

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: CODE OF STUDENT CONDUCT

PURPOSE: To define a Code of Conduct for students enrolled at LSUA, to identify penalties for violations of the Code, and to prescribe the procedures to be used when violations occur.

GENERAL POLICY

I. POLICY

LSUA has adopted this Code of Conduct (also referred to herein below as "Code") to facilitate its educational goals and objectives and to help provide security for the University community. This Code of Conduct establishes reasonable standards of academic and personal conduct for LSUA students. LSUA has the right to deny membership in the University community to those students who fail to meet or maintain these standards and to impose reasonable disciplinary sanctions on students who fail to meet or maintain these standards. This policy is generally administered by the Provost and Vice Chancellor for Academic and Student Affairs. Only the Provost and Vice Chancellor for Academic and Student Affairs may authorize dismissal or alteration of grades as a result of a conduct issue. The Provost and Vice Chancellor for Academic and Student Affairs may delegate implementation of this policy to the Director of Student Services.

II. STUDENT RIGHTS AND RESPONSIBILITIES

LSUA's students possess all of the rights and freedoms conferred on them by the constitutions of the United States and the State of Louisiana. In addition, LSUA recognizes the following specific rights and responsibilities of students:

A. Rights

1. The right to the opportunity for an education.
2. The right to participate in any club or organization chartered or recognized by LSUA regardless of race, color, sex, religion, national origin, age, handicap, marital or veterans' status. National Social Greek Organizations are exempt from Title IX requirements only as they relate to their status as single-sex organizations. These rights are reserved. However, it is the expectation of LSUA that social Greek programs are open to qualified individuals regardless of race, religion, national origin, or disability.

3. The right to know all LSUA rules, regulations, and policies by which students are governed.
4. The right to due process in all student disciplinary proceedings as defined by the constitutions of the State of Louisiana and of the United States.
5. The right to be accompanied by an advisor of the student's choice during all stages of the formal disciplinary process set forth herein.
6. The right to use the appeals procedure set forth herein when disciplinary action adversely affects the student.
7. The right to confidentiality of educational records consistent with 20 U.S.C. §1232, et seq.

B. Responsibilities

Membership in the LSUA community carries with it certain responsibilities and an obligation to abide by the policies, rules, regulations, and standards of LSUA. No student is compelled to be a participant in the University community; each does so voluntarily. Each student shall abide by the laws of the United States and the State of Louisiana, all local laws and ordinances, and all policies, regulations and rules of LSUA. Any student who violates any of these may be subject to disciplinary sanctions under this Code. Specific responsibilities include the following:

1. Learning and complying with all policies, rules, regulations, and standards of LSUA related to student conduct and University activities.
2. Respecting the rights and freedoms of others.
3. Maintaining personal and academic integrity, thus contributing to the integrity of the University community.
4. Using LSUA facilities and property in ways that are not damaging to the facilities and property.
5. Exhibiting behavior that is consistent with generally accepted standards of conduct.

III. DUE PROCESS

- A. LSUA is committed to providing due process protection for its students. To ensure due process, all LSUA policies, rules, regulations, and standards are described in properly promulgated documents. All regulations affecting conduct of students and sanctions for misconduct by students are based on the principle of equal treatment, including like sanctions for like violations, without regard to race, color, religion, sex, national origin, age, handicap, marital or veterans' status.
- B. This Code of Conduct is LSUA's basic policy statement regarding student conduct and discipline. Within the University, however, each academic department may establish and promulgate additional rules, regulations, policies and standards for its departmental relationships, so long as those standards are consistent with this Code and are approved by the dean of the college and by the Provost and Vice Chancellor for Academic and Student Affairs.

- C. No disciplinary sanction may be imposed upon a student by LSUA except in accordance with the provisions of this Code. A student accused of violating any LSUA rule, regulation or policy (including departmental regulations) may require that the accusation be considered in accordance with the provisions of this Code. Any sanction imposed by LSUA must be consistent with provisions in this Code. This does not preclude a student's voluntary acceptance of departmental or administrative discipline in the alternative to formal disciplinary sanctions or proceedings pursuant to this Code.

