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**This Policy Manual becomes effective with the START of the Fall Semester and ends at the “term ends” date following the Second Summer Session.**

## **STATEMENT OF PURPOSE**

This publication is presented by the University of Louisiana at Monroe Office of Student Services and Judicial Affairs to provide students and student organizations with information to guide them in their efforts to function successfully within the University environment. Attempts have been made to include as much information as is feasible in this single document. However, it is neither all inclusive nor does it speak finally for the University. For final authority, students should refer to the ULM undergraduate catalog or contact the Registrar’s Office and/or their Academic Dean.

## **ROLE OF STUDENTS IN UNIVERSITY GOVERNANCE**

The University of Louisiana at Monroe promotes student growth by developing and/or presenting programs and participatory experiences which reflect varied co-curricular, developmental, social and recreational experiences. Student involvement in institutional governance is encouraged and enabled as student representatives serve on University panels, boards, and committees. ULM encourages students to serve as active participants in the everyday decision-making processes that shape and guide the University by providing E-mail, Web site, and print information on a regular basis in addition to granting full and equal press access to student reports.

## **LOUISIANA VOTER REGISTRATION APPLICATIONS**

Louisiana Voter Registration applications are available to all students who are U. S. citizens. Applications may be picked up and completed between 7:30 a.m. and 4:00 p.m. Monday-Thursday and 7:30 a.m. and 11:30 a.m. Friday at the ULM SACS Office located in University Commons II. Office hours may vary during semester breaks and holiday periods.

# ACADEMICS AND PROCEDURES

## ACADEMIC STATUS: GOOD STANDING, PROBATION, AND SUSPENSION

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.

**ACADEMIC GOOD STANDING.** Students who are enrolled or eligible to be enrolled are considered to be in good academic standings.

### ACADEMIC PROBATION

Undergraduate students will be placed on academic probation whenever their cumulative grade point average (GPA) is ten or more quality points below a 2.0. This condition exists when the cumulative quality points (QPTS) is less than twice the quality hours pursued (QHRS) minus 9. Thus, if  $QPTS < (2 \times QHRS) - 9$ , the student is on probation. Quality points are determined by multiplying the numeric course grade (A=4, B=3, C=2, D=1, F or I=0) by the course's credit hours (e.g., an A in a 3-cr. course produces  $4 \times 3 = 12$  quality points). Cumulative quality points is the student's total quality points. Quality hours pursued is the sum of the credit hours for all courses in which a grade of A, B, C, D, F, or I is received. Both QPTS and QHRS are printed on student's transcript and semester final grade report. [Example: Consider a student whose QPTS is 68 and whose QHRS is 40. For this student,  $(2 \times QHRS) - 9 = (2 \times 40) - 9 = 80 - 9 = 71$ . Since the student's QPTS is 68, a value less than 70, the student would be placed on probation.]

1. Once on academic probation, a student will remain on probation (as long as each semester or summer session GPA is at least 2.0) until a cumulative GPA of 2.0 or higher is achieved.
2. Once a cumulative GPA of 2.0 or higher is achieved, a student will be placed in academic good standing.
3. Transfer students may be admitted on probation pending the receipt of official transcripts (credentials) to determine academic status.

### ACADEMIC SUSPENSION

Undergraduate students on academic probation will be suspended from the institution at the conclusion of any semester or summer session in which they fail to earn a GPA of at least 2.0. First-time freshmen will not be suspended prior to the completion of two terms of enrollment.

1. Students suspended for the first time at the end of the spring semester may attend summer school without appeal. If these students raise their cumulative GPA to 2.0 or higher, they are placed in academic good standing and their suspension periods are lifted. They may then attend the fall semester without appeal. If

they do not raise their cumulative GPA to 2.0 or higher in the summer session, the suspension for the fall semester is in effect. In this case, only one suspension is counted against the student.

2. Students suspended for second or subsequent suspensions at the end of the spring semester may also attend summer school. To be readmitted to any semester other than the summer session, they must appeal.
3. Universities in the System shall have one semester suspension, except for second or subsequent suspensions that shall be for one calendar year.
4. An undergraduate student suspended from a System university may not enroll in another university within the System, but may enroll in a community college with approval of both the suspending institution and the community college. Credits earned under these conditions may be accepted for a degree at the suspending institution, provided grades of "C" or higher are earned in each of the courses to be transferred.

### APPEAL OF ACADEMIC SUSPENSION

Students suspended for scholastic deficiency at The University of Louisiana at Monroe may appeal through their academic dean for immediate reinstatement. The appeal from academic suspension consists of a letter of appeal written by the student to the academic dean explaining any extenuating circumstances responsible for poor academic performance. Complete validating documentation to support the circumstances and to demonstrate that circumstances are now such that the student could reasonably be expected to do satisfactory academic work, if reinstated, should be submitted with the letter of appeal. Gaining readmission in this manner permits students to continue in the University, but it does not erase the "Academic Suspension" entered on their record.

Transfer students who have been suspended from other systems may appeal to enroll at System institutions during the academic suspension period only if they have a 2.0 cumulative average. Appeals may be granted or denied.

### DEVELOPMENTAL DISMISSAL

A student whose ACT/SAT score places them in developmental English or Math must successfully complete the course or courses within the first three semesters of enrollment at the University of Louisiana at Monroe to be eligible to maintain continued enrollment. A maximum of three attempts (including drop "W" attempts) will be allowed for the required course. Students who fail to meet this requirement during this time limit must successfully complete the developmental course at another university or community college before being eligible to return to ULM.

## ACT ASSESSMENT

Every degree-seeking, beginning freshman and every (full-time or part-time) undergraduate transfer student who has

earned fewer than 12 semester hours must complete the American College Test (ACT) and have official scores sent directly from ACT to ULM (ACT code 1598). Since certain courses (English/Mathematics) have ACT prerequisites, all students should have official scores sent prior to their enrollment.

Information concerning the ACT program is available in the ULM Testing Center.

## ACADEMIC APPEALS COMMITTEE

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

## ADDING AND DROPPING COURSES

Students will not be admitted to any class unless the instructor has received a roster or notice indicating proper registration from the Registrar.

Students will not be permitted to add or drop courses after the published add and drop date without their dean's approval.

Students may not enroll in more than one section of the same course unless specified in the University catalog.

Class prerequisites must be completed as prescribed by the most current catalog, regardless of the catalog or curriculum in effect for any student.

All students are encouraged to consult with their academic advisor before adding or dropping a course; however, to add or drop a course, freshmen must obtain a signed Drop/Add form from their academic advisor, department head, or dean. To be added into a full course, students must also obtain the signature of the dean responsible for the course. Students must submit completed Drop/Add forms to the Registrar's Office.

Adding and dropping classes are functions which should be completed via arrow ([arrow.ulm.edu](http://arrow.ulm.edu)), unless prerequisite issues require a signature by an academic unit. In these cases, a student is required to process an add/drop form and turn it in to the Registrar's Office. Students using arrow are strongly encouraged to print a copy of the screen displayed when they drop a course and to verify that they have been removed from the course by reviewing their course schedule. A grade of "F" will be assigned to a student who does not drop the course from his/her schedule.

A student may drop any subject with a notation of "W" (withdrawn from class) within the time limit specified in the University Calendar. Withdrawals during that period carry no academic penalties.

## APPEALING A GRADE

### Purpose

The academic grade appeal provides a fair means for **appealing a final grade** in a course if the student believes the final grade to have been determined unfairly.

## I. General Conditions for All Academic Grade Appeals

### A. Inappropriate Uses of Appeal

An appeal shall not be used to question the professional judgement of a faculty member, the content of an examination, or other course requirements.

### B. Only Final Grades Can Be Appealed

Only the final grade in a course may be appealed. Individual test scores are not subject to an appeal; individual grades will be considered only as they bear upon the final grade. The final grade in a course may be appealed only if the student believes that the faculty member:

1. Has not adhered to grading standards and requirements in the course syllabus or
2. Has not used criteria uniformly to evaluate the student's academic work compared with the work of other students.

### C. Original Appeal Cannot Be Expanded

The student may not expand the original appeal beyond that initially presented to the faculty member.

### D. Time Frames Must Be Observed

The student must initiate an appeal within fourteen calendar days of the beginning of the next semester or summer term following the academic term in which the questioned grade was assigned. Any subsequent appeals to each higher level must be made within seven days of the student's notification of the decision. Under normal circumstances, if the student who is appealing a grade fails to meet any deadline of appeal to the next higher level, the appeal will be considered withdrawn.

### E. Appeal to Succeeding Levels

1. It is the student's responsibility to carry the academic grade appeal to each succeeding level. Each written request shall include:
  - a. Date of letter
  - b. Student name and identification number
  - c. Course name, number, and section
  - d. Name of faculty member
  - e. Date of student/faculty conference
  - f. Statement concerning basis for appeal for grade change, with any supporting documentation
  - g. Grade believed deserved
  - h. Student's legal signature
2. A faculty member may appeal an academic grade appeal decision made at the level of department head, dean, or Vice President for Academic Affairs by making a written request. Each written request shall include:
  - a. Date of letter
  - b. Student name and identification number
  - c. Course name, number, and section
  - d. Name of faculty member
  - e. Date of student/faculty conference
  - f. Date of decision being appealed
  - g. Statement concerning basis for appeal of decision, with any supporting documentation
  - h. Grade believed deserved
  - i. Faculty member's legal signature

The time frames that apply to the student shall apply to the faculty also. Under normal circumstances, if

the faculty member who is appealing a decision fails to meet any deadline of appeal to the next higher level, the appeal of decision will be considered withdrawn.

## II. Academic Grade Appeals at Different Levels (General conditions for all academic appeals apply at all levels.)

### A. Faculty Member

The student must first meet with the faculty member to attempt to resolve the matter.

### B. Department Head/Chair

If the matter is not resolved with the faculty member, the student shall send a written request to the faculty member's department head/chair for a conference with the department head/chair and faculty member. The department head shall provide the faculty member with a copy of the written request. The faculty member shall provide the department head with a statement concerning the basis for the grade with any supporting documentation. The department head, faculty member, and student shall meet to discuss the appeal. The department head shall notify the student and faculty member of the decision.

### C. Dean

#### 1. College of Health Sciences

If the student wishes to appeal the decision of the department head, a written request for a meeting shall be sent to the associate dean of the College of Health Sciences. The department head shall provide the associate dean with a statement concerning the basis for the grade with any supporting documentation. The associate dean shall meet with the department head, faculty member, and student to discuss the appeal and shall notify them of the decision.

If the student wishes to appeal the decision of the associate dean, a written request for a meeting shall be sent to the dean of the College of Health Sciences. The associate dean shall provide the dean with a statement concerning the basis for the grade with any supporting documentation. The dean shall meet with the associate dean, department head, faculty member, and student to discuss the appeal and shall notify them of the decision.

#### 2. College of Pharmacy.

If the student wishes to appeal the decision of the department head, a written request for a meeting shall be sent to the associate dean of academic affairs of the College of Pharmacy. The department head shall provide the associate dean with a statement concerning the basis for the grade with any supporting documentation. The associate dean shall meet with the department head, faculty member, and student to discuss the appeal and shall notify them of the decision. If the student wishes to appeal the decision of the associate dean, a written request for a meeting shall be sent to the dean of the College of Pharmacy. The associate dean shall provide the dean with a statement concerning the basis for the grade with any supporting documentation. The dean shall meet with the associate dean, department head, faculty member, and student to discuss the appeal and shall notify them of the decision.

### 3. All other Colleges

If the student wishes to appeal the decision of the department head, a written request for a meeting shall be sent to the faculty member's dean. The department head shall provide the dean with a statement concerning the basis for the grade with any supporting documentation. The dean shall meet with the department head, faculty member, and student to discuss the appeal and shall notify them of the decision.

### D. Vice President for Academic Affairs

If the student wishes to appeal the decision of the dean, a written request for a meeting shall be sent to the Vice President for Academic Affairs. The dean shall provide the Vice President with a statement concerning the basis for the grade with any supporting documentation. The Vice President shall meet with the dean, department head, faculty member and student and shall notify them of the decision.

### E. Academic Appeals Committee

If the student wishes to appeal the decision of the Vice President for Academic Affairs, a written request for a meeting shall be sent to the Academic Appeals Committee through the Vice President for Academic Affairs who shall provide the Academic Appeals Committee with a statement concerning the basis for the grade with any supporting documentation. The Academic Appeals Committee shall review the appeal and render a final decision and shall notify the student, faculty member, department head, dean and Vice President for Academic Affairs of the decision.

## AUDITING COURSES

Students may be admitted to regular classes for audit by meeting admission requirements, receiving the approval of the instructor's academic dean, and by paying tuition for the class. An audit may not be changed to credit, or vice versa, after registration closes. Students auditing courses will not receive credit, nor will they be permitted to take a credit examination (departmental exams) on work audited. Credit hours for courses audited are figured in fee assessment, but not for certification of enrollment status (full-time/part-time). Any student using fee waiver cannot register for audit.

## BILLING PROCEDURES

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" or by mail in the Controller's Office, or via web payment by the published deadline in order that the payments are not considered to be late payments.

**Note:** Pay full amount shown. Do not adjust the fee bill. If the balance shown needs adjusting, contact Student

Account Services at (318) 342-5116. For questions concerning Financial Aid call (318) 342-5320.

- B. Students who do not pay registration fees by the published deadline:
1. May lose all classes which were registered (may lose all registered classes for term)
  2. Register during late registration, and
  3. Pay a \$50.00 late fee for four or more hours.
- C. Failure to view the fee statement on line 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 Arrow System. An e-mail to remind students of the fee deadline will be sent approximately 2 weeks prior to the fee deadline.
- D. 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 \$50 late 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.

## CHANGES OF CURRICULA/CATALOG

After their first registration, students will not be permitted to change curricula except on the advice and consent of the academic deans of both colleges concerned. A Change of Curriculum Request form must be used, and the proposed change is not official until the required approvals have been obtained and the slip has been filed in the Registrar's Office. When students change their major after the last date for adding courses in a semester or summer session, the change does not become effective until the next period of enrollment. If a new catalog is in effect when the change becomes official, the student will be subject to regulations of the new catalog.

Students who interrupt their college work for two or more calendar years, students who change their curriculum, or students who enroll in programs requiring a new application will graduate according to the requirements of the catalog in effect at the time of their re-entry or curriculum change. It should be noted, however, that class prerequisites must be completed as prescribed by the most current catalog, regardless of the catalog or curriculum in effect for any student. Students must change catalogs if they change their major, apply for admission or readmission, or gain admission to a professional program (except for teacher education majors).

## CHEATING AND PLAGIARISM

- I. Definitions:
- A. Academic cheating includes the accomplishment or attempted accomplishment of the following:
1. Copying or obtaining information from another student's test paper.\*
  2. Using, during a test, materials not authorized by the person giving the test.\*\*
  3. Collaborating, conspiring, or cooperating during a test with any other person by giving or receiving information without authority.
  4. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
  5. Selling or giving away all or part of an unadministered test or any information concerning specific questions and items on an unadministered test.
  6. Requesting, bribing, blackmailing, or in any other way causing any other person to obtain an unadministered test or information about an unadministered test or a test in the process of being administered.
  7. Substituting for another student, or permitting any other person to substitute for oneself to take a test.
  8. Submitting as one's own, in fulfillment of academic requirements, any theme, report, term paper, essay, other written work, art work, painting, drawing, sculpture, musical composition or other art work prepared totally or in part by another person.
  9. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirement any theme, report, term paper, essay, other written work, painting, drawing, sculpture or other art work.
  10. Submitting artificially produced data or information in the place of descriptive, experimental, or survey results.
  11. Any other devious means of securing an unearned grade in a non-credit course or in a course offered for credit.
- \*A student looking on another student's paper is considered cheating.
- \*\*The presence on one's person (or in close proximity thereto) of a condensation of test information which could be regarded as a "cheat sheet" will be considered adequate evidence to establish cheating.
- B. Plagiarism is the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered for credit.

### Copyright

#### A. 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.

#### B. 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.

#### C. Institutional Works

The University shall retain ownership of works created as institutional works as described in Section IV 1 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.

### II. Academic Procedures and Censures

#### A. Procedures

An alleged instance of academic cheating or plagiarism shall be investigated by the instructor. If he/she feels the student is responsible, the incident must be reported in writing within one week following the incident to the department head and/or the associate dean (or other appropriate administrator), who will report the incident in writing to the Office of Student Services and Judicial Affairs. The Office of Student Services and Judicial Affairs (or his authorized agent) will determine and report back to the department head and/or associate dean whether there exists any record of previous such incidents\*, or if other violations of student conduct are on record for the student. With this information, the instructor may meet with the department head (and/or the associate dean), to further discuss the incident and determine the nature of the offense and assign the appropriate penalty. If necessary, the student's academic dean may be consulted. A penalty of suspension, dismissal, or other penalties as described under "Censures" (below) may be imposed by the student's academic dean if the student's record reveals

previous offenses or if the nature of the offense would call for a more severe penalty. The student and the Office of Judicial Affairs will be informed of the penalty in writing in a timely manner (and may also be informed in person) by the instructor, the department head, the associate dean, or other appropriate University administrator.

#### B. Censures (Penalties)

Penalties for cheating and plagiarism will generally be more severe in instances in which the student has had previous violations of University standards of student conduct (academic or non-academic), and can vary with the nature of the offense and the circumstances. At the very least, a student must be assigned a value of zero for the work involved. However, if determined appropriate, a student can be assigned the grade of "F" for the course, or, by action of the student's academic dean, can be placed on academic suspension or dismissed from a major or professional degree program following a first offense.

\*A file of such incidents will be maintained in the Office of Student Services and Judicial Affairs

### III. Appeal Procedure for Ruling on Cheating or Plagiarism

#### A. Timelines

An appeal, if one is made, must begin within three working days of notification of the decision. Each subsequent step in the appeal process must begin within five working days of the decision rendered in the preceding step.

#### B. Criteria

A student may appeal a decision rendered by the process described under "II. Academic Procedures and Censures" if:

1. A procedural error has occurred.
2. New evidence has been secured. This evidence must be supported by affidavits or other supporting documentation which will be reasonably reviewed by the appropriate University Administrator.
3. The penalty is disproportionate to the violation. Clear and convincing reasons must be given to show that the penalty does not meet the test of reasonableness and fairness.
4. The decision is unsupported.

#### C. Process

1. It is the student's responsibility to carry the appeal to each succeeding level. Each written request shall include:
  - a. Date of letter
  - b. Student name and identification number
  - c. Course name, number, and section
  - d. Name of faculty member
  - e. Date of student/faculty conference
  - f. Statement concerning basis for appeal, with any supporting documentation
  - g. Student's legal signature.
2. Appeals at different levels (general conditions for appeals apply at all levels).



- a. Faculty member—The student must first meet with the faculty member to attempt to resolve the matter.
- b. Department head—If the matter is not resolved with the faculty member, the student shall send a written request to the faculty member's department head for a conference with the department head and faculty member. The department head shall provide the faculty member with a copy of the written request. The faculty member shall provide the department head with a statement concerning the basis for the penalty with any supporting documentation. The department head, faculty member, and student shall meet to discuss the appeal. The department head shall notify the student and faculty member of the decision.
- c. Dean—
  1. College of Health Sciences  
If the student wishes to appeal the decision of the department head in the College of Health Sciences, a written request for a meeting shall be sent to the associate dean of the School of Pharmacy for departments in that school or the associate dean of the College of Health Sciences for all other departments within the college. The department head shall provide the associate dean with a statement concerning the basis for the penalty with any supporting documentation. The associate dean shall meet with the department head, faculty member, and student to discuss the appeal and shall notify them of the decision.  
If the student wishes to appeal the decision of the associate dean, a written request for a meeting shall be sent to the dean of the College of Health Sciences\*. The associate dean shall provide the dean with a statement concerning the basis for the grade with any supporting documentation. The dean shall meet with the associate dean, department head, faculty member, and student to discuss the appeal and shall notify them of the decision.
  2. All Other Colleges  
If the student wishes to appeal the decision of the department head, a written request for a meeting shall be sent to the faculty member's dean.\* The department head shall provide the dean with a statement concerning the basis for the penalty with any supporting documentation. The dean shall meet with the department head, faculty member, and student to discuss the appeal and shall notify them of the decision.
- d. Academic Appeals Committee—If the student wishes to appeal the decision of the faculty member's dean, a written request for a meeting shall be sent to the Academic Appeals Committee through the faculty member's dean, who shall provide the

Academic Appeals Committee with a statement concerning the basis for the penalty with any supporting documentation. The Academic Appeals Committee shall review the appeal and render a final decision and shall notify the student, faculty member, department head, dean, and Vice President for Academic Affairs of the decision.

- e. Vice President for Academic Affairs—If the student wishes to appeal the decision of the Academic Appeals Committee, a written request for a meeting shall be sent to the Vice President for Academic Affairs. The committee shall provide the Vice President with a statement concerning the basis for the penalty with any supporting documentation. The Vice President shall review the appeal to ensure due process, and shall notify the student, faculty member, department head, dean and the Chair of the Academic Appeals Committee of the decision.

\*In the event that the incident occurred in a course not in the student's academic college, but a penalty of suspension or dismissal has been imposed by the student's academic dean (as described under II.B. Censures above), an appeal concerning the matter of responsibility (or not) would involve the faculty member's dean; an appeal concerning the severity of the penalty would involve the student's dean. In either case, the appeal would be made to the Academic Appeals Committee as in "d." above.

*Related Sections - 3.02:05, 7.01:03, 7.02:03*

## **CLASS ATTENDANCE REGULATIONS/EXCUSED ABSENCES**

Students:

1. Class attendance is regarded as an obligation and a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the University.
2. Any student who is not present for at least 75% of the scheduled class sessions in any course may receive a grade of "W" if this condition occurs prior to the last day to drop a course or a grade of "F" after that date.
3. Any University-related activity requiring an absence from class will count as an absence when determining if a student has attended 75% of class meetings.
4. Students are responsible for the effect absences have on all forms of evaluating course performance. Thus, the student is responsible for arranging the allowed make up of any missed work.

Faculty:

1. Instructors shall keep a permanent attendance record for each class. These records are subject to inspection

by appropriate University officials and should be available at all times.

2. Attendance of class meetings may not constitute more than 10% of the course grade unless justified by the instructor and approved by the department head and dean.
3. Faculty members are required to state in writing and explain to students their expectations in regard to class attendance during the first class meeting or by the last day to add (third official day of classes).
4. Faculty members are expected to work with students to allow for completion of classwork and assignments if the student's absence results from his/her required participation in a University-sponsored activity provided that, prior to the absence, the student makes arrangements to complete all missed work.
5. Students are usually allowed to make up work and/or tests missed because of serious illness, accident, or death in the family. Staff members in the Division of Student Life and Leadership will make every effort to inform the faculty member concerning class absences on behalf of the student in these instances.

## CLASSIFICATION OF STUDENTS

Classification of students, based upon the number of credits earned, is made in the Registrar's Office at the end of each enrollment period and is revised as necessary.

The rules governing the classification of students are as follows:

1. FRESHMAN – Having fewer than 30 semesters hours of credit.
2. SOPHOMORE – Having at least 30, but less than 60 semester hours of credit.
3. JUNIOR – Having at least 60, but less than 90 semester hours of credit.
4. SENIOR – Having at least 90 semester hours of credit.

## CLASSROOM BEHAVIOR

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,

- (1) the instructor's ability to conduct the class or
- (2) the inability of other students to profit from the instructional program will not be tolerated.
- (3) 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, such 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 Disruptive Classroom Incident Report sent to the Office of Student Services 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 a *Disruptive Classroom Incident Report* with the Office of Judicial Affairs 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 Disruptive Classroom 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 Judicial Affairs is the custodian of all disciplinary actions 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 insure 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 Judicial Affairs recommends the following steps the instructor may take to address the students 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 Disruptive Classroom Incident Report and submit a copy to the office of Judicial Affairs with actions taken,
- (5) if the students 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 Judicial Affairs.

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 Judicial Affairs 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 Judicial Affairs requires written documentation by submission of the *Disruptive Classroom Incident Report* which will contain factual and descriptive information.
- The student is entitled to see this documentation.

### Disruptive Classroom Incident Report

The Disruptive Classroom Incident Report shall contain the following information:

- A. Date of Report
- B. Student's Name:
- C. CWID#:
- D. Instructor's Name:
- E. Instructor's Phone Number:
- F. Instructor's E-Mail:
- G. Title of Course, Course Number and Section:
- H. Date/Time/Location of Incident:
- I. Attach a detailed summary of the incident, including a description of the disruptive behavior
- J. Witnesses
- K. Action, if any, taken by the instructor (e.g. student warned, asked to leave the class, etc):
- L. List Charges as listed in the Standards of Conduct for Students, Section Five such as
  - (1) 5.03:12 Intentional obstruction, 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) 5.03:40 Lifting, taking or acquiring possession of, without permission, any academic, personal or financial materials (tests, information, research papers, notes, books, periodicals, etc.) from a member of the University community. This would include copyright violations.
  - (4) 5.03:46 Unauthorized access to or misuse of University computers, computer systems, networks, or services. This includes services such as Face Book, My Space, etc.
- M. What was your course of action and reasons for this action?
- N. Instructor's signature

**Classroom Disruption Incident Form** is located at <http://www.ulm.edu/forms/> under Student Affairs.

### 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:

Refer to the "Procedure for Appealing" found in the front section of the *Student Policy Manual* under **Academics and Procedures**.

- I Faculty Member
- II Department Head and/or Academic Head/Dean
- III Academic Appeals Committee
- IV 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 Code of Student Conduct manual.

## COMPUTING GRADE POINT AVERAGE

Grade point averages are used in determining a student's academic standing. Based on a four-point system, averages are computed by: multiplying the number of semester hours of each course by the number value of the letter grade earned; totaling quality points earned; totaling quality hours pursued and dividing the quality point total by the number of quality hours attempted pursued. In such computation, semester hours are also considered for all courses with grades of "F" and "I." The University is on a 4.0 grade value where A=4, B=3, C=2, D=1, F=0, and I=0.

**The graduation average** is the corrected average figured on coursework earned toward the degree. When a student repeats a course, the last grade received shall be accepted as the final grade in determining graduation requirements. Students receive their diplomas based upon their individual graduation averages.

**The cumulative average** is based upon all hours pursued, including repeats, and is used in determining honors for graduation, as well as for admission to graduate and professional programs.

## COURSE LOAD

Undergraduate students are classified full time if they schedule 12 or more semester hours of credit (not including audits). However, during a regular semester, a schedule of 15 to 18 semester hours is considered a standard load. Academic deans, at their discretion may allow the student to schedule more semester hours.

During the summer term a schedule of six hours per session is considered a normal load; however, students are classified full-time if they schedule (for credit) four or more semester hours. Maximum load is seven semester hours in a summer session; developmental students may schedule 8 semester hours if one five-hour developmental course is scheduled along with a three-semester hour course.

The credit hour load for student teachers registered for six or more hours of student teaching is limited to 15 semester

hours except as approved by the Dean of the College of Education and Human Development,

The University does not guarantee that during a given enrollment period a student will be able to schedule every class which he or she might be required or wish to take.

NOTE: See the section on the Graduate School for regulations concerning course load for graduate students.

## CREDIT EXAMINATIONS

If a student feels he 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 offered or recognized by ULM. The types administered at ULM: 1) ULM Credit Examination, administered by Academic Departments. 2) Subject Examinations of College Level Examination Program (CLEP) administered by College Board. 3) American College Testing Program. 4) Advanced Placement Examination administered by College Board. Contact the Testing Center (342-5336) for more information.

## DEGREES WITH HONORS

Baccalaureate and Doctor of Pharmacy degrees are awarded cum laude to students whose cumulative grade point average falls within the range of 3.500 through 3.749, magna cum laude to students whose cumulative grade point average falls within the range of 3.750 through 3.899; and summa cum laude to students whose cumulative grade point average falls within the range of 3.900 through 4.00.

The cumulative average is the uncorrected average figured on all courses attempted, which includes ULM, transfer, and repeated courses. An "A" grade equivalent must be determined for credit (CR) grades awarded to a student for international transfer coursework in order for the student to receive highest honor graduate recognition. Only students receiving a baccalaureate or Doctor of Pharmacy degree are eligible to be recognized for honors.

## DEVELOPMENTAL COURSES

1. Developmental courses are designated with a course number that is less than 100.
2. Students required to take a developmental course must enroll in that course each semester in which they attend ULM until the course is completed with a grade of "C" or better.
3. A student whose ACT/SAT score places them in developmental English or Math must successfully complete the course or courses within the first three semesters of enrollment at the University of Louisiana at Monroe to be eligible to maintain continued enrollment. A maximum of three attempts (including drop "W" attempts) will be allowed for the required course. Students who fail to meet this requirement during this time limit must successfully complete the developmental course at another university or community college before being eligible to return to ULM.
4. Developmental courses may not be used to satisfy a requirement in any degree program.

## GRADUATION CEREMONIES

Commencement exercises are held at the end of the fall, spring, and second summer session. Degree candidates must be present unless special permission is granted from the dean of the appropriate college.

## HONORS PROGRAM

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.

## INCOMPLETE or "I" GRADE

Work which is of satisfactory quality but which, because of circumstances beyond the student's control, is not complete, may be marked "I" (incomplete). The deficiency must be met within the first month of the next regular semester or within the first two weeks of either summer session of attendance (whichever comes first). "I" grades are removed only by completion of the course work, not by repeating the course. "I" grades are computed as "F" grades, unless changed to a final passing grade. If the student does not resume studies either at this university or elsewhere within a calendar year following the semester or summer session for which the "I" grade was recorded, the "I" grade cannot be removed. Instructors should not allow students to complete work for a course in an attempt to remove an "I" grade without prior approval of the instructor's academic dean.

## MAKEUP EXAMINATIONS

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."**

## PRESIDENT'S AND DEAN'S LIST

The President's List is released at the end of each semester for undergraduate students pursuing a bachelor's degree. To qualify for this list, undergraduate students pursuing a bachelor's degree must be full-time and must earn a 3.9 or higher grade point average. To qualify for the Dean's List, undergraduate students pursuing a bachelor's degree must be full-time and must earn a 3.5-3.89 grade-point average.

## REPEATING COURSES

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.

## REQUESTING A TRANSCRIPT

Official transcript requests must be made in writing on forms supplied on the Registrar's web site ([registrar.ulm.edu](http://registrar.ulm.edu)) or in the Registrar's Office with the required picture identification. 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 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 ARROW ([arrow.ulm.edu](http://arrow.ulm.edu)), the university online student services system.

## RESIGNATIONS AND DROPS ("W" GRADES)

"W" grades are assigned when a student officially drops a course or officially resigns from the University. The resignation/drop date is three weeks after mid-semester during a regular semester and the equivalent period for a summer session term. The date is published in the official University calendar.

The "W" resignation grades appear on the student's academic record beginning with the first class day of the semester or session. The "W" drop grades appear on the student's academic record after the last day to add classes.

Only in rare cases will students be allowed to drop or resign after the resignation/drop date. The student who has an extraordinary case with extenuating circumstances shall submit to the academic dean a letter of appeal and

documentation to substantiate the case. Extraordinary cases do not include dissatisfaction with an anticipated grade or the decision to change a major. If approval to drop a course is granted, the student also must 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. (See Undergraduate Catalog for Course Drop and Resignation Policy.)

## TRANSFER CREDITS

Available in electronic form in the University Policy

Database: <https://webservices.ulm.edu/policies/index.php>.

- A. Students wishing to transfer credits from another institution to the University of Louisiana at Monroe (ULM) must file an official transcript from that institution with ULM's Office of Recruitment and Admissions.
- B. 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.
- C. 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.
- D. 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 or the Office of Recruitment and Admissions if they are unclear as to whether academic credit at other institutions is transferable.
- E. 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 101-102. A student with such credit must take ULM's English 101-102 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.
- F. After students have earned 60 semester hours of credits required for a degree, they may not use additional credits earned in a two-year college to fulfill degree requirements, unless authorized to do so by the dean.
- G. 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.
- H. 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.
- I. Transfer Credit Practices of Designated Educational Institutions, by the American Association of Collegiate 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 nonacceptance 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.

