted to the University will not be allowed to re-enter, or receive a transcript of scholastic work. A student may be dropped from University enrollment for non-payment of fees and/or other debts when due or when a check offered by the student in satisfaction of an obligation to the University is not honored by the bank on which it is drawn.

Service and delinquent payment charges will be levied as follows:

Returned Check Service Charge (per check): \$15.00

Short-term Loan Service Charge: Processing Fee: \$20.00

Delinquent student debts will be assigned to the Attorney General after unsuccessful collection efforts by ULM employees. At the time the accounts are assigned to the Attorney General a percentage of the amount due will be added to the student's account in accordance with our contract with the Attorney General.

Any student accounts turned over to the Attorney General could have a negative impact on the individual's credit worthiness.

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## INSURANCE FOR STUDENTS

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### **Health Insurance for F-1 International Students**

Health Insurance for F-1 International Students enrolled at the University of Louisiana Monroe is optional. The Office of International Student Advocacy and Accountability may recommend third-party insurance when a group insurance is not offered by the university. Registered students may visit the ULM Health Clinic for basic family practice services. The ULM Health Clinic waives the doctor's visit fee, however, students will be responsible for any other additional charge such as immunizations, laboratory services, flu clinics, prescription medicine, etc.

### **Health Insurance for J-1 Exchange Visiting Students**

Health insurance for J-1 Exchange Visiting Students enrolled at the University of Louisiana Monroe is required. All J-1 Exchange Visiting Students enrolled at the university are required by the United States Department of State (22CFR 62.14) to maintain the following minimum insurance coverage: \$ 100,000 for each illness/injury and deductible not to exceed \$ 500 per accident or illness; \$ 50,000 for medical evacuation from the United States back to your home; and \$ 25,000 for repatriation of remains to the home country.

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Through the Affordable Care Act, Domestic students may apply for health insurance coverage. For more information on plans and pricing go to <https://www.healthcare.gov/>.

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The Office of International Student Services is located in Sandel Hall, Room 200, Monroe, LA 71209. For more information, you may visit, call 318.342.5225 or email [international@ulm.edu](mailto:international@ulm.edu).

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### **Residential Life Personal Property Insurance**

Residential Life Personal Property Insurance. A voluntary plan of insurance for personal property is available to all students in the residence halls. Information on this program is available in the Residential Life Administration and Facilities Office at University Commons II. The University recommends that students determine if they are covered on their parent's homeowner's insurance, and if not, obtain their own personal property insurance. The University of Louisiana Monroe is not responsible for loss in the Residence Halls due to theft, fire, water, heat, or other causes. The University is not responsible for personal property that is lost, stolen or damaged in or on residence hall properties.

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## GRADUATION CEREMONY

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Commencement exercises are held at the end of Fall and Spring terms. Degree candidates are expected to indicate whether they intend to participate (“walk”) in the ceremony on their Application to Graduate.

Although commencement exercises will not be held during the summer, degrees will be awarded at the end of the summer term. Diplomas will be mailed soon afterward and should be received within four to six weeks.

All summer graduates are invited to return to campus to participate in the fall commencement ceremony immediately following the summer in which the degree was conferred. Summer candidates should indicate whether they intend to participate in the fall ceremony on their Application to Graduate.

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## HONORS PROGRAM

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The Honors Program at the University of Louisiana at Monroe offers a unique learning opportunity for students with exceptional academic abilities who are seeking an alternative during their undergraduate education. Honors students are offered an individualized atmosphere for learning that is both stimulating and personal. Special features of the program include non-traditional classes, special sections of traditional classes, small class sizes, and increased opportunities for interaction with faculty members and other students of similar abilities. The Honors Program is administered by the University Honors Council. Students in all colleges may make application to be accepted into the Program. For more detailed information, refer to the university undergraduate catalog.

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## LIBRARY

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[ulm.edu/library](http://ulm.edu/library)

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## REFUNDS

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A student who resigns from the University may be entitled to some refund of tuition, activity and out-of-state fees, and/or room and meal plan charges. The exact amount of the refund, if any, will depend upon the resignation circumstances and timing. Refunds will be subject to an administrative fee.

Student’s refunds are direct deposited through BankMobile. They are not to be picked up. Direct deposit requires a student to complete enrollment with BankMobile. If a check is issued, they will be mailed to the permanent address on file in the Registrar’s Office. It is the student’s responsibility to provide the Registrar’s office with the correct and appropriate address.

The computation of any refunds depends upon the status of the student. The bulletin of information contained in the Schedule of Classes applicable to each term contains the details for refunds. This publication should be consulted or the Controller/Student Accounts website.

Students resigning with disciplinary action pending or those being suspended for disciplinary reasons are not eligible for refunds regardless of resignation date.

Students remaining in school but reducing their course load by dropping one or more classes are not entitled to refunds after specifically identified dates each semester.

Refunds will be given through the fourteenth (14th) class day (for Fall and Spring terms), **based on the Current Refund Schedule found on the Controller/Student Accounts Services website.** This does not include meal

plans. After the fifth (5th) class day there are no changes on meal plans. After the 14th class day, no refunds are given. Students who are dismissed from the university and/or residence halls for academic or disciplinary reasons are not eligible for a refund.

If a student withdraws from the University within the first 14 days of class, their housing will be pro-rated for the days they had possession of the room. Meals will be pro-rated accordingly as long as the student has not spent more than the pro-rated fee. If student has spent greater than the pro-rated fee they will be charged for the amount used. After the fourteenth (14th) class day, no refunds are given. Students who are DISMISSED from the university and/or residence halls for academic or disciplinary reasons are not eligible for a refund.

Students who move off campus after classes begin may be assessed a charge to cover administrative fees. The 5th class day is the last day to change meal plans, therefore, students who move off campus after the 5th class day will be required to keep their meal plans. Students who fail to meet the prepayment deadlines for registration are subject to forfeit his/her room assignment preference and may have to reapply for on-campus housing, including the non-refundable application fee. (Note: Meal charges are not assessed by Residential Life.)

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#### **SKATEBOARDS, SKATES, ROLLER-BLADES, ETC.**

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The following rules will govern the use of skateboards on the ULM campus.

1. Skateboards/skates/roller-blades/etc., cannot be ridden on the streets on campus at any time.
2. Skateboards/skates/roller-blades/etc., cannot be ridden on the sidewalks in the academic building area at any time.
3. Skateboards/skates/roller-blades/etc., cannot be ridden on residence hall balcony walkways, residence hall hallways, or residence hall rooms.
4. Skateboards/skates/roller-blades/etc., may be used, traffic permitting, in the parking lots at Brown Stadium, Malone Stadium, and Ewing Coliseum.
5. Skateboards/skates/roller-blades/etc., that are used on campus are used at the risk of the operator. The above rules are established for the safety of both skateboard/skate/roller-blade users and pedestrians on the University campus.
6. Skateboards/skates/roller-blades/etc., may not be used on the ULM Tennis Courts (Heard Stadium) inside the Fant-Ewing Coliseum, or the ULM Parking Garage.
7. Electronic skateboard devices will not be permitted for use, charging, possession or storage on the University grounds or inside buildings, including residence halls, suites and apartments. Electronic skateboards, Hover boards, Segway, IO Hawks, Sky walkers, and similar devices etc., is prohibited on campus.

**Note:** The ban on electronic skateboard devices has been put into place until safety standards can be developed and implemented. Devices identified in the residence halls or other facilities will be removed and the user/owner will be referred to the Office of Student Advocacy and Accountability (Student Conduct) for a violation of university policy.

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#### **SOLICITATION ON CAMPUS INCLUDING RESIDENCE HALLS/APARTMENTS**

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- A. Student organizations and/or individual students who wish to engage in any type of selling activity on the campus must, before initiating such selling, obtain permission from the Department of Student Life.
- B. Sales solicitation of a commercial nature, whether by non-students or students, is not permitted on campus.
- C. Credit Card solicitation is not permitted on campus.

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**SOLICITATIONS OFF CAMPUS BY UNIVERSITY STUDENTS**

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University organizations may not solicit contributions or advertising off the campus except on authority of the office of the Department of Student Development.

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**SPEAKERS AND ENTERTAINERS**

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The University is a forum for ideas and their exchange. Such exchange can only occur on a scholarly plane if order is maintained and standards of decorum and good behavior are recognized by all. The University recognizes that some speakers or entertainers will have audiences of a single class or seminar, and that other speakers or entertainers will be addressing themselves to a wider spectrum of the University community. It is the responsibility of the University to provide the climate and conditions for teaching, research, extension, and other services and the following policies are designed to serve these objectives:

- A. The arrangements for a speaker or entertainer, the conduct of the speaker or entertainer on campus, and the good order of the meeting are the concern of both the inviting group and the University. The privilege to invite speakers or entertainers carries with it important responsibilities to insure that the proper objectives of the University are not compromised. Only those student organizations recognized by the University may invite and sponsor speakers or entertainers.
- B. The University reserves the right to cancel any speaking or entertainment event it deems likely to cause an interruption in the University's orderly activities.
- C. The President or his duly authorized representative may order a speaking or entertainment event to be terminated on grounds that it constitutes a disruptive activity. Any member of the faculty or staff or any student who resists such an order shall be subject to disciplinary action.
- D. The person or organization inviting a speaker or entertainer to the campus will be pecuniary responsible for any and all damages caused by acts of malfeasance or malfeasance on the part of the speaker or entertainer, or those acting in concert with him. The person or organization inviting a speaker or entertainer to the campus shall hold the University harmless from any and all losses and damages caused by acts of malfeasance on the part of the speaker or entertainer, or those acting in concert with him.

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**SPEAKERS ( POLITICAL )**

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Private fundraisers or political rallies/fundraisers are not allowed on campus. Individuals or office seeking candidates may be invited by a student organization to speak or participate in a political forum.

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**STANDARDS OF DRESS**

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**It is responsibility of each student to dress in an appropriate and acceptable manner at all times. This would include shirts, shoes, pants /shorts/dress. Students' apparel should be neat, clean, and in good taste. Flagrant violation of this requirement should be reported to the appropriate University Administrator.**

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**STUDENT PUBLICATIONS POLICY**

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The University of Louisiana Monroe considers the student media valuable aids in its efforts to provide students with a broad range of learning experiences to develop independent thought and study, critical examination of information, and deliberate decision making by its students.

At this writing, there are 3 recognized student print media under this policy:

*Hawkeye* - student newspaper  
*Chacahoula* - student yearbook  
*Helicon* - student literary magazine

Future student media may be established on campus by majority vote of the Board of Student Publications and shall be subject to the approval of the Dean of the Arts, Education, and Sciences.

Each medium should provide a full opportunity for students to inquire, question, and exchange ideas. Content should reflect a diversity of student interests, including topics about which there may be dissent or controversy.

In order to maintain the quality and integrity of the student organizations, ULM provides space and utilities for official activities. A student/faculty advisory board has the task of clarifying the role of the 3 media and helping to establish guidelines for their operation. Guidelines published in this policy statement outline the freedoms and responsibilities of each.

ULM delegates responsibility for the content to editors and their staffs and urges student journalists to recognize that with editorial control comes liability for content and the responsibility to pursue the highest degree of journalistic standards.

Editorial freedom for the publications is protected by allowing editors to develop their own editorial positions and determine news coverage. University officials will not review copy prior to distribution for censorship purposes, nor will they remove editors or advisors because of student, faculty, administrative or public disapproval or editorial decisions. Moreover, funding will not be withheld because of decisions.

Students will work with an advisor/director who will provide counsel on creative writing and journalistic techniques and practices, news value, communications law, ethics, writing style (including appropriate grammar, spelling, and punctuation), production skills and techniques, advertising sales and management, and selection and training of staff. The advisor will also provide constructive feedback with evaluations and recommendations for improvement and assist students with financial aid and support systems.

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**ACADEMIC TRANSCRIPTS (NOTATION OF DISCIPLINARY ACTION)**

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**UL System Policy and Procedures Memorandum # S-IJ.B.-1**

Rules and regulations regarding student behavior are outlined in each university's *Code of Student Conduct* that is regularly published, distributed and readily available to students. Though these codes, universities have the authority to impose varying levels of disciplinary sanctions on students who violate university rules and regulations.

In severe cases of misconduct, a student may be suspended or expelled. System universities shall note such on the students who violate academic transcript as follows:

*"Student is ineligible to enroll"*

This will be noted when a student is permanently dismissed from the university for disciplinary reasons.

- *"Student is eligible to return (semester) (year)"*

This will be noted when a student is "suspended for disciplinary reasons" for a specified period of time. The transcript indicates which semester the student will be eligible to return. In the case where the student is not suspended academically but is suspended for disciplinary reasons, transcript note indicates that they, the student cannot return until some future semester.

All System universities shall employ the notations above who are eligible to return beginning with the Spring semester, 2007. Only students who are eligible to return to their previous institution will be admitted to campuses from System institutions.

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**CHEATING AND PLAGIARISM**

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<https://www.ulm.edu/osaa/cheatingandplag.pdf>

### **General Policy Statement**

Copyright is the ownership and control of the intellectual property in original works of authorship, which are subject to copyright law.

It is the policy of the University that all rights in copyright shall remain with the creator unless the work

- (a) is a work-for-hire (and copyright vests in the University under copyright law),
- (b) is supported by a direct allocation of funds through the University for the pursuit of a specific project,
- (c) is commissioned by the University, or
- (d) is otherwise subject to contractual obligations.

### **Books, Articles, and Similar Works, including Unpatentable Software**

In accord with academic tradition, except to the extent set forth in this policy, the University does not claim ownership to pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include those of students created in the course of their education, such as dissertations, papers and articles. The University claims no ownership of popular nonfiction, novels, textbooks, poems, musical compositions, unpatentable software, or other works of artistic imagination, which are not institutional works or the services of University non-faculty employees working within the scope of their employment.

### **Institutional Works**

The University shall retain ownership of works created as institutional works as described in Section IV of this policy. Institutional works include works that are supported by a specific allocation of University funds or that are created at the direction of the University for a specific University purpose. Institutional works also include works whose authorship cannot be attributed to one or a discrete number of authors, but rather result from simultaneous or sequential contributions over time by multiple faculty and students. For example, software tools developed and improved over time by multiple faculty and students where authorship is not appropriately attributed to a single or defined group of authors would constitute an institutional work. The mere fact that multiple individuals have contributed to the creation of a work shall not cause the work to constitute an institutional work. Institutional works shall belong to the University and shall be handled under the same procedures outlined above for patents.

In 2008 Congress passed and the President signed the Higher Education Opportunity Act. Several of the Acts provisions are intended to reduce unauthorized duplication of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. The University is providing you this notice in compliance with that legislation and the Department of Education regulations I 34 C.F.R. Part 668 (subpart D). You are strongly advised to read this notice thoroughly and give it careful consideration. Paper copies of this notice and the information referenced in it are available upon request from the Office of Student Advocacy and Accountability located in the Student Center Room 239.

The University of Louisiana Monroe provides a high speed network and other information technology resources to help you accomplish your educational goals. When you activated your ULM Campus Wide ID, you agreed to abide by the University's Appropriate Use Policy. More specifically, you agreed not to use University resources for unauthorized duplication, use or distribution of copyrighted materials, including music and video files. The university considers unauthorized P2P file sharing of copyrighted music and video to be an inappropriate use of its network resources. Moreover, such activity is illegal under the Digital Millennium Copyright Act (DMCA) and

exposes you to serious civil and criminal penalties.

### **Legal Liabilities**

You can be sued for sharing copyrighted materials without the permission of the copyright holder. The law specifies that you can be liable for:

- Litigation costs, attorney fees, and actual damages, or statutory damages of \$750 to \$30,000 for each work infringed. The maximum is raised to \$150,000 for cases of “willful infringement”.
- Possible criminal penalties up to \$250,000, and/or imprisonment.
- Statutory damages of \$200 to \$2,500 for each action taken to circumvent technological measures used to control access to copyrighted works or prevent infringement of the exclusive rights of copyright owners. (Example: you rip a DVD and remove the CSS encryption)
- Statutory damages of \$2,500-\$25,000 for removal or alteration of copyright management information. (Example: You rip a DVD and don’t include the FBI warning in the copy)

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## **IMMUNIZATION POLICY**

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**In an effort to protect the students, faculty, and staff of all Louisiana schools, the Louisiana Legislature in regular session, 1990 passed ACT No. 1047 which amended and re-enacted R.S.17:170, relative to immunization of persons attending schools.**

Louisiana law now requires immunization against measles, mumps, rubella, tetanus-diphtheria and meningitis for all first-time ULM students born after 1956. First-time students will not be permitted to register until they complete and return a Proof of Immunization and Compliance Form.

The following guidance is presented for the purpose of implementing the requirements of Louisiana R.S. 17:170 and of meeting the established recommendation for control of vaccine-preventable diseases as recommended by the American Academy of Pediatrics, the Advisory Committee on Immunization Practices to the United States Public Health Service, and the American College Health Association. REQUIREMENT: Two (2) doses of measles vaccine; at least one (1) dose each of rubella and mumps vaccine; a tetanus-diphtheria booster within the last 10 years and one (1) dose of meningococcal vaccine. Measles Requirement: Two (2) doses of live vaccine given at any age, except that the vaccine must have been given on or after the first birthday, in 1968 or later, and without immune globulin. A second dose of measles vaccine must meet this same requirement, but should not have been given within 30 days of the first dose. A history of physician diagnosed measles is acceptable for establishing immunity.

Tetanus-Diphtheria Requirement: A booster dose of vaccine given within the past ten (10) years.