IV. STUDENT MISCONDUCT

A. Temporary Emergency Action

After an investigation and a preliminary hearing (meeting) with the Provost and Vice Chancellor for Academic and Student Affairs, wherein the accused student is presented with evidence against him and given an opportunity to admit, deny, or explain any allegations of misconduct, the Provost and Vice Chancellor for Academic and Student Affairs may ban an accused student from the campus and from any or all University activities until the formal process for discipline of student is completed, when there is evidence that the student:

1. Has been convicted of a felony of such nature that the student's continued contact with the University community is potentially dangerous to the health or safety of others.
2. Has been formally charged with the commission of a felony of such nature that the student's continued contact with the University community is potentially dangerous to the health or safety of others.
3. Is accused of engaging in an activity of such nature that the student's continued contact with the University community is potentially dangerous to the health or safety of others, whether or not criminal or civil charges have already been brought against the student.

B. General Misconduct

A student may be formally charged with misconduct for any of the following actions allegedly committed on campus or in any way related to any University activity:

1. Assault, battery or any other act or attempted act of violence committed against another.
2. Any act of arson.
3. Disruption of, or interference with, any University activity.
4. Tampering with emergency equipment, including but not limited to fire extinguishers, alarms, or hoses, or falsely reporting any potentially dangerous activity, situation or incident, including but not limited to the presence of explosives, fire, or any other potentially dangerous condition.

5. Interfering in any way with any LSUA agent or employee or any police officer who identifies himself as such.
6. Rioting, inciting to riot, or assembling for the purpose of rioting.
7. Distributing literature or otherwise suggesting to another person that he/she engage in any misconduct.
8. Possession of firearms, ammunition, explosives, knives, or other dangerous instruments on campus or at any University activity.
9. Vandalism or other intentional, malicious or reckless destruction, damage, or misuse of public or private property.
10. Illegal manufacture, possession, sale, distribution, or use of drugs or controlled dangerous substances, including, but not limited to, narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers, hallucinogens (see LSUA Policy Statement 227).
11. Forgery, alteration, or misuse of University documents, records, or identification cards, or providing false information to any employee or agent of LSUA or to the Student Conduct Committee or any of its members.
12. Failure to comply with any LSUA regulation, rule, or policy or an order of a University official acting pursuant to authority granted by LSUA.
13. Theft, robbery, larceny, shoplifting, embezzlement, or software piracy.
14. Knowingly or recklessly making or communicating a false statement, whether said statement is written or oral.
15. Lewd, indecent, disorderly, or obscene conduct, including improper use of telephone, campus mail, U.S. mail, computer, e-mail or network services.
16. Failure to pay financial obligations owed to LSUA.
17. Violation of any sanction imposed by LSUA, the terms or conditions of probation imposed by LSUA or the Student Conduct Committee or the terms or conditions of any written agreement between the student and the Provost and Vice Chancellor for Academic and Student Affairs.
18. Violation of LSUA regulations governing alcoholic beverages or appearing in an intoxicated condition on campus or at any University activity.
19. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
20. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at any University activity.
21. Failing to obey a summons or subpoena of the Student Conduct Committee, the Chairman of the Student Conduct Committee or the Provost and Vice Chancellor for Academic and Student Affairs.
22. Falsification, distortion, or misrepresentation of information before the Student Conduct Committee or the Provost and Vice Chancellor for Academic and Student Affairs.

23. Failing to cooperate with the Provost and Vice Chancellor for Academic and Student Affairs or his/her designee while he/she is investigating alleged misconduct.
24. Attempting to improperly influence the impartiality of a member of the Student Conduct Committee or the Provost and Vice Chancellor for Academic and Student Affairs or any other University official.
25. Harassment or hazing (verbal or physical) and/or intimidation of another student, any group of students or organization, a faculty member or any University official.
26. Tampering with any election of any University recognized student organization.
27. Attempting to commit, conspiracy to commit, planning to commit or aiding in the commission of any of the above violations.
28. Committing or participating in any act or omission that would be a violation of the Criminal Code of the State of Louisiana or a violation of a law or ordinance of the City of Alexandria or the Parish of Rapides.