# GENERAL INFORMATION

## ACCIDENT OR HEALTH EMERGENCY

In the event of an accident or emergency illness, immediately notify the **UNIVERSITY POLICE (Ext. 5350)**. University Police can normally determine if the individual needs to be evacuated from the area and by what means or if a visit to Student Health Services is necessary. Very often, a trip to Student Health Services will suffice.

If possible, the University Police should determine the need for an ambulance. **If an ambulance is required, the request should be made by the University Police to assure speedy dispatch.** The ambulance company will not normally respond to an individual's call from the campus unless the individual is willing to give his name and be held responsible for the ambulance bill. In cases of extreme emergency, it may be necessary for an individual to call for ambulance services direct. Dial 9-1-911. This is a matter of judgement on the part of the individual concerned. Expenses incurred as a result of an accident or illness must be paid by the student. In the event of accident or emergency, call the following:

**University Police, 5350**  
**Ambulance, 1-911**  
**(Fire Dept. will also respond)**

## ATHLETIC TICKET POLICY FOR STUDENTS

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.

## AXIS TV SYSTEM

The Office of University Relations shall serve as the clearinghouse (creating, posting, and deletion) for all messages to be placed on the closed circuit message board. The Director of University Relations will be responsible for the project.

Appropriate types of TV messages are:

- messages that directly involve ULM students, faculty, and staff
- messages that highlight activities occurring on campus
- student led activities such as fraternity and sorority functions, SGA, campus club functions, Campus Activities Board, etc.
- sports and special events such as plays, concerts, etc.
- critical deadlines for ULM's academic calendar
- congratulations to University Departments,

Organizations, and/or individuals for awards and honors

Inappropriate types of TV messages are:

- personal messages
- non-ULM activities
- personal items for sale

If you have any questions regarding this new messaging system, please call 342-5440 and ask for Claudia Evans or Laura Harris. E-mail your campus messages to lharris@ulm.edu and evans@ulm.edu.

## CHECK CASHING PROCEDURE

LaCapital Federal Credit Union on Northeast Drive will cash checks for students, faculty or staff if they are members of LaCapital Federal Credit Union.

## COMPUTER ACCESS AND USE

Enrolled students are assigned an account on the ULM campuswide network that will provide general access for E-Mail and to the Internet. Issues with accounts may be addressed by the Computing Center Help Desk by dialing 342-3333, or by the Customer Service Desk, located in Administration 1-83. Other academic computer labs and networks are controlled by the College and Departments housing these systems.

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.

## CONFIDENTIALITY OF STUDENT RECORDS Revised 7/1/08

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 FERPA 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.

## DEBT INFORMATION

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

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

## FOOD AND DRINK POLICY

Food or drink is not allowed in auditoriums, classrooms, laboratories, and other instructional support areas.

## IDENTIFICATION CARDS

Student identification (I.D.) cards are issued to all students. ID cards are the property of the University of Louisiana at Monroe and are provided for appropriate use for identification, transactions and access to services. ID cards shall be surrendered upon request to ULM Police or other university personnel. A student I.D. card is required for admission to all University events. Full and part-time students' I.D. cards are required for admission to athletic events. Both full-time and part-time student I.D. cards will be required for checking out library material and transactions at the La Capitol Federal Credit Union. The ID card is reactivated each semester you are registered for classes. Replacement cost for I.D. cards is \$15. Students resigning or graduating from the University should keep their I.D.s for future use. The card is not transferable and is valid as long as the holder continues his/her specific affiliation with the University of Louisiana at Monroe. Any misuse, alteration or fabrication of the card will subject the bearer to disciplinary action by the University.

Cards issued to employees and individuals affiliated with the University of Louisiana at Monroe must be surrendered to the appropriate department upon separation. Cards issued to persons participating in special programs, (e.g., camps, workshops, etc.) sponsored by the University must be returned to the sponsoring department upon completion of the program. Retirees turn their cards in and are reissued a retiree card after concluding their service to the University.

Cards are issued and replaced at the SACS Office located in University Commons II, 4031 Northeast Drive, Suite 2153. Cards that malfunction due to a faulty computer chip and not due to misuse will be re-issued at no charge provided the old card is returned at the time of service. There is a \$15 fee to replace a card for name or identification number changes, and for lost, stolen or damaged ID cards. Do not leave cards in direct sunlight or expose to extreme heat or open flame (clothes dryer or iron.) Do not machine wash, use as a scraping tool, do not crimp, bend, or twist card, do not immerse in alcohol, ethanol, methyl, etc., do not bite or chew, do not pound with pen or tool and do not punch a hole or slot in card. Card-bearers should never loan their card to anyone else and should always protect their card by placing in wallet or purse. Additional information is available at the SACS Office or at the SACS website at <http://www.ulm.edu/sacs/>.

## INSURANCE (STUDENTS)

- A. 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 at 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.
- B. Student Injury and Sickness Insurance. Enrolled domestic students have available to them a plan of group student injury and sickness insurance. This plan is mandatory for all international students enrolled at the university. In the fall semester, applications and policy information are mailed directly to the student from the insurance company following the close of telephone registration. In the spring and summer semesters, enrolled students may obtain the application and policy information from the Office of Student Services and Judicial Affairs located in the Student Center 239. **ALL QUESTIONS CONCERNING THE INSURANCE COVERAGE MUST BE ANSWERED BY THE INSURANCE COMPANY BY TELEPHONING THEIR TOLL FREE NUMBER.** At the time of registration, the University will automatically assess international students the insurance premium each semester unless they can provide proof of adequate government-sponsored coverage or personal insurance coverage including medical evacuation (benefits to be paid for the evacuation of the insured person to the home country) and repatriation (benefits to be paid for preparing and transporting the remains of the deceased's body to the



home country). An embassy letter or personal insurance policy must be submitted to the Office of Student Services and Judicial Affairs for review if an international student requests exemption of the cost and subsequent enrollment in this mandatory insurance plan. Request for exemption must include supporting documentation and must be approved by the Office of Student Services before 10th day of the semester.

**KXUL POLICY STATEMENT**

The University of Louisiana at Monroe, in accordance with the Noncommercial Educational FM Broadcast License issued by the Federal Communications Commission and held by the University of Louisiana System Board of Supervisors, shall operate radio station KXUL to serve both the constituents of the University and the greater listening community. The ULS Board of Supervisors, as licensee, ultimately retains full authority and responsibility for the operation of radio station KXUL, and is accountable for the adherence and compliance with all laws and with the rules of the Federal Communications Commission.

The responsibility for the daily operation of KXUL is vested in the Faculty Supervisor appointed from the faculty of the Department of Communication within the College of Arts and Sciences. The University recognizes, however, that one method of providing students the educational opportunities vital to the mission of KXUL is to delegate to students significant operational responsibilities.

KXUL shall supplement the academic curriculum by providing students creative opportunities in writing, production, and performance for the electronic media; practical exposure to broadcast programming decision-making; the application of broadcast journalism practices; an orientation to applied marketing principles; familiarity with issues related to ethics and legal compliance; as well as personnel, financial, and operational management experience. However, such curriculum enhancement is just one aspect of KXUL; the station shall also provide for the enrichment of its listening audience, the greater University, and for community volunteers participating in the station.

The University considers KXUL a valuable outreach service and forum for the greater community and strives to ensure the station produces programming consistent with professional standards, but without inhibiting the free and open discussion of ideas and issues.

Radio station KXUL serves four basic constituencies: students pursuing academic degrees within the Department of Communication, the greater student body of the University, the University community as a whole, and the greater external community. The financial foundation for the station is therefore rightfully spread between the academic budget of the University, student self-assessed fees, the University general fund, and contributions from the community.

Participation in the KXUL staff is open to all students, faculty, and staff of the University, regardless of sex, race, color, sexual orientation, religion, national origin, age, or handicap. Community volunteers may also participate in the activities of KXUL, regardless of sex, race, color, sexual orientation, religion, national origin, age, or handicap, as long as such involvement does not preclude the participation of qualified University students, faculty, and staff, as determined

by the station’s Faculty Supervisor. Individuals seeking to participate in the KXUL staff must complete a volunteer application to be submitted to the KXUL Student Manager delegated such responsibility by the KXUL Faculty Supervisor.

To view the complete KXUL Policy Statement, visit the Web site <http://www.ulm.edu/ulmstudents/>

**LIBRARY**

Fall & Spring Semester  
 Monday-Thursday 7:30 a.m.-Midnight  
 Friday 7:30 a.m.-1:00 p.m.  
 Saturday CLOSED  
 Sunday 2:00 p.m.-Midnight

Summer Sessions  
 Monday-Thursday 7:00 a.m.-10:00 p.m.  
 Friday 7:00 a.m.-1:00 p.m.  
 Saturday CLOSED  
 Sunday 6:00 p.m.-10:00 p.m.

Changes in library hours will be posted. The building will be locked at closing time. All library transactions must be completed at least 30 minutes before closing time.

**LIBRARY WEB PAGE**

A. The University of Louisiana at Monroe Library web site address is [www.ulm.edu/library](http://www.ulm.edu/library). You can access library services from the web page menu. Currently registered ULM/LDCC students, faculty and staff can also access library services remotely. A Student ID and PIN (Personal Identification Number) are required for remote access.

**LOAN PERIODS AND POLICIES**

	STUDENTS	FACULTY/ STAFF	RETIRED FACULTY	COURTESY/ LALINC
<b>LOAN PERIOD</b>	28 days	1 year	28 days	28 days
<b>HOLDS</b>	Yes	Yes	Yes	Yes
<b>FINES</b>	.10/day \$50 max/item Recalls=.20/day Reserve=.60/hour \$5/day	No fines	.10/day \$50 max/item Recalls=.20/day	.10/day \$50 max/item Recalls=.20/day
<b>RENEWALS</b>	5/item max	1/item max	5/item max	5/item max
<b>OVERDUE</b>	1 overdue blocks borrowing	5 overdues blocks borrowing	1 overdue blocks borrowing	1 overdue blocks borrowing
<b>LOST ITEMS</b>	charged replacement cost + total fine + processing fee	charged replacement cost + processing fee	charged replacement cost + total fine + processing fee	charged replacement cost + total fine + processing fee
<b>MAXIMUM# OF ITEMS BORROWED</b>	20	100	20	20
<b>RESERVE PRIVILEGES</b>	Yes	Yes	No	No

## LIBRARY REGULATIONS

- A. Closed Stacks:** Journals located in Closed Stacks must be requested at the Serials counter. These items are only available Monday-Thursday from 7:30 a.m.- 4:00 p.m., Friday 7:30 am – 12:30 pm.
- B. Course Reserves:** Instructors may place books used for assigned class reading on reserve at the Circulation/Reserve Counter.
- C. Eating, Drinking and Tobacco Products:** No foods, beverages or tobacco products are allowed in the library.
- D. Fines and Charges:** Before paying fines at LACAP, you must obtain a signed form at the Circulation counter in the Library, Monday-Thursday, 8:00 a.m.-4:00 p.m., Friday 8:00 a.m.-12:30 p.m. If a book on hold becomes overdue, the fine rate will be doubled. Fines accumulate each day the book is overdue. If a book is lost, the borrower is charged the cost of replacing the book, the total fine, and a \$5.00 processing fee. Failure to pay library fees will result in a student not being able to register for classes or receive a transcript. Loss of a book should be reported immediately to the Circulation/Reserve counter.
- E. Hold Service:** If a book you need is checked out you may place a hold on that item from the search screen. If a book is not on the shelf and is not checked out, you may complete a search slip at the Circulation/Reserve Counter. You will be notified when the book is located.
- F. Study Areas:** Study tables and carrels are available on all floors. Some carrels are equipped with power and online outlets. A quiet study room is located on the second floor. Group study rooms are available on floors two through five.
- G. Unbound Journals:** Unbound journals may be checked out by faculty for the purpose of photocopying. Ask at the Serials counter on first floor for assistance using/checking out unbound journals.

### SPECIAL SERVICES AND AREAS

- A. Computer Lab**  
Located on third floor, the Computer Lab is equipped with personal computers and printers which allow access to the campus network and to the World Wide Web. A current ULM ID is required for admittance. This area closes 15 minutes before building closing.
- B. Government Publications**  
U. S. Government publications that are not cataloged are located on the second floor in Government Publications stacks. Louisiana state documents which are not cataloged are located in file cabinets in Media Services. Ask for assistance at the Government Publications Office located in Media Services on the second floor.
- C. Group Study Rooms** are located on floors two through five and may be used by ULM/LDCC students, faculty and staff only. A current ULM/LDCC ID is required to get a room key. Rooms may be scheduled at the Circulation Counter for two to ten persons.
- D. Interlibrary Loan**  
Located on first floor, this service attempts to obtain materials not owned by ULM but needed by students and faculty for research-related projects. Materials obtained may be picked up at Circulation/Reserve Counter. To

submit an interlibrary loan request go to the ULM Library web site and click on Illiad.

- E. Lagniappe Collection** This collection, located on fifth floor, contains materials for special student interests such as foreign news publications, hobbies, etc.
- F. McNaughton Collection**  
Located near the Reference materials on first floor, this collection features popular fiction and non-fiction for leisure reading. A maximum of 3 books may be borrowed for 28 days without renewal privileges.
- G. Media Services**  
Located on the second floor, this area maintains the micro-form collections of newspapers, books, periodicals, dissertations, theses, and equipment for viewing/printing. For available equipment inquire at the Media Services Counter.
- H. Photocopy Services** Photocopiers are located at the rear of the first floor only. The cost is .10 per copy. The copiers accept coins, bills, and Indian Express. All change is returned in coins. Photocopies of microforms are available at Media Services on the second floor for .10 per copy.
- I. Special Collections**  
Located on the fifth floor, this area houses the University archives, rare and valuable books, and local history information. Assistance may be obtained from the Special Collections Archivist Monday-Thursday from 8:00 a.m.- 4:30 p.m., Friday. 8:00 a.m. – 12:30 p.m.
- J. Telephones**  
Courtesy telephones (campus or local calls) are available at the entrance to the elevator lobby on first floor only. Incoming Calls are blocked.
- K. ULM Historic Collection** located in the Library Administration Suite on the fourth floor, this inaugural collection houses the first 500 books purchased for the ULM Library, then Ouachita Parish Junior College.

## MEAL PLAN CONTRACTS

Room and meal plan reservations are contracted separately through the Office of Residential Life, (Housing Office) and the SACS Office, respectively. All enrolled ULM & LDCC students living on campus are required to contract for on-campus meals.

Unless a specific meal plan is indicated, all residents will automatically be enrolled in the Silver Plan. **If apartment residents do not want the Silver Plan, they must contact the SACS Office to specify the meal plan of their choice.** Apartment residents with 24 or more earned hours may choose the Village Apartment Plan (5). Apartment residents are not eligible for the Commuter Plan.

Apartment residents enrolled in summer courses *must* contact the SACS Office to select the Summer Apartment Flex Plan.

*Students who are dropped and reapply for housing must visit the SACS Office to apply for their meal plan... otherwise they will automatically be enrolled in the Silver (Default) Plan.*

Students with less than 30 hours, living on or off-campus, are eligible for the Gold (1), Platinum (2), or Silver (3) meal plans only.

Two Commuter Plans are offered to students living off-campus, however, any student living off-campus may choose from any meal plan of their choice, if eligible.

Students living on-campus during rotations or participating in internships are required to pay for meals on a pro-rata basis according to days in residence.

At the twenty-first (21st) class day, those students with an unpaid balance on their Arrow Account will have their meal plans automatically adjusted to the Silver Plan.

All meal plans include "Flex-Dollars" that are the equivalent of cash and may be redeemed at any Aramark facility including Starbucks Coffee Shop and C3 Convenience Store.

Flex-Dollar balances only roll over from Fall to Spring semester, and **do not** roll over between any other semesters. Re-enrollment in a Spring meal plan is required for Fall rollover to occur.

Additional Flex-Dollars may be purchased at any time throughout the semester. Please contact the Aramark Office (ph: 342-1979) for details.

All standard (block) meals must be eaten at Schulze cafeteria.

All meal plan changes must be made before the fifth (5th) class day. Students who move off campus after the fifth class day will be required to keep the meal plan. Students who are suspended or dismissed from the university will not be eligible for a refund. Students who officially resign from the University may be eligible for a partial refund on the pro-rata share of unused meals.

Dining facilities are not open during University closures and observed holidays. Please refer to University calendar for scheduled closure dates and holidays.

You may visit the following ARAMARK Website for meal plan information and contract terms:

<http://www.campusdish.com/en-US/CSSW/UnivLAMonroe/> or contact the SACS Office at (318) 342-5002 or by e-mail at [sacs@ulm.edu](mailto:sacs@ulm.edu) for any additional meal plan information.

Meal plan prices are subject to not more than a five percent (5%) increase for the Fall term.

## REFUNDS

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 either directly deposited or mailed. They are not to be picked up. Direct deposit requires a student to complete an authorization form. 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 15th 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 5th class day there are no changes on meal plans. After the 15th 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.)

## SKATEBOARDS/SKATES/ ROLLER BLADES, etc.

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

- A. Skateboards/skates/rollerblades/etc. cannot be ridden on the streets on campus at any time.
- B. Skateboards/skates/rollerblades/etc. cannot be ridden on the sidewalks in the academic building area at any time.
- C. Skateboards/skates/rollerblades/etc. cannot be ridden on any campus sidewalks between the hours of 7 a.m. and 8 p.m.
- D. Skateboards/skates/rollerblades/etc. cannot be ridden on residence hall balcony walkways, residence hall hallways, or residence hall rooms.
- E. Skateboards/skates/rollerblades/etc. may be used, traffic permitting, in the parking lots at Brown Stadium, Malone Stadium, and Ewing Coliseum.
- F. Skateboards/skates/rollerblades/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/rollerblade users and pedestrians on the University campus.

- G. Skateboards/skates/rollerblades/etc. May not be used on the ULM Tennis Courts (Heard Stadium) inside the Fant-Ewing Coliseum, or the ULM Parking Garage.

## SOLICITATIONS OFF CAMPUS BY UNIVERSITY STUDENTS

University organizations may not solicit contributions or advertising off the campus except on authority of the office of the Director of Office of Student Life and Leadership.

## SOLICITATION ON CAMPUS INCLUDING RESIDENCE HALLS

- 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 office of the Office of Student Life and Leadership.
- B. Sales solicitation of a commercial nature, whether by non-students or students, is not permitted on the campus.
- C. Credit Card solicitation is not permitted on campus.

## SPEAKERS AND ENTERTAINERS

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 pecuniarily 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.

## SPEAKERS (POLITICAL)

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.

## SPECIAL NEED SERVICES

(See, STUDENT SERVICES/ACCOMODATIONS FOR STUDENTS WITH SPECIAL NEEDS)

## STANDARDS OF DRESS

**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.**

## STUDENT PUBLICATIONS POLICY

### PREAMBLE

The University of Louisiana at 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 College of Arts 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.

To view the complete Student Publication Policy go to the following web sites:

**[http: www.ulm.edu/~english/stpubpolicy.html](http://www.ulm.edu/~english/stpubpolicy.html)**

**[http: www.ulm.edu/%7Eenglish/stpubpolicy.html](http://www.ulm.edu/%7Eenglish/stpubpolicy.html)**

## **TELEPHONE ACCESS**

The University does provide local telephone access and maintenance of lines to Residence Halls. Students must provide their own telephones. Long distance calls are only allowed through the use of calling cards with an 800 number access. University telephone numbers may not be used to apply for or to accept individual credit cards. Disciplinary action may be taken against students who violate this policy.

# STUDENT SERVICES

## CAREER SERVICES

The University of Louisiana at Monroe currently enrolled students and alumni are entitled to participate in all free services and events sponsored by the Department of Career Services. Services include individual on campus interviews, resume preparation assistance, off campus part and full time employment listings, and access to all Career Library materials. Events include all major Career Days during the academic year as well as sponsored workshops on Interviewing Skills and Resume Preparation. Career Days and workshops are advertised on the university calendar. Students are encouraged to register at the beginning of their senior year by establishing a credentials file consisting of a current resume, grade transcript, and a signed authorization form giving permission to release student data to potential employers. A credentials file is required to schedule on campus individual interviews. Students may utilize NACElink, a national employment network, through a link on the ULM Career Services website to list resume information for employer review and to view current job listings on a national basis.

Although the University can provide academic instruction appropriate for many educational and career objectives, ultimately the student is responsible for obtaining employment. Neither faculty members teaching courses, advisers, Career Services personnel, Counseling Center personnel, nor other assisting University personnel can assume responsibility for educational and career decisions, or for subsequent employment. To contact Career Services call 342- 5338.

## COMPUTER LABS

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.

In addition, students who are blind or visually impaired can access the following application software in the computer lab located on the third floor of the Library:

- MAGic – screen magnification software with speech
- JAWS for Windows - scanning and reading software
- OpenBook – screen reading software

## COUNSELING CENTER

The Counseling Center is a comprehensive service that provides personal, academic, and substance abuse counseling, educational outreach programs, and crisis intervention for the acute. The Center strives to help students identify and solve problems and to assist them in developing more confidence about what lies ahead. The Counseling Center provides services for all enrolled ULM students experiencing

day-to-day problems and wishing to make changes. It is to date the primary facility on campus whereby counseling services are designed to serve students. It is an objective organization rendering therapeutic services without direct ties to any particular academic department. In addition, the Counseling Center acts as the point of entry for individuals with learning or physical disabilities.

The cost of these services is included in student activity fees. University personnel are welcome; however, priority is always given to students. Counseling services are confidential and will not be discussed outside the Counseling Center without the client's written permission. Information can be divulged when a client is in imminent danger of harming themselves or someone else. The Counseling Center adheres to the confidentiality guidelines set by the American Counseling Association. Counseling Center files are not a part of any central University file. Clients have the right to review records at any time.

Whereas, educational counseling is conducted at the Center, this is not to be confused with academic advisement. Those seeking advisement need to contact their respective departments. Students who are undeclared in their major or who are considering a change in major are referred to the Student Success Center for career exploration. The Counseling Center does not provide psychological testing or testing for learning disabilities. ULM's 504 coordinator is located in the Counseling Center.

The Counseling Center is staffed by full-time professional counselors and counselor interns. Presently the Counseling Center's hours of operation are 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. Friday. Services can be made available in the event an emergency arises. In such cases, the Counseling Center serves as a referral agent to off-campus agencies, hospitals, facilities or private practitioners that are deemed most appropriate. Should this occur, the Counseling Center no longer acts as primary caregiver. (see Mental Health Crisis Emergency Procedure.)

This department is located in the Student Health and Counseling Center, at 1140 University Avenue. Students are encouraged to call 342-5220 for an appointment.

## Accommodations For Students With Special Needs

The University of Louisiana at Monroe strives to serve students with special needs through compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. These laws mandate that postsecondary institutions provide equal access to programs and services for students with disabilities without creating changes to the essential elements of the curriculum. While students with special needs are expected to meet our institution's academic standards, they are given the opportunity to fulfill learner outcomes in alternative ways. Examples of accommodations

may include, but are not limited to the following: testing accommodations (oral testing, extended time for exams), interpreters, relocation of inaccessible classrooms, permission to audiotape lectures, note-taking assistance, and course substitutions.

The Counseling Center acts as the point of entry for individuals who have **documented learning disabilities and psychological or physical special needs**. ULM's 504 Coordinator is located in the Counseling Center at 1140 University Ave. The accommodation decisions are addressed on an individual basis. The Counseling Center Director, in conjunction with the student, evaluates the effects of the student's disability in relation to the curriculum and academic standards. During this process, faculty and other campus representatives may be consulted to review the academic environment and its relationship to the student. After reasonable and appropriate accommodations are determined, students are required to complete a *Special Needs Accommodation Form* which provides to the Center the student's course schedule and authorizes a release of the information supplied by the student which documents the disability. The faculty members who will be teaching the special need student this semester will be notified in writing of the suggested and requested classroom accommodations for that specific student with special needs. The documentation and accommodation letters are retained in the student's file with the Counseling Center so that the student can return **at the beginning of each semester** to complete a *Special Needs Accommodation Form* for that semester which is pertinent to that particular semester's coursework.

Accommodations do NOT apply retroactively. If students neglect to request accommodations from their instructors, those instructors are under no obligation to retroactively correct for this. Accommodations apply to present and future, not past, events.

## Student Responsibilities

### Before Classes Begin

1. Once class schedules are final, the student must report to the Counseling Center and complete the **Special Needs Accommodation Form**. This should be done no later than the last day to add classes.
2. Students requesting books on tape, contact the Counseling Center as soon as a final schedule is made.
3. For students needing classes relocated to an accessible site, notify the Counseling Center as soon as possible so there is ample time to make these arrangements.

### The First Day of Class

1. Arrive early to secure the best possible seating.
2. For students using interpreters, save them a seat.
3. For students using special equipment, arrive early to work with the instructor so that class time will not be taken up.
4. Get copies of syllabus, outlines, required texts, and the instructor's office location and hours. Organize each class syllabus, outlines, notes, and calendar in a notebook.
5. For students coordinating their own note-taking services, secure a note taker and arrange to get notes. If a note taker cannot be found, contact the Counseling Center.

6. Provide note taker with carbonless (NCR) paper if needed. Paper is available at no charge at the Counseling Center.
7. The student should identify themselves to the instructor, before or after class, or during office hours, and explain that the Counseling Center will be writing a letter to verify their special need.

### After Last Day to Add Classes

1. At this point, the Counseling Center should be in receipt of your *Special Needs Accommodation Form* so that Accommodation Letters can be written. Students can either have these letters mailed to their professors or they may pick up the letters and deliver them on their own.
2. Discuss accommodation(s) with the professor. If he/she cannot provide the accommodation(s) needed, please contact the Counseling Center for further instructions or if there are questions as to what procedures need to be followed.

### During the Semester

1. Keep the Counseling Center informed of dates for exams or major projects if requesting special assistance (i.e. interpreting/reading/special testing/out of class assignments) from the Counseling Center. **REMEMBER, tests must be scheduled with the Counseling Center at least three (3) days before the test date.**
2. Make appointments to talk to professors to monitor notes and progress. Do this at least once before an exam and again after the exam.
3. If special need related problems arise, please report them to the Counseling Center as soon as possible!

## Special Need Parking

*An Application for Special Needs Parking Pass* is to be picked up by the student at the ULM Police Department or on line at [www.ulm.edu/~police/parkreg.html](http://www.ulm.edu/~police/parkreg.html). The form must be completed and signed by your licensed physician accompanied by adequate medical documentation of the student's disability. With the validation of the student's need for special assigned parking, a *Special Needs Parking Pass* will be completed by the ULM Police personnel.

The student is then responsible for presenting the pass to the University Police Department personnel who handles the allocation of parking permits. The student will receive the appropriate *Special Needs Parking Decal*. The student will affix the mirror tag to his/her vehicle to be displayed throughout the academic year of active enrollment at The University of Louisiana at Monroe.

In the event that the *Application for Special Needs Parking Pass* requires more extensive professional verification, please refer to the Grievance and Appeal Procedure listed below.

Students with temporary injuries who apply for special needs parking will be assigned parking privileges for the anticipated length of recuperation from the injury. Re-application for the permit is necessary if the condition persists. **Please note that pregnancy is not considered to be a disability.** Students who are diagnosed by their physicians as having a high-risk pregnancy must have documentation which states specifically how their pregnancy qualifies as high-risk. Students who have permanent disabilities will need to apply for special needs parking only once in their academic

career. The ULM Police Department changes the mirror tag each Fall semester. All students are required to replace invalid mirror tags with valid ones for the current academic year. To do so, the student is required only to provide proof of identity to receive the replacement -parking tag.

The ULM Police Department will assign two types of Special Needs Parking Passes to students with special needs.

**Level I** - Assigned to students who are severely mobility impaired including those who require the use of wheelchair transportation, walkers and prosthetic crutches (as those used by persons with hypotonic muscle tone as a result of injury or disease). These students will receive passes to access the designated special needs parking areas in close proximity to classrooms, dormitory facilities, and other University buildings.

**Level II** - Assigned to students who have moderate mobility disabilities and those who require reasonable accommodation to parking and access because of special physical limitations or disabilities. These students will receive passes to access parking located in the designated faculty parking lots substantially closer to University lecture halls and activity buildings than those designated as "student parking" elsewhere on campus.

### Mental Health Crisis Emergency Procedure

A mental health crisis is described as an event wherein the emotional, behavioral, or mental state of a student is compromised to the extent that the student is of danger to himself or others (e.g. suicide ideation, gesture, or attempt; severe depression, acute eating disorder; compulsive or phobia disorder; sexual assault; disorganized feelings or asocial behavior). When such an emergency occurs, a counselor may take the necessary action to protect the student or any other person in question. The following procedures are provided to serve as guidelines in the event of a mental health emergency.

### Emergency Guidelines

**1. The Counseling Center will be notified at 342-5220 when University Police or other University Personnel determine a student is in crisis and requires counseling intervention. If available, the Director will be phoned first and will dispatch a counselor. If the crisis occurs after business hours, counselors can be contacted through the University Police Department at 342-5350. The University Police Department will notify the counselor of the need to respond to the crisis. The counselor has the responsibility to make the determination of the most appropriate method of contact. Methods of contact include telephone intervention or face-to-face counseling. In most cases, an assessment will be conducted in person rather than over the phone. If a telephone intervention does occur, the counselor will document the reason(s) for their decision not to meet the individual in crisis in person. If appropriate, the counselor will contact another counselor to consult or respond to the emergency, especially if the student is in an established counseling relationship with a staff counselor.**

2. All individuals involved in the incident will avoid leaving the person in crisis alone.
3. University Police may accompany the counselor who meets with the person in crisis. If the incident occurs in the residence halls, arrangements will be made for an RA or Hall Director to assist the counselor in gaining access to the person in crisis.
4. The counselor will assess the situation and will consult with another counselor from the Counseling Center as soon as possible; the second counselor may be directly or indirectly involved in the assessment.
5. A plan for the protection of the person will be developed. This plan may include hospitalization, immediate assessment by the Student Health Services personnel, a written or verbal contract, the arrangement for a family member or friend to stay with the person until a psychological evaluation can be performed, and/or notification of parents. Telephone consultation with the area mental health hospitals or other professionals may be made by the counselor.
6. A resistant person can be forced into receiving help. If resistance occurs, the counselor may choose to utilize services provided by the ULM Police Department, a local emergency room (e.g. Glenwood Regional Medical Center's Behavioral Health Unit, Louisiana State University Medical Center), and/or the Ouachita Parish coroner.
7. If the student is admitted to the hospital or is referred to another facility or agency, the client becomes the responsibility of that facility and/or professional. This will be documented in the client's progress notes or the counselors log to be included with the Emergency Report and kept in the Counseling Center filing cabinet.
8. If a physician takes over the case, the doctor will be informed that the University will be requiring a psychological examination indicating the student is competent enough to return to school.
9. Pertinent information acquired during the assessment of a crisis may be divulged to any professional(s) who may be of assistance in protecting the person in crisis or other persons involved in the incident. The University Police Department, when involved, will send a report to the Vice President for Student Affairs, the Office of Judicial Affairs, and/or the Director of Counseling Center. The counselor's log will be prepared within twenty-four hours following the crisis. Included in the log will be the assessment procedures and reason (s) for the actions taken. The completed log will be placed in the student's file at the Counseling Center.