Louisiana R.S. 17:170 provides that no person seeking to enter any school shall be required to comply with these provisions if the student or his parent or guardian submits either a written statement from a physician stating the procedure is contraindicated for medical reasons, or a written dissent from the student or his parent or guardian is presented. (Waiver)

In the event of an outbreak of a communicable disease at the location of an educational institution or facility, the administrators of that institution or facility are empowered, upon the recommendation of the Office of Public Health, to exclude from attendance unimmunized students and clients until the outbreak is declared over by the public health officials. For more information, contact the Student Health Center at (318) 342-5238.

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## **NON-DISCRIMINATION POLICY**

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The University of Louisiana Monroe does not discriminate on the basis of race, color, national origin, age, retirement status, religion, sex, sexual orientation, citizenship, Vietnam era or veteran status, sickle cell trait; pregnancy, childbirth or related medical conditions, or disability in admission to, access to, treatment in, or employment in its programs and

activities as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Equal Pay Act of 1963; Executive Order 11246 of 1965; the Age Discrimination in Employment Act of 1967; Title IX of the Educational Amendments of 1972; the Rehabilitation Action of 1973; the Americans with Disabilities Act of 1990; the Americans with Disabilities Amendment Act of 2008; the Vietnam Era Veterans Readjustment Assistance Act of 1974; the Immigration Reform and Control Act of 1986; Title II of the Genetic Information Nondiscrimination Act of 2008; and the Louisiana Employment Discrimination Law.

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**OFF-CAMPUS HOUSING POLICIES FOR RESIDING IN A**

**ULM FRATERNITY / ORGANIZATION HOUSE**

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1. It is understood by the University of Louisiana Monroe and local fraternity / organizational house corporations that fraternity / organizational houses (with one exception) are privately owned facilities located on private property and are not on University property.
2. Fraternity and Sorority houses can be considered institutionally-recognized housing according to the UL System Board of Supervisors. By this definition, Fraternity, Sorority, and Organizational houses must abide by the same terms and conditions as “on-campus” residents.
3. **DEADLINE DATES:** All applications and house rosters are due to the Office of Auxiliary Enterprises (Sandel Hall 387) no later than April 1st for the Fall Semester and November 15th for the Spring Semester. The Fraternity / Organization President and their ULM Faculty Advisor must sign the roster. ALL residents (names and CWIDs) living in the house must be included on the roster submitted to Auxiliary Enterprises.
4. All students living in the Fraternity/Organization Housing must be currently enrolled and in good standing (academically, financially and judicially) with ULM. Students moving into fraternity / Organization housing must meet the same basic requirements as students moving into the residence halls:
  - Fraternity/Organization house residents must have a minimum of 24 hours earned before moving into the fraternity/organization house.
  - Incoming freshmen will not be allowed to move into a fraternity house since recruitment does not take place before the semester starts.
  - Students must have a 2.0 cumulative grade point average. The Coordinator of Greek Life and the Office of Auxiliary Enterprises will verify GPAs at the end of each term.
  - Fraternity/Organization house residents will be required to purchase at a minimum, the “Village Apartment” meal plan. Students may up-grade to a full plan if they choose.
  - Students that have earned 75 credit hours by the first day of class will be exempt from the mandatory meal plan requirement.
  - Spring semester move-ins for current students who have a signed on-campus housing contract will not be permitted.
5. Residents living in fraternity/organization houses must be currently enrolled active or alumni members of the Fraternity and on the official fraternity roster. This will be verified with the Greek Office.
6. Since Housing rosters change each semester, fraternities / organizations are strongly encouraged not to enter into a lease with a student for longer than one semester and the lease should contain language that the student must remain in good academic, financial and behavioral standing with the university.
7. Clearance to reside in a fraternity/organization house will be made on a semester by semester basis by ULM personnel. Students moving out of the Fraternity/organization house must return to the Residence Halls unless they receive (meet the guidelines) off campus approval from the Office of Auxiliary Enterprises. Students that qualify to live off campus must get written approval prior to entering into a lease with their fraternity / organization. It is the Fraternity/Organization presidents’ responsibility to notify the Office of Auxiliary Enterprises of any changes in the housing rosters during the semester and between semesters. If

additions are made after the semester roster has been submitted, the fraternity/organization must contact the Office of Auxiliary Enterprises prior to the student/member moving in or out of the house.

8. All questions regarding fraternity / organization housing occupancy guidelines are to be directed to the Office of Auxiliary Enterprises.

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## P A R E N T A L   N O T I F I C A T I O N   P O L I C Y

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Parental Notification: The Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment) gives students certain rights of privacy and access to their educational records. This law is codified at 20 U.S.C. section 1232g; Regulations of the United States Department of Education implementing the law are found in **34 CFR part 99**

As a result of 1998 amendments to FERPA, P.L.105-244, TITLE XI, Part E Sec. 952 (i) Drugs and Alcohol Violation Disclosure, § SECTION 444 of the General Education Provision Act (20 U.S. C..1232g) (GEPD), universities may disclose the final results of disciplinary proceedings in which a student is found to have committed a violent crime or nonforcible sex offense. Disclosure is limited to the name of the violator, the type of violation, and the sanction. *Universities may also disclose to the parents and legal guardians of students who are under the age of 21 any disciplinary violations regarding the use or possession of alcohol, drugs or a controlled substance.* Parents or guardians of students under the age of 21 may be notified of all violations of University narcotic or other controlled substance policies and alcohol violations that result in an assessment for chemical dependency, residence hall probation, or a more severe sanction as allowed under FERPA regulations.

- The 1998 HEA amendments also added a new exception that allows institutions of higher education to disclose to a parent or legal guardian information regarding a student's violation of any law or institutional rule or policy governing the use or possession of alcohol or a controlled substance if the student is under 21 and the institution determines that the student has committed a disciplinary violation with respect to the use or possession.

This regulation addresses the University's decision to affirmatively notify parents of students under the age of 21 of certain ULM Code of Student Conduct alcohol or drug violations as set forth below. Notification may take place upon the determination of a violation by the Director of OSAA personnel.

Notification of parents or legal guardians for a violation of federal, state, or local law or institutional policy regarding alcohol or a controlled substance is indicated in any of the following circumstances:

- The violation involved harm or threat of harm to self, other persons, or property.
- The violation involved an arrest in which the student was taken into custody.
- The violation suggests a pattern of alcohol or controlled substance abuse.
- The student who committed the violation required medical intervention or transport as a result of consumption of alcohol or a controlled substance.
- The violation resulted in or could result in the student being disciplined by the University, including but not limited to housing probation, housing cancellation, disciplinary probation, deferred suspension, suspension, dismissal or expulsion.

The following may be imposed upon any student found to have violated this code.

### **I. Notification of Parents and Legal Guardians of Alcohol**

Unless there are extenuating circumstances, the Office of Student Advocacy and Accountability

generally NOT notify parents or legal guardians of students under the age of 21 of violations. Parents and guardians may be notified if the student is determined by the Office of Student Advocacy and Accountability (Student Conduct) to be a danger to himself/herself, or to others, or to property.

The Office of Student Advocacy and Accountability (Student Conduct) may notify parents and legal guardians of serious violations. Offenses occurring prior to the implementation date of this regulation will be considered.

## **II. Notification of Parents and Legal Guardians of Drug or Controlled Substance Violations**

The Office of Student Advocacy and Accountability (OSAA) may notify parents or legal guardians of students under the age of 21 of any drug or controlled substance violations.

The University supports students assuming personal responsibility and accountability for their actions as they learn to establish their own independence. The University also recognizes that the process of establishing personal independence requires support and, at times, assistance or intervention. In the appropriate circumstances, notification of parents or legal guardians can be a means of support in that transition. The Office of Student Advocacy and Accountability (Student Conduct) or his/her designee whenever possible will involve the student in a discussion about the decision to notify his/her parents or legal guardian and may inform the student that notification will take place.

*Nothing in these guidelines shall prevent University officials from notifying parents or legal guardians of health or safety emergencies, regardless of the judicial status of the student.*

The Vice President of Student Affairs may assign the notification of parents or legal guardians to other University officials.

Authority: Issued by the President's Cabinet of ULM. Changes or exceptions to administrative regulations may be issued only by the President's Cabinet.

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### **THE LIEW FAMILY INTERNATIONAL STUDENT CENTER POLICIES/PROCEDURES**

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The International Student Center is the community center for international students on the University of Louisiana Monroe campus. It provides a central place for students to spend time learning, socializing, and relaxing while feeling more closely connected to campus. The building contributes directly to the educational mission of ULM by providing encouragement and opportunities for participation in educational, cultural, and recreational activities.

Policies and procedures guide the management of the International Student Center and are designed to ensure that the property and facilities of the Center are used for the educational, cultural, and social benefit of the community. All uses inconsistent with these purposes are prohibited. For more in depth information please refer to the **policy** located at: ([http://www.ulm.edu/international/documents/center\\_agreement.pdf](http://www.ulm.edu/international/documents/center_agreement.pdf)).

**Application Form** ([https://webservices.ulm.edu/wsforms/viewform.php?fid=ISC\\_overnight\\_stay\\_app](https://webservices.ulm.edu/wsforms/viewform.php?fid=ISC_overnight_stay_app)) - Request for Overnight Visit

#### **General Information and Facility Use Policy**

([http://www.ulm.edu/international/documents/center\\_agreement.pdf](http://www.ulm.edu/international/documents/center_agreement.pdf)) - Building Hours, Building Access, Checklist, General Information, Meditation/Prayer Room, Parking, Use of Facilities/Kitchen

The following information pertaining to traffic are only portions of a complete booklet of Traffic and Parking Regulations. A copy of the booklet may be obtained at the University Police Department at 3811 DeSiard Street. The Traffic and Parking Regulations have been adopted by the Traffic and Parking Committee. They are designed for safer and maximum utilization of space and for a more orderly flow of vehicular traffic on campus. The operation of a vehicle on the ULM campus is a privilege granted by the institution. Serious or excessive violations can result in the loss of this privilege as well as disciplinary action. ULM assumes no responsibility for the care or protection of any vehicle or its contents at any time, including the time it is parked in any campus parking area. The Traffic Code of the City of Monroe establishing rules and regulations for vehicular traffic of all kinds is applicable. The Traffic Regulations are applicable to all faculty, staff, students and visitors who operate vehicles on the campus and are enforced every day of the year regardless of classes not being in session.

**Each and every motor vehicle operated on campus by a person in ANY WAY connected with the University MUST be registered with the University Police Department immediately. The following information and documents will be needed when registering vehicles at the University Police Department:**

<b>A.</b>	<b>Vehicle Registration Certificate</b>
<b>B.</b>	<b>Valid Driver's License</b>
<b>C.</b>	<b>Vehicle Use Fee Payment Receipt</b>
<b>D.</b>	<b>ULM Identification Card</b>

Student registration is valid for the entire year if you register your vehicle in the fall, pay your fees and state that you desire yearly registration. Otherwise, the vehicle must be registered each semester and summer. Refunds will not be given for vehicle registration fees.

If a student wishes to register a bicycle, the student must fill out appropriate papers with the University Police Department. Bicycles shall be driven on roadways only; they are not to be operated on sidewalks at any time. All bicycles driven and kept on the ULM campus should additionally adhere to rules published in the Traffic and Parking Regulations Booklet.

Any appeals to Traffic and Parking citations, fines, and fees will be made through the Director of University Police in accordance with the ULM Collegiate Due Process System.

### **University Parking and Traffic Appeals**

The University Parking and Traffic Appeals Committee are constituted primarily for the purpose of the hearing appeals of students who have been issued citations for violations of the ULM traffic and parking requirements. The decision of the board is final.

#### **Composition:**

The Parking and Traffic Committee is composed of 2 full time Faculty, 2 full time Staff and 2 full time Student members. Faculty, Staff and Student members are appointed by the Vice President of Student Affairs. Final approval of all members of the Appeals Committee will be through the Vice President of Student Affairs.

#### **Quorum:**

A quorum will consist of at least 3 members of the Appeals Committee.

#### **Voting:**

A simple majority vote of the committee will rule. The Chairperson will not vote unless a tie must be broken.

#### **Service:**

Each member of the Appeals Committee will be appointed at the beginning of the Fall Semester and serve for a period of two years; members may be re-appointed for an additional 2 years by the Vice President of Student Affairs. Upon approval by the Vice President of Student Affairs, the re-appointments will follow the above stated procedures.

**Introduction:**

The Travel Abroad Policy is designed to aid and assist faculty and staff in the most appropriate way to secure safe travel abroad with students and other clients. This policy is to be adhered to by each college with a study abroad program within the 48 contiguous states, to include Alaska, Hawaii and the U. S. Territories as officially recognized by the U. S. Department of State.

**Responsibility of the Deans:**

Each College Dean/Vice President is responsible for communicating this policy to faculty and staff who administer, travel and/or teach in the study abroad program.

**Responsibility of the Faculty/Staff Member:**

Faculty and staff administering study abroad programs must initiate the appropriate travel documents found on the web at [www.ulm.edu/forms](http://www.ulm.edu/forms) under the Student Affairs Section. Each document must be completed by students and copies filed in the following offices:

1. Vice President for Student Affairs
2. Vice President for Academic Affairs
3. College Dean
4. Department Chair

**Statement of Student Responsibilities:**

Students participating in study abroad program must adhere to all established policies and procedures set forth by the University of Louisiana Monroe. In addition, students are reminded that the ULM *Code of Student Conduct* also governs their behavior on and off campus. It is the intent of this policy to provide the most appropriate mechanism to govern study/travel abroad in as safe a manner as possible.

**Traveling Abroad:**

It is imperative that faculty register with the U.S. Embassy or Consulate (in the traveled country) to make the presence and whereabouts of faculty and students known in case the Consulate should need to make contact. If a disaster occurs within the traveled country, the Consulate can assist in evacuation, if necessary. However, the Consulate cannot assist in any way if they do not have a point of contact for visitors in their country. For additional international travel information on travel warnings, Consulate information, safety and health issues, emergencies and crises, and public announcements, visit the U.S. Department of State at [www.travel.state.gov](http://www.travel.state.gov).

**In Case of an Emergency:**

The faculty/staff member should notify the Embassy or Consulate in the traveled country and the University Police Department, who will contact the Vice President for Student Affairs. The Vice President for Student Affairs will contact student's families and provide information to them as it becomes available.

Carrying a firearm, or dangerous weapon, by a student or non-student on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful and violators shall be subject to criminal charges and campus discipline, as stated in the University of Louisiana System Board of Supervisors' "Weapons on Campus Policy," dated October 29, 1999. The University of Louisiana at Monroe, as a member of the University of Louisiana System, is designated as a "firearm-free zone" pursuant to Louisiana law R.S. 14:95.6.

**Definitions pursuant to Louisiana law R.S. 14:95.2 include:**

- A. School means any elementary, secondary, high school, vocational-technical school, college, or universities in this state.
- B. Campus means all facilities and property within the boundary of the school's property.
- C. Non-student means any person not registered an enrolled in that school or a suspended student who does not have permission to be on the school campus.
- D. School bus means any motorbus being used to transport children to and from school or in connection with school activities.
- E. Firearm or dangerous weapon pursuant to R.S. 14.2(2) includes gas, liquid or other substance or instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm.

**Pursuant to Louisiana law R.S. 14:95.2(A):**

- A. Carrying a firearm, or dangerous weapon by a student or non-student on school property, at a school-sponsored or affiliated function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one's person, at any time while on a school campus, on school transportation, or at any school-sponsored or affiliated function including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus.
- B. Whoever commits the crime of carrying a firearm by a student or non-student on school property or in a firearm-free zone shall be referred to the appropriate law enforcement agency for prosecution. School officials must report the detention of a student or seizure of a firearm to a law enforcement agency within seventy-two hours.
- C. Lack of knowledge that the prohibited act occurred on or within one thousand feet of school property shall not be a defense.
- D. Provisions of this law do not apply to:
  - 1. A school official or employee acting during the normal course of his employment or a student acting under the direction of such school official or employee.
  - 2. A student enrolled or participating in an activity requiring the use of a firearm including but not limited to any ROTC function under the authorization of a university.
- E. If a person is arrested for carrying a concealed weapon on campus by a university or college police officer, the weapon shall be given to the sheriff, chief of police, or other officer to whom custody of the arrested person is transferred as provided by R.S. 17:1805(B).

**Pursuant to Louisiana law R.S. 14:95.4:**

- A. The local governing authority which has jurisdiction over zoning matters in which each firearm-free zone is located shall publish a map clearly indicating the boundaries of each firearm-free zone.
- B. The firearm-free zone map shall be made an official public document and placed with the clerk of court for the parish or parishes in which the firearm-free zone is located.
- C. The commissioner of higher education with the approval of the Board of Regents, shall develop a method by which to mark firearm-free zones, including the use of signs or other markings suitable to the situation.

- D. Signs or other markings shall be located in a visible manner on or near each school and on and in each school bus indicating that such area is a firearm free zone and that such zone extends to one thousand feet from the boundary of school property.
- E. It is unlawful for any person to cover, remove, deface, alter, or destroy any sign or other marking identifying a firearm-free zone and whoever violates the provisions shall be referred to the appropriate law enforcement agency for prosecution.

**Any person who wishes to possess a firearm sanctioned by the state law and university policies while on school property, school transportation, or at any school-sponsored or affiliated function, must first register such weapon with the University Police Department before bringing the firearm on school property, school transportation, or to any school-sponsored or affiliated function.**

**Possession of a firearm, when in violation of state laws, the University of Louisiana System policy, or the University policy, shall be grounds for suspension, dismissal or expulsion from the University and/or other specified censures.**

The ULM “Standards of Conduct for Students” are designed to provide for the health and safety of the student body and to promote a wholesome educational environment for the University community.