C. Academic Misconduct

LSUA views academic dishonesty and cheating as serious student misconduct and strives to prevent its occurrence. Academic misconduct includes any of the following:

1. Copying from another student's or allowing another student to copy from a test paper or any other work that has been assigned to a student for a grade.
2. Unauthorized use of a textbook or other materials during a test. Such items being open and in the student's sight will be considered evidence of academic misconduct.
3. Collaborating with another person during a test by giving or receiving any information.
4. Bringing specially prepared materials, including but not limited to notes or formulas written on paper, clothing or one's body, to a test. The presence of such materials during a test shall be considered evidence of academic misconduct.
5. Obtaining, reviewing, or distributing in any manner all or part of an unadministered test, or answers to such a test.
6. Conspiracy or discussion with another person to obtain an unadministered test or information about an unadministered test.
7. Substituting oneself for another student in a test or permitting another person to substitute for oneself in a test.
8. Submitting as one's own any work done wholly or in part by another in fulfillment of any academic requirement, except when the student has been authorized by the instructor to submit group projects or work.

9. Selling or supplying to another person, in any manner or form, any work to be used in the fulfillment of any academic requirement of that person or another.
10. Entering a building or office without permission or using a computer or other device to access an instructor's records without permission.
11. Altering, attempting to alter or aiding in the altering or attempted altering of any grade.
12. Plagiarism. Plagiarism is the unacknowledged inclusion, in work submitted for credit, of someone else's words, ideas, or data. When work is submitted for credit that includes the words, ideas, or data of another, the source must be identified through complete and accurate references. Failure to identify any source, written or oral, from which ideas or concepts are taken constitutes plagiarism and is a violation of this Code.
13. Aiding, attempting or conspiring to commit any academic misconduct identified above or any other act of academic dishonesty.
14. Violating any rule, regulation, or policy of LSUA or any of its departments relative to academic misconduct or dishonesty.

V. PROCEDURAL DUE PROCESS

A. Notice and Hearing

Allegations of student misconduct must be set forth in writing by the accuser(s) and sent to the Provost and Vice Chancellor for Academic and Student Affairs. Copies will be provided to the Chancellor and to the accused student. A student accused of misconduct shall:

1. Be given notice in writing of the allegations of misconduct in adequate time to prepare a defense or other response to the allegations of misconduct. Five working days from the time the accused receives the written notice of the formal charge(s) shall be considered adequate time to prepare a defense or other response. A student may request additional time to prepare for a formal hearing; however, such request must be in writing and received by the Provost and Vice Chancellor for Academic and Student Affairs prior to the day of the hearing. Such a request shall only be granted for good cause.
2. Have charges heard by the Student Conduct Committee, unless an accused student chooses to waive his or her right to such hearing and requests that the charge be heard administratively.
3. Be provided names of persons who will be called to testify against the student and a brief description of the substance of their expected testimony.
4. Be given the opportunity to inspect copies of any written documents or other evidence to be used against the student at least five working days prior to the hearing.