### Testing Accommodations Procedures

The Counseling Center provides testing accommodations for students with special needs in cooperation with each instructor. These alternative testing services are available between hours of 7:30 a.m. and 5:00 p.m., Monday through Thursday, 7:30 a.m. to 11:30 a.m. on Friday. The Counseling Center provides testing accommodations (extended time, readers, scribes, computer use, large-printed, and minimal distraction environment) for ULM students who have



documented disabilities, are eligible for testing accommodations and are registered through the Counseling Center.

The Counseling Center strongly encourages faculty to provide testing accommodations within their own departments. When testing accommodations cannot be provided by the instructor, the Counseling Center provides the service as a convenience for faculty and students. If the student and their instructor decide to coordinate testing accommodations without assistance from the Counseling Center, there is no need to complete the Testing Accommodations Request Form.

#### **Test Accommodation Process**

The Counseling Center is committed to providing a secure and conducive testing environment for students and faculty. All tests are proctored. Tests are secured in a locked file cabinet. Also, all students must have on file, in the Counseling Center, a signed Contract Agreement for Testing Accommodations.

The student should obtain a Test Accommodation Request Form. One form must be completed and returned for every exam taken through the Counseling Center. The form can be downloaded from the Counseling Center website or can be obtained from the Counseling Center. Students may take as many forms from the Center as needed. The student completes Part I of the Test Accommodations Request Form and submits it to their instructor during their office time at least *one week* before the scheduled test. The instructor is responsible for completing Part II of the form. In collaboration with the student, the faculty member determines a test date and time and any approved test aids (calculator, periodic tables, texts, notes, etc.) that can be used during the testing session. If a scantron or blue books are required, they should be included with the test or supplied by the student. These items are not available in the Counseling Center. **THE STUDENT MUST PRESENT THE COMPLETED TEST ACCOMMODATIONS REQUEST FORM TO THE COUNSELING CENTER AT LEAST THREE DAYS BEFORE THE DESIRED TESTING SESSION.** On test day, the student must be prepared to present their ULM -student ID or another photo identification card.

Faculty members are encouraged to deliver the test at least 24 hours in advance of the scheduled testing session. Tests can be delivered to the Counseling Center by the instructor, campus mail, fax (318-342-5228), email, or the student. If delivered by the student, ensure the test is enclosed in a sealed envelope with the instructor's signature across the seal.

Completed tests are returned in sealed envelopes, via courier, to the appropriate department. The test must be signed by the appropriate department representative before release. Faculty may personally pick up tests if they prefer. This preference should be noted on the Test Accommodation Request Form.

#### **Testing Accommodation Guidelines**

- A three day advance notice is required for all exams, except finals. All finals are to be scheduled with the Counseling Center at least one week prior to the beginning of finals.
- Only one late Test Accommodation Request Form will be accepted each semester. Late test forms receive a stamp denoting the lateness and are kept on file.

- If a student has already turned in one late test form, the Counseling Center will make an effort to provide the accommodations, but is not obliged to do so.
- All exams are administered by the Counseling Center during the class time. Any variations must be approved by the instructor and then coordinated with the Counseling Center.
- Tardiness for a testing accommodation will be treated as tardiness for a regular test. The time will be deducted from the allotted test time. After 20 minutes, the test will not be administered.
- If a student does not take the test with the Counseling Center as scheduled, they must contact their instructor immediately. The Counseling Center is not responsible for rescheduling a test or determining if a test may be rescheduled.
- If the instructor allows the student to reschedule the exam, the Counseling Center may be contacted for assistance in regard to providing accommodations. However, the Counseling Center still requires a three day notice. Therefore, it may be necessary for a student to making testing arrangements directly with their instructor.
- Students taking their exam through the Counseling Center are encouraged to report distractions or noises to the proctor or testing coordinator as soon as possible. It is encouraged for them not wait until after the exam is complete!
- Academic dishonesty is a serious charge with serious consequences if responsibility is found. If you take exams through the Counseling Center, and you are found responsible of any academic misconducts (cheating), you will permanently lose the opportunity to take tests at the Center.
- In addition to the consequence set forth by the Counseling Center, any incidence of academic dishonesty will be reported to your instructor. Your instructor may choose to follow the ULM Cheating and Plagiarism policy as listed in the ULM Student Policy Manual.

#### **Grievance and Appeal Procedures (for Special Needs Accommodations)**

Any student who disagrees with the academic accommodation(s) that have been determined should first speak to the Counseling Center Director. The student should express his/her concerns and be prepared to offer alternative solutions. If, after consulting with the Director, there still is not satisfaction on the part of the student regarding the proposed accommodations(s) or the provision of the accommodation(s), the student should speak with Associate Dean of Student Services. If the student still is not satisfied with the proposed or provided accommodation(s), the student may file a formal grievance with the Chair of the Council on Students with Special Needs. The Counseling Center will assist with this process. The Chair, with the assistance of the Disability Determination subcommittee of the Council, will evaluate the eligibility of the student to receive the requested accommodations. Upon validation of the student's request,

the Chair will notify the Counseling Center professional in writing of the decision.

For questions and concerns about disability procedures and other disability issues, contact:

ULM Counseling Center  
Phone: 342-5220  
Fax: 342-5228

## FINANCIAL AID SERVICES, OFFICE OF

Financial Aid is intended to assist students and their families with the costs of higher education. Students may obtain a combination of scholarships, grants, campus work-study, and loans depending upon financial need, leadership qualities, and other factors. All application processing and awards is done online at the student's ARROW account and it is the responsibility of every student to keep that information up to date.

We feel strongly about maintaining your confidentiality and maintaining the privacy rights given to you by Congress. The Family Education Rights Privacy Act (FERPA) gives you the right of confidentiality, which includes the right to waive your confidentiality. We suggest you do this only if you are giving responsibility for your aid and fee bill to a parent or spouse. If you wish to participate in this waiver program, please come in person to the financial aid office. All other business can probably be conducted online.

## MEDICAL EMERGENCY & UNIVERSITY COMMUNITY RESPONSE TEAM

### Key goals related to handling of a medical/health/-community emergency

1. Identify the emergency or health related case: it should be noted that all health related cases are unique and official determination will be made by attending physician or the Louisiana Office of Public Health depending on the diagnosis.
2. Identify other individuals who may be at risk and collaborate with LOPH if deemed necessary to pursue necessary steps and arrangements for treatment.
3. Community emergency would be any other emergency not a health related.

### Medical Emergency and University Community Response Team

The MEUCRT will include those individuals as indicated by the specifics of the case from the following list: an asterisk \* indicates "if necessary" participation.

Vice president for Student Affairs - **1<sup>st</sup> contact in non-health related cases**

Clinic Manager of the ULM Health Center - **1<sup>st</sup> contact in health related cases**

Dean/Asso. Dean of Student Services

Director of ULM Counseling Center

Director of Media Relation

Director of University Police

ULM Safety Officer

\* Dean of the College of Health Sciences or designee

\* Director of Residential Life

\* Asst. Dean for Student Life and Leadership

\* Judicial Affairs Officer

\* Director of Physical Plant

\* University Registrar

\* Other appropriate individuals as indicated by the case.

## MEUCRT INITIAL CONTACTS/ACTION

### Health Related Emergency

The first person contacted will call the Clinic Manager of Student Health Services

ULM's Clinic Manager will contact the Vice President for Student Affairs

### Non-Health Related Emergency 1st contact will be the Vice President for Student Affairs

Vice President for Student Affairs will contact in all cases:

1. the President of ULM
2. ULM's Director of Media Relations
3. Dean/Assoc Dean for Student Services

Dean/Associate Dean will contact:

1. Director of the Counseling Center
2. ULM Safety officer
3. Director of University Police
4. other appropriate individuals as indicated by the case

### Initial Meeting

Initial meeting will be coordinated through the ULM Clinic Manager (health) or the Vice President for Student Affairs (all other case) and held in the Health Center/Counseling Center Conference room located at 1140 University Ave.

### Official Spokesperson

The Director of Media Relations will be the official spokesperson for the University, and will coordinate all information to the media and campus community. All media outlets must go through this office for information and access.

Depending on the situation, specific departments or staff will be briefed about the case and related procedures.

### Daily briefings and updates to the President

The Director of Media Relations will update the President or his designee(s) as needed.

## SPEECH AND HEARING CLINIC SERVICES

The ULM Speech and Hearing Clinic provides diagnostic and/or intervention services for ULM students regarding speech, language, and/or hearing concerns. Students at risk for language-based learning disabilities such as dyslexia are also served in the on-campus Clinic. All Clinic fees are reduced for ULM students and no medical or academic referral is required. The Clinic will be moving from Brown Hall to Sugar Hall during the fall semester. Campus Phone: 1395.

## STUDENT HEALTH SERVICES

It is well known that college students have special health concerns such as sports injuries, sexually transmitted diseases, women's health, mental health, and communicable diseases such as hepatitis and meningitis. ULM Student Health Services recognizes these concerns and stands ready to provide information and treatment for these problems, as

well as general medical services for all students. Student Health Services is also available to address any of your immunization compliance questions and needs.

Student Health Services is located in the Student Health and Counseling Center on the corner of University and LaSalle streets (across from Madison Hall) and is staffed by Board Certified Family Nurse Practitioners. Clerical personnel are available to assist with your billing and referral needs. An immunization specialist is also available to answer your immunization compliance questions. Call (318) 342-5238 for your immunization questions.

#### **General Information**

Student Health Services functions on a walk-in basis. Students are encouraged to visit the clinic during non-class time. Appointments are required for women's health wellness visits. You may be provided a follow up appointment at the discretion of your Nurse Practitioner. Students failing to cancel a scheduled appointment will be assessed a no-show fee.

Student I.D. cards are required for services. No excuses will be provided for missed classes. Call (318) 342-1651 for further information.

#### **Current Services**

Board certified nurse practitioners can provide many types of services and treatments for students such as:

- Family health wellness or sickness visits.
- Complete laboratory services
- Physical exams
- Screening and treatment of sexually transmitted diseases
- Immunizations
- Allergy injections
- Non-narcotic prescriptions and over the counter medications
- Women's health
- Mental health
- Minor surgical procedures
- Nutritional Counseling

#### **Hours of Operation**

Student Health Service hours of operation are Monday through Thursday 7:30 am to 5 pm and 7:30 am to 11:30 am on Fridays. In the event of an emergency, students should dial 1-911 on campus and 911 off campus. During non operational hours, students should seek medical treatment with their personal physician or at any of the local emergency rooms or walk-in clinics.

#### **Student Fees**

Most medical services will be covered by your student health fee. Additional fees may be incurred for some procedures deemed necessary by your practitioner. Questions about fees owed and instructions for filing your medical claims are available. Fees incurred are the responsibility of the student. Students are expected to pay when services are rendered. Failure to pay student health fees within 30 days will result in suspension of your Student Health Service privileges until account is in good standing. Failure to pay student health fees within 60 days will result in flagging of your student account. Flagging of your account will carry the same consequences as other university debt flags. Call (318) 342-1651 for additional information.

#### **Immunization**

New students seeking enrollment at ULM should receive a Proof of Immunization Compliance Form from the Admissions Office, Student Health Services or online at [www.ulm.edu](http://www.ulm.edu) (follow the link of prospective students). Directions for completing the form should be read to insure adequate documentation. Return the completed form to Student Health Services, 1140 University Ave., Monroe, La. 71209. The form must be returned to Student Health Services in order for the student to complete registration. Completed Immunization Compliance Forms may be faxed to (318) 342-5239. For additional immunization information call (318) 342-5238.

# STUDENT SUCCESS CENTER (SSC)

## **Academic Advising Office:**

The advising office is located in the Clarke M. Williams Student Success Center. Undeclared Interim Option (LUIO) students and pre-pharmacy students are advised by Academic Advisors in the Student Success Center. Pre-Health Majors are also advised in the Student Success Center. Advisees are required to visit their advisor in order to register. Prior to scheduling classes for a future term, the student must schedule an appointment with his or her advisor to be advised for the coming semester and/or summer/intersessions. After the advising session, the advisor will approve the student's registration status and lift the student's advising flag.

All students may work with their advisors on career exploration. The DISCOVER program is available for this purpose. Call the SSC @ 342-3667 to make an appointment.

## **Success Series Workshops:**

These workshops are available to all ULM students. In order to attend workshops, pre-registration is required at the Student Success Center.

Workshops are also available on a customized basis. Call the SSC to schedule a workshop for your group.

## **Drop/Add Procedures:**

All Undeclared, Pre-Pharmacy and Pre-Health Science majors dropping or adding classes must see their advisors to begin the Drop/Add process.

## **Early Alert:**

Students identified as needing Early Alert interventions may be referred to the Student Success Center. Referral may be made through FRYS, faculty, or by the Director of Retention.

## **Learning Resource Center:**

The Learning Resource Center (LRC) is part of the Student Success Center. It provides tutoring services, computer labs, career exploration and information services to all ULM students. The LRC also offers the practice PRAXIS test, ADAM software for biology, and other software and resource guides for student use.

## **Other Programs**

The Freshman Year Seminar (FRYS) Program is coordinated through the Student Success Center. All students are required to take the FRYS class in their first year. Classes are grouped by college. Students in the FRYS classes are mentored by upper-class students.

Supplemental Instruction for Biology, Chemistry, and Math is coordinated through the Student Success Center.

The Summer Reading Program is coordinated by the Student Success Center. The Emerging Scholars program is coordinated by advisors at the Student Success Center. Through the Emerging Scholars program undergraduate students work with faculty in completing research projects over the course of the semester.

The Student Success Center also coordinates the PASS (Probation Assessment and Student Success) program. This program is designed to help probation students reach their academic goals. Through the program each student works with an advisor to develop their time management and study skills and is encouraged to take advantage of the support services that ULM offers.

## **TESTING CENTER**

The primary purpose of the Testing Center is to provide students with information regarding national testing programs and correspondence courses. The Testing Center coordinates all national examination administrations on the ULM campus, including ACT, CLEP, GRE, LSAT, MCAT, PCAT, PRAXIS, and TOEFL and GMAT.

In addition to providing testing information, the Testing Center offers numerous exams via computer on scheduled test days. These exams include CLEP, GMAT, GRE, HOBET, MCAT, PRAXIS, and TOEFL. Candidates are able to work at their own pace within the allotted time. Because seating is limited, it is recommended that students schedule their examination a minimum of 4-6 weeks in advance to ensure receipt of scores before individual program deadlines.

Contact the Testing Center for additional information (305 Filhiol Avenue, 318-342-5336, or [testing@ulm.edu](mailto:testing@ulm.edu)).

# UNIVERSITY POLICIES

## ACADEMIC TRANSCRIPTS (NOTATION OF DISCIPLINARY ACTION)

### UL System Policy and Procedures Memorandum # S-III.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 he the student can not 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

## ALCOHOL POLICY

The University of Louisiana at Monroe generally permits the legal possession and consumption of alcoholic beverages, in accordance with state and local law, at registered events held at the Alumni Center, Conference Center, Student Union Building and designated university events, and at registered private social events for which only the sponsoring organization's members and specifically invited guests may attend. The sale of alcoholic beverages (to include beer, light wine, liquor and other beverages containing alcohol) on campus is only permitted through licensed and insured third party vendors. The University is subject to and abides by the state and local laws and ordinances relative to alcoholic beverages, as well as the Drug Free Schools and Communities Act. The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), signed by President Bush on December 12, 1989, requires the University to sign a certification in order to receive any federal funds. The University is required to certify to the United States Department of Education that it has adopted and implemented a program to prevent the illicit use of drugs and abuse of alcohol by students and employees. This

program must include standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol.

Louisiana Law (Act No.639, House Bill No.716, approved by the Governor) states that it shall be unlawful for any person under twenty-one (21) years of age to purchase or have public possession of any alcoholic beverage.

The University of Louisiana at Monroe seeks to provide an educational environment that will promote the abilities and opportunities of all students. To achieve this goal the University endorses the Drug Free Schools and Communities Act and adopts the following policy to comply with the requirements of the Act as well as Louisiana Law:

**The University does not allow the possession or consumption of alcoholic beverages or possession of alcoholic beverage containers on campus or in any residence hall on campus regardless of age, except as designated in University policy. Bayou Village Apts. will abide by Local and State of Louisiana Laws.**

**The University does not allow the possession of open containers of alcoholic beverages and/or consumption of alcoholic beverages on campus or in any parking area on campus except for designated events and in designated areas.**

Students found in violation of the Alcohol Policy (or if a student is found responsible of unbecoming conduct resulting from the consumption of alcoholic beverage) will be subject to strong disciplinary measures through the Office of Student Services and Judicial Affairs.

### ENFORCEMENT PROCEDURE ON ALCOHOL

Although University Police and Residential Life personnel are responsible for enforcing the same alcoholic beverage laws and regulations, their enforcement roles differ. Of the University's enforcement representatives, University Police has the overall and primary responsibility for enforcement of all applicable alcoholic beverage laws and regulations (i.e., University, City, Parish, State, etc.) on all ULM owned or controlled property and buildings including residence halls. University Residential Life personnel have enforcement authority only in residence halls and their enforcement responsibility is limited to ensuring order and tranquility within the limits of the residence hall regulations on alcohol.

University Police and Residential Life personnel (ULM's only enforcement representatives in the residence halls) shall become mutually or singularly involved in the enforcement of alcoholic beverage law(s) and/or regulation(s) pertaining to a particular alcohol-related offense in a residence hall only after that offense becomes a public nuisance in a residence hall or when it violates residence hall regulations on alcohol.

Any alcohol-related offense in a public area of a residence hall which violates the public order constitutes a public nuisance. An alcohol-related offense in a residence hall living space (a resident's room/private or shared) becomes a public nuisance when excessive noise from that residence hall living space disturbs the order and tranquility of the residence hall

community outside the limits of that room or encroaches on the personal rights of individuals both within and without of the aforementioned residence hall living space. Specific Residential Life regulations prohibit the possession or consumption of alcoholic beverages or possession of alcoholic beverage containers in any residence hall on campus. Bayou Village Apts. will abide by State and Local Laws.

University Police, Residential Life personnel and other identified University officials (to include faculty, staff or administrators) are the only ULM representatives authorized to investigate and decide whether a situation or act in a residence hall or public area on campus constitutes a public nuisance or violates a University or Residential Life regulation suitable for the initiation of disciplinary action. Subsequently, they may initiate the disciplinary action if they mutually or singularly deem such action necessary. Only when a member of University Police, Residential Life personnel or University faculty and/or administration personally observes a public nuisance and/or residence hall regulation violation or is presented with a personal student complaint shall any investigator measure be initiated, and the investigator process shall be limited in scope to a particular situation or act in question.

LOUISIANA LAW AND ALCOHOL  
Unlawful Sale, Purchase, and Possession  
of Alcoholic Beverages

The following are excerpts from ACT No.639, House Bill No.716, approved by the Governor.

#### 93.10. Definitions

For purposes of R.S. 14:93.10 through 93.14, the following definitions shall apply:

1. "Purchase" means (pursuant to R.S. 14:93.1) acquisition by the payment of money or other consideration.
2. "Public possession" means (pursuant to R.S. 14:93.10) the possession of any alcoholic beverage for any reason, including consumption on any street or highway or in any public place or any place open to the public, including a club which is de facto open to the public. Public possession does not include the possession or consumption of any alcoholic beverage:
  - (a) For an established religious purpose.
  - (b) When a person under twenty-one years of age is accompanied by a parent or legal guardian twenty-one years of age or older.
  - (c) For medical purposes when purchased as an over the counter medication, or when prescribed or administered by a licensed physician, pharmacist, dentist, nurse, hospital, or medical institution.
  - (d) In private residences.
3. "Alcoholic beverage" (pursuant to R.S. 26:241.1) means any fluid or any solid capable of being converted into liquid suitable for human consumption, and containing more than one-half of one percent alcohol by volume including malt, vinous, spirituous, alcoholic or intoxicating liquors, beer, porter, ale, stout fruit juices, cider, or wine.

#### 93.11 Unlawful sales to persons under twenty-one

- A. Unlawful sales to persons under twenty-one is the selling or otherwise delivering for value of any alcoholic beverage to any person under twenty-one years of age. Lack of knowledge of the person's age shall not be a defense.
- B. Whoever violates the provisions of this Section shall be fined not more than one hundred dollars or imprisoned for not more than six months, or both.

#### 93.12 Purchase and public possession of alcoholic beverages; exceptions; penalties

- A. It is unlawful for any person under twenty-one years of age to purchase or have public possession of any alcoholic beverage unless exempted by law.
- B. (1) Whoever violates the provisions of this Section shall be fined not more than one hundred dollars or imprisoned for not more than six months, or both.  
(2) Any person apprehended while violating the provisions of this Section shall be issued a citation by the apprehending law enforcement officer, which shall be paid in the same manner as provided for the offenders of local traffic violations.

#### 93.13 Unlawful purchase of alcoholic beverages by persons on behalf of persons under twenty-one.

- A. It is unlawful for any person, other than a parent or legal custodian as specified in R.S. 14:93.10(2)(a)(ii), to purchase on behalf of a person under twenty-one years of age any alcoholic beverage.
- B. Whoever violates the provisions of this Section shall be fined not more than five hundred dollars or imprisoned for not more than thirty days, or both.

GENERAL PROVISOS FOR STUDENT  
GROUPS/ORGANIZATIONS

- A. University publications or student organizational publications may accept advertisements from alcohol companies or distributors in accordance with the "Guidelines for Campus Marketing of Beverage Alcohol."
- B. Alcoholic beverages may not be sold on campus by any alcohol company or distributor.
- C. Alcoholic beverages may not be distributed free of charge by an alcohol company or distributor at any University event or under any other circumstances on campus.
- D. The possession or consumption of alcohol is not permitted at athletic events, including varsity athletic events, club sports athletic events and intramural sports events.
- E. The possession or consumption of alcohol is not permitted during University sponsored trips.
- F. The possession and consumption of alcoholic beverages in campus residence halls is not allowed. Bayou Village Apts. will follow local and state laws.
- G. Social events sponsored by student organizations must be registered with the Office of Student Life and Leadership.
- H. **Any student organization sponsoring a social event where alcoholic beverages will be present must comply with the following:**

1. The possession, use, and/or consumption of alcoholic beverages must be in compliance with any and all applicable laws of the state, parish, city, and University.
2. No alcoholic beverages may be purchased through an organization's treasury, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization.
3. **No alcoholic beverages of bulk quantity or common sources (kegs, cases, jungle juice, etc.) may be purchased, accepted as a donation, or used under any circumstances. Providing a common source of any alcoholic beverage - be it beer, alcoholic punch, or an open bar - implies that it is provided by or on behalf of the organization, regardless of who actually purchased it. In addition, no alcohol may be served from common source containers on organization property or at organizational events. This provision also applies to third party vendors. In addition, no alcohol may be served from common source containers on organization property or at organizational events. This provision also applies to third party vendors.**
4. **OPEN PARTIES** where alcohol is present - meaning those with unrestricted access by non-members of the organization without specific invitation - are prohibited. Organization cannot "require" members to be present at an alcohol function.
5. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
6. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
7. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
8. No member of an organization shall permit, tolerate, encourage, or participate in "drinking games."
9. Proper identification (i.e., a driver's license) is required to be shown and checked by designated leaders of the organization. A means to distinguish those who can/cannot possess and consume alcohol must be implemented (wrist bands, stamps, etc.). These measures help to insure that only those of legal drinking age are served alcohol.
10. Non-alcoholic beverages (other than water) must be readily available and in sufficient quantities for members and their guests. The non-alcoholic beverages must be displayed in equal prominence along with the alcoholic beverages.
11. An ample supply of non-salty food must be provided at all events where alcohol is present and must be displayed in equal prominence along with the alcoholic beverages.
12. The event must be centered around a theme, not alcohol. Organizations are strongly advised to select themes which are considered in good taste and which are not considered to be insensitive to any group.
13. No cover charge (door charge) may be imposed at social events where alcohol is present.
14. Only licensed and insured third-party vendors may sell alcohol to participants at a social event; the organization is prohibited from such sales. **A fair market value for the alcoholic beverage must be collected by the vendor for each individual drink served and the student organization is not allowed to subsidize the sale (one price for "all you can drink" is not allowed).** Third-party vendors must not be associated with the sponsoring organizations(s). Organizations whose national policies require members to sponsor activities utilizing BYOB (Bring Your Own Beverage) instead of licensed third-party vendors are advised to strictly adhere to that policy and its mandates.
15. **Alcoholic beverages cannot be provided as free awards.**
16. The University requires organizations to hire a minimum of two uniformed police officers to supervise social events where alcoholic beverages are present. (An extra officer per 100 in attendance is required.) Organizations must complete a Request for Police Services Form from the University Police Department well in advance of the event.
17. Student organizations must ensure that an advisor is present for the duration of the event.
18. **Alcoholic beverage consumption must cease 30 minutes before the conclusion of the event.**
19. Designated drivers are required for all social events where alcoholic beverages are present.
20. **Student organizations will assume complete responsibility for off-campus social events including the conduct of any and all participants attending the event.**
21. Signs or leaflets endorsing the use of alcohol or illegal substances are prohibited (i.e., BYOB, BYOC, ALL YOU CAN DRINK, KEG BUST, etc.)

#### GUIDELINES FOR CAMPUS MARKETING OF BEVERAGE ALCOHOL

Upon the recommendation of the National Association of Student Personnel Administrators (NASPA), the American College Personnel Association (ACPA), the Association of College and University Housing Officers International (ACUHO-I), and BACCHUS (Boosting Alcohol Consciousness Concerning the Health of University

Students), The University of Louisiana at Monroe has adopted the following guidelines for the marketing of beverage alcohol on this campus. The University further advises that all alcoholic beverage marketers will not be permitted to promote their products on campus unless they agree to abide by the following guidelines.

- Alcohol beverage marketing programs specifically targeted for students and/or held on campus should conform to the student code of conduct of the institution and should avoid demeaning sexual or discriminatory portrayal of individuals.
- Promotion of beverage alcohol should not encourage any form of alcohol abuse nor should it place emphasis on quantity and frequency of use.
- Beverage alcohol (such as kegs or cases of beer) shall not be provided as free awards to individual students or campus organizations.
- No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling, or other promotional activities, should include “drinking contest.”
- Where controlled sampling is allowed by law and institutional policy, it should be limited as to time and quantity. Principles of good hosting should be observed including availability of alternative beverages, food and planned programs. The consumption of beer, wine or distilled spirits should not be the sole purpose of any promotional activity.
- Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate institutional officials.
- Display or availability of promotional materials should be determined in consultation with appropriate institutional officials.
- Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.
- Contracts for advertisements with campus media (radio station, TV station, yearbook, literary magazine, or newspaper) should include a statement regarding educational value and subscribe to the philosophy of responsible and legal use of the products represented. Beverage alcohol marketers should support campus alcohol education programs that encourage informed and responsible decisions about the use or non-use of beer, wine or distilled spirits.
- If permitted, beverage alcohol advertising on campus or in institutional media, (radio station, TV station, yearbook, literary magazine or newspaper) including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success.
- Advertising and other promotional campus activities should not associate beverage alcohol consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
- Local off-campus promotional activities, primarily directed to students, should be developed in consultation with appropriate institutional officials.

## 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.

## FIGHTING POLICY

The ULM Policy on fighting, includes but is not limited to the following provisions which shall apply to students and to all Recognized Student Organizations regardless of their status; chapter, colonies, and membership levels included in their organization.

Fighting can lead to significant injury and possible criminal charges. Initiating a fight is one of the fastest ways to criminal prosecution or civil action. Such action will not be condoned by the university and will be subject to immediate suspension or dismissal of the individual(s) or the groups involved.

Any fight that involves individual students or multiple students from an organization, on or off campus, will be considered a violation of the code of student conduct. All individuals may be subject to the Code of Conduct hearings. The ULM Code of Student Conduct outlines the established procedures for considering alleged violation of university regulations.

## HAZING POLICY

In accordance with the purpose and philosophy of the University of Louisiana System and the laws of the State of Louisiana, which include the belief that true fraternalism can be nurtured only in an atmosphere of social and moral responsibility and that hazing is inconsistent with the responsibility of student organizations to conduct safe, constructive pledge education, and in order to eliminate the harmful practice of hazing, the University of Louisiana System has adopted the following policy to be followed by all students and student organizations, including but not limited to the Greek organizations, clubs, and athletic teams on its System campuses.

- A. No student organization shall employ a program of pledge education which includes “hazing.”



- B. Hazing shall be defined as:
1. any action taken or situation created, whether on or off college or university property, which is life threatening to the individual; and
  2. kidnapping, paddling, slapping, branding, burning with cigarette, or any such activities which are life threatening to the individual or are intended to hurt or to humiliate physically or mentally.
- C. Hazing may include the following activities when these activities are life threatening or intended to hurt or to humiliate physically or mentally:
1. physical exercise, scavenger hunts, road trips, any activity resulting in excessive fatigue, physical or psychological shocks;
  2. wearing apparel which is uncomfortable to the individual, or if worn publicly, is conspicuous or not normally in good taste;
  3. engaging in public stunts or buffoonery, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non-alcoholic) which is distasteful or designed to provoke nausea or inebriation;
  4. any form of verbal harassment, any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
  5. any activities which interfere with the student's scholastic responsibilities; and
  6. the use of obscenities and vulgarities in dress, language, or action.
- D. It shall be the duty of all student organization members and pledges to report immediately, in writing, any violation of this policy to the appropriate institution administrator. Any violation of this policy shall be investigated, and appropriate disciplinary action taken.

To provide for an efficient expedition of your application to live off campus, you should adhere to the following procedure:

- Step 1 **START EARLY** Thirty (30) days prior to the first day of registration for the semester the exemption will be effective is recommended.
- Step 2 **FIRST CONTACT** should be a personal appearance to the Office of Auxiliary Enterprises, University Commons II. DO NOT send others to conduct your business. DO NOT make any binding off-campus living arrangements before you are granted off-campus approval.
- STEP 3 **REVIEW** the Off-Campus Housing Policy to see if you qualify under any of the exemptions.
- STEP 4 **COMPLETE AN APPLICATION** form. This will be provided to you in Auxiliary Enterprises, University Commons II.
- STEP 5 **PRESENT YOUR APPLICATION** to the Office of Auxiliary Enterprises, University Commons II for immediate approval or further instructions if documentation is required. You must provide notarized letters from relatives. You must use a **ULM MEDICAL RECORDS RELEASE FORM** for your doctor to send records to ULM. You must provide a **COPY OF THE DEED** for property owned by you or your family. You must provide a copy of the title to a trailer owned by you or your family along with a utility receipt.
- STEP 6 **DOCUMENTATION** mailed in should be addressed to: Office of Auxiliary Enterprises, University Commons II, Monroe, LA 71209-5400.  
When requesting forms by mail, please enclose a stamped, self-addressed, legal size envelope.
- STEP 7 You will be **CLEARED TO REGISTER** after presenting your application with the proper documentation and approval.

## HOUSING POLICIES ON-CAMPUS HOUSING REQUIREMENTS

All unmarried full-time undergraduate students, under 21 years of age, are required to live in on-campus residence halls as long as space is available.

Allowable exemptions are:

- A. If you live with your parents within a 50 mile radius of Monroe, you are automatically approved to commute.
- B. If you live with a married brother, sister, or grandparent *in a permanent residence* (not apartment) within a 50 mile radius of Monroe. Notarized letters of permission from both relative and parents.
- C. If you are classified as a veteran with at least 24 months of active duty.
- D. If you live in a property **owned** by you or your immediate family.
- E. Severe medical problems. (Documentation required.) Allergies are generally not considered to be a severe medical problem.
- F. Married, divorced, or has a child.
- G. If you are a part-time student. A statement must be signed in the Office of Auxiliary Enterprises, University Commons II..