To promote this goal, the University specifically does not permit the possession of, display of, use of, or attempt or threat to use firearms, ammunition, explosives, fireworks, or other dangerous weapons, substances or materials of any kind on University property or at any University-approved activity.

To preserve a wholesome educational environment and to safeguard the rights and well-being of its citizens, the University reserves the right to initiate searches and seizures, with probable cause relative to person, on campus living quarters, papers, effects, and other personal student properties on the campus.

Student found in violation of the “Weapons On Campus Policy” may be censured by the appropriate authority that may include:

- Administrative Withdrawal
- Dismissal from the University
- Suspension from the University
- Expulsion from the University
- Bar from readmission to the University

**ULM is designated as a**

**“FIREARM-FREE ZONE”.**

**Weapons, (shotguns, rifles, pistols) or any instrument, which, in the manner used, is calculated likely to produce death or great bodily harm are not permitted on campus. This includes residence halls, suites, apartments, vehicles, or on your person.**

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**GUIDE TO RESIDENCE LIVING**

<https://www.ulm.edu/reslife/guide.html>

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**ESA POLICY**

<https://www.ulm.edu/counselingcenter/special.html>

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**HOUSING EXEMPTION**

<https://www.ulm.edu/reslife/exemption.html>

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**DRUG AND SUBSTANCE ABUSE PREVENTION POLICY**

<https://www.ulm.edu/osaa/drugabuse.pdf>

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**VIOLENCE AGAINST WOMEN ACT (VAWA)**

<https://www.ulm.edu/titleix/vawa.html>

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**CAMPUS SEXUAL VIOLENCE ELIMINATION (SAVE) ACT:**

<https://www.ulm.edu/titleix/documents/campus-sexual-violence-elimination-save-act-aug3115.pdf>

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**RSO HANDBOOK**

<https://www.ulm.edu/studentengagement/rso-startup.html>

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**ACTIVITY CENTER HANDBOOK**

<https://www.ulm.edu/recserv/policies.html>

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**ANIMAL/PET POLICY**

<https://webservices.ulm.edu/policies/download-policy/319>

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# Code of Student Conduct

## Student Advocacy and Accountability



**#KnowTheCode**

Know the Code is an awareness campaign to educate the campus community about the Student Code of Conduct.



**Section 1: Introduction**

**Section 2: Hearing Panels**

**Section 3: Statement of Rights & Responsibilities**

**Section 4: Procedures Due Process Principles**

**Section 5: Standards of Conduct for Students**

**Section 6: Sanctions/Censures**

**Section 7: Hearing Procedures Guidelines**

**Section 8: Appeal Procedures**

**Section 9: Student Records**



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# IV . ULM CODE OF STUDENT CONDUCT

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## CODE OF STUDENT CONDUCT

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- **Section One: Introduction**
- **Section Two: Hearing Panels**
- **Section Three: Statement of Rights and Responsibilities**
- **Section Four: Procedures Due Process Principles**
- **Section Five: Standards of Conduct for Students**
- **Section Six: Censures**
- **Section Seven: Hearing Procedures Guidelines**
- **Section Eight: Appeal Procedures**
- **Section Nine: Student Records**

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### SECTION ONE - INTRODUCTION

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#### 1.1 PURPOSE

The ULM *Code of Student Conduct* is promulgated by the Office of the Vice President for Student Affairs at the University of Louisiana Monroe under the power and authority of the University of Louisiana System Board of Supervisors.

The Board of Supervisors has the constitutional authority to operate the colleges and universities under its control in the State of Louisiana.

Each institution shall establish rules and regulations governing student conduct and shall have a written Code of Student Conduct that includes the policies and regulations, and due process procedures governing students. The Code shall be published and distributed regularly to the students and be readily available at designated offices on campus. A student may appeal to the Board of Supervisors if the sanction is one of suspension from the university for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the university level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the institutional level, the appeal must be within 30 calendar days of the institution's decision. The Board's review is limited to a determination of compliance with established and appropriate procedures at the Institutional level. The student shall be notified of the Board's decision.

The President of the University of Louisiana Monroe has delegated administrative responsibility for student conduct to the Vice President for Student Affairs.

In keeping with the university's legal right and responsibility to protect its educational purposes and to protect all members of the university community, the university has drafted disciplinary procedures designed specifically to protect not only the academic environment of the campus but also the health and safety of all members of the university community. These objectives are accomplished through the establishment and enforcement of reasonable standards for academic and personal conduct. As such, the university has the legal right to refuse student status to individuals who do not meet these standards and to impose reasonable disciplinary sanctions on students who are found responsible of violating these standards.

#### **Authority for Discipline**

The ULM Director of the Office of Student Advocacy and Accountability (OSAA), his/her staff or designee and certain committees, to whom this responsibility has been delegated, have the authority to enforce all regulations approved and stated in university documents and to administer disciplinary procedures. The ULM *Code of Student Conduct* is applicable to currently, continuing and formerly enrolled students as well as individuals seeking admission to the University. Applicants and formerly enrolled students may be subject to disciplinary review by the Office of Student Advocacy and Accountability without right to appeal to the Student Conduct Hearing Board.

## 1.2 DEFINITIONS

1.02:01	<u>Academic</u> —related to University approved courses, course instruction, University approved research, classes both on or off-campus, class attendance, classroom behavior affecting class participation, and all course and class activities to include tests, field trips, and other recognized/approved requirements.
1.02:02	<u>Academic Unit</u> —refers to the Vice President for Academic Affairs, the Academic Deans, the Academic Department Heads, and the academic faculty members and/or instructors who are either full-time or part-time University employees.
1.02:03	<u>Business Day</u> —a day on which classes are not typically held (due to scheduled student holidays or semester breaks), but all offices are open for regular business.
1.02:04	<u>Class Day</u> —a day on which classes or reading periods are regularly scheduled or on which final examinations are given. These days are those listed in the current ULM Catalog.
1.02:05	<u>The Code</u> —reference to the ULM Code of Student Conduct or due process procedures.
1.02:06	<u>Complaint</u> —a written or oral statement of the essential facts constituting a violation of a University regulation or rule.
1.02:07	<u>Corporate Act</u> —a united act involving an unspecified number of students belonging to and acting in the name of a University approved student organization.
1.02:08	<u>Full-Time Faculty</u> —any faculty member who is not on a part-time appointment.
1.02:09	<u>Full-Time Student</u> —a student enrolled in the University for 12 or more academic semester hours during regular semester sessions and for 4 or more academic semester hours during summer sessions.
1.02:10	<u>Good Standing</u> —the term used to describe students who have not been censured for serious violations of University regulations and who are not presently under an academic or disciplinary probationary status. Students who are presently under an academic or disciplinary probationary status or who have been previously suspended either for academic or disciplinary reasons are not considered to be in good standing with the University.
1.02:11	<u>Graduate</u> —the term used to describe students who have earned a bachelor's degree from any accredited institution.
1.02:12	<u>Hearing Panel</u> —A group of University administrators, students, and/or faculty or staff members hearing cases arising from student violations of University policies (i.e. the Student Conduct Hearing Board, the Student Organization Judicial Committee, the Student Sexual Harassment Committee, the Administrative Review Board, and all Appeals Committees).
1.02:13	<u>Non-Academic</u> —related to all activities outside of the academic classroom and outside of the recognized/approved academic areas of the University which are necessary to meeting degree requirements.
1.02:14	<u>Normal University Communication Channels</u> —the use of any university employee or written format to contact a student.
1.02:15	<u>Part-Time Student</u> —a student enrolled with the university for less than 12 academic semester hours during regular semester sessions and for less than 4 academic semester hours during summer sessions.
1.02:16	<u>Person Bringing the Charge</u> —a student or university employee who alleges that another student or university employee has violated university policies, procedures, rules and/or regulations.
1.02:17	<u>Residence Hall</u> —a university-owned student housing unit.

<b>1.02:18</b>	<u>Staff Member</u> —any university employee, either classified or non-classified, who is not a member of the faculty or who may have administrative duties along with minimal teaching responsibilities.
<b>1.02:19</b>	<u>Student</u> —for the purpose of the Code of Student Conduct, any person who is admitted or re-admitted to ULM; <ul style="list-style-type: none"> <li>• enrolled or has an active student record at ULM; and/or</li> <li>• eligible for continued enrollment in the semester or summer session that immediately follows successful completion of the previous semester courses.</li> </ul>
<b>1.02:20</b>	<u>University</u> —The University of Louisiana Monroe.
<b>1.02:21</b>	<u>University Administrator</u> —reference hereinafter is to any of the following: Vice President for Student Affairs, Director of Office of Student Advocacy and Accountability, Vice President for Academic Affairs, Academic Deans, Department Heads, Director of Office Career and Student Development, or their designated representative.
<b>1.02:22</b>	<u>University Employee</u> —any person employed by the university for any purpose on either a full-time or part-time basis.
<b>1.02:23</b>	<u>University Official</u> —any person employed by the university and assigned administrative, professional, or paraprofessional responsibilities (i.e. Graduate Assistants, Resident Assistants in the residence halls, etc.)
<b>1.02:24</b>	<u>University Premises or Related Premises</u> – all land, buildings and facilities owned, leased, or controlled by the university.
<b>1.02:25</b>	<u>University Unit</u> -- reference hereinafter is to any of the following: a University Administrator, the Student Conduct Hearing Board, the Student Organization Judicial Committee, the Parking and Traffic Appeals Committee, the Housing Appeals Committee, the appropriate Academic Unit, the Academic Appeals Committee, the Administrative Review Board, or the University President.
<b>1.02:26</b>	<u>Upper-class</u> —the term used to describe students who have successfully completed 30 or more academic semester hours.

At the University of Louisiana Monroe, the due process system consists generally of three major components:

1. Appropriate University Unit reviews a case.
2. Appropriate University Unit renders a decision concerning the case.
3. The student or student organization may, under certain circumstances, initiate an appeal of the decision of the appropriate University Unit.

The course of due process varies depending on the nature of the student case.

## **2.02 Hearing Panels**

Most hearing panels conduct investigations, and as such, all information, even hearsay, is admissible since the hearing panels are not conducting criminal or civil proceedings.

### **ULM Hearing Panels**

**Residential Life Judicial Committee:** The purpose of this committee is to hear appeals from Residence Students who have been censured by the Residential Life Judicial Officer. The decision of this committee is final.

**Student Organizational Judicial Committee:** The purpose of this appeal committee is to hear disciplinary cases on student organizations (not individual students), whereas charges or censures have been rendered from an initial hearing with the Director of OSAA or designee. Appeals from this committee are to the Vice President for Student Affairs and his/her decision shall be final.

**Housing Appeals Committee:** The purpose of this appeal committee is for individual students who have been denied permission by the appropriate university administrator to live off-campus or who have been denied the right to reside in University residence halls for any reason. The decision of this committee is final.

**Parking and Traffic Appeals Committee:** The purpose of this committee is primarily for hearing appeals of students who have been issued citations for violations of the ULM Traffic and Parking regulations. The committee's decision is final.

**Student Conduct Hearing Board:** The purpose of this panel is to serve as an appellate body for hearings regarding non-academic appeals of major violations of the ULM *Code of Student Conduct*. The hearing will be closed, and extend directly from decisions made by the Director of OSAA, Student Conduct Officer, and the Medical Assistance Committee and usually involve possible dismissal, suspension or expulsion of a student. A student's appeal that satisfies the standards written in the Appellate Process shall have their appeal reviewed by the Conduct Standards Appeal Panel. Their decision is final.

**Campus Assessment Response and Evaluation Team (CARE)** The CARE team is a campus-wide team of appointed staff and faculty responsible for identifying, assessing, and responding to concerns and/or disruptive behaviors by students, faculty/staff, and community members who struggle academically, emotionally, or psychologically, or who present a risk to the health or safety of the university or its members.

**Title IX Appeals Committee:** The purpose of this appeal committee is to hear sexual harassment cases arising from violations of the Sexual Misconduct Policy and/or the Code of Student Conduct. The cases addressed by this committee usually involve possible dismissal, suspension, or expulsion of a student. The Appeals Committee will provide opportunity for the Complainant and Accused to appear before the committee to provide a verbal or written statement addressing the reason the decision of the Title IX Coordinator should or should not be upheld. If either the Complainant or Accused chooses not to submit a statement or appear before the committee, the Appeals Committee will make the recommendation based on the information received. The Appeals Committee will formulate a decision based upon a preponderance of evidence as to whether the Title IX coordinator's

determination was fair and proportionate to any violation. As part of its deliberations, the committee will also consider whether the determination will (a) result in an end to the violation in question; (b) reasonably prevent a recurrence of a similar violation; and (c) remedy the effects of the violation on the Complainant and the university community.

The president of the university will review the Appeals Committee's report and will concur with the recommendation or will make a different decision regarding the status of the employee or student. The time period between the Appeals Committee meeting and the president's review is approximately one (1) week. Official notification to the parties will follow in a formal letter, with a copy to the Title IX Coordinator.

The imposing of censures represents the end of the process at the university level. The Accused and the Complainant have the right to appeal to the University of Louisiana System Board of Supervisors pursuant to any UL System appeals process that may be in effect.

### **2.02:01 Student Conduct Hearing Board**

The Student Conduct Hearing Board is an appellate body which conducts hearings for non-academic appeals of major violations of the ULM Code of Student Conduct. The hearing will be closed and all cases handled by this committee are directly extended from decisions made by the Director of OSAA, Student Conduct Officer or designee, or Medical Assistance Committee. Their decision is final unless the student meets the requirements for a final appeal to the Board of Supervisors (8.02:04).

#### **A. Composition**

The Student Conduct Hearing Board is composed of full-time faculty or staff members and full-time graduate or undergraduate student members. Faculty members are appointed by the Vice President for Student Affairs upon the recommendation of the Vice President for Academic Affairs. Staff members are appointed by the Vice President for Student Affairs. One faculty or staff member shall be appointed by the Vice President for Student Affairs as the Chairperson, and a Vice Chairperson shall be appointed in like manner. Student members are appointed by the Vice President for Student Affairs upon the recommendation of the Student Government Association President, University Department Heads, or other ULM recognized organization presidents.

#### **B. Quorum**

A quorum shall consist of five members, at least three representing faculty and staff, with one of these members presiding as Chairperson.

#### **C. Voting**

A simple majority vote of this Committee will rule.

#### **D. Service**

Each member will serve for a one-year period. Members will normally be appointed at the beginning of each fall semester; re-appointments will require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, re-appointments will follow the procedure stated above.

### **2.02:02 Student Organization Judicial Committee**

The Student Organization Judicial Committee (SOJC) shall function as an appellate body for student organizational appeals. The purpose of this committee is to hear appeals from a determination rendered or penalties imposed from an initial hearing with the Director of OSAA regarding an organization which has been found responsible for violating the Code of Student Conduct or university policies.

The university's established procedures provide specific grounds upon which students or organizations can appeal the imposed charges, censures or both. This committee will hear appeals from the student organization's representative and render a decision accordingly to the preponderance of evidence standard of being found responsible or not responsible. If found responsible, the committee is authorized to accept the Director of OSAA's recommendations for censures, reduce the censures or impose new censures.

Individual students found in violation of the Code of Student Conduct will have an administrative hearing with the Director of OSAA. If the student is found responsible and penalties imposed, he/she will have the opportunity to go before the Student Conduct Hearing Board for an appeal.

The SOJC may also recommend to the University administration actions to be considered and possibly initiated against a university employee involved in the student organizations misconduct.

**A. Composition**

The Student Organization Judicial Committee is composed of faculty, staff members and students. The two (2) faculty members are appointed by the Vice President for Academic Affairs. Two (2) staff members are appointed by the Vice President for Student Affairs. The two (2) student members are appointed by the Vice President for Student Affairs upon the recommendation of the Office of Student Life and Leadership.

**B. Quorum**

A quorum shall consist of five members, at least three representing faculty or staff, with one of these members presiding as Chairperson.

**C. Voting**

A simple majority vote of this committee will rule. The Chairperson will not vote in proceedings unless a tie vote must be broken.

**D. Service**

Each committee member will serve for a one-year period. Members will normally be appointed at the beginning of each fall semester; re-appointments will require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, re-appointments will follow the procedure stated above.

For more information on student organizational appeal procedures, see Section Eight - Appeal Procedures, specifically, 8.05:01, Student Organization Judicial Committee.

## **2.02:03 Housing Appeals Committee**

The Housing Appeals Committee is a Division of Student Affairs committee, constituted for the purpose of hearing appeals of individual students who have been denied permission by the appropriate University Administrator to live off campus or who have been denied the right to reside in University residence halls for any reason. The decision of this committee is final.

**A. Composition**

The Housing Appeals Committee is composed of full-time Division of Student Affairs staff members and full-time student members. Staff members are appointed by the Vice President for Student Affairs. One staff member shall be appointed by the Vice President for Student Affairs as the Chairperson, and a Vice Chairperson shall be appointed in like manner. Student members are appointed by the Vice President for Student Affairs upon the recommendation of the Student Government Association President, University Department Heads, or other ULM recognized Organization Presidents.

**B. Quorum**

A quorum shall consist of five members, at least three representing staff, with one of these members presiding as Chairperson.

**C. Voting**

A simple majority vote of this committee will rule. The Chairperson will not vote in proceedings unless a tie vote must be broken.

**D. Service**

Each committee member will serve for a one-year period. Members will normally be appointed at the beginning of each fall semester; re-appointments require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, re-appointments will follow the procedure stated above.

## **2.02:04 Parking and Traffic (Traffic Appeals) Committee**

The University Parking and Traffic Appeals Committee are constituted primarily for the purpose of hearing appeals of students who have been issued citations for violations of the ULM traffic and parking requirements. The decision of the board is final.