5. Have a separate hearing when two or more persons are charged with misconduct arising from the same transaction or occurrence. A request for a separate hearing shall be made prior to the hearing in writing to the Chairperson of the Student Conduct Committee.
 6. Be provided an opportunity to appeal decisions, recommendations, and sanctions of the Student Conduct Committee or the Provost and Vice Chancellor for Academic and Student Affairs, using the process set forth herein.
 7. Have an advisor to assist him at the hearing. The student charged must sign a release that will identify his advisor and allow information related to the charges and procedures to be provided to the advisor. The Committee will recognize this person in an advisory capacity only. The advisor shall not be allowed to make statements, arguments or question witnesses on the student's behalf.
 8. Have prior charges, convictions, or acts of misconduct excluded as evidence when guilt or innocence of present charges is considered. Evidence of prior convictions, charges, or acts of misconduct may be considered when considering possible sanctions following a finding that the student did commit the alleged violation(s).
 9. Be given access to a copy of the tape recording of the formal hearing, if requested by the student, not to include the deliberations on guilt or innocence or imposition of sanctions, for the sole purpose of preparing an appeal. Such a request must be in writing to the Chairperson of the Committee, or to the Provost and Vice Chancellor for Academic and Student Affairs in the case of an administration hearing, and must state the purpose is for appeal. The copy will be made at the student's expense.
- B. Consideration of Charges in Absentia
1. A student notified in writing of the charges and the date of either the administrative hearing or the Student Conduct Committee hearing who fails to appear shall have forfeited his rights to appear and take part in the hearing. The hearing shall continue in the student's absence. This forfeiture becomes effective immediately when the student fails to appear at the designated place and time unless the student communicates in writing to the Provost and Vice Chancellor for Academic and Student Affairs prior to the hearing, good cause for being unable to appear at the designated place and time.
 2. Charges will be heard in absentia when the student fails to appear. An unexcused failure to appear is a violation of this Code, and a student is subject to additional disciplinary action for same.

VI. DISCIPLINARY SANCTIONS

Disciplinary sanctions imposed by the Student Conduct Committee or by the Provost and Vice Chancellor for Academic and Student Affairs after an administrative hearing must be communicated in writing to the student charged, to the person bringing charges, and to the Chancellor within five working days after a decision is reached. It is the responsibility of the Committee Chairperson (or of the Provost and Vice Chancellor for Academic and Student Affairs in the case of an administrative hearing) to communicate those sanctions as set forth above. In case of sanctions involving the grade of "F" being entered on the student's official record, the student may not resign from LSUA to avoid having a grade of "F" assigned.

While the following disciplinary sanctions serve as a general guide for the Student Conduct Committee and the Provost and Vice Chancellor for Academic and Student Affairs, they are not required to adhere rigidly to them. However, a sanction more severe or less severe than those set forth below may not be imposed without written approval by the Chancellor.

A. Probation for General Misconduct

If a student is found guilty of any general misconduct, probation to the Office of the Provost and Vice Chancellor for Academic and Student Affairs may be imposed.

This probation:

1. May range from one week to the remainder of the student's enrollment at the University.
2. Is for the purpose of modifying behavior and may include forfeiture of certain privileges as a condition of probation during the student's current or subsequent enrollment at LSUA. The student placed on probation may be required to participate in individual and/or group counseling, participate in other special programs, perform other assigned tasks, or a combination of any of the above. The student placed on probation may be prohibited from participating in certain University activities. Failure to comply with the terms and conditions of probation may result in additional sanctions, including dismissal from LSUA.
3. Prevents the student from representing LSUA in any official capacity for the duration of the probation.
4. Will be recorded on the student's official University transcript.

B. Other Sanctions for General Misconduct

Other sanctions that may be imposed by the Student Conduct Committee or the Provost and Vice Chancellor for Academic and Student Affairs will be based on the severity of the offense. Separation from LSUA may be in the form of a dismissal (for a specific length of time) or an expulsion (permanent separation from LSUA).