## ROOM CONTRACT TERMS:

- A. It is university policy that students contract for room and meals on a semester basis for the residence halls and suites and either an academic year or academic year plus summer for the apartments; therefore, all enrolled students living on-campus must pay for both services.
- B. In compliance with the University of Louisiana System Governing Board's resolution, all unmarried full-time undergraduate students, **under 21 years of age**, are required to live in on-campus residence halls as space is available. (See On-Campus Housing Requirements in "Schedule of Classes" for exemptions.) If space is not available, a student may be granted a one semester exemption to move off campus. However, the student will be expected to move back on campus the next academic year unless they meet the established requirements to remain off campus. Upperclassmen (Seniors, Juniors, etc.) will be given priority with off-campus exemption requests.
- C. Students violating this policy as stated in paragraph 2 (above) will be required to pay full room and meal charges for the period the violation occurred.

- D. Students may request Off-Campus Approval of the Office of Auxiliary Enterprises. Applications should be filed 30 days prior to the first official class day and before any off-campus housing arrangements have been made.
- E. All dining facilities on campus are closed when classes are not in session. Residents, except those living in the Bayou Village Apartments, should not expect to remain on campus during the semester breaks. If a resident does require housing during the break period they must contact the Residence Life Office two weeks prior to the end of the semester in order to register for interim break housing. Residents may be consolidated for this period.
- F. The university reserves the right to (1) deny the request of any prospective student, (2) change the residence hall or room assignment (a resident without a roommate will be reassigned or charged for a private room), or (3) cancel accommodations of any student; (4) enter and inspect any room at any time when cause prevails; and (5) require immediate payment for damages to furnishings and/or physical structure.
- G. Cancellations must be made at least 45 days before the first official class day of the semester for which the reservation was made. A cancellation made prior to the 45 day period will result in removal of room and meal charges from the fee bill. Failure to cancel a reservation or to claim the room may result in the room being reassigned and classes being dropped.
- H. The university is not responsible for loss or damage to items in the residence hall due to theft, fire, water, heat, or other causes. Residents are encouraged to contact your personal insurance provider to verify their coverage under your homeowners policy or if you may need Renter's Insurance.
- I. Refunds will be given on a daily pro rated basis through the 14th class day. 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.
- J. Students who fail to meet the prepayment deadline 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.)
- K. Overnight Guest: Residents must register their overnight guest at the Residence Life office, located in University Commons II, no later than 12:00 noon on the day the guest will be staying. If a room is a double occupancy room, the request must be agreeable to the roommate. Overnight guest must be of the same sex as the resident making the overnight request and the guest must be at least 17 years of age. *This university policy applies to all housing including the Bayou Village Apartments.*

### ON CAMPUS HOUSING POLICIES

All residents are responsible for reading and abiding by the policies listed in the Guide to Residence Hall Living.

#### QUIET HOURS/NOISE POLICY

Each person, as a resident of ULM, possesses certain reciprocal, individual rights and responsibilities which must be respected. Primary rights of the resident include the right

to read, study, and sleep, free from undue interference in the hall and in one's room. "Quiet Hours" is a phrase used to designate those times set apart for study and quiet when no one is supposed to turn up the radio/stereo or make any other noises which might disturb the study or sleep of other students. Quiet hours apply to both students and guests. Quiet hours are from 8 p.m. until 8 a.m. daily including weekends. Quiet hours are maintained 24 hours a day during the last two weeks of a regular semester regardless of formal or informal notice made by individual residence hall. **EXCESSIVE NOISE IS NOT PERMITTED AT ANY TIME.**

Residents must register all overnight guests. It is the responsibility of the student to know all policies governing visitation and overnight guests in their hall as well as any hall they visit. Consult your RA or hall director if you have any questions.

Residents may be assessed a minimum of \$150 for allowing an illegal resident to reside in their room.

### HOUSING/RESIDENTIAL LIFE EVICTION POLICY

The University of Louisiana at Monroe is governed by the University of Louisiana System Board of Supervisors. A State Board Policy requires that all students reside in on-campus housing unless they meet the criteria for an allowable exemption. In addition, the University is charged with the responsibility of providing a healthy, safe, educational environment for the University community. This responsibility supersedes the enforcement of the mandatory housing policy. **In order to promote and preserve the proper educational environment in the residence hall system, the University reserves the right to remove from the system those students who demonstrate an inability or unwillingness to function within the parameters of housing rules and regulations.** The evicted student must vacate University housing facilities within 24 hours, and the student forfeits all refundable housing fees.

Violations of housing rules constitute a violation of at least Subsections 5.03:27 and 5.03:28 of the *ULM Code of Student Conduct*. Actions may be violations of other subsections of the "Standards of Conduct for Students" in addition to those subsections. The *ULM Code of Student Conduct* also provides for censures to include forfeiture of rights and privileges (Section Six, 6.01:10) and mandatory on-campus or off-campus housing (Section Six, 6.01:25).

All housing eviction cases will be assigned, administered and/or adjudicated through the Office of Student Services and Judicial Affairs or the appropriate University Unit. A student removed from the residence halls for legal, judicial, or health reasons may re-apply for housing after a one year absence. Acceptance back into the residence halls will be at the discretion of the Office of Residential Life, Judicial Affairs and the Counseling Center (when applicable). Specific conditional requirements along with documentation may be required from law enforcement, university personnel, mental health professionals or other pertinent sources.

1. Physical assault on campus
2. Physical harm to oneself
3. Possession of illegal drugs on campus

4. Violation of Weapons on Campus Policy
5. Damage to University property, private property, or theft
6. Insubordination to University personnel or their representatives acting in the line of duty
7. Psychological or emotional difficulties
8. Habitual roommate and/or suitemate difficulties
9. Unregistered or unauthorized guest of more than one night or more than one occasion
10. Unsanitary health conditions in residence halls, suites, and apartments
11. Non-compliance with Residential Life policies
12. Fourth offense housing violation
13. Felony acts of such nature that the student's continued presence is potentially dangerous to the health, safety, and educational environment of the University community.
14. e-mail Harassment

**NOTE:** Student cases which are subject to housing eviction will be considered in terms of all past housing violations documented in a student's disciplinary file. "Fourth Offense" or "Combination of four" means four offenses which have occurred during a student's entire tenure in University housing; this does not mean four offenses occurring within a semester.

## IMMUNIZATION POLICY

**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.

## MEDICAL WITHDRAWAL POLICY

*This policy was accurate as of the date printed. For the most current revisions to this policy refer to the Web site referenced below.....*

### PURPOSE

One of the University's purposes is to ensure equality of educational opportunity while fostering an environment that promotes education, research, service, cultural diversity and the growth and safety of all members of university community. From time to time University officials become aware of a student who may be seriously interfering with this purpose because of a mental, emotional, or psychological health condition. In these situations, University officials may consider the appropriateness of (1) utilizing the regular student disciplinary system, or (2) examination, hospitalization, and treatment for mental illness under Louisiana state law. In addition to, or instead of, either of those procedures, the matter may be handled as a potential medical withdrawal according to the standards and procedures described in this policy.

*Medical Withdrawal* is not a substitute for appropriate disciplinary action. A student suffering from a mental disorder who is accused of a disciplinary violation should not be diverted from the disciplinary process unless, as a result of the mental disorder, the student either lacks the capacity to respond to the charges, or did not know the nature and quality of the act in question. Further, this policy should not be used to dismiss socially or politically "eccentric" students who have not otherwise engaged in behavior which poses a danger to themselves or to others, or which substantially disrupts normal University activities.

Medical withdrawal should be reserved for those cases where interim measures, such as a behavioral contract, are deemed inappropriate, or cannot be agreed upon by the student and the University.

The Medical Withdrawal Policy can be viewed at the following web site:

[www.ulm.edu/studentaffairs/judicial.Html](http://www.ulm.edu/studentaffairs/judicial.Html)

## NON-DISCRIMINATION POLICY

The University of Louisiana at Monroe recognizes that members of the University community represent different groups according to sex, race, color, creed, national origin, and physical or mental disability. The University further

recognizes that, in a pluralistic society such as ours, these differences must be recognized and respected by all who intend to be a part of the University community.

It is not the intent of the University to dictate feelings or to mandate how individuals should personally interact with others. It is, however, the intent of the University that awareness of individual and group rights according to sex, race, color, creed, national origin, and physical or mental disability be regarded as important to the education of its students. Our ability to work in a pluralistic society demands no less.

It is with this in mind that the University does not permit any actions, including verbal or written statements, that discriminate against an individual or group on the basis of sex, race, color, creed, national origin, or physical or mental disability. Any action is a violation of the Student Code of Conduct. Complaints of discrimination should be made orally and in writing to the appropriate University Administrator.

## PARENTAL NOTIFICATION POLICY

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) (GEPA), universities may disclose the final results of disciplinary proceedings in which a student is found to have committed a violent crime or non-forcible 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 Code of Student Conduct alcohol or drug violations as set forth below. Notification will take place upon the determination of a violation by the Dean/Associate Dean of Students Services and Judicial Affairs' 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, 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 Services and Judicial Affairs will generally NOT notify parents or legal guardians of students under the age of 21 of violations. **Parents and guardians will be notified if the student is determined by the Office of Student Services and Judicial Affairs to be a danger to himself/herself others, or to property.**

The Office of Student Services and Judicial Affairs will 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 Services and Judicial Affairs WILL 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 Dean/Associate Dean of Student Services 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 will 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 Dean/Associate Dean of Student Services 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.

## PET /ANIMAL POLICY

### Purpose

To protect the safety and ensure the comfort of students, faculty, staff, and others on campus.

### Scope

This policy applies to all animals on campus, specifically pets that belong to faculty, staff, or students. This policy does not apply to animals used for scientific research at the University.

### Policy

No pets / animals of any kind will be allowed inside of any University facility (residence hall or apartment). A University facility is a building that is leased, rented, or owned by the University.

A pet that is brought onto campus (any property leased, rented, or owned by the University) must be physically restrained (leashed, in a cage, etc.) and in the proper care and control of the owner at all times. Pets cannot be left unattended by the owner. It is recommended that pets not be brought onto campus but if they are, they are the sole responsibility of the owner. The University will not be liable for any injuries, damage, etc. resulting from or to the pet.

An exception to this policy is that guide animals for individuals with special needs (i.e. Seeing Eye dogs, etc.) will be allowed to be used in University facilities.

## POSTING POLICY (Campus)

The University of Louisiana at Monroe (ULM) strives to create a campus culture that supports its academic mission. It seeks to provide an environment conducive to learning, one that is aesthetically pleasing and welcoming for faculty, staff, students, alumni, community members, and visitors. Thus, the following Policy is effective, July 1, 2006. All individuals or groups wishing to post materials on campus in display areas must be approved and stamped. ULM is not responsible for the safety of any material placed on campus and reserves the right to remove and discard any materials or chalking not in compliance with this policy.

### I. General

- a. Posting, distributing of literature, fliers, posters, advertisements, or any other material is limited to only ULM divisions/department, ULM programs and ULM RSO's. Non-ULM groups are asked to publicize in ULM student newspaper.
- b. Materials must be clear and legible, must bear the name of the sponsoring ULM division/department, ULM program or ULM RSO and must provide current contact information.
- c. Materials making reference to the use, sale, consumption or distribution of alcohol or illegal drugs are prohibited, including but not limited to: 2-4-1 specials, happy hours, BYOB, BYOC, All you can drink, Keg, Keg Party, Keg Bust or illustrations/photos depicting these activities.

- d. Materials displaying or referring to violence or obscenities and of deformity or commercial nature are prohibited.

### II. Posting Policy

- a. Registered Student Organization (RSO)
  - Each RSO must have an event approved in SAMS prior to requesting approval to advertise the event.
  - Posting is not allowed on any reserved or departmental display area without permission for the appropriate department/organization.
- b. Academic Departments
  - Representatives wishing to post information on behalf of an academic department may use departmental display area without prior approval from the Office of Student Life & Leadership.
  - Any materials posted outside of departmental display areas must be approved buy Office of Student Life & Leadership prior to posting.
- c. Student Elections & Campaigning
  - All general posting rules and specifications will apply for campaign materials in addition to SGA election codes.
  - Special campaigning display areas will be provided for candidate (further information can be obtained through SGA).

### III. Specifications

- a. Fliers are limited to a maximum size of 11" x 17" with the exemption of specially sanctioned university events as outlined in Section VII of this policy. Any flier that exceeds the size limit will be removed.
- b. NO HAND WRITTEN FLIERS WILL BE PERMITTED.
- c. All posting should be limited to the cork portion of the display board or strip.
- d. Tacks are to be used on cork posting boards and strips only (the use of staples, tape, stickers or adhesives is prohibited).
- e. All costs associated with the removal of any material posted with anything other than tacks will be billed to the responsible party.
- f. Postings on top of others will be removed.
- g. No more than one flier per ULM division/department, ULM program or ULM RSO may be posted on an individual display area.
- h. It is the responsibility of the ULM division/department, ULM program or ULM RSO to remove all posting 24 hours after completion of the publicized event.
- i. All out of date postings will be removed on the 1st and 15th of each month. If the specific dates fall on time of University closure, holidays or weekends, removal will occur on the next business day. Fliers will be removed due to damage or deterioration caused by inclement weather or excessive posting.
- j. During the first two weeks and last two weeks of each semester, boards with excessive posting will be cleaned on a daily basis.
- k. Fliers posted by ULM division/department, ULM program or ULM RSO that provide information

related to ULM issues and events will be given priority,

1. Failure to adhere to these regulations will result in removal of the flier and action being taken by the University.

#### IV. Display Areas

- a. General postings are limited to display areas designed by headers with ULM STUDENT NEWS. A list of those locations may be obtained through Office of Student Life & Leadership located in the Student Center.
- b. Posting is strictly prohibited in or on the following: trees, chalkboard, desks, podiums, sidewalks, interior and exterior walls of buildings, doors (wood or glass), concrete, pilings, columns, windows, glass fronts, painted surfaces, brick, wood borders and frames of display board, emergency call phones, fixtures, mailboxes, newsstands, ad dispensers, bus stops, benches, utility boxes, motor vehicles, and private property.
- b. Postings is not allowed on any reserved or departmental display area without permission from the appropriate department/organization. For policies and procedures concerning the following, please see the Office of Student Life and Leadership.
  - Distribution of Materials
  - Chalking
  - Free-Standing Signs (Sandwich Boards/ A-signs/Greek Letters and Stake Signs)
  - University Special Events/Student Government Elections Provisions
  - Special Provision

## REFUND POLICY

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 either directly deposited or mailed. They are not to be picked up. Direct deposit requires a student to complete an authorization form. 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 15th class day (for Fall and Spring terms) based on the Current Refund Schedule

found on the Controller/Student Accounts Services website. After the 15th 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. 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.)

## SEXUAL ASSAULT POLICY

In accordance with the mandates of the Higher Education Reauthorization Act issued by the Office of Education, The University of Louisiana at Monroe submits the following sexual assault policy to fully address this serious crime in an appropriate and consistent manner. The University is committed to preventing this violence through incorporation of educational programming and adoption of clear guidelines informing students, of the University's procedures in handling such cases. Sexual assault crimes are heinous, and these crimes occurring on the University campus will not be tolerated under any circumstance. University community members found responsible of any sexual assault crime will be severely dealt with through the appropriate University office.

### DEFINITIONS

Sexual Assault occurs when the act is intentional and is committed either by a) physical force, violence, threat, or intimidation; b) ignoring the objections of another person; c) causing another's intoxication or impairment through the use of drugs or alcohol; or d) taking advantage of another person's incapacitation, state of intimidation, helplessness or other inability to consent. Sexual assault may include acts of rape, unwanted touching, fondling or other forms of sexual conduct which may reasonably be construed as invasive.

Consent insist that the partner must give clear, affirmative indications that they voluntary choose to participate. So long as the choice is clearly expressed, by words or actions, then their right to engage in mutually agreed-upon sexual activity is respected. Affirmative consent is required either verbally, or by voluntary acts unmistakable in their meaning to engage in a specific activity.

Since The University of Louisiana at Monroe is a state institution subject to federal, state, parish and municipal laws, the University accepts the definitions which are taken from the "Criminal Code," in the 1992 West's Louisiana Statutory Criminal Law and Procedure Handbook, describing sexual assault crimes occurring in the State of Louisiana. The University shall refer to these definitions to determine when a sexual assault has occurred. Since this handbook is updated on an annual basis, the University shall utilize the most recent edition. The following types of sexual assault are thoroughly defined in this handbook.

- Rape
- Aggravated Rape
- Forcible Rape
- Simple Rape

Sexual Battery

Aggravated Sexual Battery

Oral Sexual Battery

Aggravated Oral Sexual Battery

Students or employees who would like to have access to the *West's Louisiana Statutory Criminal Law and Procedure Handbook* may request the assistance of the The University of Louisiana at Monroe Police Department.

PROCEDURES FOR SEXUAL ASSAULTS

Victims of on-campus sexual assault as defined by the *1992 West's Louisiana Statutory Criminal Law and Procedure Handbook* are advised to adhere to the following important guidelines:

**SPECIAL NOTE:** Victims of sexual assault are highly advised to:

1. Remain in the clothing worn during the assault. Do not change clothing in order that clothing may be examined. (The ULM University Police Department has published in its "Safety and Security Procedures" brochure that if you must change clothes, place soiled clothing in a bag. **HOWEVER, DO NOT USE A PLASTIC BAG.** Furthermore, this brochure has also noted that if you must use the bathroom to urinate, do not use toilet tissue.)
2. Do not bathe or douche as vital evidence necessary for criminal prosecution will be lost.
3. Do not brush teeth.

Although adhering to the above guidelines is most difficult under such traumatic conditions, the victim aids law enforcement agencies in the preservation of evidence when following these three recommendations.

1. Report the assault either in person or by telephone to the UNIVERSITY POLICE DEPARTMENT, 342-5350, N. McGuire St. If the victim chooses to telephone, the victim is advised to give present location in order that the University Police Officers may come to the victim and personally take a report in a private or preferred atmosphere.

In either circumstance, a counselor from the ULM Counseling Center or other available office will be present if possible during the report.

2. Following the report given to the University Police Department, the victim is strongly advised to seek medical assistance from one of four local Monroe/West Monroe hospitals: LSU Medical Center, 330-7000; St. Francis Medical Center, 327-4000; St. Francis North Hospital, 388-1946; or Glenwood Regional Medical Center, 329-4200.

Seeking medical attention is important to the victim for the following reasons:

- a. Victim's overall health can be assessed,
- b. Evidence will be collected, with the victim's consent, for use in prosecution, and
- c. Victim will be counseled regarding possible pregnancy and sexually transmitted diseases.

If the victim does not have a means of transportation to a local hospital, the University Police Department will transport the victim to a hospital of choice.

3. The victim may proceed to take action against the accused by:

- a. Pressing criminal charges with the District Attorney's Office with the assistance of the University Police Department. This action is encouraged whether the accused is or is not found to be a University student.
- b. If the accused is found to be a student at ULM, the victim may request that University disciplinary proceedings begin for redress of the assault.

**NOTE:** During University disciplinary proceedings, both the victim and the accused are entitled to having one advisor present. Furthermore, both the victim and the accused shall be informed of the outcome of the disciplinary proceedings for an alleged sexual assault.

4. A victim of sexual assault is highly encouraged to participate in follow-up counseling. Failing to address openly the emotional trauma of sexual assault can be devastating to the victim. Usually, victims undergo tremendous stress and fear of normal social interaction following such an assault. Thus, learning to cope with a multitude of feelings and fears can be accomplished through on-going counseling. The victim may seek counseling through any of the following agencies:
  - a. ULM Counseling Center, 342-5220, University Avenue ULM campus;
  - b. The Well Springs (formerly know as the Monroe YWCA Rape Crisis), 387-4357, 1515 Jackson Street, Monroe, and;
  - c. Educational Leadership and Counseling Department, 342-1246, Strauss Hall, ULM campus.
5. If a student reports to a faculty member that they have been raped, it is the faculty member's responsibility to report it to the University Police and to the Office of Student Services and Judicial Affairs so an investigation can be conducted.

STANDARDS OF STUDENT CONDUCT

In the Definitions Section of this policy, the types of sexual assault which may occur are given. Listed below are applicable subsections of the "Standards of Conduct for Students," taken from Section Five, of the *ULM Code of Student Conduct*, which address sexual assault. The University does not permit:

- 5.03:10 Participation in harassment, 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.
- 5.03:15 Abusive, drunken, violent or excessively noisy behavior or expression on University property or at any University authorized activities.
- 5.03:23 The threat or commission of physical violence 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.

- 5.03:44 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 and municipal law.

Finally, to preserve the educational environment of the University community, a student may be formally charged with a violation of the ULM Code of Student Conduct and referred to a hearing before the Office of Student Services and Judicial Affairs for possible disciplinary action when as a result of his/her conduct the student is:

- 5.03:49 Convicted of a felony.
- 5.03:50 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.
- 5.03:51 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 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.

- 5.03:52 Sexual misconduct, sexual assault, sexual harassment as defined in the University Policies section (Chapter 4) of this manual.**

#### THE RIGHTS OF THE VICTIM IN ALLEGED SEXUAL ASSAULT CASES

1. The right to not have the victim's past sexual history discussed during an investigation and during a hearing.
2. The right of the victim to choose persons to accompany them throughout the investigative and disciplinary proceedings.
3. The right to be present throughout the entire disciplinary proceedings.
4. The right to have a campus restraining order or ban imposed on the accused and/or the accused's friends to prohibit them from contacting or harassing the victim.
5. The right of the victim to be informed of the outcome of the disciplinary proceedings dealing with the alleged sexual assault.

6. The right to be informed of counseling available on the University of Louisiana at Monroe campus and of counseling available in the Monroe community.
7. The right to change academic and on-campus living environments after an alleged sexual assault incident.
8. The right to be informed of criminal proceedings in the city and district courts.

#### PENALTIES FOR SEXUAL ASSAULT

The University has the right to take disciplinary action, independent of the criminal justice system, with any student the University finds responsible of sexual assault. The University has jurisdiction in sexual assault cases occurring on the University campus. The University also has jurisdiction in off-campus cases where a University of Louisiana at Monroe student has violated Subsections 5.03:49, 5.03:50, and 5.03:51 of the "Standards of Conduct for Students" found in the ULM Code of Student Conduct. However, since all forms of sexual assault are abominable, the University will not tolerate these behaviors as they constitute a violation of federal, state, parish, and municipal laws and a violation of University rules and standards. In accordance with Section Six of the ULM Code of Student Conduct, students found responsible of sexual assault by the University are subject to either of the censures listed below:

1. Suspension from the University,
2. Dismissal from the University, or
3. Expulsion from the University.

Louisiana criminal penalties which may be invoked against offenders are listed in the *West's Louisiana Statutory Criminal Law and Procedure Handbook*.

#### DATA ON SEXUAL ASSAULT

The University Police Department at The University of Louisiana at Monroe maintains all data on sexual assaults, and this department collects statistics concerning the occurrence of forcible or nonforcible sex offenses on the University campus. This data is collected from August 1 through July 31 annually. Members of the University community who would like to obtain this information, may call the University Police Department at 342-5350 or visit the department located on the campus 605 N. McGuire Ave.

#### CIRCUMSTANCES OF OCCURRENCE

All members of the University community are advised to exercise caution while on the campus both during the day and at night. Although students, faculty and staff comprise the majority of people found on the campus, many non-University related individuals visit the campus daily. Consequently, students and employees must use good judgement and wise decision-making in the course of daily activities on the campus. The following lists some situations in which a sexual assault may occur. Consideration of these types of situations when moving about the campus is advised:

1. Walking to and from parking areas both during the day and night. (Have keys in hand when returning to an automobile, and always check the automobile before entering.)
2. Walking the campus alone at night. (Call University Police for escort service.)
3. Working late at night in University offices and laboratories. (When possible, keep doors locked,



and when exiting the building, call University Police for escort service.)

4. Walking in dimly lighted areas of campus. (All areas needing better lighting should be reported to the University Police Department.)
5. Failing to keep residence halls locked at all times.
6. Inviting strangers into residence hall rooms.
7. Returning to campus following excessive use of alcohol and/or use of drugs.

NOTE: Students wanting to receive or read additional information on “Sexual Assaults: Reporting a Rape or Sexual Assault” may refer to The University of Louisiana at Monroe Safety and Security Procedures brochure published by the ULM Police Department.

## SEXUAL HARASSMENT POLICY

### FOREWORD

The University of Louisiana at Monroe is committed to providing an environment for students, which is free from sexual harassment. All members of the University community should be treated with dignity and fairness without harassing conduct which stifles productivity and hampers academic and professional motivation. Title VII of the Civil Rights Acts of 1964 prohibits discrimination in public or private employment on the basis of sex, as well as on the basis of race, color, national origin and religion. Although Title VII does not specifically address sexual harassment, the Supreme Court decided in *Meritor Savings Bank v. Vinson*, 477 U.S. 57, 106 S.Ct. 2399 (1986) that sexual harassment is a form of unlawful sex discrimination. Title IX of the Education Amendments of 1972 also prohibits sex discrimination. Title IX can address sexual harassment of both students and employees of educational programs receiving federal financial assistance. Title IX provides in pertinent part as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...

In 1988, the Equal Employment Opportunity Commission, (“EEOC”) the federal agency which enforces Title VII, adopted and published its definition of sexual harassment which specifies two forms of sexual harassment: 1) quid pro quo (meaning “something for something”) which occurs when submission to sexual conduct is made a condition of educational benefits or concrete employment, and 2) offensive environment harassment which occurs when sexual harassment is unwelcome, pervasive or so continuous that it creates a hostile or intimidating environment.

### DEFINITION

Sexual Harassment is behavior, based upon the sex of the individual, that has the effect of being so severe, pervasive or objectively offensive that the student is unable to benefit from educational opportunities or activities. Examples include, unwelcome physical contact, repeated advances, or propositions of a sexual nature.

Sexual harassment may occur between people of the same sex or of a different gender. It may occur in a variety of relationships such as faculty and student, student and student, or with members of student organizations or other university

entities. Most noteworthy is the relationship where a “power differential” exists such as between professor and student or supervisor and subordinate. All University community members are hereby apprised that sexual harassment may submit an individual not only to institutional discipline but also to personal liability.

One or more of the following circumstances must be present for behavior to be considered sexual harassment:

1. Submission to or tolerance of the conduct is an explicit or implicit term or condition of appointment, employment, admission, or academic evaluation; or
2. Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual; or
3. The conduct has the purpose or effect of interfering with the work performance of student or creating an intimidating, hostile, offensive, or otherwise adverse working environment; or
4. The conduct has the purpose or effect of interfering with a student’s academic performance, creating an intimidating, hostile, offensive, or otherwise adverse learning/living environment, or adversely affecting any student.

### A. EXAMPLES

Examples of behavior which could, under certain circumstances, be considered sexual harassment under these guidelines include:

1. Unwelcome jokes or stories which are specifically designed to embarrass or humiliate through their sexual subject matter content.
2. Unwelcome sexual communications designed to arouse another, or unwelcome sexual remarks pertaining to a person’s clothing or anatomy.
3. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical sexual conduct.
4. Unwelcome display of sexually explicit materials in an individual’s place of work or study.
5. Frequent and repeated touching which is unwelcomed and undesired.
6. Creating or arranging situations specifically designed to violate privacy in an unwelcome and undesired manner.

### B. ROMANTIC RELATIONSHIPS INVOLVING INDIVIDUALS WITH POWER DIFFERENTIALS

Romantic relationships occurring between teaching assistants and students, or employees and students are discouraged by the University if these relationships involve a significant power differential. Although a decision to participate in a seemingly consensual relationship may seem sincere, a student may actually choose not to refuse such an offer simply out of fear of reprisal. Accordingly, consensual romantic relationships involving significant power differentials are deemed unwise and inappropriate by the University because they place the individuals involved in a working or learning environment which may be uncomfortable or negative.

Teaching assistants and supervisors are highly advised to continually maintain appropriate professional demeanor and to avoid situations with students which may lead to sexual relationships intended to improve either academic or employment standing.

## PROCEDURES

The University of Louisiana at Monroe has created and implemented the grievance procedures outlined hereinafter to investigate and resolve complaints of sexual harassment. Any student of the University community who believes that he or she has been sexually harassed may file either a formal or informal complaint with the Office of Student Services and Judicial Affairs whether the complainant elects to file an informal or formal grievance, the complainant and alleged offender will be free from restraint, coercion, discrimination or reprisal. When reporting the alleged violation, the complainant may be accompanied by a colleague, friend or counsel.

These procedures do not absolve the complainant of responsibility for clearly communicating to the individual(s) perceived to be practicing sexual harassment the complainant's desire for the perceived sexual harassment to end immediately. Members of the University community who believe harassment is continuing despite requests for it to end or who believe themselves to be in situations making it impossible to request an end to harassment are advised to keep a written record of incidents they believe to be sexual harassment. The written record should detail time, place, name(s) of alleged harasser, witnesses, the specific harassing actions that have taken place and the victim's response to the harassment. This record will assist the victim in recalling the alleged event(s) when making a complaint or filing a formal grievance with the appropriate University authorities and with any external agencies.

The Office of Student Services and Judicial Affairs may proceed with sexual harassment investigations through either an informal process or a formal grievance procedure. Complaints will be handled by the Office of Student Services and Judicial Affairs informally while grievances will involve a formal investigation which may include hearings. The complainant also has the option to pursue a complaint outside of the parameters of the University procedures under Title VII, Title IX and state laws. Students may gain information about the sexual harassment policy and be counseled for concerns without further action occurring. The Office of Student Services and Judicial Affairs will take no formal action until a victim makes a complaint.

The complainant should present his/her grievance as promptly as possible after the alleged harassment occurs. One possible consequence of failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date.

### INFORMAL COMPLAINT RESOLUTION

#### A. CONSULTATION

An informal resolution of the incident(s) may be preferable in many circumstances. However, the complainant is not required to instigate informal procedures instead of formal grievance procedures. As explained more fully below, if informal procedures are implemented and prove to be unsatisfactory, then the complainant may institute formal procedures.

A student who considers himself a victim of sexual harassment should first consult an appropriate University Official to learn the University's procedures for handling sexual harassment cases. An appropriate University Official would include the following:

1. Department Head,
2. Dean,
3. Director,
4. Vice President or
5. their designated representative.

It is recommended those considering themselves a victim of sexual harassment present a complaint of the incident(s) within one hundred twenty (120) days following the alleged harassment in order to utilize the University grievance procedures. Presentation of a complaint does not necessarily require that the complainant must resort to the formal grievance procedures outlined in Section IV(b) below. Sexual harassment complaints by a student against another student and complaints by a student against student organization members will be resolved by the Office of Student Services and Judicial Affairs through Informal Resolution and through the Student Sexual Harassment Committee for Formal Grievance by way of the Office of Student Services and Judicial Affairs. These cases may further follow subsequent due process procedures as outlined in the ULM Code of Student Conduct.

In cases involving sexual harassment complaints brought by students, the appropriate University Official for consultation would be located in the Office of Student Services and Judicial Affairs and/or the Counseling Center.

#### B. FILING A COMPLAINT

A student who wishes to file a complaint after consultation should present the complaint to the appropriate University Official already contacted regarding consultation. Upon receiving the complaint, the University Official, along with a Counseling Center representative, will either:

1. Schedule a preliminary meeting to discuss the charges, to explain proper procedures, and to determine whether further information is necessary, or
2. The University Official will transfer the complaint to a University designated ombudsman who will investigate cases which involve claims made by one student against another through the Office of Student Services and Judicial Affairs.

To the extent possible, confidentiality will be maintained to protect the privacy of all individuals involved. Only those individuals directly involved in the resolution of such a case will be given information about the case.

#### C. INVESTIGATION

The appropriate University Official will have the complainant complete a Sexual Harassment Complaint Report which describes the specific harassment and the type of relief sought. If this University Official believes the complaint warrants additional investigation, the Official will conduct an informal investigation with the individuals named by the complainant. In cases where the complainant is a student and the alleged offender is a student or where the complainant is student and the alleged offenders are members of a student organization acting in the name of the organization, the Student Sexual Harassment Committee will conduct a hearing to determine if the University's policy on sexual harassment has been violated.