### **A. Composition**

The Parking and Traffic Committee is composed of 2 full time Faculty, 2 full time Staff and 2 full time Student members. Faculty, Staff, and Student members are appointed by the Vice President of Student Affairs. Final approval of all members of the Appeals Committee will be through the Vice President of Student Affairs.

### **B. Quorum**

A quorum will consist of at least 3 members of the Appeals Committee.

### **C. Voting**

A simple majority vote of the committee will rule. The Chairperson will not vote unless a tie must be broken.

### **D. Service**

Each member of the Appeals Committee will be appointed at the beginning of the Fall Semester and serve for a period of two years; members may be re-appointed for an additional 2 years by the Vice President of Student Affairs. Upon approval by the Vice President of Student Affairs, the re-appointments will follow the above stated procedures.

## **2.02:05 Academic Appeals Committee**

The Academic Appeals Committee serves as an appeals committee for cases related to grades and other academic matters and for cases arising out of student violations of the ULM Cheating-Plagiarism Code or cases involving disruption of classes.

### **A. Composition**

The Academic Appeals Committee is composed of four (4) full-time faculty members and three (3) full-time students. Faculty members are appointed by the Vice President for Academic Affairs. One faculty member shall be appointed by the Vice President for Academic Affairs as the Chairperson, and a Vice Chairperson shall be appointed in like manner. Student members are appointed by the Vice President for Academic Affairs upon the recommendation of the Student Government Association President, University Department Heads, or other ULM recognized Organization Presidents.

### **B. Quorum**

A quorum shall consist of five members, at least three of whom must be faculty with one of these members presiding as Chairperson.

### **C. Voting**

A simple majority vote of the committee will rule. The Chairperson will not vote unless a tie vote must be broken.

### **D. Service**

Each member of the Academic Appeals Committee will serve for a one-year period. Members will normally be appointed at the beginning of each fall semester; re-appointments will require a written request of the faculty or student member to the Vice President for Academic Affairs. Upon approval by the Vice President for Academic Affairs, re-appointments will ensue.

## **2.02:06 Title IX Committee (Appeals)**

Title IX Appeals Committee is an appointed committee by the President of the university, created for the purpose of hearing and resolving Title IX appeals from complaints of sexual harassment or sexual misconduct brought by a student against another student or employee or brought by a student or employee against student members of University approved student organizations.

**A. Composition**

The Title IX Appeals Committee is composed of a trained group of employees consisting of full-time faculty or staff members. In the case of faculty, individuals must also be tenured. Members of this committee are appointed by the President.

**B. Quorum**

A quorum shall consist of three members, with one of these members presiding as Chairperson.

**C. Voting**

A simple majority vote of the Committee will rule. The Chairperson will not vote unless a tie vote must be broken.

**D. Service**

Each committee member will hold 12 month appointments

**2.02:07 Academic Vice President Appeals Panel**

The Academic Vice President Appeal Panel is a closed hearing for academic appeals, extending directly from decisions rendered by the Academic Appeals Committee.

**A. Composition**

This Board is composed of four members- Vice President for Academic Affairs or his designated representative, the Vice President of Student Affairs or his designated representative, the College Dean or his designated representative under which the appealing student is presently registered according to the Registrar's Office and one student representative selected by the President. The Vice President for academic appeals shall serve as the chair person for this panel.

**B. Quorum**

The presence of three members, or their designated representatives, shall constitute a quorum.

**C. Voting**

A simple majority vote of this Board will rule. When only a quorum of three members is satisfied, the three seated members shall concur on the final action of the Panel. The decision of this panel is final.

**2.02:08 Residential Life Judicial Committee**

The RLJC is a Residential Life committee, composed of student members who live in campus residence halls. This committee was created for the purpose of hearing appeals from residential students who have been censured by the appointed Residential Life Conduct Officer.

**A. Composition**

The RLJC is a nine-month disciplinary committee composed of residence hall students. Students must be full-time and have earned at least 15 semester hours. All members must be in good standing with the university and have a cumulative GPA of 2.2. Students that fall below a 2.0 GPA in any semester will not be allowed to serve on this committee. Students will be nominated and elected by their respective residence hall to serve on this committee. One student elected by the RLJC shall serve as Chairperson, overseeing hearings and filling out the necessary paperwork in conjunction with each hearing. The committee members will also elect a Vice-Chairperson. Alternate members shall be selected in like manner to fill vacancies occurring for hearings.

**B. Quorum**

A quorum shall consist of five members with one of these members presiding as chairperson.

**C. Voting**

A simple majority vote of this committee will rule. The Chairperson will not vote in proceedings unless a tie vote must be broken.

**D. Service**

Each committee member will serve for a nine-month period (Fall & Spring semesters). Members will normally be selected at the beginning of each fall semester; re-appointments will require a written request of the member to the Residential Life Conduct Officer with the approval of the University Conduct Officer.

## **2.02:09 Campus Assessment, Response and Evaluation Team (CARE)**

The CARE team is a campus-wide team of appointed staff and faculty responsible for identifying, assessing, and responding to concerns and/or disruptive behaviors by students, faculty/staff, and community members who struggle academically, emotionally, or psychologically, or who present a risk to the health or safety of the university or its members.

### **A. Team Membership**

- Director, Office of Student Advocacy & Accountability
- Director of University Police
- Director of Self-Development, Counseling, and Special Accommodations Center
- Director of Residential Life & Housing
- Director of Human Resources
- Coordinator, Office of Student Advocacy & Accountability
- Assistant Director, University Police
- Assistant Director, Residential Life & Housing
- Title IX Coordinator
- Special Accommodations Coordinator
- Coordinator of Greek Life
- Student Employment Coordinator
- Coordinator Academic Counseling
- Faculty/Academic Affairs Representatives

**B.** The CARE team operations are guided by a three-phase process: Gather Data, Risk Rubric/Analysis, and Intervention. The CARE team is tasked with receiving referrals from the community, reviewing them to determine the level of risk or concern, and then developing action plans to address the risk.

**C.** Additional information regarding the CARE team is accessible at [www.ulm.edu/studentaffairs/care](http://www.ulm.edu/studentaffairs/care)

## **2.3 Membership Qualifications**

### **2.03:01 Good Standing**

Students appointed to serve on the Student Organization Judicial Committee, the Student Conduct Hearing Board, and / or one of the Appeals Committees must be in good standing with the University, as approved by the Office of Student Advocacy and Accountability, must have earned a minimum of 24 cumulative semester hours, and must have and maintain a minimum cumulative grade point average of 2.8 based on a 4.0 system.

### **2.03:02 Service Conditions**

Faculty and student members of the ULM hearing panels will serve one year appointments unless otherwise approved. Faculty and student members may be replaced during their appointments for justifiable reasons such as resignation, incapacity, change of status or irregular attendance. Furthermore, hearing panels may remove a member for malfeasance in the performance of hearing panel responsibilities.

If a member can no longer serve, the member shall notify the particular hearing panel chairperson of the member's immediate resignation. Replacements are made and approved by the Vice President for Student Affairs or the Vice President for Academic Affairs as appropriate.

### **2.03:03 Chairpersons' Responsibilities**

All hearing panel chairpersons shall, with the assistance of the Office of Student Advocacy and Accountability, instruct members on student disciplinary policies, rules and hearing procedures. Chairpersons shall conduct all proceedings in a spirit of fair play, but any chairperson's decisions may be overruled by a simple majority vote of the particular hearing panel.

### 3.1 General Statement of Student and Student Organization Rights

Student application for admission into the University of Louisiana Monroe is voluntary, and students who are granted admission subsequently participate in all of the University's programs and privileges. University approval of an application represents an invitation to join the university community and to remain a part of this community as long as the student fulfills both the academic and behavioral standards published in the *University of Louisiana Monroe Catalog*, the *Student Handbook*, the *ULM Code of Student Conduct*, the *ULM Student Organization Handbook*, and all other officially promulgated university publications including departmental publications. Thus, each student admitted to the University of Louisiana Monroe voluntarily accepts responsibility to adhere to academic and behavioral standards set forth by the university and the University of Louisiana System Board of Supervisors; however, each student is entitled to the inherent rights associated with higher education institutions.

These rights include:	
<b>3.01:01</b>	The right to submit an application to the university and be accepted according to the university's published requirements. No applicant shall be denied admission because of race, religion, sex, political affiliation, national origin, physical or mental disability, age or veteran status.
<b>3.01:02</b>	The right to expect a quality education.
<b>3.01:03</b>	The right to develop one's individual potential.
<b>3.01:04</b>	The right to be free from discrimination on the basis of race, religion, sex, political affiliation, national origin, physical or mental disability, age or veteran status.
<b>3.01:05</b>	The right to freedom of speech and assembly, which are subject to university requirements for the maintenance of order and the protection of rights and privileges of other members in the university community. This includes expression and discussion of views relevant to subject matter in the classroom; however, such expression and discussion is subordinate to the responsibility of the instructor and is not to disrupt routine classroom activity nor infringe on the learning process of other class members.
<b>3.01:06</b>	The right to inquire, discuss, listen and evaluate.
<b>3.01:07</b>	The right to be interviewed on campus by any employing firm, agency, corporation or organization whose qualifications for employment are met by the university. The student shall however inform the appropriate university department of the employing firm's presence on the University Campus.
<b>3.01:08</b>	The right to pursue an education without undue interference.
<b>3.01:09</b>	The right to appropriately communicate one-on-one with administrators, instructors, counselors, advisors, staff and other University Officials.
<b>3.01:10</b>	The right to confidentiality of official records, transcripts, disciplinary records and other educational records consistent with the "Family Educational Rights and Privacy Act of 1974" (the Buckley Amendment).
<b>3.01:11</b>	The right to invite and hear speakers on topics of student choice subject to the approval of both student elected or appointed representatives and University Officials.
<b>3.01:12</b>	The right to belong to university approved/recognized student organizations which shall be open to qualified students without respect to race, religion, sex, political affiliation, national origin, physical or mental disability, age or veteran status.
<b>3.01:13</b>	The right to confidentiality of information relating to personal views, beliefs and political associations acquired by administrators, instructors, counselors, advisors, staff and other University Officials in the course of their work.

<b>3.01:14</b>	The right to publish and distribute subject to the standards of reasonable journalism and applicable regulations/statements of the U.S. Constitution and the Federal Communications Commission. Similar rights are afforded oral statements of views on student operated radio and television stations.
<b>3.01:15</b>	The right of access to university facilities through university approved/recognized student organizations for business meetings, special meetings and programs open to the public; student organizations are responsible for reserving university facilities through the Office of Career and Student Development.
<b>3.01:16</b>	The right of students or university approved/recognized student organizations to use the university name only when identifying the University affiliation; <u>using the university name or logo without the express permission of an authorized University Administrator or University Official is strictly prohibited.</u>
<b>3.01:17</b>	The right to petition the appropriate University Unit or body for redress of grievances.
<b>3.01:18</b>	The right to fair hearings and appeals.
<b>3.01:19</b>	The right of privacy including freedom from unreasonable and unauthorized search and seizures relative to person, personal property, papers, effects and on-campus living
<b>3.01:20</b>	Students and student organizations may have other rights which are written into University-approved policies.
<b>3.01:21</b>	The right to be free from harassment, threats, stalking, violence, hazing, etc.

### 3.2 General Statement of University Rights

As a multipurpose, senior institution of higher education committed to preserving a wholesome educational environment and safeguarding the rights and well-being of its citizens, the university retains certain rights to include:

<b>3.02:01</b>	The initiation of searches and seizures, with probable cause relative to person, on-campus living quarters, papers, effects and other personal student properties on the campus. Such searches and seizures shall proceed with the knowledge, approval and/or supervision of administrators and officials from the Office of Student Advocacy and Accountability, the Office of Student Affairs and/or the University Police Department. The student shall be present, if reasonably possible, during the search. If, in the opinion of a University Official, a law or a University regulation is being violated, entry into a student room may be made without prior notice to the student.
<b>3.02:02</b>	The entry into student rooms without notice, in cases of emergency where imminent danger to life, health, safety or property is reasonably feared and where routine repair and maintenance is necessary.
<b>3.02:03</b>	The use of a student's personal telephone by university representatives in the course of emergency situations and within the confines of responsibilities and duties.

3.02:04	The suspension of a student’s education or housing for just cause either for academic, disciplinary or behavioral reasons (students may be removed from university housing during the appeal process if deemed necessary for health and safety concerns). When students are unable to effectively pursue their academic work, or when their behavior is disruptive to the normal educational process of the university or is detrimental to themselves and other university community members due to drug and/ or alcohol abuse or psychological disturbance, they may be administratively withdrawn, temporarily suspended or dismissed from the university involuntarily. In some cases, a student may be permanently banned from the university campus or from individual areas or buildings, i.e. all Residence Halls/ apartment buildings, parking lots and/or other university owned facilities or property
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**During Interim of Initial Hearing and Prior to Conduct Standard’s Appeal Hearing or the Title IX Appeals Hearing:**

If the student’s continued presence at the University is potentially dangerous to the health and safety of the educational environment, the university administrators of the Office of Student Advocacy and Accountability and/or the Title IX coordinator, have the right during the interim of the investigation, initial hearing to 1) ban the student from all buildings with the exception of those in which his/her classes are being held for an indefinite period of time and/or 2) mandate off-campus housing.

**During an Official Hearing Information:**

An alleged victim’s or witness(s) name(s), may elect to remain anonymous to the alleged student offender during the initial university hearing or in the event of the Title IX Appeals Hearing or Conduct Standards Appeals Hearing regarding an incident that involves physical or sexual assault or a violent act or commission of an act that may be considered harmful or of unlawful behavior. In the event of a Conduct Standards Appeals Hearing or a Title IX Appeals Hearing, university officials, committee members, and alleged offender(s) may question the alleged victim or witnesses via telephone call from a secure location approved by the Office of Student Advocacy and Accountability administrator.

3.02:05	The assignment of a minimum grade of zero for a questionable work submitted by a student found responsible of academic cheating or plagiarism. This failing grade shall be imposed for a first offense of cheating or plagiarism. For a second offense, the student shall receive a minimum grade of “F” in the course. For a third offense, the student shall be suspended from the University for an indefinite period. For such offenses, the student, instructor, instructor’s Department Head, the student’s College Dean, and the Office of Student Advocacy and Accountability shall be notified of the censure within five class/business days of the decision.
3.02:06	The assignment of cases involving student violations of university regulations to the appropriate University Administrator, hearing panel or appellate panel by either the Office of Student Advocacy and Accountability or the appropriate Academic Unit.
3.02:07	The suspension, dismissal, expulsion, withdrawal of rights and privileges, or withdrawal of official University recognition of any student organization for violation of University of Louisiana System Board of Supervisors or University policies, rules, and regulations, and for violation of federal, state, parish or municipal laws.
3.02:08	Generally, an administrative withdrawal, a temporary suspension, temporary withdrawal, temporary withdrawal of official University recognition, removable from ULM housing or dismissal from the University will be made when students or student organization members exhibit behavior posing a significant threat of danger or physical harm to themselves or others in the University community. Behaviors which are considered as posing a significant threat to the University community shall include but are not limited to the following acts enumerated briefly below and fully stated in the “Standards of Conduct for Students,” Section 5.03 of this <i>Code</i> :
5.03:02	Firearms, etc.
5.03:03	Arson, etc.
5.03:05	Fire and Emergency Equipment, etc.
5.03:07	False Reporting of Fire or Other Emergency, etc

<b>5.03:08</b>	False Reporting of Unlawful Explosive, etc.
<b>5.03:09</b>	Rioting, etc.
<b>5.03:14</b>	Visitation of Other College Campuses, etc.
<b>5.03:18</b>	Vandalism
<b>5.03:23</b>	Threat or Commission of Physical Violence, etc.
<b>5.03:24</b>	Hazing, etc.
<b>5.03:29</b>	Unauthorized occupation of any University Facility, etc.
<b>5.03:34</b>	Unauthorized or Illegal Possession, etc.
<b>5.03:36</b>	Falsification, Forgery, Alteration, etc.
<b>5.03:39</b>	Theft, etc.
<b>5.03:46</b>	Unauthorized Access to or Misuse of University Computers, etc.
<b>5.03:49</b>	Convicted of a felony, etc.
<b>5.03:50</b>	Formally Charged by Civil Authorities with the Commission of a Felony, etc.
<b>5.03:51</b>	When there is Strong Convincing Evidence, etc.
<b>5.03:52</b>	Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, and Sexual Exploitation as defined in the University Sexual Misconduct Policy.
Other behaviors necessitating such university action may include the interference with the rights of other students, staff, or faculty of the university or with the exercise of any university-sanctioned activity or function.	
<b>3.02:09</b>	<p>In cases of psychological disturbance, additional university action, other than administrative withdrawal, temporary suspension or dismissal, may include but is not limited to:</p> <p>Notifying parents, guardians or significant others even though the student is 18 years or older. Initiating the action necessary to have the student restrained in the custody of persons or institutions qualified to deal with acute or chronic psychological disruptions. Placing the student in the custody of an institution may subject the student to medical care, medical procedures and costs for which the university is not responsible or liable. Following such behavior, the university reserves the right to remove an individual from the residence hall, require the student to have a licensed psychiatrist, psychologist or counselor provide a certified psychological or psychiatric evaluation stating that the student is competent to return and adjust to the university environment. Such documentation must be provided to the Office of Student Advocacy and Accountability and to the University Counseling Center. Upon receipt of this evaluation and the student's written request for reinstatement, the University will assess the submitted documentation and decide reinstatement. The University reserves the right to deny the student readmission into the University until such time that the student's request and the certified evaluation qualifying the student's competence is approved and meets the standards of reasonableness by the university.</p>
<b>3.02:10</b>	The university's jurisdiction over all violations of conduct standards which occur on or off the university campus. Student actions on campus that violate both university behavioral standards and federal, state, parish and municipal laws will be adjudicated by both the appropriate University Administrator or University Unit and the appropriate civil authorities.