1. Offenses against persons or offenses that place persons in danger may result in dismissal from LSUA for a period of time ranging from the remainder of the semester in which the offense occurred to expulsion from LSUA. A grade of "F" will be entered on the student's official record in each course in which he or she is enrolled at the time the offense occurred.
2. Offenses that disrupt University activities or other efforts by LSUA to accomplish its objectives may result in the following sanctions:
 - a. Minimum sanction: probation to the Provost and Vice Chancellor for Academic and Student Affairs for the remainder of the student's enrollment at LSUA.
 - b. Intermediate sanction: dismissal from the University for the remainder of the semester in which the offense occurred. A grade of "F" will be entered on the student's official record in each course in which he or she is enrolled at the time the offense occurred. This dismissal will be recorded on the student's official record.
 - c. Maximum sanction: expulsion from the University. A grade of "F" will be entered on the student's official record in each course in which he or she is enrolled at the time the offense occurred. This expulsion will be recorded on the student's official record.
3. Offenses that involve theft or damage to LSUA property or the property of others may result in one of the following sanctions being imposed:
 - a. If there are extenuating circumstances, probation to the Provost and Vice Chancellor for Academic and Student Affairs for at least one full semester plus restitution.
 - b. If the value of the stolen thing and/or damage is less than \$100, dismissal for the remainder of the semester in which the offense occurred plus restitution. This dismissal will be recorded on the student's official record.
 - c. If the value of the stolen item and/or damage exceeds \$100, dismissal from the University for one calendar year plus restitution. This dismissal will be recorded on the student's official record.

C. Academic Misconduct

In cases of academic misconduct that result in a sanction of dismissal or expulsion being imposed, this separation from the University will only occur immediately upon notice of the sanction to the student if the notice to the student occurs prior to the final examination period. If the notice of the sanction to the student occurs during or after the final examination period, the separation shall begin with the next regular semester.

A grade of "F" shall be entered on the student's official record for each course in which he or she is enrolled at the time the misconduct occurs. If the charges of academic misconduct are pending and cannot be resolved prior to the final assignment of grades in the course, the instructor shall enter an "I" grade in the course in which the alleged academic misconduct occurred.

If the student is found "not guilty," the "I" grade shall be removed and a grade assigned based on the quality of work done in the course. If the student is found guilty, grades in all courses in which he or she was enrolled at the time of the misconduct will be changed to "F." A student's resignation from the University will not prevent a grade of "F" from being assigned.

1. For the first offense:
 - a. Minimum sanction: probation to the Provost and Vice Chancellor for Academic and Student Affairs for the duration of the student's enrollment at LSUA. The student will be dropped from the course in which the offense occurred and a grade of "F" for that course entered on his or her official record.
 - b. Maximum sanction: dismissal from the University for the duration of the term in which the student is enrolled at the time of the misconduct. A grade of "F" will be entered on the student's official record for each course in which the student was enrolled.
2. For the second offense:
 - a. Minimum sanction: dismissal from the University for at least one full calendar year (two full regular semesters and one summer term). A grade of "F" will be entered on the student's official record for each course in which the student was enrolled at the time of the misconduct.
 - b. Maximum sanction: Expulsion from the University. A grade of "F" will be entered on the student's official record in each course in which the student is enrolled at the time of the misconduct. This expulsion will be recorded on the student's official record.

D. Alternative Sanctions

If the Student Conduct Committee determines that a sanction should be imposed that is markedly different (either lesser or greater) from those outlined above, the minutes of the hearing must identify specific circumstances or other justification for the sanction and must be forwarded to the Chancellor for review and approval.

VII. ADMINISTRATIVE PROCEDURES

A. Membership of the Student Conduct Committee

1. The Student Conduct Committee shall be composed of a Chairperson, two faculty members and an alternate elected from each college; the academic

department chair from the accused student's major field of study; the Student Government Association President; one additional student member; and one staff member. The additional student member and the staff member shall be appointed annually by the Chancellor. Elected faculty members shall be senior faculty members holding rank as tenured professor or associate professor. The departmental elections shall be held at the beginning of each fall semester. The term of each elected member shall begin in August and run for one calendar year. The Provost and Vice Chancellor for Academic and Student Affairs shall serve as ex-officio member (without voting rights).

In the event that a committee member is involved as an accuser or witness, the Chancellor will appoint a replacement for **that hearing only**. In the event the Chairperson is involved as an accuser or witness, a regular faculty member of the committee shall serve as Chairperson for **that hearing only**. The Chairperson shall be non-voting except in the case of a tie and shall be appointed by the Chancellor annually.