In the course of this investigation, the University Official will discuss the complaint with the appropriate administrative official of the accused, collect and clarify all available facts about the alleged harassment, and call a meeting of the complainant and the alleged offender either separately or

together. In those cases referred to the Student Sexual Harassment Committee, an opportunity will be provided for an informal hearing during which both the complainant and the accused student may present statements regarding the allegations. The committee may also interview witnesses at this hearing. No formal rules of evidence shall be applicable.

**D. RESOLUTION**

The University Official or the Student Sexual Harassment Committee will attempt to resolve the complaint to the mutual satisfaction of both the complainant and the alleged offender; however, when mutual satisfaction is unattainable, the Student Sexual Harassment Committee will impose censures commensurate with the violation. If a resolution is reached, the University Official or the Student Sexual Harassment Committee will make a dated record of the terms of the resolution which states the nature of the complaint and the names of the parties involved. This record will be kept in the appropriate University office. No censures may be imposed after an informal hearing without the agreement of the alleged offender. If the alleged offender fails to agree to the proposed resolution, the complainant may initiate formal grievance procedures.

If the alleged offender is a student or student organization and the complainant is a student or employee, the charge shall be considered as an allegation of a violation of the *ULM Code of Student Conduct*. In such a case, the formal procedures utilized in connection with a hearing shall be those set forth in the *ULM Code of Student Conduct* under Section Seven, 7.04:01 through 7.04:36. In all other cases, the formal grievance procedures listed below shall be followed. In cases where the complainant is a student and the offender is a student, a finding of responsible may involve censures to be applied against the student(s) found responsible of sexual harassment. If students found responsible of harassment are members of a student organization and the practices or policies of the student organization are found to include sexual harassment, then censures may be applied against the student organization. Censures which may be imposed are found in Section Six of the *ULM Code of Student Conduct*. Appropriate censures which may be applied against the student or student organization found responsible of sexual harassment, include but are not limited to the following:

- 6.01:01 Reprimand
- 6.01:02 University community service
- 6.01:03 Warning probation
- 6.01:04 Disciplinary probation
- 6.01:05 Indefinite disciplinary probation
- 6.01:06 Counseling
- 6.01:10 Forfeiture of rights and privileges
- 6.01:11 Suspension of eligibility for official athletic or non-athletic extracurricular activities
- 6.01:19 Suspension from the University
- 6.01:21 Dismissal from the University
- 6.01:22 Expulsion from the University

**E. RIGHT OF APPEAL**

A student found responsible may appeal the decision of the Student Sexual Harassment Committee to the President's Appeal Panel by submitting a written letter of appeal to the Office of Student Services and Judicial Affairs within three (3) class/business days of the Committee's final hearing. Subsequent appeals may be made within two (2)

class/business days. (See Section Ten, Organization Chart, for subsequent appeal routes.)

**F. RETALIATION/FALSE INFORMATION**

Retaliation against any individual filing a sexual harassment complaint will not be tolerated by the University. The making of false accusations against any individual will also not be tolerated by the University. Either retaliation or bringing false accusations will result in disciplinary action by the University.

**FORMAL GRIEVANCE PROCEDURE**

The formal grievance procedure will address cases involving teaching assistants (graduate assistants performing the duties of a teacher) and students. This may involve relationships between teaching assistant and student.

If a satisfactory resolution to a complaint cannot be reached or if the complainant wishes to proceed further, then the complainant may initiate the formal grievance procedure.

**A. SUBMISSION OF GRIEVANCE**

The complainant must submit a signed and dated "Formal Grievance Against Sexual Harassment" form to the appropriate University Official within ten (10) working days of the failed informal resolution or within one hundred twenty (120) calendar days of the alleged sexual harassment incident. Along with that form, the complainant must submit a written complaint detailing each instance of alleged sexual harassment and the type of relief sought. The University Official receiving the complaint shall inform the Office of Student Services and Judicial Affairs of the complaint so that a hearing may be set. In special circumstances, time limits may be waived with the mutual consent of University Officials.

**B. RESPONSE FROM ACCUSED**

Within five (5) working days of receiving the complaint, the University Official will contact the alleged perpetrator of sexual harassment and will inform this individual of the complaint and the opportunity to respond. The alleged offender will have ten (10) working days to respond to the complaint. The response shall specifically address each instance of alleged sexual harassment stated in the complainant's written complaint. If no response is received, a Notice of Nonresponse shall be sent to the alleged perpetrator. If no response is received within five (5) working days thereafter, it will be assumed no response is intended AND the University Official will note same in the record. In special circumstances, time limits may be waived with the mutual consent of University Officials.

**C. STUDENT SEXUAL HARASSMENT COMMITTEE**

Within fifteen (15) days of the alleged offender's response or failure to respond, the Office of Student Services and Judicial Affairs, will convene the Student Sexual Harassment Committee for a hearing concerning the complaint.

**D. FINDINGS OF THE STUDENT SEXUAL HARASSMENT COMMITTEE**

If the Student Sexual Harassment Committee finds that the University sexual harassment policy has been violated, it will forward to the Office of Student Services and Judicial Affairs disciplinary action suitable for the offense. The Committee will also consider any past sexual harassment offenses when deciding on appropriate disciplinary action. A record of the Committee's findings and recommendation will be maintained by the appropriate University office.

Furthermore, both the complainant and the defendant shall receive a copy of the Committee's findings and recommendation.

Appropriate disciplinary action may include but is not limited to the following:

1. Written reprimand or Warning Probation
2. Indefinite Probation
3. Suspension from the University.
4. Dismissal from the University.
5. Expulsion from the University
6. Reassignment of duties from the University.
7. Termination of ULM Employment (grad asst. or student workers)
8. Counseling
9. Combination of any of the above

Within five (5) working days of the Student Sexual Harassment Committee hearing, the Committee will forward its findings and censures for disciplinary action to the Office of Student Services and Judicial Affairs. The Office of Student Services and Judicial Affairs decision will be sent in writing to the complainant, the defendant and the defendant's administrative supervisor(s). (If Applicable)

#### E. APPEALS

Either party may appeal the Student Sexual Harassment Committee's findings by submitting a written letter of appeal as outlined in Section 8 of the *Student Policy Manual*.

## SEXUAL MISCONDUCT POLICY

Sexual misconduct occurs when an act is committed without intent to harm another and where, by failing to correctly assess the circumstances, a person believes unreasonable that effective consent was given without having met his/her responsibility to gain effective consent. Sexual Misconduct (narrowly interpreted) would allow decision makers to address what is essentially reckless behavior through a broader range of penalties, including sanctions less severe than dismissal, suspension or expulsion. *Situations involving physical force, violence, threat or intimidation fall under the definition of Sexual Assault, not sexual misconduct.*

## SMOKING POLICY

### Purpose

The University of Louisiana at Monroe is committed to promoting and maintaining a healthy work and academic environment. To enable the University to fulfill this commitment, and to ensure that the University complies with State and local laws; it is necessary that a policy be implemented to bring the University to as close to tobacco free as practicably possible.

### Scope

This policy applies to all University faculty, staff, students, visitors, and contractors. Tobacco use includes but is not limited to: smoking (cigars & cigarettes), smokeless tobacco (dipping), and chewing tobacco.

### Policy

The use of tobacco products is prohibited in all university buildings and leased spaces. This prohibition area applies to any area enclosed by the perimeter (outermost) walls of the building, including restrooms, storage areas, balconies, stairwells, and fenced in areas connected to a building as well as any other similar building features that are considered to be "within a building".

The use of tobacco products is prohibited within 25 feet of any building entrance, air intake duct and window. The Centers for Disease Control recommends that a minimum of a 20-foot perimeter be established.

Specific outside areas for tobacco use will not be established or identified.

Individuals who use tobacco products will be responsible for their proper disposal.

The use of tobacco products is prohibited in all University vehicles. This applies to all licensed and unlicensed vehicles owned, leased, and rented by the University.

The use of tobacco products is prohibited in outdoor areas where seating is provided.

The sale, distribution, or advertisement of tobacco products is prohibited in University buildings and public areas.

Vice presidents, deans, directors, and department heads are responsible for ensuring that staff, students, visitors, and contractors are made aware of this Policy, and that they comply with its requirements. Existing disciplinary policies may be used as appropriate.

The following information was obtained from Table 1-1 in U.S. Department of Health and Human Services Guide Making Your Workplace Smokefree: A Decisions Maker's Guide. Full version of this guide is available at [http://www.cdc.gov/tobacco/research\\_data/environmental/fullguide.pdf](http://www.cdc.gov/tobacco/research_data/environmental/fullguide.pdf).

### Health Consequences of Tobacco Use Mortality and Morbidity

- Results in premature death
- Causes significant disease and disability

### Cardiovascular Effects

- A cause of coronary heart disease
- A cause of cerebrovascular disease (stroke)
- A cause of atherosclerotic peripheral vascular disease

### Cancer

- A cause of cancer of the oral cavity (lip, tongue, mouth, and pharynx)
- A cause of lung cancer
- A cause of laryngeal cancer
- A contributing factor for renal cancer
- A cause of esophageal cancer
- A cause of bladder cancer
- Associated with gastric cancer

### Lung Diseases

- A cause of chronic bronchitis
- A cause of emphysema

### Women's Health Effects

- A cause of intrauterine growth retardation, leading to low birth weight babies
- A contributing factor for cervical cancer
- A probable cause of unsuccessful pregnancies

### Other Health Effects

- Addiction to nicotine
- Adverse interactions with occupational hazards that increase the risk of cancer
- Alteration of the actions and effects of prescription and nonprescription medications
- A probable cause of peptic ulcer disease

Health Consequences of Environmental Tobacco Smoke

- A cause of lung cancer in nonsmokers
- Associated with higher death rates from cardiovascular disease in non-smokers
- In children, associated with respiratory tract infections, increase prevalence of fluid in the middle ear, additional episodes of asthma, and increased severity of symptoms in children with asthma, and a risk factor for new onset of asthma in children who have not previously displayed symptoms
- Associated with increased risk of sudden infant death syndrome (SIDS)
- Associated with increased irritant effects, particularly eye irritation, among allergic persons

**SMOKELESS TOBACCO POLICY**

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. Those students who use smokeless tobacco are advised to dispose of waste containers appropriately in large trash bins located throughout the campus.

**STUDENT COMPLAINT POLICY**

To file an informal or formal complaint against another university student, service or department, follow the steps below to determine your next role in reporting a complaint/grievance to the University of Louisiana at Monroe. Read completely, the **Procedures for Complaint Resolutions**, posted in the Student Policy Manual, before continuing with the process.

If you are filing a complaint...	
STEP 1:	You may submit the <b>online complaint form</b> or obtain one from the Office of Student Services and Judicial Affairs, located at the Student Center, 239.
STEP 2:	File the complaint or grievance as “informal” or “formal”. If informal procedures are implemented and prove to be unsatisfactory, the complainant may institute formal procedures. For more information about procedures on complaint resolutions refer to the policy located in the Student Policy Manual online at <a href="http://www.ulm.edu/studentaffairs/judicial.html">http://www.ulm.edu/studentaffairs/judicial.html</a>
STEP 3:	Submit the completed form to the Office of Student Services and Judicial Affairs located at the Student Center, 239.
STEP 4:	The Coordinator of Judicial Affairs will review the information provided. On all matters, this Office will either investigate the complaint or will send it directly to the Department that is authorized to address the concerns.

**Procedures for Complaint Resolution**

In this policy a complaint or grievance is an allegation by a student that there has been, in an individual case, an arbitrary

or discriminatory application of, or failure to act pursuant to the policies of the University of Louisiana at Monroe in relation to students. The complaint should be a written statement submitted by a student about a matter that requires informal or formal consideration and resolution by the university in the terms set out in this policy.

This policy applies to student complaints about any aspect of the learning process and the broad provision made by the university to support that process. This policy may not be used where the complaint can be dealt with under policies that provide a specific process for resolution of complaints such as Registered Student Organization constitutions, Sexual Harassment Policy, the Grade Appeal Process and other general grievance procedures as summarized in the *Student Policy Manual and Catalog*.

**Rights and Responsibilities of Parties to a Student Complaint**

Parties to a student complaint have the right to

- be treated with courtesy at all times
- a fair and timely investigation process
- express their points of view without fear of recrimination
- receive full information at all stages of the complaint process
- be advised in writing of all decisions made in relation to the complaint
- appeal the outcome as outlined in this policy

Parties to a student complaint have a responsibility to:

- treat all parties with courtesy at all times
- respect the points of view of others
- respect the rights of all parties to the complaint with the respect to confidentiality
- in the case of the complainant, ensure that the complainant is made in good faith and complies with the Student Complaint Policy
- provide full and accurate information to the person investigating the complaint
- not take any action that may be regarded as an act of recrimination against any other party

**Informal Complaints**

Before making written complaints, students are encouraged to seek resolutions by discussing them informally with the relevant staff member who is most associated with the matter. A staff member with who a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally. A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the Office of Student Services and Judicial Affairs, located in the Student Center, 239.

**Formal Complaints**

Where it has not been possible to resolve a concern informally, a student may make a formal complaint. A student who wishes to make a formal complaint must submit it in writing on the prescribed form. The written complaint must be submitted within one month after the occurrence of the action or matter unless the Vice President, Assistant Vice President of the Division of Student Affairs or his designee agrees to receive it beyond this time frame. If the complainant

prefers not to address the complaint to the person recommended it may be addressed to the Vice President for the area most directly related to the complaint that will address the complaint and make a decision in accordance with these procedures. If a complaint involves a Vice President, it should be directed to the President. The Vice President, Dean or Director who receives a student complaint must acknowledge it in writing within three working days. He or she must also lodge the complaint in the relevant college, department, or division office and must maintain a file of all documentation in relation to the consideration of the complaint. The Vice President, Dean or Director must ensure that any staff member named in the complaint receives a copy as soon as practicable. The Vice President, Dean or Director must consider the complaint in accordance with the principles of fair play and must ensure that all parties to the complaint are accorded the full benefit of those principles. The process may include meetings with relevant staff and/or the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a peer support person.

#### **Resolutions of Complaints**

The Dean or Director must make a decision in relation to the complaint and must communicate his or her decision to the parties, within 28 days of receiving the complaint. If the complaint involves a university policy or procedure and if, in the opinion of the relevant Assistant Dean, or Director, the complaint has substance, the Dean or Director must arrange for the relevant policy or procedure to be reviewed, with a view to preventing a recurrence and ensuring continued improvement. If the resolution of the complaint involves a potential grievance for an employee, the Dean or Director must follow the appropriate procedures as outlined in the Employee or Faculty Handbook. If the Dean or Director does not have authority over the employee, then they may forward a recommendation for disciplinary action to the appropriated supervisor.

#### **Appeals**

Any party to a student complaint who is dissatisfied with a decision under this policy may appeal to the Vice President for the area most directly related to the complaint. This appeal must be submitted in writing within two weeks of the letter communicating the decision. The Vice President will consider the relevant documentation and may, at his or her discretion, consult the Dean or Director who made the decision. The Vice President may also interview any parties to the complaint. If he or she determines that the complaint process has been conducted in accordance with this policy and the outcome is appropriate, the Vice President may dismiss the appeal. Otherwise, he or she will decide to appeal in consultation with the relevant Dean or Director and any other parties. The Vice President will communicate his or her appeal decision in writing to the parties. The Vice President will also inform any staff members who are dissatisfied with a student complaint process of the steps available to them under the University of Louisiana at Monroe, Human Resource Policy Grievance Procedures.

#### **Confidentiality**

All student related information will be considered confidential and protected under FERPA (Family Educational Rights and Privacy Act). Records relating to employees and other records that do not include student information are not confidential.

#### **Report to the Office of Student Services and Judicial Affairs**

The Office of Judicial Affairs is the custodian of all disciplinary actions on campus. Therefore, all documentation involving student complaints or grievances must be forwarded to this office located in the Student Center, 239.

### **SUBSTANCE ABUSE PREVENTION POLICY**

#### **THE DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), signed by President Bush on December 12, 1989, requires the University to sign a certification in order to receive any Federal funds. The University is required to certify to the United States Department of Education that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. At a minimum, this program must include the annual distribution of the following to each student and employee:

- A. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on University property or as any part of the University's activities;
- B. A description of the applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- C. A clear statement that the University will impose censures on students and employees (consistent with local, state and federal law) and a description of these censures, up to and including expulsion or termination of employment and referral for prosecution for violations of the "Standards of Conduct for Students";
- D. A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees; and
- E. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

The University of Louisiana at Monroe endorses the Drug Free Schools and Communities Act and seeks to provide an educational environment that will promote the abilities and opportunities of all students. To comply with the requirements of the Act and to advance the educational environment of the University the following information is presented.

#### **STANDARDS OF CONDUCT FOR STUDENTS**

This information is an excerpt from *The University of Louisiana at Monroe Student Code of Conduct*, Section Five. Subsections 5.03:34 and 5.03:35 relate directly to the University's Standards of Conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students on University property or as a part of University activities. Subsections 5.03:49, 5.03:50, and 5.03:51, may also apply.

**Standards of Conduct for Students**

- A. Each student and/or guest assumes an obligation to obey all University rules and regulations made by properly constituted authorities.
- B. 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.
- C. Conduct regulations for students attending The University of Louisiana at 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 of Dishonesty, Misuse or Unauthorized Possession

- 5.03:34 Violation of University Drug Policy, to include: unauthorized or illegal possession, use, distribution, sale, manufacture, or transportation of narcotics, stimulants, depressants, barbiturates, sedatives, tranquilizers, hallucinogens, marijuana and/or other similarly known drugs and/or chemicals, possession of drug paraphernalia.
- 5.03:35 Violation of University Alcohol Policy, to include: possession or consumption of alcoholic beverages or possession of alcoholic beverage containers on campus, or during any trip sponsored by the University, except as provided in University policy, underage possession or drinking; or providing alcohol to underage students on or off campus.

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 Code of Student Conduct and referred to a hearing in the Office of Student Services and Judicial Affairs or the appropriate University Unit for possible disciplinary action when as a result of misconduct the student or student organization is:

- 5.03:49 Convicted of a felony.
- 5.03:50 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; or
- 5.03:51 When there is a strong convincing evidence that the student or student organization against whom civil authorities have not brought charges

or imposed penalties has committed 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.

LEGAL SANCTIONS UNDER LOCAL, STATE, AND FEDERAL LAW FOR THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL

**Alcohol**

- Louisiana law R.S. 14:93.11 states that:
- A. It is unlawful to sell alcoholic beverages to any person under 21 years of age, and
  - B. Violation of this statute shall result in a fine of not more than one hundred dollars or imprisonment for not more than six months, or both. Lack of knowledge of the person’s age shall not be a defense.

- Louisiana law R.S. 14:93.13 states that :
- A. It is unlawful for any person other than a parent, spouse, or legal guardian as specified in R.S.14:93.10 (2)(a)(ii), to purchase on behalf of a person under 21 years of age any alcoholic beverage, and
  - B. Whoever violates the provisions of this Section shall be fined not more than five hundred dollars or imprisoned for not more than thirty days, or both.

**Drugs**

Illegal Controlled Substance (pursuant to R. S. 9:2800.62.2) means cocaine, phencyclidine, heroin, or methamphetamine and any other illegal controlled dangerous substance the possession or distribution of which is a violation of the Uniform Controlled Dangerous Substances Law, R.S. 40:961 et seq.

POSSESSION OF MARIJUANA

- 1st conviction: fined not more than \$500 and/or imprisoned in the Parish Jail for not more than 6 months.
- 2nd conviction: fined not more than \$2000 and/or imprisoned with or without hard labor for not more than 5 years.

SCHEDULE I DRUGS

- Possession: fined not more than \$5000 and/or imprisoned for not less than 4 years and not more than 10 years.
- Distribution: fined up to \$15,000 and/or sentenced from 5 years to life imprisonment without benefit of probation, or suspension of sentence.

SCHEDULE II DRUGS

- Possession: fined not more than \$5000 and/or not more than 5 years in prison.
- Distribution: fined not more than \$15,000 and/or not less than 5 years in prison, but no more than 30 years.

SCHEDULE III DRUGS

- Possession: fined up to \$5000 and/or not more than 5 years in prison.

- Distribution: fined not more than \$15,000 and/or not more than 10 years in prison.

#### SCHEDULE IV DRUGS

- Possession: fined not more than \$5000 and/or not more than 5 years in prison.
- Distribution: fined not more than \$15,000 and/or not more than 10 years in prison.

#### SCHEDULE V DRUGS

- Possession: fined not more than \$5000 and/or not more than 5 years in prison.
- Distribution: fined not more than \$5000 and/or not more than 5 years in prison.

Any person found responsible of distributing to any student involved in any public or private elementary, secondary, vocational-technical training, special, or post secondary school or institution in Louisiana shall, upon conviction, be punished by a term of imprisonment of not more than twice that authorized by the applicable provisions...or payment of not more than twice the fine authorized.

#### CENSURES FOR PERSONAL USE/ABUSE OF DRUGS/ALCOHOL

Students who are involved with the use and/or abuse of drugs/alcohol will be censured by the University. Censures will include any of the following from the Collegiate Due Process System:

- 6.01:02 University Community Service
- 6.01:03 Warning Probation
- 6.01:04 Disciplinary Probation
- 6.01:05 Indefinite Disciplinary Probation
- 6.01:06 Counseling
- 6.01:09 Restitution
- 6.01:10 Forfeiture of rights and privileges
- 6.01:11 Suspension of eligibility for official athletic or non-athletic extracurricular activities
- 6.01:19 Suspension from the University
- 6.01:21 Dismissal from the University
- 6.01:22 Expulsion from the University
- 6.01:25 Mandatory off-campus housing
- 6.01:26 Drug testing

A student who has been initially convicted by a Civilian Court (City, Parish, State, Federal) where the offense involves drugs/alcohol and the offense has a maximum penalty of one (1) year or more confinement may be dismissed from the University.

#### THE ULM COUNSELING CENTER'S POLICY/ PROCEDURES REGARDING ALCOHOL & DRUGS

Students experiencing drug and alcohol difficulties are encouraged to seek counseling on campus as a beginning step. The abuse of alcohol and drugs is regarded at the Counseling Center as a personal crisis requiring special services as provided by a trained professional in drug and alcohol treatment.

In the event a student is referred to the ULM Counseling Center due to problem behavior on campus as a result of drug or alcohol usage, counseling then becomes mandatory and follow-up sessions are held.

The lines of communication between the Office of Student Services and Judicial Affairs and the Counseling Center

remain open and are often the source by which students are referred. When it is deemed necessary, based on the counselor's opinion that outside referral be made, the Counseling Center then takes on the role of secondary caregiver working in conjunction with either the attending counselor, therapist, psychiatrist, or doctor. Some places of referral are local Alcohol Anonymous groups, Glenwood Hospital's Chemical Dependency Unit, the Monroe Mental Health Center, and any other sanctioned groups who might meet the student's needs.

Effort on the part of the Counseling Center is made to help students identify a group they will be comfortable with and to see that a smooth transition is made. Students are encouraged to initiate the additional calls for help and to participate actively in the receiving of treatment. It has been found at the Counseling Center that such action can be both therapeutic and a sign of the counselor's acknowledgment of a possible drug problem; this is often the first step toward making a recovery.

At all times a file is kept on the client indicating services the client is receiving and a statement granting the Counseling Center permission to communicate with outside facilities. The Counseling Center operates under the alcohol guidelines set forth in the "Student Policy Manual" and adheres to issues of confidentiality as set forth in the American Counseling Association. Material is made available through outreach presentations, literature placed in the office and an updated listing of community services and support groups.

#### THE PHYSICAL CONSEQUENCES OF DRUG ABUSE

#### Amphetamines

Amphetamines increase heart and breathing rates and blood pressure, dilate pupils and decrease appetite. In addition, the user can experience a dry mouth, sweating, headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause people to flush or become pale. Other effects include: rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. Impairment of the power of voluntary (conscious) movement may persist long after chronic stimulant use stops. An amphetamine injection creates a sudden increase in blood pressure that can cause death from stroke, very high fever or heart failure.

Users report feelings of restlessness, anxiousness, and moodiness. Higher doses intensify the effects, and the user can become excited and talkative and have a false sense of self-confidence and power.

High dose amphetamine use over a long period of time can develop an amphetamine psychosis: seeing, hearing and feeling things that do not exist (hallucinations), having irrational thoughts or beliefs (delusions), and feeling as though people are out to get them (paranoia).

The following features may be exhibited by the amphetamine abuser:

- Bad breath
- Dry lips
- Dilated pupils



Acne  
 Chain smoking  
 Lip licking  
 Gum disease  
 Insomnia  
 Moodiness  
 Nail biting  
 Jitters  
 Sweating  
 Rapid Speech  
 Reduced appetite  
 Anxiety  
 Talkativeness

## Ecstasy

MDMA (3-4-methylenedioxyamphetamine), often called “Ecstasy”, “ADAM”, or “X-TC”, on the street, is a synthetic, mind-altering drug with hallucinogenic and amphetamine-like properties. Ecstasy (MDMA) is a designer drug, meaning it is synthesized in a laboratory and not found in nature. It is similar to two other synthetic drugs (MDA and methamphetamine) which are known to cause brain damage.

Users of Ecstasy may experience psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety and paranoia. These symptoms occur during use of the drug and sometimes for weeks afterwards. Psychotic episodes have also been reported.

Physical symptoms include:

Muscle tension  
 Involuntary clenching of teeth  
 Nausea  
 Blurred vision  
 Rapid eye movements  
 Faintness and chills or sweating  
 Can cause increases in heart rate and blood pressure  
 DEA officials report that Ecstasy is especially popular with college students and young professionals.

## Cocaine

Cocaine is one of the most powerfully addictive drugs of abuse and possibly the most potent brain stimulant in nature. Severe psychological dependence to cocaine and compulsive drug-seeking behavior can result from heavy or continuous use at relatively high dosages.

The sense of stimulation received from cocaine is called a rush, and probably comes from the activation of nerve cells in the brain that release a chemical messenger (neurotransmitter) called dopamine. Dopamine is associated with pleasure and a sense of alertness. Cocaine tricks the brain into feeling it has been supplied with pleasure, such as food and sex. Cocaine users prefer the drug to food, sex, family, and friends. Chronic cocaine users experience restlessness, irritability, anxiety, paranoia, and depression. Seizures and psychotic behavior can occur. Respiratory arrest, coma, and sometimes cardiac arrest are seen in the heavy cocaine user.

Occasional cocaine use may produce nasal congestion and a runny nose. Ulceration of the mucous membrane of the nose is not uncommon. Heavy use can cause the nasal septum to collapse or degenerate.

Cocaine is a powerful constrictor of blood vessels resulting in increased blood pressure, faster heart beat, and rise in body temperature to a feverish level. The following physical signs are common in the cocaine user:

Insomnia  
 Tremors  
 Rapid breathing  
 Twitching  
 Fever  
 Pallor  
 Cold sweats  
 Dilated pupils  
 Impotency  
 Constipation  
 Headaches  
 Nasal stuffiness  
 Seizures  
 Difficulty urinating  
 Blurred vision  
 Fast heart rate  
 Nausea and vomiting  
 Fatigue  
 Weight loss

Cocaine freebasing causes special concern as to the specific effect on the lungs. “Crack” is the street name given to freebase cocaine that has been processed from cocaine hydrochloride to a base, using ammonia or baking soda and water and heating it to remove the hydrochloride. Crack is potentially the most dangerous and addictive drug. Addiction can occur with a single use.

## Heroin

Natural opioids are narcotic drugs derived from the unripe seed capsules of the opium poppy. Narcotics produce sleep to relieve pain and may be either natural or synthetic. The natural opiates are morphine and codeine. Heroin is a semisynthetic derivative of morphine and codeine, and is obtained by reacting natural morphine with acetic acid. Opiates are potent central nervous system depressants and depress or decrease respiration, blood pressure and heart rate.

Signs of Narcotic use include the following:

Shallow breathing  
 Visible sores and other infections  
 Nausea and vomiting  
 Lethargy, apathy or stupor  
 Needle or track marks on inner arms and elbows  
 Redness and irritation of the nostrils  
 Watery eyes  
 Constricted pupils and reduced vision  
 Excess perspiration  
 Shaking and chills  
 Abdominal pains  
 Muscle aches  
 Weight loss  
 Constipation

## Marijuana

Marijuana is the most commonly used illegal substance in the United States. Studies show that the majority of users are adolescents and young adults. Marijuana produces a pleasant euphoria or “high”, commonly followed by drowsiness. Intoxication temporarily impairs concentration, learning, and perceptual motor skills. Thus, for at least 4-6 hours after a dose of marijuana, users probably function with reduced abilities.

Several animal studies have indicated that marijuana acts on the parts of the brain that are crucial for learning, memory, and the integration of sensory experiences with emotions and motivation. Marijuana may exert a toxic effect on brain nerve cells and thus produces euphoria and memory loss. THC appears to destroy cells in the brain similar to the loss of cells seen with normal aging. Long-term marijuana users are possibly at risk for serious or premature memory disorders as they age.

Marijuana joints appear to produce approximately the same lung damage and potential cancer risk as smoking 5 times as many cigarettes. The same lung cancer risks associated with tobacco also apply to marijuana users even though they smoke far less.

The following symptoms are seen in the marijuana user:

- Relaxation
- Talkativeness
- Lowered inhibitions
- Loss of concentration
- Incoordination
- Euphoria
- Mood swings
- Increased appetite
- Dryness of mouth
- Increased pulse rate
- A motivational syndrome

## Phencyclidine (PCP)

PCP is readily available because it can be inexpensively and easily synthesized by amateur chemists in an underground laboratory. Phencyclidine can be found in powder, capsule, and tablet form. The powder form can be snorted or smoked after mixing with marijuana or vegetable matter such as parsley, mint, oregano, or other leaves. Tablets and capsules are ingested. “Angel Dust” is the street name for the powder form of PCP. Tablets or capsules are referred to as “peace pills,” “hogs,” and “elephant tranquilizers.” PCP mixed with organic matter is called “superjoint” or “rocket fuel.” It may be eaten, snorted, or injected intravenously. It is well absorbed by any route.

PCP is a hallucinogenic drug, that is, one that produces profound alterations in sensation, mood, and consciousness that may involve the senses of hearing, touch, smell, or taste, as well as visual experiences that depart from reality. Since its effects are highly unpredictable, including bizarre behavior and disorientation, there is a significant risk of accidental injuries and death such as drowning, falling and automobile accidents. PCP users may also commit homicides under the influence of the drug. Because PCP is an anesthetic

compound it produces an inability to feel pain which can lead to serious bodily injury. Self-injurious behavior is one of the devastating effects of this drug.

The following symptoms may be seen in the PCP user:

- Euphoria
- Depersonalization
- Hallucinations
- Delirium
- Amnesia
- Tunnel vision
- Dizziness
- Incoordination
- Weight loss
- High blood pressure
- Speech problems
- Heart and lung failure
- Brain hemorrhage
- Convulsions
- Coma
- Death

### KNOW THE SIGNALS

Perhaps the best way to learn how you can tell if someone is using drugs is to learn the stages of addiction. Not everyone who uses drugs or alcohol is an addict, but that fact doesn't lessen the need for us to identify people who are in the addictive process so we can help them reverse the course of their lives.

Different authorities label the stages of drug and alcohol use in different ways. The description we use is adapted from Rapha's Twelve-Step Program for Overcoming Chemical Dependency.