<b>3.02:11</b>	<p>The imposition of administrative withdrawal, temporary suspension, provisional status, removable from residence hall or dismissal of a student arrested for a violent felony. When reasonably possible, the appropriate University Administrator <u>will</u> impose one of these censures. Within a reasonable time period and depending on the student's status with civil authorities, the university <u>may</u> hold a hearing before a Student Conduct Hearing Board which will determine if the student's presence on the campus constitutes:</p> <ul style="list-style-type: none"> <li>• A threat of danger to self,</li> <li>• A threat of danger to others of the University community,</li> <li>• A threat of danger to property on the University premises, or</li> </ul> <p>An immediate threat of disruptive interference with the normal conduct of the University's activities.</p>
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Once a determination is made, the Student Conduct Hearing Board may impose an appropriate censure(s).

<b>3.02:12</b>	<p>To remove a student employed by the university from a position, with or without pay, during the course of an investigation by the University or by civil authorities. Student employees hired through the Residential Life Department and housed in Residential Life facilities (Hall Director apartment, Resident Assistant room, etc.) may be physically removed (to include personal possessions) from the University's residential facilities or moved into another residential assignment during the course of an investigation.</p>
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### 3.2 General Statement of Student and Student Organization Responsibilities

When a student is admitted to the University of Louisiana Monroe or when a student organization is officially approved by the University, the student and student organization are then obligated to learn, respect and abide by all of the University's policies and to assume responsibility for the consequences of one's own actions. Moreover, the student and student organization are obligated to assume the responsibilities of a mature individual or a law-abiding student organization respectively:

<b>3.03:01</b>	To abide by the behavioral standards of the University and the University of Louisiana System Board of Supervisors.
<b>3.03:02</b>	To inform the appropriate University department about the presence of an employing firm coming on to the campus.
<b>3.03:03</b>	To attend enrolled classes regularly and punctually and to know attendance requirements.
<b>3.03:04</b>	To submit excuses to the professor for all class absences within three days after returning to class.
<b>3.03:05</b>	To abide by Federal, State, Parish and Municipal laws.
<b>3.03:06</b>	To hold inviolate the rights of others regarding freedom of expression and assembly.
<b>3.03:07</b>	To respect the rights and property of others including University Administrators, instructors, counselors, advisors, staff, students, guests and other University
<b>3.03:08</b>	To follow the principles of common decency and acceptable behavior suitable to a higher education institution where student conduct is to be exemplary at all times.
<b>3.03:09</b>	To realize that one's behavior reflects either credit or discredit not only on self but also on the University community.
<b>3.03:10</b>	To respect all University property to include property of departments and other agencies housed on campus.
<b>3.03:11</b>	To complete all academic requirements for any class in which a student is enrolled.
<b>3.03:12</b>	To maintain current local and/or home addresses with the University Records or Registrar's
<b>3.03:13</b>	To maintain current organizational membership information with the Office of Career and Student Development and/or the appropriate University adviser on a semester to semester basis.
<b>3.03:14</b>	To inform all student organization members of the Hazing Policy, Privacy Act and other relevant organization information on a semester to semester basis.

### 3.3 General Statement of University Responsibilities

As the University affords students the opportunity for continued education and increased knowledge, the University therefore assumes responsibilities that include:

<b>3.04:01</b>	Providing an environment suitable to the pursuit of academic excellence.
<b>3.04:02</b>	Displaying leadership through all activities, functions and operations in the areas of academics, business and student affairs.
<b>3.04:03</b>	Protecting and maintaining high academic standards at all levels.
<b>3.04:04</b>	Establishing policies, procedures, rules and regulations relative to student life and consistent with other institutions of higher education.
<b>3.04:05</b>	Requiring students and student organizations to demonstrate habits, attitudes and behavioral standards consistent with socially acceptable mores of the community at large.
<b>3.04:06</b>	Providing students and student organizations with due process when violations of University policies have occurred.
<b>3.04:07</b>	Recognizing student organizations for any lawful, educational-related purpose upon the submission of a constitution and by-laws, the name of a faculty/staff adviser and an alphabetical list of members. The aforementioned must be submitted to the Department of Student Life who forwards these documents to the Office for Student Affairs for approval.
<b>3.04:08</b>	Denying or reasonably limiting a student or student organization the right of access to University facilities when the student or student organization has previously committed physical abuse or vandalism of facilities. In such cases, the University will also demand restitution for damages from the student(s) or student organization.
<b>3.04:09</b>	Maintaining student information and academic records vital to the student organization or vital to the student's education and to University research and policy formulation.
<b>3.04:10</b>	Exercising discretion in recording and disseminating information about all students and student organizations to ensure that privacy is maintained.

**4.1 Due Process Rights of Student and Student Organization**

4.01:01	Due process protection is afforded all students and student organizations of the University of Louisiana Monroe. Due process requires that the University set forth all of its policies, rules, and regulations governing student and student organization conduct in properly promulgated publications. This form of due process requires that University regulations affecting student and student organization conduct and censures for student and student organization misconduct be based on the principle of equal treatment without regard to race, religion, sex, national origin, political affiliation, age, physical or mental disability, or veteran status.
4.01:02	The ULM <i>Code of Student Conduct</i> is the University's principal statement of conduct regulations for students and student organizations. Although University departments may establish and declare behavioral standards for students and student organizations, those standards must correspond with the Code. When a student's or student organization's misconduct violates both departmental regulations and regulations as stated in the ULM <i>Code of Student Conduct</i> , then due process procedures for the students and student organizations must follow the Code. After the student's or student organization's case is reviewed and a decision of responsibility rendered, both the department and the appropriate University Unit may apply censures; however, under no circumstances may departmental censures be imposed in lieu of censures applied in proceedings with the appropriate University Unit.
4.01:03	All University disciplinary censures imposed on a student or student organization must be outlined in the ULM <i>Code of Student Conduct</i> . The appropriate University Unit or Department may not impose censures not stated in this document.
4.01:04	Students or student organizations who are accused of violating conduct regulations, to include departmental codes, shall have the right to require that their case be considered in accordance with the provision of the ULM <i>Code of Student Conduct</i> . This does not mean that students or student organizations may not voluntarily accept departmental discipline.
4.01:05	Students or student organizations who have reason to believe that they are being unjustly accused and/or disciplined, or threatened with discipline, by a University employee without the full protection offered by the ULM <i>Code of Student Conduct</i> should immediately seek advice or counsel from the Office of Student Advocacy and Accountability.

**4.2 Procedural Due Process Rights**

Procedural due process requires that a disciplinary procedure be established for determining the responsibility of all students or student organizations charged with violations of specific conduct regulations. Additionally, due process requires that the procedure meet the test of fairness and reasonableness.

4.02:01	<p><b>Rights of the Student or Student Organization Charged with Misconduct</b></p> <ul style="list-style-type: none"> <li>A. To be informed of the specific charge(s) made against the student or student organization.</li> <li>B. To be given the opportunity to prepare a defense when appearing before the University Unit, Student Conduct Hearing Board, Student Organization Judicial Committee, and the Title IX Committee (Appeals). Adequate time for preparation of defense will range from 24-72 hours. Circumstances may dictate the time frame.</li> <li>C. To have the charge(s) reviewed by the appropriate University Administrator or University Unit.</li> <li>D. To be presented evidence on which the charge(s) is based. When documented or physical evidence is to be presented at the hearing with the Student Conduct Hearing Board, Student Organization Judicial Committee, or the Title IX Committee (Appeals) or through an Appeal Committee, the charged student or charged student's Organization has the right to inspect physical evidence and to review copies of these documents at a reasonable time before the hearing in the Office of Student Advocacy and Accountability or through the Title IX Coordinator (see Sexual Misconduct Policy and Procedures). Release of documentation is subject to FERPA</li> </ul>
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	<p>(Family Educational Rights and Privacy Act). In such hearings, the student or student organization charged is also entitled to a list of witnesses who will testify against the charged student or student organization. Names may be withheld in cases of sexual assault, violence and significant threats to the university community. The charged student or student organization is responsible for collecting this information from the person(s) bringing the charge. The student or student organization may request assistance from the Office of Student Advocacy and Accountability in obtaining needed information.</p> <p>E. When two or more students are charged with the same or related violations arising from the same circumstances, one or more students may present a written request for a separate hearing even though the normal hearing procedure includes having all charged students attend the same hearing. The request should be submitted to either the appropriate University Unit such as the Divisions of Student Affairs or Academic Affairs or to Office of Student Advocacy and Accountability or to the Title IX Coordinator for a decision. The request should state why a separate hearing is necessary. When two or more student organizations are charged with the same or related violations arising from the same circumstances, separate hearings are not allowed except in situations where the hearing panel will not adequately and effectively adjudicate the case due to the large numbers of members involved.</p> <p>F. To be presumed not responsible until proven responsible and to have the specified University Unit decide responsibility based on a reasonable standard of proof (Preponderance of Evidence) presented during the hearing. The responsibility rests with the person(s) bringing the charge(s).</p> <p>G. To retain specific University student and student organizational rights while the charge(s) is being considered. In special circumstances, the appropriate University Administrator or the specified University Unit may suspend some of a student's or student organization's rights or may enact any of the following Removal from ULM Housing— Administrative Withdrawal, Temporary Suspension, Suspension from the University, Dismissal from the University, or Expulsion from the University— when the student's or student organization's alleged act of conduct is considered a significant threat to the University community and warrants such intervention. (See 3.02:08 of this Code.)</p> <p>H. To appeal decisions and recommendations rendered by the appropriate University Administrator or other specified University Unit as outlined in the "Appeals Procedures," of the <i>ULM Code of Student Conduct</i>.</p> <p>I. To reasonably request assistance either from the Office of Student Advocacy and Accountability, or the Title IX Coordinator (Sexual Misconduct), at least 24-48 hours prior to a non-administrative hearing, when bringing students or University employees as witnesses on behalf of the charged student. The Office of Student Advocacy and Accountability or the Title IX Coordinator cannot, however, summons non-University individuals. No more than five (5) witnesses may be called by the charged student(s) or student organization for a hearing. The charged student(s) or student organization must present a written request, with reasonable justification, to the Office of Student Advocacy and Accountability or through the Title IX Coordinator (Sexual Misconduct) if needing an additional witness.</p>
<p>4.02:02</p>	<p><b>Rights of the Student or Student Organization Members During a Hearing</b></p> <p>A. To appear alone or with any one other person of the student's or student organization member's choice to advise and assist the student or student organization at a hearing. The person chosen to advise or assist the student or student organization member may be a relative, a fellow student, a friend, a teacher, an attorney or an ombudsman. The adviser shall not have voice and shall not address the appropriate University Administrator, the Student Conduct Hearing Board, the Student Organization Judicial Committee, the Title IX Coordinator or Title IX Committee (Appeals) or an Appeal Committee; the adviser also does not have the right to examine or cross-examine the person(s) bringing the charge or the witnesses. The adviser is not to act as an agent for the student or student organization; advisers must limit their activities to only advising the student or student organization <u>privately</u>.</p> <p>B. To reject with good cause any one member, with the exception of the Chairperson, of the Student Conduct Hearing Board, Student Organization Judicial Committee, Administrative Appeal Panel,</p>

	<p>Title IX Committee (Appeals) or Appeals Committees, or the Title IX Coordinator from a hearing. Such action must be made immediately after the introduction of the members of the hearing panel and should take the form of a request to the Chairperson “for a brief recess to consider a procedural question.” During the recess, the student or student organization members will present reasons to the Chairperson for this action.</p> <p>C. To present evidence and to argue in his/her or their own defense.</p> <p>D. To be confronted and/or cross-examined by the person(s) bringing the charge(s) or the appropriate University Administrator or University Official.</p> <p>E. To conduct a reasonable cross-examination, when possible, of the person(s) initiating the charge(s).</p> <p>F. To conduct a reasonable cross-examination, when possible, of the witnesses appearing at the hearing and giving testimony. Preferably, witnesses will give oral testimony whenever reasonably possible; however, the University Administrator or appropriate Academic Unit may have to submit written statements by witnesses in the absence of witnesses at a hearing. Such absences may result from an inability to participate in a hearing due to other responsibilities, conflicting schedules, or a reasonable decision by the appropriate University Administrator to secure the safety or to protect the rights of witnesses. Written statements, previously written memorandum, University documents, letters and other written materials may be introduced as evidence even though the author is not present. The members of the hearing panel may attach whatever weight or significance to these written documents as they deem appropriate.</p> <p>G. G. To have evidence of a prior formal charge or finding of responsibility for violating the ULM <i>Code of Student Conduct</i> excluded as evidence during the hearing panel’s deliberation of responsibility on the present charge(s). If a student or student organization has been found responsible, however, such evidence is allowed and must be admitted when the hearing panel is deliberating on the censure(s) to be imposed.</p>
<p>4.02:03</p>	<p><b>Rights of the Student or Student Organization Members Found Responsible</b></p> <p>A. To have censures imposed that are commensurate with the violation charged.</p> <p>B. To request a “Notice of Disciplinary Censure” or a summary of a non-administrative hearing, excluding the proceedings consisting of the deliberation of responsibility and the deliberation on the censure to be imposed, subject to the limitations imposed by the provisions of the “Family Educational Rights and Privacy Act of 1974” (the Buckley Amendment). The summary will be provided at a reasonable cost to the student or student organization.</p> <p>C. To review a copy of non-administrative taped hearing procedures, in the Office of Student Advocacy and Accountability, the Residential Life Office (Residential Conduct) or through the Title IX Coordinator (Sexual Misconduct), excluding the deliberations of responsibility and the censure to be imposed, for the sole purpose of preparing an appeal. <b>Videoed and/or recorded hearing procedures cannot be used for any civil or criminal proceedings unless subpoenaed.</b> The student or student organization must submit a written request to the Office of Student Advocacy and Accountability or the appropriate Academic Unit asking to review a copy of the video and/or recording; this request must state that the purpose is for filing an appeal and that the student or student organization assumes full responsibility for how the recording or video information is to be used.</p> <p>To appeal the decision of the University Administrator or University Unit, the student or student organizational appeal must satisfy the appellate standards or grounds and the appellate process outlined in Section Eight, “Appeal Procedures” of this Code. The student or student organization is respectfully reminded that the appeal procedure is not intended to grant a new hearing at a higher level.</p>

**In Absentia Consideration of Charges**

4.02:04

- A. Charged students or charged student organizations who have received an oral or written summons from an approved University Administrator or University Official to appear for an administrative hearing by the appropriate University Administrator and who fail to keep an administrative appointment or who fail to appear without just cause within 24 hours or one class/business day shall forfeit the right to present their case and will have said charges considered in absentia by the appropriate University Administrator. Thereupon, the University Administrator will render a decision on the student charge(s). University students who reside in University residence halls, suites or apartments and who are censured in absentia will receive notification from the appropriate University Administrator through the appropriate residence hall staff or by e-mail. University students who reside off campus and who are censured in absentia will be sent notification from the appropriate University Administrator through first class mail to the student's current local university e-mail, or home mailing address found in the University Records, Banner or Registrar's Office. Student organizations will be sent notification through their University adviser as documented in the Office of Student Life and Leadership
- B. A student or student organization who is notified orally or in writing to appear before the Student Conduct Hearing Board, the Student Organization Judicial Committee, the Title IX Committee (Appeals) or an Appeals Committee, and who fails to appear for the hearing without just cause shall forfeit the right to respond before the hearing panel and to be present during its deliberations. In cases of failure to appear, the Chairperson of the hearing panel shall enter a plea of "No Plea" for the student or student organization, and the charge(s) against the student or student organization shall be heard in absentia.
- C. A student or student organization who with just cause fails to appear for an administrative hearing or a hearing of an approved University Unit shall submit to the Office of Student Advocacy and Accountability, the Vice President for Student Affairs, and/or the appropriate Academic Unit a written statement addressing the student's or student organization's reasons for failure to appear and requesting reconsideration for another hearing. If these University Officials determine that the student's request shows just cause, the student's right to appear for a hearing will be reinstated. In cases where the student or student organization needs just cause to have a hearing postponed, the same University Officials will determine just cause and will postpone the hearing, thereby protecting the student's or student organization's right to appear for a hearing.
- D. If a student or a student organization voluntarily chooses to leave without just cause while an administrative hearing or hearing is in session, shall forfeit the right to respond and the hearing will be heard in absentia.
- E. In the occurrence of absentia, a conduct hold can be placed on the student's account that may prevent the student from registering for classes or moving forward in their educational learning path.

**Section Five**

- **Acts Contrary to Individual Rights**
- **Acts Contrary to Orderly Activities**
- **Acts Contrary to Property Rights**
- **Acts Contrary to Public Health and Safety**
- **Acts Contrary to Stated Policy**
- **Acts of Dishonesty Misuse or Unauthorized Possession**

**Other Acts of Misconduct Standards of Conduct for Students**

**5.01**

Each student and/or guest assumes an obligation to obey all university rules and regulations made by properly constituted authorities.

**5.02**

The “Standards of Conduct for Students” outlines behavior expected by the University. Standards of conduct covering all aspects of human behavior cannot be written; therefore, omission of an offense from the written “Standards of Conduct for Students” does not prohibit the University from bringing charges for that offense. Municipal, Parish, State and Federal statutes cover many types of behavior not specified in University regulations.