#### Stage 1: Experimenting

The user:

- responds to the encouragement of others to try alcohol or drugs
- is excited about doing something new and possibly forbidden
- typically uses “light stuff” such as alcohol or marijuana
- experiences euphoria with few negative consequences
- learns to enjoy using

#### Stage 2: Seeking

The user:

- likes the feeling of being high and uses alcohol or drugs to fit in socially
- establishes limits on use (for example: 2 beers, or 3 joints, or 3 sniffs, or taking prescription drugs “only as directed”)
- sometimes goes over the limit and experiences negative consequences
- is usually in control of the amount of alcohol or drugs used, though there may be some problems at home, school, or work because of drug or alcohol use

#### Stage 3: Obsessing

The user:

- becomes preoccupied with getting high
- regularly breaks the self-imposed rules established in stage 2

- begins to lose control of aspects of his life due to preoccupation with drugs
- feels confusion, guilt, and shame over increased drug use; projects blame for behavior onto others; rationalizes, justifies, and minimizes painful feelings and inappropriate behavior

Stage 4: Consuming

The user:

- is consumed by the substance even as he consumes it and needs it just to feel normal
- blames others for the consequences of drug use and considers avenues of escape such as moving out of town, leaving the family, or committing suicide
- experiences deteriorating mental, spiritual, and physical health
- experiences withdrawal symptoms when he tries to stop using

For some people, progress through these stages takes years, and some can arrest the slide through sheer will power. Other people, however, seem to sprint down the addictive path of destruction. The type of drug, too, determines the rapidity of the process. Virtually all authorities report that people can become physiologically addicted to crack cocaine from the first instance of use.

Counselors who work with chemically dependent people observe a wide variety of characteristics associated with drug and alcohol use. As a person progresses through the stages of addiction, these characteristics become more pronounced.

Relational

The user displays:

- changes in circle of friends (new friends are users; they may or may not hide their use of substances)
- unwillingness to bring new friends home or even talk about them
- unexplained absences from home
- preference for heavy metal or acid rock music

Behavioral

The user exhibits:

- mood swings, secretiveness, withdrawal
- unpredictable behavior (explosions of anger, lying, fear, & shame)
- problems at school or work
- changes in sleep patterns
- changes in eating habits
- problems with money
- delusional thinking or hallucinations
- changes in activities (social, recreational, hobbies)
- impulsiveness and poor judgment
- lack of motivation and discipline
- possession of drug paraphernalia

Physical

The user experiences:

- increasing health problems, especially respiratory and gastrointestinal
- nausea or vomiting
- frequent drowsiness

- increasingly poor memory, glazed expression
- poor grooming habits
- vision or eye problems such as constricted pupils, dilated pupils, non-reactive pupils, inability to track with eyes, or bloodshot eyes

Note: These physical effects can also be caused by medical problems, so parents, coaches, and friends should not jump to conclusions if someone exhibits these characteristics.

**KEEP YOUR EYES OPEN**

It takes tremendous courage to ask questions when we really don't want to hear the answers. But we are foolish to keep our heads buried in the proverbial sand. Here are some patterns to observe.

Progression

Look for the progression of any of the characteristics in each category (relational, behavioral, and physical). These may occur so gradually that you don't notice, so compare current behavior to past behavior for differences. Sometimes drug use can escalate overnight. In that case, we are tempted to think, "This is out of character for him! Surely he'll get back to normal in a day or so." And he may, but the new behavior at least needs to be acknowledged if not addressed immediately.

Remember, adolescents normally change dramatically and erratically during this phase of their lives. So be careful not to jump to conclusions.

Secrecy

In developing their own identities, adolescents often become private people. That is fine--up to a point. If a young person won't give a satisfactory explanation of suspicious behavior, it is wise to be cautious. Explain that you want to have a relationship based on respect and trust. That means that some things are private, but those that affect both of you need to be adequately discussed.

Escaping Problems

Drinking or using becomes much more dangerous when the person begins to use the substance to escape problems. This may begin in an effort to block the pain or disappointment of a particularly difficult problem, but if it "works," the person will likely do it again for less painful problems. This pattern continues until the person tries to escape virtually all problems. Of course, it quickly becomes self-perpetuating because drug and alcohol use creates its own problems.

Mood Swings

Drinking or taking drugs to escape problems usually creates wide mood swings. As escape becomes more prevalent, the person's healthy coping skills atrophy. New problems seem more hopeless, and depression and anger deepen. Drug use provides relief and even euphoria, followed by a crash. Drug-induced depression is coupled with the hopelessness of lost coping skills and strained relationships. At that point, even normal problems seem like mountains. So escape is even more attractive, and the cycle of depression and euphoria continues.

Tolerance

One of the most significant indicators of drug and alcohol dependency is increased tolerance. In the drinking culture, it is a mark of bravado to “drink people under the table,” to “have a hollow leg,” and to “hold your liquor.” But the capacity to consume great quantities of alcohol or drugs with minimal effect is a sign that the body is becoming acclimated to the substance. Eventually the bodily systems are dependent on the substance to function “normally.” Abuse has then become addiction.

**Clinical Definitions**

Clinicians make a distinction between substance dependence, which is an addiction, and substance abuse, which is less severe.

These terms describe the use of a drug that impairs social and occupational functioning and produces a psychological dependence. Both of these are listed under the category of Psychoactive Substance Abuse Disorders in the *Diagnostic and Statistical Manual*.

Dependence, or addiction, is defined by the presence of three or more of the following symptoms for at least one month.

- The person uses more of the substance or uses it for a longer time than intended.
- The person acknowledges excessive use of the substance and may have tried to reduce it but has been unable to do so.
- Much of the person’s time is spent in efforts to obtain the substance or recover from the effects.
- The person is intoxicated or suffering from withdrawal symptoms at times when responsibilities need to be met, as in school or work.
- The person has given up or reduced his or her participation in many activities because of the use of the substance.
- Problems in health, social relationships, and psychological functioning occur.
- Tolerance develops, requiring larger doses (at least a 50% increase) of the substance to produce the desired effect.
- Withdrawal symptoms develop when the person stops ingesting substances or reduces the amount.
- The person uses the substance to relieve withdrawal symptoms. (For example, drinking alcohol early in the morning because withdrawal symptoms are appearing.)

Substance abuse, which is less severe than dependence, is defined as the presence of at least one of these traits.

- Continued use despite persistent or recurrent social, occupational, psychological, or physical problems caused by or exacerbated by use of the psychoactive substance.
- Recurrent use in situations in which use is physically hazardous. For example, driving while intoxicated.

**Family Members of Alcoholics or Users**

Drug and alcohol abuse affect family members and friends. Years ago, counselors who worked with families of alcoholics noticed certain patterns of behavior in members. Studies show that children of alcoholics are more likely than those from non-alcoholic homes to become alcoholic themselves. Experts debate about the existence of a “genetic link” and the effects of parental modeling, but whatever the cause, those from alcoholic homes need to be aware of the increased risk of their own use of drugs or alcohol.

The patterns of behavior for family members vary, but these characteristics are typical:

- A lack of objectivity about the family’s problems (minimizing, denial, etc.)
- A warped sense of responsibility, feeling the need to fix others’ problems
- Being easily controlled by others’ anger, self-pity, silence, and demands
- Trying to control others in these same ways
- Unresolved hurt and anger
- Intense feelings of guilt and shame
- Feeling isolated, lonely, and afraid of authority figures
- Fear of angry, demanding people
- Living for the approval of others, and feeling crushed when they disapprove
- The need to find someone to blame for personal and family problems, even if the person blamed is yourself
- Feeling like a victim
- Feeling misunderstood and abandoned even though you try to please people

Following are two questionnaires that will help you assess your--or a family member’s or friend’s risk level for chemical dependency and codependency.

**Are You Chemically Dependent?**

If you suspect you have a substance abuse problem, take this questionnaire by yourself then ask a friend or family member to take it with you in mind.

If you suspect a family member or friend has a problem, take this test with that person in mind.

Yes	No	
___	___	1. Do you lose time from work or school because of drinking or using drugs?
___	___	2. Is drinking or using drugs making your home life unhappy?
___	___	3. Do you drink or use drugs because you feel shy and insecure around people?
___	___	4. Is drinking or using drugs affecting your reputation?
___	___	5. Have you ever felt remorse after drinking or using?
___	___	6. Have you gotten into financial difficulties as a result of drinking or using drugs?

- \_\_\_ \_\_\_ 7. Do you seek out unsuitable companions or an inferior environment when drinking or using drugs?
- \_\_\_ \_\_\_ 8. Does your drinking or using make you careless about drinking or using?
- \_\_\_ \_\_\_ 10. Do you crave a drink or high at a definite time and on a daily basis?
- \_\_\_ \_\_\_ 11. Do you want a drink or high the morning after you've drunk heavily or taken drugs?
- \_\_\_ \_\_\_ 12. Does drinking or using cause you to have difficulty sleeping?
- \_\_\_ \_\_\_ 13. Has your efficiency decreased since you've been drinking or using drugs?
- \_\_\_ \_\_\_ 14. Is drinking or using jeopardizing your job or schoolwork?
- \_\_\_ \_\_\_ 15. Do you drink or use to escape worries, trouble, or a feeling of rejection?
- \_\_\_ \_\_\_ 16. Do you drink or use drugs alone?
- \_\_\_ \_\_\_ 17. Have you ever had a complete loss of memory as a result of drinking or using?
- \_\_\_ \_\_\_ 18. Has a physician ever treated you for drinking or using drugs?
- \_\_\_ \_\_\_ 19. Do you drink or use drugs to build your self-confidence?
- \_\_\_ \_\_\_ 20. Have you ever been to a hospital or institution because of drinking or using?

If you answer yes to any of these questions, you may have a problem with alcohol or drugs.

If you answer yes to any two, chances are you have a problem.

If you answer yes to three or more, you definitely have a problem with alcohol or drugs.

### Are You a Codependent?

If you suspect you have the problem of being controlled by other people, take this questionnaire. Then ask a trusted friend to take it with you in mind.

If you suspect a family member or friend has a problem, take this test with that person in mind.

Yes No

- \_\_\_ \_\_\_ 1. Do you often feel isolated and afraid of people, especially authority figures?
- \_\_\_ \_\_\_ 2. Have you observed yourself to be an approval-seeker, losing your own identity in the process?
- \_\_\_ \_\_\_ 3. Do you feel overly frightened of angry people and criticism?
- \_\_\_ \_\_\_ 4. Do you often believe you are a victim in personal and career relationships?
- \_\_\_ \_\_\_ 5. Do you sometimes think you have an overdeveloped sense of responsibility that makes you more concerned with others than with yourself?
- \_\_\_ \_\_\_ 6. Is it hard for you to look at your own faults and take responsibility for yourself?
- \_\_\_ \_\_\_ 7. Do you feel guilty when you stand up for yourself instead of giving in to others?
- \_\_\_ \_\_\_ 8. Are you addicted to excitement?

- \_\_\_ \_\_\_ 9. Do you confuse love with pity and tend to love people you can pity and rescue?
- \_\_\_ \_\_\_ 10. Is it hard for you to express feelings, including joy or happiness?
- \_\_\_ \_\_\_ 11. Do you judge yourself harshly (name-calling, blaming, condemning)?
- \_\_\_ \_\_\_ 12. Do you have low self-esteem?
- \_\_\_ \_\_\_ 13. Do you often feel abandoned in relationships?
- \_\_\_ \_\_\_ 14. Do you tend to be a reactor instead of an initiator?

If you answered yes to two of these questions, you have codependent tendencies.

If you answered yes to four, chances are you have a problem.

If you answered yes to six or more, you definitely have a problem with codependency.

Know the Signals is derived from and used by permission of the Fellowship of Christian Athletes' program entitled, "One Way 2 Play...Drug Free."

### Tobacco Use Policy

#### Purpose

The University of Louisiana at Monroe is committed to promoting and maintaining a healthy work and academic environment. To enable the University to fulfill this commitment, and to ensure that the University complies with State and local laws, it is necessary that a policy be implemented to bring the University to as close to tobacco free as practically possible.

#### Scope

This policy applies to all University faculty, staff, students, visitors, and contractors. Tobacco use includes but is not limited to: smoking (cigars & cigarettes), smokeless tobacco (dipping), and chewing tobacco.

#### Policy

The use of tobacco products is prohibited in all university buildings and leased spaces. This prohibition applies to any area enclosed by the perimeter (outermost) walls of the building, including restroom, storage areas, balconies, stairwells, and fenced in areas connected to a building as well as any other similar building features that are considered to be "within a building."

The use of tobacco products is prohibited within 25 feet of any building entrance, air intake duct and window. The Centers for Disease Control recommends that a minimum of a 20-foot perimeter be established.

Specific outside areas for tobacco use will not be established or identified.

Individuals who use tobacco products will be responsible for their proper disposal.

The use of tobacco products is prohibited in all University vehicles. This applies to all licensed and unlicensed vehicles owned, leased, and rented by the University.

The use of tobacco products is prohibited in outdoor areas where seating is provided.

The sale, distribution, or advertisement of tobacco products is prohibited in University buildings and public areas.

Vice presidents, dean, directors, and department heads are responsible for ensuring that staff, students, visitors, and contractors are made aware of this policy, and that they

comply with its requirements. Existing disciplinary policies may be used as appropriate.

## TRAFFIC AND PARKING POLICY

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 605 McGuire. 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:

- A. Vehicle Registration Certificate
- B. Valid Drivers License
- C. Vehicle Use Fee Payment Receipt
- D. ULM Identification Card

Faculty and staff registration is valid until notification of change is given. Student registration must be accomplished for each semester and the summer session.

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.

## TRAVEL ABROAD POLICY

### 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:

- Vice President for Student Affairs
- Vice President for Academic Affairs
- College Dean
- Associate Dean of Students and Judicial Affairs
- 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 at Monroe. In addition, students are reminded that the 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.

## WEAPONS ON CAMPUS POLICY

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. 14:96.6.

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.

Students found in violation of the “Weapons On Campus Policy” will be censured by the appropriate authority with one or more of the following penalties:

1. Indefinite Disciplinary Probation
2. Administrative Withdrawal
3. Temporary suspension
4. Eviction from University Housing System
5. Suspension from the University
6. Dismissal from the University
7. Expulsion from the University
8. Administrative charge or payment of monetary penalty

**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; is not permitted on campus. This includes Residence Halls, Suites, Apartments, vehicles, or on your person.**

# SAFETY AND SECURITY PROCEDURES

## THE UNIVERSITY POLICE

In its continuous effort to provide the best security and safety measures possible, the University Police Department provides a variety of law enforcement services and functions for the campus and surrounding areas. An active, regular police presence is established with 24-hour patrol protection for the main campus, parking lots, and residence halls. The University Police Department also provides regular patrol on streets throughout the University campus and all areas adjacent to the campus. This includes making initial response to fraternity houses located near the main campus.

All ULM police officers are highly trained law enforcement personnel and are commissioned by the Department of Public Safety, State of Louisiana. Louisiana Revised Statute 17:1805 vests University Police Officers with full law enforcement powers, authority, and responsibilities identical to the local police or parish sheriff. Each officer must successfully complete the Louisiana Commission on Law Enforcement Police Officer Standards and Training course. This is a ten-week training course taught by North Delta Training Academy, an extension of ULM which is located at 420 Wheelis Street, West Monroe, Louisiana. ULM police officers are trained along with officers from the 14 parish North Delta Region. All officers receive specialized training in first aid, firearms, defensive tactics, legal update, criminal investigation, collection and preservation of evidence, and traffic investigation.

ULM law enforcement officers have the right to carry a concealed weapon and to exercise the power of arrest when discharging their duties while in or out of uniform. In discharge of their duties on campus, police officers may exercise the power of arrest. University police officers have the authority to discharge their duties off campus if engaging in intelligence gathering activity, investigating a crime committed on campus, or if specifically requested by the chief law enforcement officer of the parish or city.

### A. Investigations/Crime Prevention

University police officers participate in seminars and workshops available to all students, faculty, and staff on a regular basis. The Director, or his designated representative, gives a crime awareness-safety security presentation at the beginning of each semester to all residence hall members as well as during student, parent, and new employee orientations. Topics available for discussion include: General Crime Prevention, Identify Your Property, Bicycle Security, Rape Awareness, and Sexual Assault.

Information concerning safety and security is regularly provided to students, faculty, and staff by the use of seminars and workshops; crime alert bulletins; crime prevention posters and brochures; KXUL, the University radio station; *Smoke Signals*, the employee newsletter; and the *Hawkeye*, the student weekly newspaper.

## ESCORT SERVICE

**A University Police escort service is available from dusk to dawn for the safety of anyone walking alone on campus at night. This service is available for anyone at any time during weekends, holidays, and during summer sessions. This information is presented at all residence hall orientations.**

The Investigation/Crime Prevention section is staffed by one full-time investigator; however, officers who have received specialized training in several major crime areas supplement the area as required. Programs available through this section are Crime Prevention and Awareness, Sexual Assault Presentations, Identify Your Property, and Abuse of Alcohol and Other Drugs and Controlled Substances.

Proper lighting and building security are major factors in determining crime on campus. The University Physical Plant Director maintains the University buildings and grounds with a concern for safety and security. The director, or his representative, inspects campus facilities regularly, authorizes repairs as quickly as possible affecting safety and security, and responds to reports of potential safety and security hazards, such as broken locks and windows.

The University Police Department assists Physical Plant personnel by reporting potential safety and security hazards on a regular basis. Students, faculty and staff may also report any safety and security hazards by calling 342-5170 or 342-5350. The ULM campus is routinely inspected by a University Safety Committee which walks and inspects the entire campus to review lighting and other environmental concerns for safety and security.

Most University facilities are open to the public during the day and evening hours when classes are in session. During the times that the University buildings are closed, only faculty and staff are allowed entry. With proper authorization, students are allowed access.

### B. Relations with Other Law Enforcement Agencies

The Police Department at The University of Louisiana at Monroe enjoys an excellent working relationship with the Monroe Police Department, the Ouachita Parish Sheriff's Department, the West Monroe Police Department, and the Monroe City Marshal's Office. Personnel and resources are provided by these law enforcement agencies whenever an incident occurs that exceeds the capabilities of The University of Louisiana at Monroe Police Department.



**CRIME STATISTICS**

The University Police Department submits a monthly Uniform Crime Report to the Louisiana Commission on Law Enforcement who in turn reports the statistics to the Federal Bureau of Investigation (FBI), Department of Justice, Washington, D.C. Additionally, a monthly report is submitted to the University of Louisiana System Board of Supervisors.

The following reflects the number of crimes for the most recent three calendar years for the University.

**Criminal Offenses - Main Campus  
On Campus (Jan 01-Dec.31)**

	2005	2006	2007
Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex	1	0	1
Robbery	1	1	2
Aggravated Assault	3	3	5
Burglary	19	19	17
Motor Vehicle Theft	1	4	4
Arson	0	0	0
Negligent Manslaughter	0	0	0

**On Campus, Residence Halls**

Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex	1	0	0
Robbery	0	0	1
Aggravated Assault	5	1	1
Burglary	6	4	4
Motor Vehicle Theft	0	0	2
Arson	0	0	0
Negligent Manslaughter	0	0	0

**Non-Campus Buildings**

Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

**Public Property**

Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

**Non-Police**

Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

\*\*Rape case prosecution declined by District Attorney.

**YEARLY ARRESTS  
On Campus Arrests**

	2005	2006	2007
Liquor Law Violations	1	18	19
Drug Abuse Violations	51	86	81
Weapons Possession	2	2	6

**Disciplinary Actions/  
Judicial Referrals on Campus**

Liquor Law Violations	10	6	12
Drug Abuse Violations	4	8	2
Weapons Possession	1	0	0

**On Campus, Residence Hall**

Liquor Law Violations	0	0	5
Drug Abuse Violations	7	7	0
Weapons Possession	0	0	3

**Non-Campus Buildings**

Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	1	0	0

**Disciplinary Actions/  
Judicial Referrals, Non-Campus**

Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

**Public Property**

Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

**Disciplinary Actions/Judicial  
Referrals on Public Property**

Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

# ULM CODE OF STUDENT CONDUCT

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# INTRODUCTION

## SECTION ONE

### 1.01 PURPOSE

The ULM Code of Student Conduct is promulgated by the Office of the Vice President for Student Affairs at The University of Louisiana at 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.

Part VIII, "Student Personnel Policies and Procedures," of the University of Louisiana System Board of Supervisors' Manual, promulgated June, 1976, dictates that the President of each college or university under the jurisdiction of the Board of Supervisors adopt and publish a due process procedure for the hearing of any student violation of university regulations.

The President of The University of Louisiana at 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 censures on students who are found responsible of violating these standards.

### AUTHORITY FOR DISCIPLINE

The ULM Judicial Officer, his/her staff, 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. This 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 judicial office without right to appeal to the Conduct Standards Committee.

### 1.02 DEFINITIONS

- 1.02:01** Academic—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** Academic Unit—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** Business Day—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** Class Day—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** The Code—reference to the ULM Code of Student Conduct or due process procedures.
- 1.02:06** Complaint—a written or oral statement of the essential facts constituting a violation of a University regulation or rule.
- 1.02:07** Corporate Act—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** Full-Time Faculty—any faculty member who is not on a part-time appointment.
- 1.02:09** Full-Time Student—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** Good Standing—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** Graduate—the term used to describe students who have earned a bachelor’s degree from any accredited institution.
- 1.02:12** Hearing Panel—A group of University administrators, students, and/or faculty or staff members hearing cases arising from student violations of University policies (i.e. the Conduct Standards Committee, the Student Organization Judicial Committee, the Student Sexual Harassment Committee, the Administrative Review Board, and all Appeals Committees).
- 1.02:13** Non-Academic—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** Normal University Communication Channels—the use of any University employee or written format to contact a student.
- 1.02:15** Part-Time Student—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** Person Bringing the Charge—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** Residence Hall—a University-owned student housing unit.
- 1.02:18** Staff Member—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.
- 1.02:19** Student—any person who has matriculated at the University.
- 1.02:20** University—The University of Louisiana at Monroe.
- 1.02:21** University Administrator—reference hereinafter is to any of the following: Vice President for Student Affairs, Dean for Student Affairs, Associate/Assistant Dean for Student Affairs/Services, Vice President for Academic Affairs, Academic Deans, Department Heads, Director of Student Life & Leadership, or their designated representative.
- 1.02:22** University Employee—any person employed by the University for any purpose on either a full-time or part-time basis.
- 1.02:23** University Official—any person employed by the University and assigned administrative, professional, or paraprofessional responsibilities (i.e. Graduate Assistants, Resident Assistants in the residence halls, etc.)
- 1.02:24** University Premises or Related Premises—all land, buildings, and facilities owned, leased, or controlled by the University.
- 1.02:25** University Unit—reference hereinafter is to any of the following: a University Administrator, the Conduct Standards Committee, the Student Organization Judicial Committee, the Parking and Traffic Appeals Committee, the Student Sexual Harassment Committee, the Housing Appeals Committee, the appropriate Academic Unit, the Academic Appeals Committee, the Administrative Review Board, or the University President
- 1.02:26** Upperclass—the term used to describe students who have successfully completed 30 or more academic semester hours.

# HEARING PANELS

## SECTION TWO

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

- A. Appropriate University Unit reviews a case.
- B. Appropriate University Unit renders a decision concerning the case.
- C. 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

All 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

(for non-academic violations)

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 committee is to hear cases, render decisions and/or impose censures on student organizations, not individual students, for violations of University policy. 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 Sexual Harassment Committee: The purpose of this committee is for hearing and resolving complaints of sexual harassment brought by a student against another student or brought by a student or employee against student members of University approved student organizations. Appeals from this committee will go to the President's Appeal Panel and their decision is final.

Conduct Standards Committee: The purpose of this appeal committee is to hear disciplinary cases arising from *major violations* of the Code of Student Conduct. All cases handled by this committee are from the Office of Student Services and Judicial Affairs and usually involved possible dismissal, suspension or expulsion of a student. Student's appeal that satisfies the standards written in the Appellate Process shall have their appeal reviewed by the President's Appeal Panel. Their decision is final.

President's Appeal Panel: (formally *Administrative Review Board*) This panel is an appellate body hearing non-academic appeals of major violations of the Code of Student Conduct. The hearing will be closed, and extend directly from decisions made by the University Judicial Officer(s), the Conduct Standards Committee or the Student Sexual Harassment Committee. Their decision is final.

#### Medical Appeal Panel

The Medical Appeal Panel is an appellate body hearing medical appeals, in a closed hearing, extending directly from decisions rendered by the Medical Withdrawal Committee.

In the majority of appeals, the final University voice is the President's Appeal Panel or the appropriate University Vice President who will send written notification of a decision to the student or student organization presenting the appeal. A student or student organization, who for any cause, fails to reasonably accept or receive the University'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 or student organization has received a sanction of suspension from the University for a period of one academic year, or if the sanction is of greater severity, the student or student organization may choose to make a procedural appeal, via the University President, to the University of Louisiana System Board of Supervisors. 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 the established and appropriate procedures at the institutional level. The student shall be notified of the Board's decision.

#### 2.02:01 Conduct Standards Committee

The Conduct Standards Committee may serve as an initial or first-line judicial body and as an appellate body for non-academic matters.

- A. **Composition**  
The Conduct Standards Committee 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 seven members, at least four 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; reappointments will require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, reappointments will follow the procedure stated above.

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

This judicial committee shall function in several capacities: 1) as an initial review body for all organizational violations of University policy as set forth in properly promulgated documents; 2) as an appellate body for student organization appeals; and 3) as a review body for reinstatement and compliance issues. The purpose of this committee is to hear cases, render decisions and/or impose censures on student organizations, not individual students or employees, for violations of University policy. Students who belong to and act in the name of a University recognized student organization and who violate University rules and regulations through a corporate act will be subject to a hearing by the Student Organization Judicial Committee; additionally, these students shall be subject individually to a censure(s) for violation(s) of University policy through the Office of Student Services and Judicial Affairs. Furthermore, this committee shall serve as a review body for censured student organizations regarding compliance or non-compliance with all University imposed censures. This hearing panel is authorized as well by the University to apply additional censures for non-compliance with previously imposed censures. This committee is further authorized by the University to review the status of suspended or dismissed student organizations upon submission of an application for reinstatement as a University recognized student organization. The committee may also make recommendations to the Office for Student Services and Judicial Affairs for actions to be considered and possibly initiated against a University employee involved in student organization misconduct.

- A. **Composition**  
The Student Organization Judicial Committee is composed of faculty or staff members and three part-time or full-time student upperclass 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 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; reappointments will require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, reappointments will follow the procedure stated above.

#### **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 six 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; reappointments require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, reappointments will follow the procedure stated above.

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

The Parking and Traffic (Traffic Appeals) Committee is a University committee constituted primarily for the purpose of hearing appeals of students who have been issued citations for violations of the ULM Traffic and Parking Regulations. The decision of this committee is final.

- A. **Composition**  
The Parking and Traffic (Traffic Appeals) Committee is composed of eight full-time faculty or staff members and five full-time 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 Dean 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 two of whom must be faculty or staff.
- 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 normally be appointed at the beginning of each fall semester and will serve for a one year period; reappointments will require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, reappointments will follow the procedure stated above.

**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; reappointments 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, reappointments will ensue.

#### 2.02:06 Student Sexual Harassment Committee

The Student Sexual Harassment Committee is an appointed committee created for the purpose of hearing and resolving complaints of sexual harassment brought by a student against another student or brought by a student or employee against student members of University approved student organizations. In the course of resolving sexual harassment cases involving a student, the Committee may find a student responsible of sexual harassment. When a student is found responsible of sexual harassment, the Committee may apply censures on the student or on the student organization as outlined in Section Six, "Censures," of the ULM *Code of Student Conduct* and the University Sexual Harassment Policy.

##### A. Composition

The Student Sexual Harassment Committee 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 Dean 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 (with the approval of the Student Government Association Senate).

##### B. Quorum

A quorum shall consist of seven members, at least four representing faculty or staff, 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 normally be appointed at the beginning of each fall semester and will serve for a one year period; reappointments will require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, reappointments will follow the procedure stated above.

#### 2.02:07 President's Appeal Panel

The **President's Appeal Panel** is an appellate body hearing non-academic appeals, in a closed hearing, extending directly from decisions rendered by the Conduct Standards Committee and Student Sexual Harassments Committee.

##### A. Composition

This Hearing Panel is composed of four members—the Vice President for Student Affairs or his designated representative, the Vice President for Academic 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. Appeal cases involving student organizations shall have the College Dean reasonably selected by the Vice President for Student Affairs. The Vice President for Student Affairs shall serve as Chairperson for all hearings.

##### 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 unless the student meets the requirements for a final appeal to the Board of Supervisors (8.02:04).

#### 2.02:08 Academic Vice President Appeals Panel

The Academic Vice President's 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.



**2.02:09 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 Judicial 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 seven 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; reappointments will require a written request of the member to the Residential Life Judicial Officer with the approval of the University Judicial Officer.

**2.02:10 Medical Appeal Panel**

The Medical Appeal Panel is an appellate body hearing medical appeals, in a closed hearing, extending directly from decisions rendered by the Medical Withdrawal Committee.

**A. Composition**

This Panel is composed of four members—the Vice President for Student Affairs or his designated representative, the Vice President for Academic Affairs or his designated representative, the Dean of the College of Health Sciences 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. Appeal The Vice President for Student Affairs shall serve as Chairperson for all hearings.

**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.

**D. The decision by this panel is final.****2.03 MEMBERSHIP QUALIFICATIONS****2.03:01 Good Standing**

Students appointed to serve on the Student Organization Judicial Committee, the Conduct Standards Committee, the Student Sexual Harassment Committee, or one of the Appeals Committees must be in good standing with the University, as approved by the Office of Student Services and Judicial Affairs, must have earned a minimum of 24 cumulative semester hours, and must have and maintain a minimum cumulative grade point average of 2.2 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 Services and Judicial Affairs, 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.

# STATEMENT OF RIGHTS AND RESPONSIBILITIES

## SECTION THREE

### 3.01 GENERAL STATEMENT OF STUDENT AND STUDENT ORGANIZATION RIGHTS

Student application for admission into The University of Louisiana at 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 *The University of Louisiana at Monroe Catalog*, the *Student Policy Manual*, 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 at 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:

- 3.01:01** 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.
- 3.01:02** The right to expect a quality education.
- 3.01:03** The right to develop one's individual potential.
- 3.01:04** 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.
- 3.01:05** 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.
- 3.01:06** The right to inquire, discuss, listen and evaluate.
- 3.01:07** 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.
- 3.01:08** The right to pursue an education without undue interference.
- 3.01:09** The right to appropriately communicate one-on-one with administrators, instructors, counselors, advisors, staff and other University Officials.
- 3.01:10** 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).
- 3.01:11** 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.
- 3.01:12** 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 restriction of any kind.
- 3.01:13** 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.
- 3.01:14** 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.

- 3.01:15 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 Student Development.
- 3.01:16 The right of students or University approved/recognized student organizations to use the University name only when identifying the University affiliation; using the University name or logo without the express permission of an authorized University Administrator or University Official is strictly prohibited.
- 3.01:17 The right to petition the appropriate University Unit or body for redress of grievances.
- 3.01:18 The right to fair hearings and appeals.
- 3.01:19 The right of privacy including freedom from unreasonable and unauthorized search and seizures relative to person, personal property, papers, effects and on-campus living quarters.
- 3.01:20 Students and student organizations may have other rights which are written into University-approved policies.
- 3.01:21 The right to be free from harassment, threats, stalking, violence, hazing, etc.

**3.02 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:

- 3.02:01 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 Services and Judicial Affairs, 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.
- 3.02:02 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.
- 3.02:03 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. 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.

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 for Student Services and Judicial Affairs 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 Services and Judicial Affairs 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, or dismissal 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 *Code*:

- 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.
- 5.03:08 False Reporting of Unlawful Explosive, etc.
- 5.03:09 Rioting, etc.
- 5.03:14 Visitation of Other College Campuses, etc.
- 5.03:18 Vandalism, etc.
- 5.03:23 Threat or Commission of Physical Violence, etc.
- 5.03:24 Hazing
- 5.03:29 Unauthorized occupation of any University Facility, etc.
- 5.03:34 Unauthorized or Illegal Possession, etc.
- 5.03:36 Falsification, Forgery, Alteration, etc.
- 5.03:39 Theft, 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, sexual assault, sexual harassment as defined in the University Policies section (Chapter 4) of this manual.

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.

- 3.02:09** In cases of psychological disturbance, additional University action, other than administrative withdrawal, temporary suspension or dismissal, may include but is not limited to:
- A. Notifying parents, guardians or significant others even though the student is 18 years or older.
  - B. 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.
  - C. 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 Services and Judicial Affairs 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.
- 3.02:10** 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.
- 3.02:11** The imposition of administrative withdrawal, temporary suspension, provisional status, or dismissal of a student arrested for a violent felony. When reasonably possible, the appropriate University Administrator will impose one of these censures. Within a reasonable time period and depending on the student's status with civil authorities, the University may hold a hearing before a Conduct Standards Committee which will determine if the student's presence on the campus constitutes:
- A. A significant threat of danger to self,
  - B. A significant threat of danger to others of the University community,
  - C. A significant threat of danger to property on the University premises, or
  - D. An immediate threat of disruptive interference with the normal conduct of the University's activities.
- Once a determination is made, the Conduct Standards Committee may impose an appropriate censure(s).
- 3.02:12** 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.

### **3.03 GENERAL STATEMENT OF STUDENT AND STUDENT ORGANIZATION RESPONSIBILITIES**

When a student is admitted to The University of Louisiana at 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:

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

#### **3.04 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:

- 3.04:01** Providing an environment suitable to the pursuit of academic excellence.
- 3.04:02** Displaying leadership through all activities, functions and operations in the areas of academics, business and student affairs.
- 3.04:03** Protecting and maintaining high academic standards at all levels.
- 3.04:04** Establishing policies, procedures, rules and regulations relative to student life and consistent with other institutions of higher education.
- 3.04:05** Requiring students and student organizations to demonstrate habits, attitudes and behavioral standards consistent with socially acceptable mores of the community at large.
- 3.04:06** Providing students and student organizations with due process when violations of University policies have occurred.
- 3.04:07** 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 Office of Student Leadership who forwards these documents to the Office for Student Services and Judicial Affairs for approval.
- 3.04:08** 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.
- 3.04:09** 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.
- 3.04:10** Exercising discretion in recording and disseminating information about all students and student organizations to ensure that privacy is maintained.

# PROCEDURAL DUE PROCESS PRINCIPLES SECTION FOUR

## 4.01 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 at 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 Code of Student Conduct* 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 Code of Student Conduct*, 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 adhering to the procedures outlined in the *ULM Code of Student Conduct*.
- 4.01:03** All University disciplinary censures imposed on a student or student organization must be outlined in the *ULM Code of Student Conduct*. 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 Code of Student Conduct*. 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 Code of Student Conduct* should immediately seek advice or counsel from the Office of Student Services and Judicial Affairs.

## 4.02 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** Rights of the Student or Student Organization Charged with Misconduct
- A. To be informed of the specific charge(s) made against the student or student organization.
  - B. To be given the opportunity to prepare a defense when appearing before the the Conduct Standards Committee, the Student Organization Judicial Committee, the President's Appeal Panel, the Appeals Committees, or the Student Sexual Harassment Committee. Adequate time for preparation of defense will range from 24-72 hours. Circumstances may dictate the time frame.
  - C. To have the charge(s) reviewed by the appropriate University Administrator or University Unit.
  - D. To be presented evidence on which the charge(s) is based. When documented or physical evidence is to be presented at a hearing of the Conduct Standards Committee, the Student Organization Judicial Committee, the President's Appeal Panel, the Appeals Committees, or the Student Sexual Harassment Committee, the charged student or charged student 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 Services and Judicial Affairs. Release of documentation is subject to FERPA (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. 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 Services and Judicial Affairs in obtaining needed information.

- 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 Divisions of Student Affairs or Academic Affairs or to the Office of Student Services and Judicial Affairs 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.
- 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 presented during the hearing. The standard of proof for responsibility rests with the person(s) bringing the charge(s).
- 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—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*.)
- 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 ULM *Code of Student Conduct*.
- I. To reasonably request assistance from the Office of Student Services and Judicial Affairs, 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 Services and Judicial Affairs 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 Services and Judicial Affairs if needing an additional witness.

#### 4.02:02 Rights of the Student or Student Organization Members During a Hearing

- 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 Conduct Standards Committee, the Student Organization Judicial Committee, the President's Appeal Panel, the Appeals Committees, or the Student Sexual Harassment 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 privately.
- B. To reject with good cause any one member, excepting the Chairperson, of the Conduct Standards Committee, the Student Organization Judicial Committee, the President's Appeal Panel, the Appeals Committees, or the Student Sexual Harassment Committee 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.
- C. To present evidence and to argue in his/her or their own defense.
- D. To be confronted and/or cross-examined by the person(s) bringing the charge(s) or the appropriate University Administrator or University Official.
- E. To conduct a reasonable cross-examination, when possible, of the person(s) initiating the charge(s).
- 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 memoranda, 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.
- G. To have evidence of a prior formal charge or finding of responsibility for violating the ULM *Code of Student Conduct* 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.

#### 4.02:03 Rights of the Student or Student Organization Found Responsible

- A. To have censures imposed that are commensurate with the violation charged.
- 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.
- C. To review a copy of non-administrative taped hearing procedures, in the Office of Student Services and Judicial Affairs, excluding the deliberations of responsibility and the censure to be imposed, for the sole purpose of preparing an appeal. Taped hearing procedures **cannot** be used for any civil or criminal proceedings. The student or student organization must submit a written request to the Office of Student Services and Judicial Affairs or appropriate Academic Unit asking to review a copy of the tape; 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 taped information is to be used.
- D. 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.

#### 4.02:04 In Absentia Consideration of Charges

- 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 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 Conduct Standards Committee, the Student Organization Judicial Committee, the President's Appeal Panel, the Appeals Committees, or the Student Sexual Harassment 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 Services and Judicial Affairs, 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 consideration 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 with 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.



# STANDARDS OF CONDUCT FOR STUDENTS

## SECTION FIVE

### 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 at 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

- 5.03:01** 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.
- 5.03:02** 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.
- 5.03:03** Any act of arson or setting a fire on University property without proper authority.
- 5.03:04** Swimming, floating, or wading in the bayou on University property. Fishing in the bayou from a bridge on University property.
- 5.03:05** 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.
- 5.03:06** Failure to comply with Traffic and Parking regulations for automobiles, motorcycles, bicycles, skates, skateboards, rollerblades, 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 a University building.

#### Acts Contrary to Orderly Activities

- 5.03:07** Falsely reporting a fire or other emergency; falsely setting off a fire alarm; unauthorized use of emergency exits.
- 5.03:08** 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 co-sponsored by the University.
- 5.03:09** Rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid University personnel, buildings or other University property.
- 5.03:10** 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.
- 5.03:11** Sitting, obstructing or placing items such as books, purses, drink containers, etc., in hallways, stairways, wallways, or building entrances or exits.
- 5.03:12** Documented obstruction, disruption or interference of teaching, research, administration, disciplinary procedures or University-authorized activities or events.
- 5.03:13** Documented interference with the right of access to University facilities or with any other lawful rights of any person on campus.

- 5.03:14** 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.
- 5.03:15** Abusive, drunken, violent or excessively noisy behavior or expression on University property or at University-authorized activities.
- 5.03:16** 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**

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

#### **Acts Contrary to Individual Rights**

- 5.03:20** Discriminatory behavior against any member of the University community.
- 5.03:21** Engaging in oral or written speech that is directed to inciting or producing imminent lawless action and/or is likely to incite or produce such action. (including e-mails, text messaging and voice mail)
- 5.03:22** Lewd, indecent, or obscene/offensive behavior or the distribution of obscene/offensive matter on University property; this standard includes similar behavior when utilizing telephones, answering machines, computers, or computer-generated materials and sound systems.
- 5.03:23** The threat or commission of physical violence 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.
- 5.03:24** Hazing in any form including any action taken or situation created, whether on or off college or University property, which is life threatening to the individual; and kidnapping, paddling, slapping, branding, burning with a cigarette, or any such activities which are life threatening to the individual or are intended to hurt or to humiliate physically or mentally. (Please refer to the Hazing Policy in the *Student Policy Manual* for a further completed definition of hazing.)
- 5.03:25** Disrespect or inappropriate behavior at any time when dealing with students and University personnel, and the general public. This includes various degrees of obscenities and profanities; e-mails, text messaging and voice mail.
- 5.03:26** 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**

- 5.03:27** 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, traffic, automobile usage, conduct on and off campus, conduct in the classroom, organizational activities, and use of building and physical plant.
- 5.03:28** Failure of residence hall students, their guests or visitors to comply with those rules governing conduct of students residing in residence halls.
- 5.03:29** Unauthorized occupation of any University facility; unauthorized visitation in campus residence halls.
- 5.03:30** Failure to produce identification when requested by a University Police Officer, a residence hall staff member, or other identified University Official.
- 5.03:31** Improper move-out or check-in of the University residence hall system.
- 5.03:32** Unauthorized establishment of an off-campus residence.
- 5.03:33** Failure to answer a University summons or to appear for a disciplinary hearing as outlined in this *Code*.

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

- 5.03:34** Violation of University Drug Policy, to include: Unauthorized or illegal possession, use, distribution, sale, manufacture or transportation of narcotics, stimulants, depressants, barbiturates, sedatives, tranquilizers, hallucinogens, drug paraphernalia, marijuana and/or other similarly known drugs and/or chemicals.
- 5.03:35** Violation of University Alcohol Policy, to include: Possession or consumption of alcoholic beverages or possession of alcoholic beverage containers on campus, or during any trip sponsored by the University, except as provided in University policy. Underage drinking or possession or providing alcohol to underage students on or off campus.
- 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.
- 5.03:37** Dishonesty or illegal gambling in any form on University property or at any University-approved activity.
- 5.03:38** Passing a worthless check or money order to the University or to a member of the University community acting in an official capacity.
- 5.03:39** Theft, larceny, shoplifting, embezzlement or the temporary taking of the property of another.
- 5.03:40** Lifting, taking or acquiring possession of, without permission, any academic, personal or financial materials (tests, information, research papers, notes, books, periodicals, etc.) from a member of the University community. This would include copyright violations.
- 5.03:41** 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.
- 5.03:42** Academic Cheating and/or Plagiarism

**Other Acts of Misconduct**

- 5.03:43** Violation of censures imposed by the Office of Student Services and Judicial Affairs or any other specified University Unit.
- 5.03:44** 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.
- 5.03:45** Bribing any University employee.
- 5.03:46** Unauthorized access to or misuse of University computers, computer systems, networks or services. This includes services such as FaceBook, My Space, 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.
- 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.
- 5.03:47** Failure to comply with directions of University Officials acting in the performance of their duties.
- 5.03:48** Attempting to commit, aiding 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 *Code of Student Conduct* and referred to a hearing before the appropriate University Administrator of Student Life or the appropriate University Unit for possible disciplinary action when as a result of misconduct the student or student organization is:

- 5.03:49** Convicted of a felony.
- 5.03:50** 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; or
- 5.03:51** 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 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.
- 5.03:52** Sexual misconduct, sexual assault, sexual harassment as defined in the University Policies section (Chapter 4) of this manual.

# CENSURES (DISCIPLINARY SANCTIONS)

## SECTION SIX

### 6.01

The appropriate University Administrator, the appropriate Academic Unit, the Conduct Standards Committee, the Student Organization Judicial Committee, the President's Appeal Panel, the Student Sexual Harassment 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:

- 6.01:01** Reprimand—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. Reprimand will NOT become part of the students permanent disciplinary record in the OFFICE OF STUDENT SERVICES AND JUDICIAL AFFAIRS. Students may NOT appeal this Censure; the hearing officers decision is final.
- 6.01:02** University Community Service—Service hours that are assigned by the appropriate University Unit for a student 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 its departments, to designated University student organizations, or to an approved local Monroe agency. The student or student organization is required to present written notification to the appropriate University Unit that the designated service has been satisfactorily completed.
- 6.01:03** Warning Probation—A specified period of testing imposed on a student or student organization during which further violations of regulations may result in more severe disciplinary action. The appropriate University Unit shall impose warning probation for a period of not more than one calendar year, and the student or student organization shall be removed automatically from probation when the imposed period expires. This Censure will only negatively affect a student should they further violate the code of student conduct. Students may not appeal this censure and the decision of the hearing officer is final.
- 6.01:04** Disciplinary Probation—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.
- 6.01:05** Indefinite Disciplinary Probation—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.
- 6.01:06** Counseling—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 ULM Marriage and Family Therapy Clinic, the ULM Leadership and Educational Counseling Center, or to a Student Services and Judicial Affairs counselor by the appropriate 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. The student or student organization members is required to present written notification to the appropriate University Unit that the specified counseling has been satisfactorily completed.
- 6.01:07** Withholding of transcript or diploma—may be imposed upon a student who fails to pay a debt owed the University or who fails to clear provisional admission. The penalty terminates upon payment of the debt or clearance of provisional admission.
- 6.01:08** Bar against readmission—may be imposed on a student who has left the University with disciplinary action pending or who fails to pay a debt owed the University. The penalty terminates on clearance of the disciplinary matter or the debt.
- 6.01:09** 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 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.

- 6.01:10** 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—a 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** Dismissal from a school or degree program—permanent suspension from a school or degree program.
- 6.01:17** Suspension from a 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** Dismissal from a College—permanent suspension from a 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 the period of suspension, this penalty may prohibit the student or student organization members on whom it is imposed from visiting the University campus and/or from participating in University-authorized activities (to include off-campus events) without prior written approval of the appropriate University Administrator. Expelled students are permanently banned from all university property and events.
- 6.01:20** 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.
- 6.01:21** Dismissal from the University—suspension for an indefinite period of time and ban from the University.
- 6.01:22** Expulsion from the University—permanent separation from the University and ban from the University.
- 6.01:23** 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.)
- 6.01:24** 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.
- 6.01:25** 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.
- 6.01:26** 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 serious other censures. The drug testing agency will be selected and assigned by the University.
- 6.01:27** 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 educational processes of the University. Notice may be given for a hearing in the event that this censure is imposed or recommended.

- 6.01:28** 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.
- 6.01:29** 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.
- 6.01:30** 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 in such instances as the student posing a significant threat to self or others of the University community; failing to pay all financial obligations to the University by a designated date; failing to answer University summonses or to address allegations of violations; failing to perform assigned University community service; failing to complete mandatory counseling; and/or failing to abide by the behavioral standards of the University or the University of Louisiana System Board of Supervisors.
- 6.01:31** 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.

# HEARING PROCEDURES GUIDELINES

## SECTION SEVEN

The University of Louisiana at 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 The University of Louisiana at Monroe "Standards of Conduct for Students." These guidelines should be utilized as appropriately determined by given situations.

### 7.01 HEARING FOUNDATIONS

**7.01:01** All hearings are closed to the public.

**7.01:02** In cooperation with the Vice President for Student Affairs, the Office of Student Services and Judicial Affairs is primarily responsible for the administration and assignment of student and student organization discipline.

**7.01:03** 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 or instructor.

**7.01:04** The appropriate University Administrator or University Unit may dispose of any violation without a hearing under this document.

**7.01:05** 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. (See 3.02:07)

**7.01:06** 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.

**7.01:07** Specified student violations of the "Standards of Conduct for Students", Section Five of this *Code*, 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, etc.

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, sexual assault, sexual harassment as defined in the University Policies section (Chapter 4) of this manual.

**7.01:08** 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 Student Organization Judicial Committee for an initial hearing. Administrative hearings for student organizations may occur, however, when the organization violates *Student Organization Handbook* policies promulgated by the Office of Student Life and Leadership or when the organization violates the rules, regulations or policies of its governing council in which it holds membership.

**7.02 CHARGING A STUDENT OR STUDENT ORGANIZATION WITH A VIOLATION OF THE ULM CODE OF STUDENT CONDUCT.**

**7.02:01** 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 Services and Judicial Affairs 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 Services and Judicial Affairs or the appropriate Academic Unit; however, the initial contact may be in person or by phone.

**7.02:02** The appropriate University Administrator, which is the Office of Student Services and Judicial Affairs 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*.

**7.02:03** 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 Services and Judicial Affairs to determine whether the student has a record of previous academic offenses.

**7.02:04** After reviewing the evidence supporting the alleged academic or non-academic violation, an administrator of the Office of Student Services and Judicial Affairs 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).

**7.02:05** 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*.

**7.02:06** 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*.

**7.02:07** In *NON-ACADEMIC MATTERS*, the student(s) or student organization’s case will be assigned by the Office of Student Services and Judicial Affairs to be handled either administratively in the department or assigned for a hearing, depending on the nature of the alleged violation, by either the Conduct Standards Committee, the Student Organization Judicial Committee, the Appeals Committees or the Student Sexual Harassment Committee. If the case is assigned to one of these hearing panels, the student(s) or student organization will have an administrative pre-hearing at which time written notification of formal charges of a violation(s) of the *Code* is made.

**7.02:08** Students and student organizations may also make use of an adviser, as provided under Section 4.02:02, A of the *Code*.



**7.03 ADMINISTRATIVE DISPOSITION OF A STUDENT VIOLATION**

- 7.03:01** 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).
- 7.03:02** 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.
- 7.03:03** 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*. The censure will be governed by the principle of “like censure for like violation.”
- 7.03:04** 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 *Code*. 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.
- 7.03:05** Through the “Notice of Disciplinary Censure,” the student is informed of the appeal procedures.
- 7.03:06** 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 Conduct Standards Committee 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.

**7.04 HEARING PANEL GUIDELINES****Overview**

- 7.04:01** The Chairperson of the hearing panel shall preside over the hearings of the Conduct Standards Committee, Student Organization Judicial Committee, President’s Appeal Panel, the Appeals Committees, or the Student Sexual Harassment Committee. In the absence of the Chairperson, the appointed Vice Chairperson shall preside over a hearing.
- 7.04:02** The appropriate University Administrator will summon 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 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 Services and Judicial Affairs.
- 7.04:03** The appropriate University Administrator shall, at the request of the Chairperson for any hearing panel:
- A. Set the date, time, and place for the hearing and notify the charged student(s) or charged student organization of the same.
  - 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.
  - 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.
  - D. The appropriate University Administrator shall arrange for a written summary of the hearing proceedings upon written request of the student(s) or student organization.
  - 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.
  - 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.

- 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.
- 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 Services and Judicial Affairs, the appropriate Academic Unit, or the hearing panel Chairperson and will be considered by the hearing panel in determining a censure(s).
- 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.
- 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.
- K. A charged student or charged student organization members may not be compelled to testify.
- 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.
- 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.

#### **Structure of a Hearing Panel**

- 7.04:04** Conduct Standards Committee, the Student Organization Judicial Committee, President's Appeal Panel, the Appeals Committees, and the Student Sexual Harassment Committee shall, through its hearing panels, conduct formal hearings on cases of student or student organization misconduct under the ULM *Code of Student Conduct* referred to it by the Office of Student Life or the appropriate Academic Unit.
- 7.04:05** In accordance with Section Two of the *Code*, each hearing panel shall be specifically composed of:
  - A. Faculty or staff members as provided for in the *Code*.
  - B. Student members as provided for in the *Code*.
  - C. One faculty or staff member or one student member (on Student Hearing Panels) serving as hearing panel Chairperson as provided by the *Code*.
- 7.04:06** When, in the judgement of the Office of Student Services and Judicial Affairs 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.
- 7.04:07** A quorum for each hearing panel has been set by Section Two of the *Code*.
- 7.04:08** The appropriate University Administrator or hearing panel Chairperson will bring an appointed recorder to oversee the taped proceedings of the hearing, if necessary.

#### **Hearing Panel Procedures**

- 7.04:09** 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:
  - A. The due process rights of the charged student(s) or student organization.
  - B. The rights of the persons bringing the charge(s).
  - C. The rights of all witnesses.
  - D. The rights of all hearing panel members.
  - E. The rights and prerogatives of the University.
- 7.04:10** Prior to considering the charges against the student(s) or student organization, the Chairperson of the hearing panel shall:
  - A. Introduce the members of the hearing panel.
  - B. Outline the procedures that the panel will follow.
  - C. Announce that the hearing panel will be closed to the public and the proceedings will be taped.

- D. Stress the importance of the confidentiality of the proceedings.
- 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.
- 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.
- G. Announce that the adviser 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; rather, advisers must limit their activities to quietly advising the student(s) or student organization members.
- H. 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. Hearsay is admissible.
- I. 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.
- J. Announce that the Chairperson has the responsibility and the authority to call hearing recesses and to grant a continuance in lengthy hearings.

- 7.04:11** 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.
- 7.04:12** 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.
- 7.04:13** 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 Code of Student Conduct*.
- 7.04:14** 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.
- 7.04:15** The witnesses will present testimony separately.
- 7.04:16** The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may cross-examine the witnesses.
- 7.04:17** The charged student(s) or student organization members may cross-examine the person(s) bringing the charge(s) and/or the witnesses.
- 7.04:18** 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.
- 7.04:19** The charged student(s) or charged student organization members will then present his/her or their case.
- 7.04:20** 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 organization members.
- 7.04:21** The hearing panel members may question the charged student(s) or charged student organization members.
- 7.04:22** The charged student(s) or charged student organization members may call witnesses.
- 7.04:23** The witnesses shall be warned by the hearing panel Chairperson prior to testimony concerning A, B, and C of 7.04:14.
- 7.04:24** The witnesses will present testimony separately.
- 7.04:25** The charged student(s) or charged student organization members may cross-examine the witnesses.

- 7.04:26** The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may cross-examine the witnesses.
- 7.04:27** The hearing panel members may question the witnesses.
- 7.04:28** The charged student(s) or charged student organization members may present rebuttal evidence and final arguments or remarks.
- 7.04:29** 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.
- 7.04:30** 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.
- 7.04:31** 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.
- 7.04:32** 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*.
- 7.04:33** 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.
- 7.04:34** 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.
- 7.04:35** 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.
- 7.04:36** Finally, the student(s) or student organization members shall be informed of the right to appeal by the Chairperson. (where applicable)

# APPEAL PROCEDURES

## SECTION EIGHT

### 8.01 GROUNDS FOR APPEAL

- 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 *Code of Student Conduct* hearing. The appeal procedure is not intended to grant a new hearing at a higher level. Furthermore, all student organizational cases are not eligible for an appeal. Individuals are also advised to refer to 7.03:06, of this *Code*.
- 8.01:02** An appeal hearing will be granted only if the student or student organization can show one of the following:
- A procedural error has occurred.
  - New evidence has been secured. This evidence must be supported by affidavits or other supporting documentation which will be reasonably reviewed by the appropriate University Administrator or University Unit.
  - 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.
  - The hearing conclusion is unsupported.
  - The appeal is granted following an administrative hearing.
- 8.01:03** The following guidelines for writing an appeal are established:
- 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.
  - 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.
  - 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*.)

### 8.02 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 *Code of Student Conduct*.
- 8.02:04** In the majority of appeals, the final University voice is the President's Appeal Panel 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 President's Appeal Panel 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 University 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.

**8.02:05** 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.

**8.02:06** The appropriate University Administrator or University Unit has the right and the authority granted by this *Code* to take any one of the following actions in an appeal:

- A. Approve the censure(s) of the preceding University Administrator or University Unit.
- B. Approve and amend by additional action the censure(s) of the preceding University Administrator or University Unit.
- C. Completely or partially disallow the censure(s) of the preceding University Administrator or University Unit.

### **8.03 ACADEMIC APPEAL PROCEDURES**

**8.03:01** Refer to the "Procedure for Appealing a Grade" found in the front section of the *Student Policy Manual* under ACADEMICS AND PROCEDURES.

**8.03:02** Refer to the "Appeal Procedures for Ruling on Cheating and Plagiarism" found in the front section of the *Student Policy Manual* under "Cheating and Plagiarism," ACADEMICS AND PROCEDURES.

### **8.04 RESIDENTIAL LIFE JUDICIAL COMMITTEE**

**8.04:01** 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.

# STUDENT RECORDS

## SECTION NINE

### 9.01 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** 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.
- A. 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.
  - B. 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.
  - C. 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.)
- 9.01:04** The right to file a complaint with the U. S. Department of Education concerning alleged failures by The University of Louisiana at 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.

### 9.02 MAINTENANCE OF RECORDS

Various units at The University of Louisiana at 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
- 9.02:04** grades and other faculty evaluations
- 9.02:05** applications for admissions

- 9.02:06** 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)
- 9.02:07** medical data
- 9.02:08** current student status
- 9.02:09** accounts relating to fees
- 9.02:10** scores of results on various standardized tests and interest/attitude inventories
- 9.02:11** applications and other data relating to financial aid
- 9.02:12** academic advisor notes
- 9.02:13** attendance data
- 9.02:14** letters of recommendation
- 9.02:15** class rolls
- 9.02:16** academic and disciplinary offenses
- 9.02:17** applications for employment, and
- 9.02:18** counseling records

The official academic records keeper at The University of Louisiana at Monroe is the University Registrar. Other University offices maintaining student records are the Deans of the Colleges, Academic Department Heads, Academic Advisors, Student Services and Judicial Affairs, 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.

### **9.03 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 at 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.

- 9.03:01** 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)
- 9.03:02** financial records of the student's parents or any information contained in these records
- 9.03:03** 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 and
- 9.02:04** 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 a student without revealing confidential information relating to other students, the records custodian will inform the student, upon written request, of the contents of the record pertaining to that student.

### **9.04 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:

- 9.04:01** A student must ask the appropriate official of The University of Louisiana at 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.



- 9.04:02** 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.
- 9.04:03** 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.
- 9.04:04** 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.
- 9.04:05** 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.
- 9.04:06** 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.
- 9.04:07** 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.
- 9.04:08** 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.

#### **9.05 COST**

The University of Louisiana at 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.

#### **9.06 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:

- 9.06:01** name
- 9.06:02** address
- 9.06:03** telephone number
- 9.06:04** awards and scholarships received
- 9.06:05** date and place of birth
- 9.06:06** dates of attendance
- 9.06:07** degrees and dates received
- 9.06:08** current schedule of classes (to ULM, local, state, and federal law enforcement agencies only)
- 9.06:09** classification
- 9.06:10** current class rosters
- 9.06:11** college and curriculum
- 9.06:12** E-mail address
- 9.06:13** full- and part-time status
- 9.06:14** grade-point average (Released only to ULM-sponsored organizations for use in determining initial or continuing eligibility for membership in the local, regional and/or national organization, or for use in compiling academic statistics required by the parent organization.)
- 9.06:15** high school attended and date of graduation
- 9.06:16** President's and other honors' lists
- 9.06:17** most recent previously attended educational agency or institution

**9.06:18** participation in recognized activities and sports

**9.06:19** photographs (if available--to ULM, local, state, and federal law enforcement agencies only)

**9.06:21** spouse and parents

**9.06:22** weight and height of members of athletic teams

## **9.07 DISCIPLINARY RECORDS**

### **9.07:01 Maintenance**

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 Services and Judicial Affairs. Disciplinary records shall be separate from the student's academic records and shall be treated as confidential. All information stored on the ULM Judicial Affairs Management System becomes a permanent student record until it is purged from the system.

### **9.07:02 Release of Records**

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.

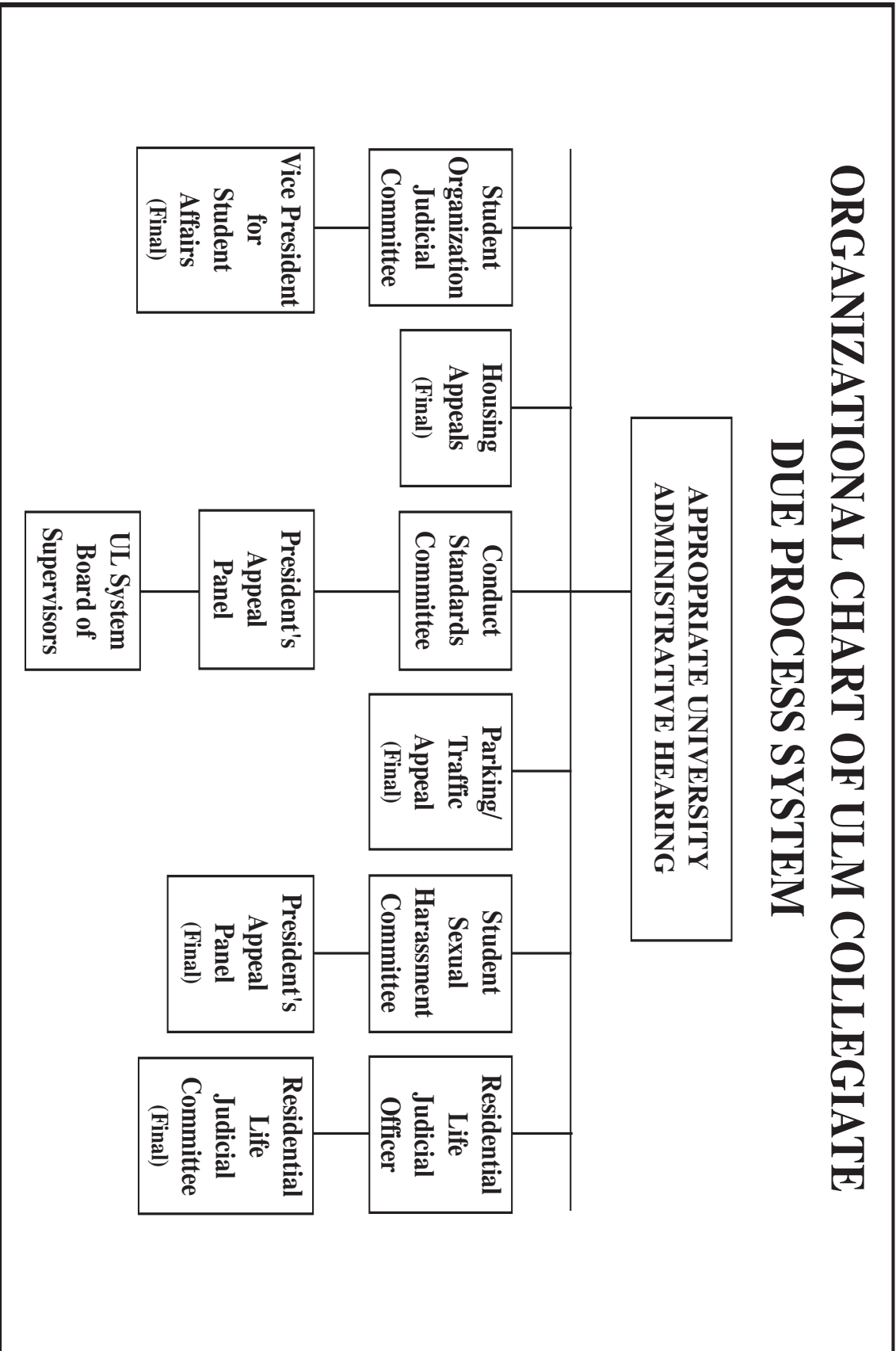
### **9.07:03 Academic Transcripts**

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 Services and Judicial Affairs to have this notation removed from the academic transcript. Upon the request of the Office of Student Services and Judicial Affairs, 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 Services and Judicial Affairs. A notation of expulsion may be permanently affixed to the student's academic transcript.