**5.03**

Conduct regulations for students attending the University of Louisiana Monroe and for officially recognized student organizations are designed to create and to promote a wholesome educational environment. Student and student organization conduct in the environment of an institution of higher learning is expected to be exemplary at all times. Conduct regulations at the University require each student and student organization to exercise respect for Federal, State, Parish and Municipal laws and to conduct personal affairs and activities both on and off campus to reflect credit both to the student, to the student organization, and to the University. To promote this goal, the University does not permit the following activities:

**Acts Contrary to Public Health and Safety**

<b>5.03:01</b>	Throwing any object from a university facility or vehicle; to include intentionally throwing any object onto the competing surface of an athletic event. This also includes littering.
<b>5.03:02</b>	Possession of, display of, discharge of, use of, sale of, or attempt or threat to use firearms, ammunition, explosives, fireworks, or other dangerous weapons, substances or materials of any kind on University property or at any university approved activity.
<b>5.03:03</b>	Any act of arson or setting a fire on university property without proper authority.
<b>5.03:04</b>	Swimming, floating, or wading in the bayou on university property. Fishing in the bayou from a bridge on university property.
<b>5.03:05</b>	Tampering with or removing from its proper location, fire extinguishers, hoses, or other fire or emergency equipment, except when done with reasonable belief of real need for such equipment.
<b>5.03:06</b>	Failure to comply with Traffic and Parking regulations for automobiles, motorcycles, bicycles, skates, skateboards, roller-blades, or any other vehicles and regulations for pedestrians; misuse or theft of staff or student parking decals. This standard includes storing or parking a gasoline-powered motorcycle, motorbike, moped or a container containing gasoline or other highly flammable liquids inside university building.

### Acts Contrary to Orderly Activities

<b>5.03:07</b>	Falsely reporting a fire or other emergency; falsely setting off a fire alarm; unauthorized use of emergency exits.
<b>5.03:08</b>	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.
<b>5.03:09</b>	Rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid University personnel, buildings or other university property.
<b>5.03:10</b>	Participation in harassment, in any group demonstration, sit in or disorderly conduct which disturbs the orderly activities and processes of the University or infringes on the rights of other students or University personnel.
<b>5.03:11</b>	Sitting, obstructing or placing items such as books, purses, drink containers, etc., in hallways, stairways, walkways, or building entrances or exits.
<b>5.03:12</b>	Documented obstruction, disruption or interference of teaching, research, administration, disciplinary procedures or University-authorized activities or events.
<b>5.03:13</b>	Documented interference with the right of access to university facilities or with any other lawful rights of any person on campus.
<b>5.03:14</b>	Visitation of other college or university campuses or industrial sites, or any other property (private, public, or corporate) for the purpose of defacing or destroying said institutions or property or of disrupting the normal activities of such said institutions or property.
<b>5.03:15</b>	Abusive, drunken, violent or excessively noisy behavior or expression on university property or at university- authorized activities.
<b>5.03:16</b>	Intentionally delaying, obstructing or resisting persons who identify themselves as Residential Life staff members, faculty members, University Administrators, University Police Officers or other law enforcement officials, fire officials, or other University employees in the performance of their duty.

### Acts Contrary to Property Rights

<b>5.03:17</b>	Trespassing.
<b>5.03:18</b>	Vandalism, malicious or ignorant destruction, damage, disfigurement or misuse of public or private property including library materials.
<b>5.03:19</b>	Unauthorized entry or use of university facilities or any violation of university rules regarding the use of university property.

### Acts Contrary to Individual Rights

<b>5.03:20</b>	Discriminatory behavior against any member of the University community.
<b>5.03:21</b>	Engaging in oral or written speech that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action (including e-mails, text messaging and voice mail).
<b>5.03:22</b>	Lewd, indecent, or obscene behavior that is prohibited by law on or off university property; this standard includes behavior when utilizing telephones, answering machines, computers, or computer-generated materials and sound systems.
<b>5.03:23</b>	The threat or commission of physical violence and/or against any person on or off university property or at any university-authorized event or other conduct which threatens the health or safety of any person. This standard includes violence purposed to influence an employee's official action, and it includes intimidation and threats made toward the person bringing the charge or witnesses involved in any university disciplinary hearing. This may include cyber stalking as defined in 5.03:53.
<b>5.03:24</b>	HAZING is defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against an individual that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution, including but is not limited to

	<p>the following:</p> <p>A. The person knew or should have known that the act endangers the physical health or safety of the other person or causes severe emotional distress.</p> <p>B. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.</p> <p>(See the <a href="#">Hazing Policy</a> for more in-depth information and definitions <a href="https://webservices.ulm.edu/policies/download-policy/753">https://webservices.ulm.edu/policies/download-policy/753</a> )</p>
5.03:25	Harassment, of any member of the university community. Stalking or the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury (including e-mails, text messaging and voice mail).

#### Acts Contrary to Stated Policy

5.03:26	Failure to comply with University of Louisiana System Board of Supervisors or University rules and regulations related to any areas within their jurisdiction, including but not limited to: library, residence halls, dining services, traffic, automobile usage, conduct on and off campus, conduct in the classroom, organizational activities, and use of building and physical plant.
5.03:27	Failure of residence hall students, their guests or visitors to comply with those rules governing conduct of students residing in residence halls.
5.03:28	Unauthorized occupation of any university facility; unauthorized visitation in campus residence halls.
5.03:29	Failure to produce identification when requested by a University Police Officer, a residence hall staff member, or other identified University Official.
5.03:30	Improper move-out or check-in of the university residence hall system.
5.03:31	Unauthorized establishment of an off-campus residence.
5.03:32	Failure to answer a university summons or to appear for a disciplinary hearing as outlined in this <i>Code</i> .

#### Acts of Dishonesty, Misuse or Unauthorized Possession

5.03:32	Violation of University Drug Policy, to include: Unauthorized or illegal possession, use, distribution, sale, manufacture or transportation of narcotics, stimulants, tranquilizers, hallucinogens, marijuana and/or other similarly known drugs and/or chemicals, possession of drug paraphernalia.
5.03:34	Violation of University Alcohol Policy and/or RSO Alcohol Policy.
5.03:35	Falsification, forgery, alteration or misuse of university documents, records, identification cards or meal tickets; furnishing false information to the university with the intent to deceive.
5.03:36	Dishonesty or illegal gambling in any form on university property or at any university-approved activity.
5.03:37	Passing a worthless check or money order to the university or to a member of the University–community acting in an official capacity.
5.03:38	Theft, larceny, shoplifting, embezzlement or the temporary taking of the property of another.
5.03:39	Bribing any university employee.
5.03:40	Giving false testimony or other evidence at any official hearing of the university or giving false information to any faculty or staff member acting in the performance of his/her duties.
5.03:41	Academic Cheating and/or Plagiarism ( <a href="#">Cheating and Plagiarism Policy</a> ).
5.03:42	Violation of censures imposed by the Office of Student Advocacy and Accountability or any other specified University Unit.
5.03:43	The commission of acts or attempted acts on or off university property, at university-authorized events or on any property owned, leased, or occupied by any formal or informal organizations associated with, approved by, or identified with the University, including without limitation, any athletic club, academic club, social club, fraternity, sorority or other society, which acts or attempted acts constitute a violation of federal, state, parish or municipal law.

5.03:44	Giving, taking or acquiring possession of, without permission, any academic (tests, research papers, notes, books, periodicals, or etc.) or personal information, passwords, confidential documentation, or financial materials from an office, student worker or employee of the University. This would include copyright violations and security access to university systems.
5.03:45	Unauthorized access to or misuse of university computers, computer systems, networks or services. This includes services such as Facebook, Instagram, Snapchat, etc. Students using computer resources at the University must have an account issued to them and must abide by the terms and conditions stated on the account authorization form. All admitted students automatically have an account issued upon admission approval and therefore are required to use this University assigned account for computer resources at the University. All students must abide by the terms and conditions stated in the Technology Acceptable Use Policy found at <a href="http://ulm.edu/it/use-policy.html">http://ulm.edu/it/use-policy.html</a> NOTE: Any violation or abuse of university computing equipment, or any breach of security regarding university computers can result in the loss of privilege to use university computing resources or in more serious disciplinary action.
5.03:46	Failure to comply with directions of University Officials acting in the performance of their duties.
5.03:47	Attempting to commit, aiding, planning, or inciting others to commit, or attempt to commit any act of misconduct set forth above.
Finally, to preserve the educational environment of the University community, a student or student organization may be formally charged with a violation of the ULM <i>Code of Student Conduct</i> and referred to a hearing before the appropriate University Administrator or the appropriate University Unit for possible disciplinary action when as a result of misconduct the student or student organization is:	
5.03:48	Convicted of a felony.
5.03:49	Formally charged by civil authorities with the commission of a felony of such nature that the student's or student organization's continued presence at the University is potentially dangerous to the health, safety, and educational environment of the University community.
5.03:50	When there is strong convincing evidence that the student or student organization against whom civil authorities have not brought charge or imposed penalties has committed a crime of such nature that the student's or student organization's continued presence at the University is potentially dangerous to the health, safety, and educational environment of the University community.
5.03:51	Sexual misconduct, dating violence, domestic violence, stalking, sexual assault, sexual harassment, non-consensual sexual contact, sexual exploitation and/or as defined in the university <u>Sexual Misconduct Policy</u> .
5.03:52	Cyberstalking Use in electronic mail or electronic communication of any words or language inflict bodily harm to any person or to such person's child, sibling, spouse or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person. 2. Electronic mail or electronic communication to another person repeatedly, whether or not conversation ensues, for the purpose of threatening, terrifying, or harassing any person. 3. Electronic mail or electronic communication to another and to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct or criminal conduct toward the person electronically mailed or of any member of the person's family or household with the intent to threaten, terrify or harass. Knowingly permit an electronic communication device under the person's control to be used for the taking of an action as noted in 5.03:45, and 46.

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SECTION SIX - CENSURES

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6.01

The appropriate University Administrator, the appropriate Academic Unit, the Student Conduct Hearing Board, the Student Organization Judicial Committee, the Administrative Appeal Panel, the Title IX Coordinator, the Title IX Appeals Committee, or the Appeals Committees, either prior to or after a hearing, may impose or recommend one or more of the following penalties for a student or a student organization:

<b>6.01:01</b>	<u>Reprimand</u> —A written letter or oral expression of strong disapproval from the appropriate University Unit to the student or student organization on whom this penalty is imposed. <u>Reprimand</u> will NOT become part of the student’s permanent disciplinary record in the OFFICE OF STUDENT ADVOCACY AND ACCOUNTABILITY. Students may <u>NOT</u> appeal this Censure; the hearing officer’s decision is final.
<b>6.01:02</b>	<u>University Community Service</u> —Service hours that are assigned by the appropriate University Unit for a student or student organization who has violated university regulations and who is subsequently required and thus obligated to perform service to either the University community as a whole and/or its departments, to designated university student organizations. The student or student organization is required to present written notification to the appropriate University Unit that the designated service has been satisfactorily completed.
<b>6.01:03</b>	<u>Discretionary Censures</u> – If the student or student organization is found responsible for violations of the ULM <i>Code of Student Conduct</i> , the following censures may be applied: a) Notification of parents and/or guardians; b) Letter of apology; c) Conflict resolution session(s); d.) University Programming.
<b>6.01:04</b>	<u>Disciplinary Probation</u> —A specified period of testing imposed on a student or student organization during which further violations of regulations may result in suspension from the University. The student or student organization shall be automatically removed from probation when the period expires.
<b>6.01:05</b>	<u>Indefinite Disciplinary Probation</u> —An unspecified period of testing imposed on a student or student organization during which further violations of regulations may result in suspension from the University. This probation shall remain in effect until removed by the appropriate University Unit.
<b>6.01:06</b>	<u>Counseling</u> —Students or student organization members whose behavior on the University campus would suggest that personal or educational difficulties require counseling will be directed to either the ULM Counseling Center, the Office of Student Advocacy and Accountability designee or by a specified University Unit for a period of time to be designated by the counselor(s). In cases where the University is not qualified or equipped to handle severe personal, psychological or emotional problems, the designated University counseling unit then will work with the student and an off-campus agency to meet the student’s needs. Based on the review and advisement of the Director of the Counseling Center, the student may be required to be evaluated by an off-campus licensed mental health professional. Accordingly, the evaluation results will be reviewed and a determination made for continued enrollment by the advisement of the ULM Counseling Center Director and the Office of Student Advocacy and Accountability designee.
<b>6.01:07</b>	<u>Withholding of Transcript or Diploma</u> —May be imposed upon a student who fails to pay a debt owed to the University or who fails to clear provisional admission. The penalty terminates upon payment of the debt or clearance of provisional admission.
<b>6.01:08</b>	<u>Bar Against Readmission</u> —May be imposed on a student who has left the University with disciplinary action pending, or disciplinary issues that requires a student to be removed from future registration for an indefinite period of time, or who fails to pay a debt owed to the University.
<b>6.01:09</b>	Restitution—Reimbursement for damage to or misappropriation of university property or personal property. Reimbursement may take the form of appropriate service to effect repair or of monetary compensation. The student(s) or student organization is required to provide written evidence to the appropriate University Unit, within the time period required by that Unit, that damaged or lost property has been replaced and/or repaired to the owner’s satisfaction.
<b>6.01:10</b>	Forfeiture of Rights and Privileges—This censure is an adaptable penalty in that the appropriate University Unit may recommend limitations to fit a particular case. For the purpose of modifying behavior, reasonable forfeiture of privileges may be imposed.

6.01:11	Suspension of Eligibility for Official Athletic or Non-Athletic Extracurricular Activities–During the stated period of suspension, this censure may prohibit the student on whom it is imposed from joining a registered student organization and/or attending its meetings or functions and/or from participating in an official athletic or non-athletic extracurricular activity. During this period, a student organization will be prohibited from participating in non-athletic extracurricular activities. A suspension may be imposed under this subsection for more than one calendar year.
6.01:12	Failing Grade–To be assigned to a student for a work in question or as the final grade for a course in which the student is found responsible of academic cheating or plagiarism.
6.01:13	Cancellation of Registration–The cancellation of a student’s current enrollment and/or future registration(s) by the University.
6.01:14	Suspension from Class–Student found responsible of classroom disruption, falsification of documents, or excessive absences may be suspended from that class either for a specified period of time or for the remainder of the semester.
6.01:15	Suspension from a School or Degree Program–A student may be suspended from re-entering a specified school or degree program for violations of stated university policy. This suspension is for a specified period of time.
6.01:16	Permanent Dismissal from a School or Degree Program
6.01:17	Suspension from an Academic College–A student may be suspended from a particular College for a specified period of time for violations of stated university policy.
6.01:18	Permanent Dismissal from an Academic College
6.01:19	Suspension from the University–This suspension is for a specified period of time, and the student or the student organization may apply for readmission to the University subsequent to expiration of the specified period. During this period of suspension, the student is banned from the University. A notation will be placed on the student’s transcript “ <i>Student is eligible to return (semester) (year)</i> ” when a student is “suspended for disciplinary reasons” for a specified period of time. The transcript indicates which semester the student will be eligible to return.
6.01:20	<p>Temporary Suspension–To be imposed on a student or student organization by either the appropriate University Administrator or other appropriate University Unit in the event of a significant threat of continuing danger to persons or property or the ongoing threat of disrupting the academic process. Notice may be given for a hearing in the event that this censure is imposed or recommended. In certain circumstances, the Office of Student Advocacy and Accountability designee may impose a university or residence hall suspension <b>prior to an appeal hearing</b>. Living on campus is a privilege, not a right. <b>The University reserves the right to terminate this privilege, at any time, for inappropriate behavior by a student.</b></p> <ol style="list-style-type: none"> <li>1. Interim suspension may be imposed: <ol style="list-style-type: none"> <li>a. To ensure the safety and well-being of members of the University community or preservation of University property;</li> <li>b. To ensure the student’s physical or emotional safety or well-being; or,</li> <li>c. If the student poses a threat of disruption of or interference with normal University operations.</li> </ol> </li> <li>2. During the interim suspension the designee of Office of Student Advocacy and Accountability may deny the student access to any or all of the following: residence halls, the campus (including classes), and/or all other University activities and/or privileges for which the student might otherwise be eligible.</li> </ol>
6.01:21	Permanent Dismissal from the University and <b><i>Banned from the University</i></b> . A notation will be placed on a student’s transcript “ <i>Student is ineligible to enroll,</i> ” when the student is permanently dismissed from the university for disciplinary reasons.
6.01:22	Expulsion from the University–Permanent separation from the University and <i>banned from the University</i> .

<b>6.01:23</b>	Payment of Fines and/or Loss of Driving Privileges on Campus and/or Disciplinary Action– May result from citations issued by the University Police Department. (See current University Traffic Regulations.)
<b>6.01:24</b>	Administrative Charge or Payment of Monetary Penalty–This censure may be imposed on a student or student organization violating any University regulation(s) or failing to meet published University standards.
<b>6.01:25</b>	Mandatory On-Campus or Off-Campus Housing–This censure shall be imposed on students found responsible of violating the stated University of Louisiana System Board of Supervisors policies or University residential policy standards for any reason.
<b>6.01:26</b>	Drug Testing–This censure may be imposed on students found responsible of drug-related violations of stated University policy. Drug testing which is paid for by the student may be required of students as a condition for remaining at the University while under other serious censures. The drug testing agency will be selected and assigned by the University.
<b>6.01:27</b>	Temporary Withdrawal of Official University Recognition–To be imposed by the appropriate University Administrator or University Unit on a student organization in the event of a threat of continuing danger to persons or property or the ongoing threat of disrupting the academic and
<b>6.01:28</b>	Withdrawal of Official University Recognition—To be imposed by the appropriate University Administrator or University Unit on a student organization which is no longer permitted to exist at ULM for either a specified or an indefinite period of time.
<b>6.01:29</b>	Provisional Status–A University registration flag to be imposed on a University applicant’s or a currently enrolled or prior enrolled student’s records housed in the University Registrar’s Office. This flag is imposed for alleged violations occurring on the University campus or at University-authorized activities, and the flag will be removed following a hearing by the appropriate University Administrator or other specified University Unit.
<b>6.01:30</b>	Administrative Withdrawal–The appropriate University Administrator may remove a student with good cause from the University campus by withdrawing the student from the University’s official enrollment in the Registrar’s Office.
<b>6.01:31</b>	University Ban–An individual may be banned permanently or for a specific period of time from the ULM Campus or from individual building(s) or events.