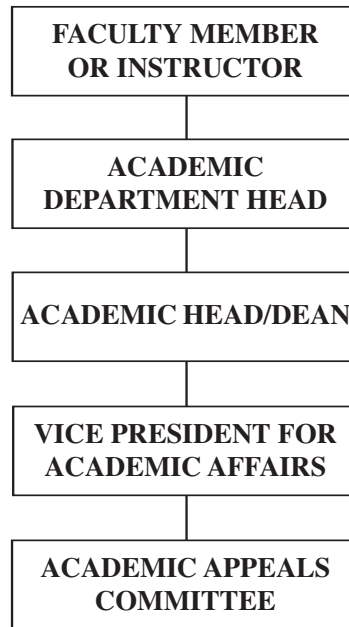
### **9.07:04 Expunging of Records**

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 Services and Judicial Affairs to expunge these disciplinary records prior to graduation from the University. The student must present a written letter to the Office of Student Services and Judicial Affairs 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 Services and Judicial Affairs and/or the appropriate university official, and the student will be notified by appointment or telephone.

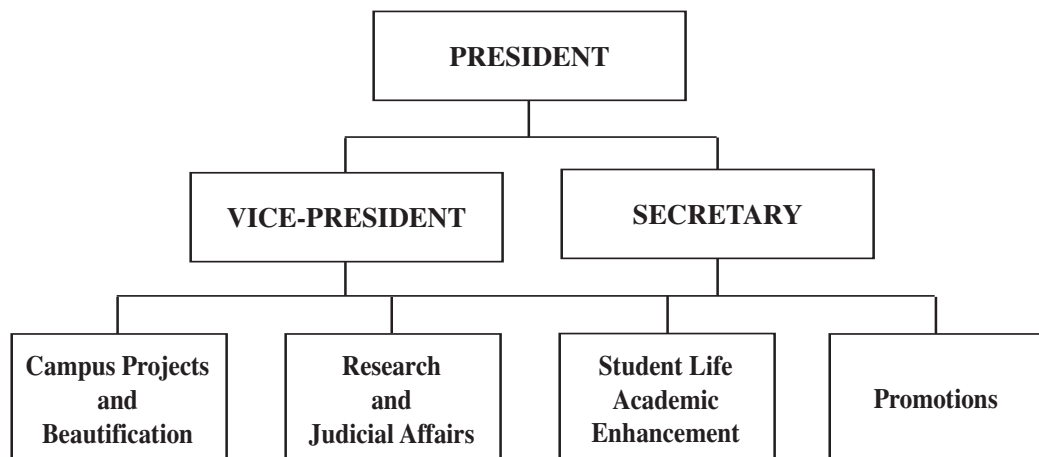
SECTION TEN



## ORGANIZATIONAL CHART FOR ULM ACADEMIC DUE PROCESS



## ORGANIZATIONAL STRUCTURE OF THE STUDENT GOVERNMENT ASSOCIATION



# STUDENT GOVERNMENT

## ...“Making a Difference”

### What is the SGA?

The Student Government Association (SGA) is the governing voice who is responsible for meeting the needs of the ULM students. Membership includes every registered student at ULM.

The SGA acts as a liaison between the students and the administration. Through the various departments and task forces, we directly handle any issues that may arise in the area of student life, campus programs, and university procedures.

The SGA is funded through the student activity fee by the allocation of \$8.00 each fall, spring, and summer sessions. SGA members are strongly committed to promoting and supporting the students of The University of Louisiana at Monroe.

**Because the SGA is dedicated to serving the students, we invite you to bring any problems, ideas, or questions that you may have to us. We are located in the Student Center 150. Call us at (318) 342-5295, (318) 342-3485, or (318) 342-3486.**

### How is the SGA organized?

The SGA is divided into two branches: executive and legislative. The executive branch, which is composed of the President, Vice-President, and Secretary, is elected by the student body at the end of the spring semester. To qualify for an executive office, you must have served on the Senate for one to two semesters and have completed 45-60 credit hours. You must also have a cumulative 2.5 grade point average.

The legislative branch (Senate) is composed of Representatives from each college according to the number of fee-paying students as calculated below:

- A. 0-300 1 senator
- B. 301-600 2 senators
- C. 601-900 3 senators
- D. 901-1200 4 senators
- E. 1201-1500 5 senators
- F. When and if enrollment exceeds 1500 per college, representation will be calculated according to fall semester enrollment numbers.
- G. Two graduate students shall be elected at large from the fee-paying student body.

To become a senator, you must have at least a 2.5 cumulative GPA at the time of elections and maintain 2.25 GPA during the term of office. You must pass a test on the SGA constitution by-laws, Robert's Rules of Order, and not be on scholastic or disciplinary probation.

Applications for Senate positions are available online and in the SGA office SUB 151 at the beginning of each semester and the end of the spring semester.

The voting members of the SGA, the Senate, work through four SGA departments: Student Life and Academic Enhancement, Campus Projects and Beautification, Research

and Judicial Affairs, and Promotions. The SGA is run by the students and is advised by the Assistant Dean of Students.

### What are the duties of a ULM Senator?

As a Senator, you must work two office hours each week, attend weekly SGA meetings, and attend weekly department meetings. You are also expected to work at any SGA-sponsored functions.

### Why become a senator?

Being an SGA Senator offers you the opportunity to meet other students who are as proud and enthusiastic about ULM as you are. You will be making a positive contribution to student life, as well as gaining valuable leadership experience. Because being a Senator is a total learning experience, you have the chance to develop your communication skills, learn the art of compromise, and develop organizational expertise. One of the greatest benefits is the interaction with the University administration. Another positive benefit of becoming a Senator is increased self-esteem. Students receive the feeling they can make a difference in the decisions that are made about student life for those students they represent.

### Services and Activities

- Elections
- Free Scantrons
- Free tutoring sponsored by SGA (conducted by Student Success Center)
- Spring Fever Activities
- Tuition Waivers for Officers and Department Heads
- Mardi Gras Ball, King, Queen, Krewe, and Court
- Free Thanksgiving Dinner for ULM's International Students
- Breakfast with the President, ULM Administration and Cabinet
- The Presidential Lyceum Series
- Elections, Homecoming, SGA and CAB
- Homecoming Brunch, Reunion Block Party
- Represent students' views by serving on essential University Committees (STAP), Parking, Food Service, Judicial, Student Involvement and Scholarships
- Student Referendums
- Campus Safety
- Student, State and National Governmental Forums
- Student Involvement Scholarships
- ULM Man and Woman of the Year
- ULM Organization of the Year
- Reclaim the Campus
- Campus Clean-Up
- Christmas at ULM
- SGA Student Bus Trips

# **STUDENT ORGANIZATION HANDBOOK**

## INTRODUCTION

At ULM, we are not only concerned about the intellectual development of our students, but the physical and cultural development as well. The formal academic training received at ULM can be supplemented by extracurricular activities of groups or individuals with common interests. Such groups can make major contributions to the development of the well-rounded individual.

## RECOGNIZED STUDENT ORGANIZATIONS (RSO's)

Any proposed student organization desiring to use the name of ULM and its facilities must achieve status as a recognized student organization. Organizations should consult with the Office of Student Life and Leadership for administrative details.

### Obtaining Official University Recognition

Students interested in organizing an RSO should follow the steps outline below:

- I. Identify a minimum of 10 students with interest in joining the proposed organization.
- II. Consult with the Office of Student Life and Leadership, Student Center 255, for specific instructions.
- III. Draft a proposed constitution and bylaws.
  - A. The following general outline should be followed:
    - 1) Name
    - 2) Purposes
    - 3) Membership
      - a. Defined
      - b. Qualifications
      - c. Non-Discrimination Membership Clause
    - 4) Officers and Faculty Advisors
      - a. Positions
      - b. Duties for Each Position
      - c. Method of Selection
    - 5) Meetings
    - 6) Committees
      - a. Names
      - b. Responsibilities
    - 7) Requirements for Amendment of Constitution
  - B. The constitution of each student organization seeking recognition by the University must contain a statement that the organization and its members agree to uphold and abide by the rules and regulations of the University of Louisiana at Monroe.
  - C. Officers in any RSO must have at least a 2.50 cumulative grade point average at the time of elections and during the term of office. (Fraternities and Sororities GPA must be in accordance with their National Headquarters)
  - D. Students may not be on scholastic or disciplinary probation during the term of office.
- IV. Submit a request for official University recognition using the ULM Student Affairs Management System (SAMS). You will need the following information to complete this process:
  - A. A SAMS username and password
  - B. E-mail
  - C. Name and title of ULM faculty or staff member working with the proposed organization as advisor
  - D. Financial Information (name of financial institution, account number, members with signature authority)

Upon receiving the request to establish an RSO, the Office of Student Life and Leadership will review the materials. Upon approval from the VP for Student Affairs, the newly recognized student organization will be notified and will at that point be eligible to participate as a part of the University community.

### Maintaining Official University Recognition

#### Responsibilities of RSO's

1. Compliance with Student Organization Handbook and Student Code of Conduct.
2. Participation in campus projects and initiatives.
3. Timely submission of required paperwork to the Office of Student Life and Leadership.
  - A. Beginning of the year (by September 15):
    1. 5 Star Accreditation Report (Fall 2008)
    2. SAMS Update (roser, financial information, etc.)
    3. Constitution (We only collect this once and then update as needed.)
  - B. Throughout the year (minimum of 10 days prior to event):
    1. ULM SAMS Activity Request
    2. ULM SAMS Fundraising Request
  - C. End of the year (by May 15): SAMS Update
4. Respect the rights and property of others including the University, administrators, officials, instructors, staff, students, and guests.

5. Refrain from using the name of the University in an official capacity (i.e. T-shirts, promotional materials, etc.) without the express written permission of an authorized administrator, University Relations or an official of the University.
6. Obtain a member of the University faculty/staff to serve as an advisor to the organization. Note: If your faculty/staff advisor resigns, an interim advisor must be obtained within 10 business days. Graduate assistants cannot serve as advisors.
7. Assist the University administration in the investigation of matters pertaining to University policy or local and/or state laws.
8. Notify the Office of Student Life and Leadership in writing of a change in leadership within ten (10) days of the change and provide in writing an accurate roster of presiding officers and advisors.
9. Confine active membership to regularly enrolled students and other official University members.
10. Accept all financial responsibilities incurred by the chapter.

#### **Rights of RSO's:**

1. Nominations for royalty elections (homecoming, Mardi Gras)
2. Application for organizational grants and fundraising
3. Participation in campus recruitment (Browse on the Bayou, PREP, etc.)
4. Inclusion in Student Life and Leadership publications and web site
5. Publicity on campus (posters, flyers, web site, information signs, etc.)
6. Use of campus facilities and resources
7. Participation in intramural sports

#### **Amending Student Organization Constitution**

An original and one copy of any proposed change or changes in the constitution and/or bylaws must be presented to the Student Life and Leadership Office. The Office of Student Life and Leadership will review any proposed changes and forward to the Vice President for Student Affairs for action.

Based on the action of the Vice President for Student Affairs, the Office of Student Life and Leadership will notify the person submitting the proposed change, in writing, of the action taken (adoption, rejection, or return of the proposed change for further development). No change in a student organization constitution and/or bylaws will become effective until officially approved.

#### **Reinstatement of an Organization**

To regain active, officially recognized status, all conditions of original recognition shall be met. Also, any outstanding debts due the University from the earlier operation of the organization on campus must be paid, and evidence of payment presented to the Student Life and Leadership at the time the application for reinstatement is filed.

#### **Judicial Procedures for Student Organizations**

##### **Violation of Constitution**

Whenever a student organization violates any provision of its constitution and/or bylaws (as on file in the Office of Student Life and Leadership) or University regulations, the appropriate administrator of the Office of Student Life and Leadership will recommend to the Office of Student Services and Judicial Affairs appropriate disciplinary action.

##### **Censures**

The appropriate University Administrator, the appropriate Academic Unit, the Conduct Standards Committee, the Student Organization Judicial Committee, the President's Appeal Panel, the Student Sexual Harassment Committee, or the Appeals Committees, either prior to or after a hearing, may impose or recommend one or more of the penalties listed in Section 6:01 of the *ULM Code of Student Conduct* for a student or a student organization.

##### **Hearing Procedure**

Non-academic evidence brought against student members of University-approved student organizations which justifies a charge of violation of the *ULM Code of Student Conduct*, shall be presented to the Office of Student Services and Judicial Affairs and/or the Office of Student Life and Leadership by an instructor, administrator, University police officer or other law enforcement official, other University employee, student staff member, a student or significant other to the student(s). Whether physical evidence is or is not surrendered, a written report concerning the students' alleged violation should be presented to the Office of Student Life and Leadership; however, the initial contact may be in person or by phone. The Office of Student Services and Judicial Affairs, Office of Student Life and Leadership, and/or Student Affairs administrator(s) will discuss the circumstances and evidence surrounding the alleged violation with the person(s) bringing the charge, and will advise that person(s) on actions that may be taken under the *ULM Code of Student Conduct*. After reviewing the non-academic evidence supporting the alleged violation, the Student Services and Judicial Affairs, Student Life and Leadership, and/or Student Affairs administrator(s) will discuss the charge with the student organization's University advisor, a representative of that organization's executive committee and/or the student(s) involved. If the non-academic evidence is sufficient to justify such action, the students will be informed that the University is bringing formal charges under the *ULM Code of Student Conduct*. The student representing the organization will be provided with a written notice of the formal charges. The organization's representative will be informed of the organization's rights as outlined in the *ULM Code of Student Conduct*. Students may make use of an advisor, as provided under Section V, Procedural Due Process Principles, of the *ULM Code of Student Conduct*. Please review the Student Policy Manual for more detailed information.



### Appeal Procedure

An organization may appeal administrative decisions concerning its activities as set forth in the following procedure: (section 8 of Student Policy Manual)

- A. Any appeal must be made in writing and submitted through the Assistant Dean appropriate administrator in the Office of Student Life and Leadership. to the Vice President for Student Affairs. The Vice President for Student Affairs may accept or reject the appeal.
- B. If the Vice President for Student Affairs rejects the appeal, the organization may appeal to the Student Organization Judicial Committee.
- C. If The appeal is rejected will be heard by the Student Organization Judicial Committee. the organization may appeal to the President of the University through the Vice President for Student Affairs.
- D. If the appeal is upheld found responsible by the Student Organization Judicial Committee, the appeal is forwarded to the President of the University via the Vice President for Student Affairs for the President's final decision the organization may appeal (if the appeal meets stated guidelines in section 8 of the Student Policy Manual) to the Vice President of Student Affairs. His decision is final.
- E. If the appeal is rejected by the President of the University, the organization may appeal via the President of the University to the University of Louisiana System Board of Supervisors.

### Financial Management for RSO's

Realizing that student development is augmented through opportunities to become involved and to serve, the Division of Student Affairs emphasizes the importance of sound financial management as a cornerstone of proper Risk Management practices for Recognized Student Organizations. Accordingly, the Division ensures the acceptance of fiduciary (fiscal) responsibility by a Recognized Student Organization through the establishment of minimum standards of financial management. Compliance with the minimum standards demonstrates the existence of a structure that encourages fiduciary responsibility among student leaders who are duly appointed or elected officers of a Recognized Student Organization. The Committee on Organizations stipulates compliance of a prospective student organization, as well as those recognized student organizations seeking recertification, to meet the following:

#### Minimum Standards

As a proof to the Division of Student Affairs that the organization maintains a proper structure assuring fiduciary responsibility, the duly appointed or elected officer of a Recognized Student Organization agrees to...

- Require at least two signatures for all transactions, with no withdrawal authority or acceptance of checks made payable to cash, if an account with a local financial institution is maintained by the organization.
- Adhere to the University of Louisiana at Monroe's policy regarding the Louisiana Attorney General Opinion No. 94-167 which states:  
It is the policy of the University that University employees not have the **Care, Custody, and/or Control of any funds of Student Organizations, Clubs, Groups, and Other Organizations affiliated with the University**, and that the duly appointed and/or elected officer (e.g. treasurer) of said organizations who are not employees of the University be solely responsible for the receipt, deposit, and/or expenditure of organization funds.
- Disclose at any time, with or without notice, any and all financial accounts maintained on-campus and off-campus to the Division of Student Affairs.
- Comply with a request for information on all financial operations pertaining to the organization through the Office of Student Life and Leadership reporting system.
- Complete the financial management section of the ULM SAMS System Recognized Student Organizations and include the name of the financial institution, name of account, account number, and persons with approved access to the account with detailed minutes certifying their approved access.

Treasurer(s) or president(s) of a Recognized Student Organization shall report any changes to this information to the Office of Student Life and Leadership in the same manner or upon request at any time.

### ORGANIZATIONAL ACTIVITIES

Activities of each student organization are subject to review by the Office of Student Life and Leadership, Vice President for Student Affairs, and the Student Organization Judicial Committee, in addition to the review exercised by Councils, Associations, Departments, Colleges, or other groups to which the student organization may be related.

### Scheduling an Event

Before scheduling any on campus event, it must be cleared with the Office of Student Life and Leadership.

If your organization wishes to use University facilities, you must follow these steps:

- A. Contact the Office of Student Life and Leadership to see if the desired date is open and does not conflict with other activities.
- B. Contact a facility manager on campus to TENTATIVELY schedule your event pending approval from the Office of Student Life and Leadership.
- C. Submit an event request on the ULM SAMS system. Your RSO and ULM facility manager will be notified if when the event is approved.

### Use of Facilities

The University Of Louisiana System Board Of Supervisors has established the following policy:

When facilities of the institution are used for activities other than those of the institution, organizations concerned shall be required to reimburse the school for all costs incurred in connection with the activity, and they shall be further required to carry sufficient public liability insurance to protect all parties concerned, including the institutions.

To implement this policy, The University of Louisiana at Monroe has adopted the following policy:

- A. Activities sponsored by student organizations must be under supervision of University Advisor or personnel and ULM reserves the right to establish the time, place, and circumstances under which the University's premises and facilities may be used by students, non-students, and student organizations.
- B. The Office of Student Life and Leadership shall have administrative responsibility for the use of ULM facilities by student organizations.
- C. The Office of of Student Life and Leadership may grant or deny a request by a student organization.
- D. The Office of of Student Life and Leadership may ask for a review of any such request.
- E. In considering the request for the use of a facility by a student organization, priority will be given to events scheduled or programmed by the University or University-funded organizations.
- F. ULM facilities will not be rented to an individual, nor will student organizations be permitted to sponsor or co-sponsor events for financial gain without the written approval from the Office of Student Life and Leadership.
- G. Student organizations requesting the use of University facilities shall make such requests using the ULM SAMS system, and, regardless of the facility requested, such requests must be referred to the Office of Student Life and Leadership for approval. Publicity must not be released until confirmation is received on the facility requested.
- H. Requests must include special equipment necessary for the scheduled event, such as stage dimensions, lights, public address systems, etc.
- I. If deemed necessary, student organizations using University facilities shall furnish to the Office of Student Life and Leadership an appropriate liability insurance policy covering participants and spectators no later than seven calendar days prior to the event, such policy to be made in favor of The University of Louisiana at Monroe, with minimum coverage requirements of \$1,000,000 property damage; \$1,000,000 each person; and \$1,000,000 each accident.
- J. Auxiliary Services reserves all concession rights.
- K. The responsibility for security, crowd control, and/or traffic control remains with the University. The number of Police Officers required for each performance will be determined by the University, and the user will be charged at a minimum rate per officer if security is required.
- L. Exceptions to this policy may be authorized by the Office of Student Life and Leadership if it is determined that the activity will bring desirable benefits to the University by use of its facilities, provided such activities do not conflict with scheduled University classwork, programs, and activities. An assessment to defray expenses of University Police, technicians, custodians, utilities, and other related costs shall be made.

### Speakers and Entertainers

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. 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 the 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 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.

### Publicity

News concerning student achievements and organizational activities is disseminated to off-campus media through the University Relations. Each student organization should work through its advisor in furnishing University Relations with names, hometowns, classifications, and majors of initiates and officers.

All publicity concerning organization events as it pertains to the community should be disseminated through University Relations. Please provide the information at least ten days prior to the event. The information needed should contain the name of

the event, date, time, place, cost, contact name, and phone number. University Relations will send out the information on official ULM letterhead to the appropriate media.

University Relations is located in 3601 Building. The phone number is 342-5440 and the fax number is 342-5446.

A. **KXUL**–Stereo Radio Voice of ULM–operates an average of 18 hours each day throughout the year on 91.1. Licensed as a Non-commercial Educational station by the F.C.C., the station provides entertainment and information for its audience and broadcast experience for its staff. The programming ranges from alternative contemporary music, to news, ULM sports, local artists, special events on campus, concert music, and other areas of general student interest. KXUL is a member of the National Association of Broadcasters, the National Association of College Broadcasters, and the Associated Press. Studios and offices are located in Stubbs Hall.

B. **KEDM**–90.3 FM is located at 225 Stubbs Hall and has a format that includes classical music, news, jazz, and the blues. KEDM is a non-profit facility with opportunities offering training in a professional work environment and career opportunities for graduate students, student workers, and volunteers. KEDM serves communities within a sixty mile radius of Monroe and southern Arkansas.

C. **Fant-Ewing Display Board**–The Fant-Ewing Display Board is a great way for ULM to get the message out about upcoming events and a wonderful way to keep everyone informed.

The information on the board is created and posted by staff members in the Office of University Relations. Information for the board will be taken primarily from the ULM web calendar <http://www.ulm.edu/calendar/>, so please be sure your university related events are there. Also, be sure you have as much information as possible posted to the calendar in order for everyone to get a good idea of what your event is about, how much it costs, what time it starts, where it is, etc.

The space for creating messages on the board is limited, so please keep that in mind when viewing it. Also, we hope to keep information updated on a weekly basis and we will post as space allows. We will post sporting events, student driven events, and important dates for University openings and closings.

Please let us know if you have any comments at [lharris@ulm.edu](mailto:lharris@ulm.edu).

Location:

The University of Louisiana at Monroe  
Office of University Relations  
3601 DeSiard St.  
(318) 342-5440

Mailing address:

The University of Louisiana at Monroe  
Office of University Relations  
700 University Avenue  
Monroe, LA 71209

D. **Hawkeye** – The on-campus student newspaper, the Hawkeye, is published each Friday except during vacation periods, holidays, and examination weeks. News to be printed in the Hawkeye should be delivered or phoned to the Hawkeye Office by noon Tuesday preceding publication on Friday.

E. **AxisTV**– The on-campus information system, AxisTV, is here to help you get the word out about your group, event, award, or anything ULM related. The system is composed of several 51” plasma flat panel monitors placed in various university buildings. The system runs messages which can contain plain text and picture backgrounds plus audio and video. Each monitor may show messages specifically for the building it is housed in as well as showing messages which pertain to all ULM students, faculty and staff.

ULM’s office of University Relations oversees the system while staff members across campus help post the information.

#### **Policy:**

The Office of University Relations shall serve as the clearinghouse for all messages to be placed on the AxisTV system. Members of University Relations will view all messages for content prior to them being subject to public viewing.

Most everyone who posts content to AxisTV will have the ability to post to all screens on campus. It is the responsibility of the poster to determine which screen locations are appropriate for each message.

#### **Collection Mechanism/Where To Send Content For Consideration:**

There is at least one person in each area who can post information. Please get your information to the appropriate person at least two weeks prior to the event. You may also e-mail the Office of University Relations at [palazzo@ulm.edu](mailto:palazzo@ulm.edu) for help with getting your event or activity on the system.

#### **Appropriate Types Of Messages:**

- Messages directly involving ULM students, faculty, and staff
- Messages that highlight activities occurring on campus
- Student led activities such as fraternity and sorority functions, SGA, CAB, etc.
- Sports and special events such as plays, concerts, etc.
- Critical deadlines for academic calendar

- Congratulations to university departments, organizations, and/or individuals for awards and honors
- Important weather and national news updates when necessary

#### **Inappropriate Types Of Messages:**

- Personal messages
- Non-ULM activities
- Personal items for sale

#### **Philanthropy/Fundraising**

Each student organization is permitted to engage in fundraising or philanthropy activities only with prior approval of the Office of Student Life and Leadership and VP for Advancement. Request for approval of any type of solicitation, fundraising, or philanthropy proposed to take place on or off campus must be made at least ten days prior to the activity using the ULM SAMS system.

#### **On-Campus Solicitation**

- A. Sales solicitation of a commercial nature, whether by non-students or non-students, is not permitted on the campus except when specifically approved by the University administration. Please report infractions to the Office of Student Life and Leadership. Vendors must have a letter of approval from the Office of the Vice President for Student Affairs.
- B. Credit card solicitation is not permitted on campus.

#### **Decorating Regulations**

All materials used for decoration purposes inside buildings must be non-flammable in nature. Decorations for all student functions to be conducted indoors must be approved by the Office of Student Life and Leadership. For decorations, such as Homecoming, the Student Government Association will assign the area for the decoration.

#### **Food and Drink Policy**

Food or drink is not allowed in auditoriums, classrooms, laboratories, and other instructional support areas.

#### **University of Louisiana at Monroe**

##### **Campus Posting Policy Revised 2006**

The University of Louisiana at Monroe (ULM) strives to create a campus culture that supports its academic mission. It seeks to provide an environment conducive to learning, one that is aesthetically pleasing and welcoming for faculty, staff, students, alumni, community members, and visitors. Thus, the following Policy is effective, July 1, 2006. All individuals or groups wishing to post materials on campus in display areas not assigned to them shall report to the Office of Student Life & Leadership for approval. All materials selected for posting must be approved and stamped. ULM is not responsible for the safety of any material placed on campus and reserves the right to remove and discard any materials or chalking not in compliance with this policy.

#### **I. General**

- a. Posting, distributing of literature, fliers, posters, advertisements, or any other material is limited to only ULM divisions/departments, ULM programs and ULM RSO's. Non-ULM groups are asked to publicize in the ULM student newspaper.
- b. Materials must be clear and legible, must bear the name of the sponsoring ULM division/department, ULM program or ULM RSO and must provide current contact information.
- c. Materials making reference to the use, sale, consumption or distribution of alcohol or illegal drugs are prohibited, including but not limited to: 2-4-1 specials, happy hours, BYOB, BYOC, All you can drink, Keg, Keg Party, Keg Bust or illustrations/photos depicting these activities.
- d. Materials displaying or referring to violence or obscenities and of a defamatory or commercial nature are prohibited.

#### **II. Posting Policy**

- a. Registered Student Organizations (RSO)
  - Each RSO must have an event approved in SAMS prior to requesting approval to advertise the event.
  - Posting is not allowed on any reserved or departmental display area without permission from the appropriate department/ organization.
- b. Academic Departments
  - Representatives wishing to post information on behalf of an academic department may use departmental display areas without prior approval from the Office of Student Life & Leadership.
  - Any materials posted outside of departmental display areas must be approved by the Office of Student Life & Leadership prior to posting.
- c. Student Elections & Campaigning
  - All general posting rules and specifications will apply for campaign materials in addition to SGA election codes.
  - Special campaigning display areas will be provided for candidates (further information can be obtained through SGA).

#### **III. Specifications**

- a. Fliers are limited to a maximum size of 11" x 17" with the exception of specially sanctioned university events as outlined in Section VII of this policy. Any flier that exceeds the size limit will be removed.

- b. NO HAND WRITTEN FLIERS WILL BE PERMITTED.
  - c. All postings should be limited to the cork portion of the display board or strip.
  - d. Tacks are to be used on cork posting boards and strips only (the use of staples, tapes, stickers or adhesives is prohibited).
  - e. All costs associated with the removal of any material posted with anything other than tacks will be billed to the responsible party.
  - f. Postings on top of others will be removed.
  - g. No more than one flier per ULM division/department, ULM program or ULM RSO may be posted on an individual display area.
  - h. It is the responsibility of the ULM division/department, ULM program or ULM RSO to remove all postings 24 hours after completion of the publicized event.
  - i. All out of date postings will be removed on the 1st and 15th of each month. If the dates specified fall on times of University closure, holidays or weekends, removal will occur on the next business day. Fliers will be removed due to damage or deterioration caused by inclement weather or excessive posting.
  - j. During the first two weeks and last two weeks of each semester, boards with excessive posting will be cleaned on a daily basis.
  - k. Fliers posted by a ULM division/department, ULM program or ULM RSO that provide information related to ULM issues and events will be given priority.
  - l. Failure to adhere to these regulations will result in removal of the flier and action being taken by the University.
- IV. Display Areas
- a. General postings are limited to display areas designated by headers with ULM STUDENT NEWS. A list of those locations may be obtained through the Office of Student Life & Leadership located in the SUB.
  - b. Posting is strictly prohibited in or on the following: trees, chalkboards, desks, podiums, sidewalks, interior and exterior walls of buildings, doors (wood or glass), concrete, pilings, columns, windows, glass fronts, painted surfaces, brick, wood surfaces, trees, traffic signs, campus signage, light posts/poles, trash cans, bathrooms & fixtures, staircases, railings, borders and frames of display boards, emergency call phones, fixtures, mailboxes, newsstands, ad dispensers, bus stops, benches, utility boxes, motor vehicles, and private property.
  - c. Posting is not allowed on any reserved or departmental display area without permission from the appropriate department/organization.  
For policies and procedures concerning the following, please see the Office of Student Life and Leadership.
    - Distribution of Materials
    - Chalking
    - Free-Standing Signs (Sandwich Boards/A-signs/Greek Letters and Stake Signs)
    - Banners
    - University Special Events/Student Government Elections Provisions
    - Special Provision

# EQUAL EMPLOYMENT OPPORTUNITY POLICY

## INTRODUCTION

The University of Louisiana at Monroe is a public-assisted institution of higher education which seeks to offer quality academic and experiential opportunities to meet the various needs of students and employees in the university community. As stated annually in the Equal Opportunity policy, The University of Louisiana at Monroe recognizes and accepts the responsibility of providing an environment free from discrimination for all students, faculty, and staff. The University reiterates its firm commitment to equal treatment for all people, including the disabled population.

## POLICY STATEMENT

The University of Louisiana at Monroe firmly supports the policy of Equal Employment Opportunity as set forth in the University's Equal Employment Opportunity Policy. The University's policy in the area of equal employment opportunity shall be administered without regard to race, color, religion, sex, age, national origin, disability, or status as a disabled veteran or veteran of the Vietnam era. The University's policy prohibits sexual harassment in accordance with state and federal laws and regulations. The University's policy allows for sick-leave use for maternity purposes and treats such requests in a manner similar to leave requests for any other temporary disability. Execution of this policy requires vigorous efforts, which the University's administration supports.

The University of Louisiana at Monroe's policy fully embraces equality of opportunity for all employees by affirming that the University will take affirmative action to assure that applicants receive fair consideration for employment and that employees are treated fairly during employment including recruiting, advertising, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, forms of compensation, tenure, selection for training, and all other employment practices.

Complaints involving this policy should be made verbally or in writing to any University official, to the employee's immediate supervisor, or to the University's EEO Coordinator. Complaints will be handled in accordance with the university's Anti-Discrimination and Harassment Policy.

## NON-DISCRIMINATION POLICY

The University of Louisiana at Monroe recognizes that members of the University Community (Students, Faculty and Staff) represent different groups according to age, culture, ethnicity, gender, physical or mental ability, nationality, race, religion, and sexual orientation. The university further recognizes that, in a pluralistic society such as ours, these differences must be recognized and respected by all who intend to be part of the university community. Faculty, staff, and students should be aware that any form of harassment and any form of discrimination against any group or individual is inconsistent with the policies of the university.

## The ULM Fight Song

Cheer for the Warhawks,  
With their fighting spirit bold.  
We will keep our banners waving,  
For the old Maroon and Gold.  
Our battle cry rings to the sky,  
Our goal is victory.  
But win or lose, we'll stand by you,  
and ever loyal we will be.  
U-L-M  
Go Hawks Go!

\* \* \* \* \*

## The ULM Alma Mater

By the bayou's tranquil water,  
Where friendships thrive and grow,  
proudly stands our alma mater  
ever home for us to go.

Here cypress stand in splendor  
and gracefully they touch the breeze.

Though friends may leave and lives may change  
faithful we shall always be.

Shining bright the bayou's gem ever  
loyal to ULM.

<h1>NOTES</h1>
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