The University of Louisiana Monroe Hearing Procedures Guidelines are herein formulated as a systematic procedure to assure consistency in the adjudication of student or student organization violations of the University of Louisiana Monroe “Standards of Conduct for Students.” These guidelines should be utilized as appropriately determined by given situations.

### 7.1 Hearing Foundations

<b>7.01:01</b>	All hearings are closed to the public.
<b>7.01:02</b>	In cooperation with the Vice President for Student Affairs, the Office of Student Advocacy and Accountability is primarily responsible for the administration and assignment of student and student organization discipline. Sexual Misconduct will be addressed through the Title IX Coordinator.
<b>7.01:03</b>	Discipline related to academic matters <i>is the responsibility of the appropriate Academic Unit</i> which may be the Vice President for Academic Affairs, the appropriate Academic Dean, the appropriate Academic Department Head and/or the appropriate academic faculty member or instructor.
<b>7.01:04</b>	The appropriate University Administrator or University Unit may dispose of any violation without a hearing under this document.
<b>7.01:05</b>	The appropriate University Administrator or University Unit may take action other than by judicial proceedings in any case of student conduct involving health, emotional, and psychological problems which cause students to be a significant threat to themselves or other persons.
<b>7.01:06</b>	The appropriate University Administrator or University Unit may reasonably decide a student or student organization case in absentia and render appropriate censures to be imposed on the student or student organization when the student(s) or student organization members fails without just cause to appear for an appointed hearing. The student(s) or student organization will be informed in writing by the appropriate University Administrator of the hearing in absentia.
<b>7.01:07</b>	Specified student violations of the “Standards of Conduct for Students,” Section Five of this <i>Code</i> , which may be considered more serious. The following sections of the “Standards of Conduct for Students,” which are briefly stated below, will have an administrative hearing or be referred to a particular hearing committee unless the violation involves a student organization.
	5.03:02 Firearms, etc.
	5.03:03 Arson
	5.03:05 Fire and Emergency Equipment
	5.03:07 False Reporting of Fire or Other Emergency, etc.
	5.03:09 Rioting, etc.
	5.03:10 Disorderly Conduct
	5.03:13 Intentional Interference
	5.03:14 Visitation of Other College Campuses, etc.
	5.03:15 Abusive, Drunken, Violent, or Excessively Noisy Behavior
	5.03:16 Intentional Delaying, Obstructing, etc.
	5.03:17 Trespassing
	5.03:18 Vandalism, etc.
	5.03:19 Unauthorized Entry or Use of University Facilities
	5.03:23 Threat or Commission of Physical Violence, etc.
	5.03:24 Hazing
	5.03:34 Unauthorized or Illegal Possession, etc.
	5.03:36 Falsification, Forgery, Alteration, etc.
	5.03:39 Theft, etc.
	5.03:43 Violation of Censures
	5.03:44 Commission of Acts or Attempted Acts, etc.
	5.03:46 Unauthorized Access to or Misuse of University Computers, etc.

	5.03:49	Convicted of a Felony
	5.03:50	Formally Charged by Civil Authorities with the Commission of a Felony, etc.
	5.03:51	When there is Strong Convincing Evidence, etc.
	5.03:52	Sexual misconduct, dating violence, domestic violence, stalking, sexual assault, sexual
<b>7.01:08</b>	A corporate act committed by a student organization and which constitutes a violation of the "Standards of Conduct for Students" will be referred to the Director of OSAA or designee, in the Office of Student Advocacy and Accountability for an initial hearing. Administrative hearings for student organizations may occur, however, when the organization violates Student Organization Handbook policies promulgated by the Department of Student Life and Leadership or when the organization violates the rules, regulations or policies of its governing council in which it holds membership.	

## **7.2 Charging a Student or Student Organization with a Violation of the ULM Code of Student Conduct.**

<b>7.02:01</b>	An instructor, administrator, University Police Officer, student organization adviser, other university employee, student staff member or a student who has evidence to justify an academic or non-academic violation of the "Standards of Conduct for Students," shall present non-academic evidence to the Office of Student Advocacy and Accountability, or matters involving sexual misconduct to the Title IX Coordinator and academic evidence to the appropriate Academic Unit. Whether the physical evidence is or is not surrendered, a written report concerning the student's or student organization members' alleged violation(s) should be presented to the Office of Student Advocacy and Accountability or the appropriate Academic Unit; however, the initial contact may be in person or by phone.
<b>7.02:02</b>	The appropriate University Administrator, which is the Office of Student Advocacy and Accountability for NON-ACADEMIC MATTERS and the appropriate Academic Unit for academic matters, 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 the Code.
<b>7.02:03</b>	When there is an alleged instance of academic cheating or plagiarism, the instructor shall initiate the investigation, with or without the knowledge of other members of the appropriate Academic Unit. The instructor shall further call the Office of Student Advocacy and Accountability to determine whether the student has a record of previous academic offenses.
<b>7.02:04</b>	After reviewing the evidence supporting the alleged academic or non-academic violation, an administrator of the Office of Student Advocacy and Accountability, or the Title IX Coordinator or the appropriate Academic Unit will discuss the charge with the involved student(s) or student organization members (preferably a representative of that organization's executive council, the organization's university adviser, and/or the members involved in the alleged violation).
<b>7.02:05</b>	If the evidence is sufficient to justify such action, the student(s) or student organization members will be informed that the University is bringing formal charges under the Code.
<b>7.02:06</b>	The student(s) or student organization will be informed of his or her rights or the student organizations' rights as outlined in Section Four of the Code.
<b>7.02:07</b>	In <i>NON-ACADEMIC MATTERS</i> , the student(s) or student organization's case will be assigned by the Office of Student Advocacy and Accountability to be handled administratively in the responsible department. If the case is assigned to a hearing unit, the student(s) or student organization will have an administrative hearing at which time written notification of formal charges of a violation(s) of the Code of Student Conduct is made.
<b>7.02:08</b>	Students and student organizations may also make use of an adviser, as provided under Section 4.02:02, A of the <i>Code of Student Conduct</i> .

## **7.3 Administrative Disposition of a Student Violation**

<b>7.03:01</b>	When the appropriate University Administrator receives information that a student has allegedly violated any University rule, regulation or policy, the Administrator shall investigate the alleged violation and request a conference with the involved student(s).
<b>7.03:02</b>	The appropriate University Administrator shall read the charge(s) or report of the alleged violation(s) before the student(s) who will then be given the opportunity to state his or her case and present witnesses on his or her behalf in a closed hearing.
<b>7.03:03</b>	After hearing the student(s) case and gathering all relevant information, the appropriate University Administrator shall: dismiss the allegation or proceed administratively by imposing a censure, with written notice and reasons, against the student(s) as authorized by Section Six of the Code.
<b>7.03:04</b>	In administratively managing a student violation, the student(s) and the appropriate University Administrator will sign a “Notice of Disciplinary Censure” stating the section(s) of the “Standards of Conduct for Students” which have been violated, the specific offense and the terms of the censure(s) imposed. The signature of the student on this document in no way denies the student the right of appeal; the signature does show that the student and the appropriate University Administrator have conferred on the matter and censures have been applied in accordance with the <i>Code</i> . The student, however, does reserve the right to refuse signature of this notice if so choosing. When this occurs, the appropriate University Administrator shall so note the decision of the student in the place designated for the student signature. Failure of the student to sign does not hinder the immediate initiation of the censure(s) imposed.
<b>7.03:05</b>	Through the “Notice of Disciplinary Censure,” the student is informed of the appeal procedures.
<b>7.03:06</b>	If the student(s) wishes to appeal in writing the decision of the University Administrator and the student’s appeal satisfies the standards written in the Appellate Process, the University Administrator shall then refer the case to the appropriate University Official, the Student Conduct Hearing Board or the appropriate Appeals Committees. The written appeal shall be submitted within three (3) class/business days from the date of the decision being appealed. Failure to submit a written letter of appeal within that time period will result in forfeiture of the right to appeal.

#### 7.4 Hearing Panel Guidelines Overview

<b>7.04:01</b>	The Chairperson of the hearing panel shall preside over the hearings of the Student Conduct Hearing Board, Student Organization Judicial Committee, the Appeals Committees, or the Title IX (Appeals) Committee. In the absence of the Chairperson, the appointed Vice Chairperson shall preside over a hearing.
<b>7.04:02</b>	The appropriate University Administrator will summons the charged student(s) or charged student organization, as well as any other student(s), to appear before a hearing panel handling an alleged violation by giving, hand carrying or mailing to the student or student organization a written notice, by certified mail return receipt requested, if this course is necessary, to the student’s local address as found in the Office of the Registrar. Any student or student organization members failing, without just cause, to comply with a summons is subject to disciplinary action through the Office of Student Advocacy and Accountability.
<b>7.04:03</b>	<p>The appropriate University Administrator shall, at the request of the Chairperson for any hearing panel</p> <ul style="list-style-type: none"> <li>A. Set the date, time, and place for the hearing and notify the charged student(s) or charged student organization of the same.</li> <li>B. Summon students, university employees and/or relevant other persons (such as civil law enforcement officers or other significant individuals involved in a case) to serve as witnesses and ensure the presence of documentary or other evidence necessary to the hearing. Such a summons will be served on behalf of the university and the charged student(s) or charged student organization.</li> <li>C. The appropriate University Administrator or hearing panel Chairperson shall report to the appropriate administrative official any instance of noncompliance with a summons by a University employee.</li> <li>D. The appropriate University Administrator shall arrange for a written summary of</li> </ul>

	<p>the hearing proceedings upon written request of the student(s) or student organization.</p> <p>E. The Chairperson for a hearing panel may postpone a hearing for just cause. In the case of a postponement, the Chairperson shall request the appropriate University Administrator to notify all interested parties of the new hearing date, time, and place.</p> <p>F. Cases in which charges arise from a single incident against two or more students will be heard together unless one or more of the students submits a written request for a separate hearing. The request must demonstrate good cause for a separate hearing. This request is not available to student organization cases.</p> <p>G. The charged student(s) or charged student organization shall furnish the appropriate University Administrator or hearing panel Chairperson with the names of each witness the student wants summoned and a description of all documentary or other evidence the student wants produced. This information should be produced within a reasonable time of the hearing.</p> <p>H. A decision by the hearing panel to find the student(s) or student organization in violation of the 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 in the deliberation of responsibility. If the student or student organization is found responsible of the charge, records of past violations will be introduced by the Office of Student Advocacy and Accountability, the Title IX Coordinator, the appropriate Academic Unit, or the hearing panel Chairperson and will be considered by the hearing panel in determining a censure(s).</p> <p>I. A simple majority vote of the hearing panel members is required to find a student or student organization in violation of the Code. A hearing panel member shall vote, by secret ballot, to find a student in violation of the Code only if the hearing panel member finds the evidence against the student or student organization presented at the hearing to be a reasonable standard of proof.</p> <p>J. All hearings will be tape-recorded and a brief written summary of the proceedings will be made. The University retains the sole right to record hearings. No other recordings may be made of hearings. Hearing taped testimony may not be used for any purpose other than appeal hearings held by the University. Taped testimony cannot be used for civil or criminal hearings (unless subpoenaed).</p> <p>K. A charged student or charged student organization members may not be compelled to testify.</p> <p>L. A witness shall be encouraged to testify and/or produce documentary and other evidence unless the testimony and/or documentary or other evidence be privileged or self-incriminating.</p> <p>M. All evidence shall be offered to the hearing panel during the hearing and made a part of the record of the hearing. When physical evidence is impossible to include in the record, a statement describing evidence shall be placed in the record. Documentary evidence may be admitted in the form of copies or extracts or by incorporation through reference. Physical evidence may be admitted in the same manner. Physical evidence may be photographed or described for the record.</p>
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**Structure of a Hearing Panel**

<p><b>7.04:04</b></p>	<p>Student Conduct Hearing Board (Appeals), the Student Organization Judicial Committee, Title IX (Appeals) Committee, and the Title IX Coordinator, through its hearing panels, conduct formal hearings on cases of student or student organization misconduct under the ULM <i>Code of Student Conduct</i> referred to it by the Office of Student Advocacy and Accountability or the appropriate</p>
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<b>7.04:05</b>	<p>In accordance with Section Two of the Code, each hearing panel shall be specifically composed of:</p> <ul style="list-style-type: none"> <li>A. Faculty or staff members as provided for in the Code.</li> <li>B. Student members as provided for in the Code.</li> <li>C. One faculty or staff member or one student member (on Student Hearing Panels) serving as hearing panel Chairperson as provided by the Code.</li> </ul>
<b>7.04:06</b>	<p>When, in the judgement of the Office of Student Advocacy and Accountability, the Title IX Coordinator (sexual misconduct) or appropriate Academic Unit, subject matter of a proceeding makes it advisable to have the services of persons with special technical expertise (such as cases involving computer systems or the sciences), the Vice President for Student Affairs or Vice President for Academic Affairs may appoint such persons to serve as non-voting members of the panel.</p>
<b>7.04:07</b>	<p>A quorum for each hearing panel has been set by Section Two of the Code.</p>
<b>7.04:08</b>	<p>The appropriate University Administrator or hearing panel Chairperson will bring an appointed recorder to oversee the taped proceedings of the hearing, if necessary.</p>

### Hearing Panel Procedures

<b>7.04:09</b>	<p>The Chairperson of a hearing panel is delegated the authority, and is charged with the responsibility, to conduct the hearing in a manner which will protect:</p> <ul style="list-style-type: none"> <li>A. The due process rights of the charged student(s) or student organization.</li> <li>B. The rights of the persons bringing the charge(s).</li> <li>C. The rights of all witnesses.</li> <li>D. The rights of all hearing panel members.</li> <li>E. The rights and prerogatives of the University.</li> </ul>
<b>7.04:10</b>	<p>Prior to considering the charges against the student(s) or student organization, the Chairperson of the hearing panel shall:</p> <ul style="list-style-type: none"> <li>A. Introduce the members of the hearing panel.</li> <li>B. Outline the procedures that the panel will follow.</li> <li>C. Announce the hearing panel will be closed to the public and the proceedings will be taped.</li> <li>D. Stress the importance of the confidentiality of the proceedings.</li> <li>E. Formally announce that the University is committed to the principles of procedural due process protection for its students and student organizations. Accordingly, each student or student organization is presumed not responsible until proven responsible, and the hearing panel shall decide responsibility on the basis of a reasonable standard of proof presented during the hearing.</li> <li>F. Announce that the student(s), student organization members, the person(s) bringing the charge(s), and the University Administrator or University Official, when necessary, may make an immediate request to the Chairperson for a brief recess to consider rejection, with good cause, of any one member of the hearing panel, except the Chairperson, for any reason</li> <li>G. Announce that the advisor to the student(s) or student organization has no voice in the proceedings and cannot act as an agent for the student(s) or student organization members.</li> <li>H. Announce that the student(s), student organization members, the person(s) bringing the</li> <li>I. Announce that legal rules and procedures for civil or criminal court hearings do not apply to the hearing. Furthermore, legal rules of evidence also do not apply to the hearing.</li> <li>J. Announce that all testimony and questions shall be restricted by the Chairperson to information dealing directly with the alleged violation(s), except during the censure phase.</li> <li>K. Announce that the Chairperson has the responsibility and the authority to call hearing recesses and to grant a continuance in lengthy hearings</li> </ul>

<b>7.04:11</b>	The Chairperson shall read and clarify the charge(s) specifying the violation(s) of the “Standards of Conduct for Students.” For appeal cases, the Chairperson shall read and clarify the student’s or student organization’s appeal.
<b>7.04:12</b>	The Chairperson of the hearing panel will ask the charged student(s) or student organization members to present a plea to the charge(s). The Chairperson will inform the student(s) or student organization members that he/she or the organization may plead responsible, not responsible, or may elect not to enter a plea. In appeal cases where the student(s) or student organization has previously admitted responsibility to the charge(s) and is appealing only the censure(s) imposed, such a plea is not required; however, the student(s) or student organization will state instead that an appeal for reconsideration or modification of the censure(s) is being made.
<b>7.04:13</b>	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official presents the details of the case or the student violation(s) of the ULM <i>Code of Student Conduct</i> .
<b>7.04:14</b>	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may call witnesses into the hearing. Student witnesses shall be warned by the hearing panel Chairperson that: A. Furnishing false evidence is a violation of 5.03:41, of this Code, B. That the witness must leave the hearing upon completion of his or her testimony, and C. All hearing testimony is confidential and is to remain within the confines of the hearing. Non-student witnesses will be requested by the Chairperson to adhere to socially acceptable and ethical standards of furnishing truthful evidence; these witnesses are reminded as well concerning B and C above.
<b>7.04:15</b>	The witnesses will present testimony separately.
<b>7.04:16</b>	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may cross-examine the witnesses.
<b>7.04:17</b>	The charged student(s) or student organization members may cross-examine the person(s) bringing the charge(s) and/or the witnesses.
<b>7.04:18</b>	The hearing panel members may question the person(s) bringing the charge(s), the appropriate University Administrator or University Official, and/or the witnesses, but that questioning shall occur in an orderly manner as directed by the Chairperson.
<b>7.04:19</b>	The charged student(s) or charged student organization members will then present his/her or their case.
<b>7.04:20</b>	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may cross-examine the charged student(s) or charged student
<b>7.04:21</b>	The hearing panel members may question the charged student(s) or charged student organization members.
<b>7.04:22</b>	The charged student(s) or charged student organization members may call witnesses.
<b>7.04:23</b>	The witnesses shall be warned by the hearing panel Chairperson prior to testimony concerning A, B, and C of 7.04:14.
<b>7.04:24</b>	The witnesses will present testimony separately.
<b>7.04:25</b>	The charged student(s) or charged student organization members may cross-examine the witnesses.
<b>7.04:26</b>	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may cross-examine the witnesses.

<b>7.04:27</b>	The hearing panel members may question the witnesses.
<b>7.04:28</b>	The charged student(s) or charged student organization members may present rebuttal evidence and final arguments or remarks.
<b>7.04:29</b>	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official shall have the last summation since the standard of proof rests with the person(s) bringing the charge(s) or with the University respectively.
<b>7.04:30</b>	All persons except hearing panel members shall leave the room before the hearing panel members deliberate on the case. Then a vote by secret ballot shall be taken on the responsibility of the charged student(s) or charged student organization regarding the alleged violation(s) or on reconsideration of the censure(s) imposed. The Chairperson shall refrain from voting unless a tie vote needs to be broken. A simple majority vote rules.
<b>7.04:31</b>	The charged student(s) or charged student organization members, the person(s) bringing the charge(s), and the appropriate University Administrator or University Official are recalled into the hearing room. The Chairperson shall inform all parties of the decision rendered by the hearing panel.
<b>7.04:32</b>	If the student(s) or student organization is found not responsible, the hearing is then adjourned. If in the reconsideration of the censure(s) the hearing panel decides in favor of the formerly imposed censure(s), the Chairperson shall then inform the student(s) or student organization of the right to appeal the decision to the appropriate University Unit. The Chairperson shall also inform the student(s) or student organization that such an appeal shall be made in writing and submitted to the appropriate University Administrator or University Unit. For appeal time lines, refer to Section Eight, 8.02, "Appellate Process," of this Code.
<b>7.04:33</b>	If the student(s) or student organization is found responsible, recommendations are then heard from the person(s) bringing the charge(s), the appropriate University Administrator or University Official, and the student(s) or student organization members as to what censure(s) should be reasonably imposed. The appropriate University Administrator or University Official and the student(s) or student organization members may introduce any evidence such as the student's or student organization's discipline or academic records in support of censure recommendations. Following these presentations, the Chairperson shall excuse all parties other than the hearing panel members from the room.
<b>7.04:34</b>	The hearing panel members shall deliberate on the censure(s) appropriate for the student's or student organization's violation of University conduct standards. The hearing panel members shall then vote by secret ballot on an appropriate censure(s) to be imposed on the student(s) or student organization. The Chairperson shall refrain from voting unless a tie vote needs to be broken. A simple majority vote rules.
<b>7.04:35</b>	The student(s) or student organization members, the person(s) bringing the charge(s), and the appropriate University Administrator or University Official shall be recalled into the room, and the Chairperson shall notify the student(s) or student organization members of the hearing panel's decision.
<b>7.04:36</b>	Finally, the student(s) or student organization members shall be informed of the right to appeal by the Chairperson. (where applicable)

**8.1 Grounds For Appeal**

Appeals associated with sexual misconduct will be addressed in the Sexual Misconduct Policy & Procedures.

8.01:01	Students or student organizations availing themselves of the right of appeal are reminded of the nature and purpose of an appeal. The purpose of the appeal procedure is to provide the opportunity for questioning the appropriateness of actions or recommendations resulting from a ULM <i>Code of Student Conduct</i> hearing. <u>The appeal procedure is not intended to grant a new hearing at a higher level.</u> Furthermore, all student organizational cases are not eligible for an appeal. Individuals are also advised to refer to 7.03:06, of this <i>Code</i> .
8.01:02	An appeal hearing will be granted only if the student or student organization can show one of the following: A. A procedural error has occurred. B. New evidence has been secured. This evidence must be supported by documentation which will be reasonably reviewed by the appropriate University Administrator or University Unit. C. The censure(s) is disproportionate to the violation. Clear and convincing reasons must be given to show that the censure(s) does not meet the test of reasonableness and fairness. D. The hearing conclusion is unsupported. E. The appeal is granted following an administrative hearing.
8.01:03	The following guidelines for writing an appeal are established: A. The appeal must be a written letter or memorandum addressed to the appropriate University Administrator. This appeal must be signed and dated by the student or student organization representative making the appeal. B. This letter should clearly state the specific actions or recommendations that are being appealed, e.g., the findings of the University Administrator or hearing panel, the censure(s) imposed or recommended by a University Administrator or hearing panel, or both the findings and the censure(s) of a University Administrator or a hearing panel. C. This letter should clearly present specific reasons, grounds or justifications to support the appeal. (Refer to 8.01:02, A, B or C of this Code.)

**8.2 Appellate Process**

8.02:01	The student or student organization wishing to file an appeal must submit the written appeal to the appropriate University Administrator or University Unit within three (3) class/business days of the initial hearing. The class/business day following the hearing shall count as Day One. Students who are censured in absentia must submit a written appeal within three (3) class/business days of the date the censure(s) is imposed. A student or student organization censured in absentia will receive prompt notification of the censure(s) imposed by the appropriate University Administrator or University Unit; however, failure to receive the notification within three (3) class/business days of the date the censure(s) is imposed will not extend the deadline for submitting a written appeal, if the case meets the standards of appeal. Failure to submit a written appeal, under any circumstances, within the aforementioned time-period will result in the forfeiture of appeal privileges.
8.02:02	When the student or student organization desires to make appeals of subsequent decisions rendered following the initial appeal, the student then is given three (3) class/business days to submit a written appeal. The class/business day following the hearing shall count as Day One. Failure to present a written appeal within this time period will result in the forfeiture of appeal privileges.
8.02:03	The route of appeal given to students or student organizations is outlined in Section Ten of the ULM <i>Code of Student Conduct</i> .
8.02:04	In the majority of appeals, the final University voice is the Student Conduct Hearing Board who will subsequently send written notification of a decision to the student. A student who for any cause, fails to reasonably accept or receive the Student Conduct Hearing Board's written notification within 48 hours of the official mailing date designated by the U. S. Post Office on the envelope is subject to the immediate imposition of the applicable University censure(s). In an appeal where the student

	has received a censure of Suspension from the University for at least one academic year or has received a censure of greater severity, the student may choose to make a procedural appeal, via the University President, to the University of Louisiana System Board of Supervisors. This procedural appeal to the Board of Supervisors must be made within thirty (30) calendar days of the President's decision, and failure to submit a procedural appeal within that time period will result in forfeiture of appeal privileges to the Board of Supervisors. The Board of Supervisors review of an appeal is, however, limited to a determination of compliance with established and appropriate procedures at the University; following this review, the Board of Supervisors will notify the student or student organization of a decision.
<b>8.02:05</b>	When a student or student organization is not clear on the route or receiving office for an appeal, the student or student organization is advised to submit academic written appeals to the Vice President for Academic Affairs for delivery to the appropriate University Administrator or University Unit and non-academic written appeals to the Vice President for Student Affairs for delivery to the appropriate University Administrator or University Unit.
<b>8.02:06</b>	The appropriate University Administrator or University Unit has the right and the authority granted by this <i>Code</i> to take any one of the following actions in an appeal: Approve the censure(s) of the preceding University Administrator or University Unit. A. Approve and amend by additional action the censure(s) of the preceding University Administrator or University Unit. B. Completely or partially disallow the censure(s) of the preceding University Administrator or University Unit.

### 8.3 Academic Appeal Procedures

<b>8.03:01</b>	Refer to the "Procedure for Appealing a Grade" found in the Student Handbook under ACADEMICS AND PROCEDURES..
<b>8.03:02</b>	Refer to the "Appeal Procedures for Ruling on Cheating and Plagiarism" found in the front section of the <i>Student Handbook</i> under "Cheating and Plagiarism," ACADEMICS AND PROCEDURES.

### 8.4 Residential Life Judicial Committee

<b>8.04:01</b>	The Residential Life Judicial Committee, composed of all resident student members, hears only appeals of resident hall violations imposed by the Resident Hall Judicial Officer. The Residential Life Judicial Committee will render the final decision in these cases.
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### 8.5 Student Organization Judicial Committee

<b>8.05:01</b>	The Student Organization Judicial Committee, composed of faculty, staff and students hears only organizational appeals of imposed charges, censures or both, issued in an initial hearing, with the Director of OSAA. The Student Conduct Hearing Board will render the final decision in these cases.
<b>8.05:02</b>	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 Director of OSAA and/or designee has the authority to temporarily suspend all or some activities of the accused organization until the appeal process has concluded.
<b>8.05:03</b>	The university's established procedure for considering alleged violations of university regulations by individual students is outlined in the Student Code of Conduct. 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 Code of Student Conduct. 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. The university does hold student organizations accountable for acts or omissions taken by the organization that violate the misconduct provisions of the code.

### 9.1 Model Notification of Rights Under FERPA for Postsecondary Institutions

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

9.01:01	The right to inspect and review the student's education records within forty-five (45) days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official 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 University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
9.01:02	The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify 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 his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
9.01:03	<p>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.</p> <p>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 in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health 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, or assisting another school official in performing his or her tasks.</p> <p>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.</p> <p>Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)</p>
9.01:04	The right to file a complaint with the U. S. Department of Education concerning alleged failures by the University of Louisiana Monroe to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

### 9.2 Maintenance of Records

Various units at The University of Louisiana Monroe maintain records relating to students which fall into the following general categories:

9.02:01	Academic records from schools previously attended
9.02:02	Degrees awarded
9.02:03	Academic work

<b>9.02:04</b>	Grades and other faculty evaluations
<b>9.02:05</b>	Applications for admissions
<b>9.02:06</b>	Biographical and identifying information (including name, social security number, sex, marital status, date of birth, residency and citizenship status, ethnic background, academic major and reported prior military service)
<b>9.02:07</b>	Medical data
<b>9.02:08</b>	Current student status
<b>9.02:09</b>	Accounts relating to fees
<b>9.02:10</b>	Scores of results on various standardized tests and interest/attitude inventories
<b>9.02:11</b>	Applications and other data relating to financial aid
<b>9.02:12</b>	Academic advisor notes
<b>9.02:13</b>	Attendance data
<b>9.02:14</b>	Letters of recommendation
<b>9.02:15</b>	Class rolls
<b>9.02:16</b>	Academic and disciplinary offenses
<b>9.02:17</b>	Applications for employment, and
<b>9.02:18</b>	Counseling records

The official academic records keeper at the University of Louisiana Monroe is the University Registrar. Other University offices maintaining student records are the Deans of the Colleges, Academic Department Heads, Academic Advisors, Office of Student Advocacy and Accountability, Career Services, Financial Aid, Controller, Counseling Center, International Students and Veterans Affairs, University Police, Student Health Center, Graduate Office, Student Affairs, Library, Athletics, and Public Affairs.

### 9.3 Access to Records

In general, the records maintained by the University are available only to the student, to university personnel with legitimate educational interests and to other institutions with the consent of the student. The University adheres to the General Education Provisions Act or the Family Educational Rights and Privacy Act Compliance Guidelines for the University of Louisiana Monroe, September, 1976. However, information may be released by the institution to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. Records may also be furnished in compliance with a judicial order or pursuant to a subpoena or with the consent of the student. The education records of a deceased student are not released; exceptions to this policy should be submitted in writing to the University Registrar.

A student or the parent(s) of a confirmed, tax-dependent student may inspect and review all records pertaining to him/her within forty-five (45) days of making a written request for same, except for:

Student may sign a consent form and/or waiver to release personal identifiable records to parents, guardians or acting parents.	
<b>9.03:01</b>	Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student)
<b>9.03:02</b>	Financial records of the student's parents or any information contained in these records
<b>9.03:03</b>	Confidential letters and recommendations put in the files prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended.

<b>9.03:04</b>	Confidential recommendations relating to admission, applications for employment, or honors if the student has waived his or her right to review such records. Where a particular record cannot be reviewed by the student without revealing confidential information relating to other students, the records custodian will inform the student, upon request, of the contents of the record pertaining to that student.
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**9.4 Correction of Education Records**

Students have the right to request that records be corrected if they believe that such records are inaccurate, misleading, or in violation of their privacy rights. Listed below are the procedures for the correction of records:

<b>9.04:01</b>	A student must ask the appropriate official of the University of Louisiana Monroe to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his or her privacy rights.
<b>9.04:02</b>	The University may comply with the request or may decide not to comply. If the University decides not to comply, the student will be notified of the decision and advised of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s privacy rights.
<b>9.04:03</b>	Upon request, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
<b>9.04:04</b>	The hearing will be conducted by a disinterested party; however, the person(s) may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by one or more individuals, including an attorney who has no voice in the hearing; an attorney may only quietly advise the student in a hearing.
<b>9.04:05</b>	The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
<b>9.04:06</b>	If the University decides that the information is inaccurate, misleading, or in violation of the student’s rights of privacy, the University will amend the record and notify the student, in writing, that the record has been amended.
<b>9.04:07</b>	If the University decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, the University will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
<b>9.04:08</b>	The statement will be maintained as a part of the student’s education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, the University must also disclose the statement.

**9.5 Cost**

The University of Louisiana Monroe may charge a reasonable fee for copying education records provided the fee assessed does not effectively prevent the parents and/or students requesting the copies from exercising their right to inspect and review the requested records.

**9.6 Directory Information**

The following items of information from student records may be released by the University without the consent of the student unless the student has notified the University Registrar, in writing, that the student objects to such release:

<b>9.06:01</b>	<b>Name</b>
<b>9.06:02</b>	<b>Address(s)</b>
<b>9.06:03</b>	<b>Telephone number</b>
<b>9.06:04</b>	<b>Awards and scholarships received</b>
<b>9.06:05</b>	<b>Date of birth</b>

<b>9.06:06</b>	<b>Dates of attendance</b>
<b>9.06:07</b>	<b>Degrees and dates received</b>
<b>9.06:08</b>	<b>Current schedule of classes (to ULM, local, state, and federal law enforcement agencies only)</b>
<b>9.06:09</b>	<b>Classification (e.g., freshman, senior)</b>
<b>9.06:10</b>	<b>Level (e.g., undergraduate, graduate)</b>
<b>9.06:11</b>	<b>College and major</b>
<b>9.06:12</b>	<b>E-mail address</b>
<b>9.06:13</b>	<b>Full- and part-time status</b>
<b>9.06:14</b>	<b>Academic honors</b>
<b>9.06:15</b>	<b>Most recent institution attended, including high school</b>
<b>9.06:16</b>	<b>Participation in recognized activities and sports</b>
<b>9.06:17</b>	<b>Photographs (if available– to ULM, local, state, and federal \ law enforcement agencies only)</b>
<b>9.06:18</b>	<b>Weights and height of members of athletic teams</b>

### 9.7 Disciplinary Records

<b>9.07:01</b>	<b>Maintenance</b>
	The University shall maintain a written disciplinary record for every student who has been charged with any disciplinary violation, and such record shall reflect the nature of the charge, the censure imposed and/or any other pertinent information. All disciplinary records shall be maintained by the University for a period of five to seven years; after that time, disciplinary records may be destroyed. However, a record of suspension, dismissal or expulsion from the University for disciplinary reasons may remain on file indefinitely in the Office of Student Advocacy and Accountability. Disciplinary records shall be separate from the student’s academic records and shall be treated as confidential. All information stored on the ULM Student Conduct Management System becomes a permanent student record until it is purged from the system.
<b>9.07:02</b>	<b>Release of Records</b>
	The contents of a student’s disciplinary record may not be revealed except upon court subpoena, the written request of the accused or charged student, the request of the appropriate University hearing panel or a University Official, or as designated in accordance with ULM’s published Family Educational Rights and Privacy Act Compliance Guidelines or the General Education Provisions Act.
<b>9.07:03</b>	<b>Academic Transcripts</b>
	In disciplinary cases where the appropriate University Unit imposes or recommends a censure of suspension, dismissal or expulsion from the University, the Office of Registrar may note these censures on the student’s official academic transcript. At the end of the period of a suspension or upon readmission to the University following suspension, dismissal, or expulsion, the student may petition in writing the Office of Student Advocacy and Accountability to have this notation removed from the academic transcript. Upon the request of the Office of Student Advocacy and Accountability, the Registrar may remove the notation from the academic transcript; however, the record of suspension and dismissal, along with the record of expulsion, shall remain on the student’s records in the Office of Student Advocacy and Accountability. A notation of expulsion may be permanently affixed to the student’s academic transcript.
<b>9.07:04</b>	<b>Expunging of Records</b>

Students who have been found responsible of one or two less serious violations of university rules and regulations and who have exhibited a pattern of appropriate behavior beyond the violations may petition the Office of Student Advocacy and Accountability to expunge these disciplinary records prior to graduation from the University. The student must present a written letter to the Office of Student Advocacy and Accountability requesting consideration for expunging the record at least one to four weeks prior to graduation. A determination will be made by the Office of Student Advocacy and Accountability and/or the appropriate university official, and the student will be notified by email, telephone or by appointment.