2. Proxies may not serve on this committee.
- B. Duties of the Student Conduct Committee
1. To consider formal charges of student misconduct brought by the Provost and Vice Chancellor for Academic and Student Affairs whenever the student has not opted for an administrative hearing.
 2. To periodically review the provisions of the Code of Student Conduct and to make recommendations for change to the Chancellor when such changes appear to be in the best interest of LSUA.
- C. Formally Charging a Student with a Violation of the Code
- An allegation of misconduct under the Code of Student Conduct is extremely serious and should therefore be based on evidence of misconduct. Each member of the University community has a responsibility to bring allegations and evidence of misconduct to the Provost and Vice Chancellor for Academic and Student Affairs when he/she has reason to believe that a violation of this Code has occurred.
1. Any member of the University community who has evidence of misconduct or violation of this Code shall present the accusation in writing to the Provost and Vice Chancellor for Academic and Student Affairs who shall provide copies to the Chancellor and the accused student. The person bringing the charge shall have the right to discuss the evidence and circumstances with the Provost and Vice Chancellor for Academic and Student Affairs.
 2. Before disciplinary action is taken against a student, the Provost and Vice Chancellor for Academic and Student Affairs or his/her designee shall investigate any alleged misconduct that could warrant disciplinary action. Each investigation should be conducted as quickly as is practical under the

circumstances. The goal of the investigation is to gather information and evidence to determine whether the student committed the alleged misconduct. The scope of the investigation may vary depending upon the nature of the alleged misconduct. If the Provost and Vice Chancellor for Academic and Student Affairs does not conduct the investigation, the University official who conducts the investigation shall present the evidence and information gathered to the Provost and Vice Chancellor for Academic and Student Affairs.

3. After conducting an investigation, the Provost and Vice Chancellor for Academic and Student Affairs then discuss the allegations of misconduct with the student accused. If, in the sole discretion of the Vice Chancellor, the evidence is sufficient, the student shall be informed that the University is bringing formal charges against the student. An accused will be provided with a written notice of the formal charges and shall be given a copy of this Code. The student will be told that he or she has the right to a formal hearing of the Student Conduct Committee or may request that the charge(s) be heard administratively. If at any time during this process, prior to a decision on whether the student committed the alleged misconduct, the Provost and Vice Chancellor for Academic and Student Affairs, in his/her sole discretion determines that there is no longer sufficient evidence to substantiate a formal charge of misconduct, then the Provost and Vice Chancellor for Academic and Student Affairs may dismiss that charge and may bring a formal charge at a later date arising out of the same transaction or occurrence if additional evidence is obtained.

D. Hearing by the Student Conduct Committee

If a student who is charged chooses not to have the charges handled administratively, the Provost and Vice Chancellor for Academic and Student Affairs must refer the charge(s) to the Student Conduct Committee for a hearing.

E. Hearing Procedures - Student Conduct Committee

1. The Chairperson of the Committee has the authority and responsibility to conduct the hearing in such a way as to protect the rights of the student, the accuser, the witnesses, and the committee members. The committee must also protect the rights and prerogatives of LSUA.
2. The Chairperson or the Provost and Vice Chancellor for Academic and Student Affairs shall issue written subpoenas to all witnesses that the accused student or the Provost and Vice Chancellor for Academic and Student Affairs desire to have testify at the hearing.
3. The Provost and Vice Chancellor for Academic and Student Affairs or his/her designee shall prepare and present the case against an accused student to the Student Conduct Committee, and shall bear the burden of proving by

- substantial evidence that the accused student did commit the alleged misconduct.
4. The accused student and the Provost and Vice Chancellor for Academic and Student Affairs may present witnesses subject to the right of cross-examination by the other party or any member of the Student Conduct Committee. Any examination of a witness must be reasonable and related to the charges against the accused student. If in the sole discretion of the Chairperson, any such examination of a witness is improper or irrelevant or is being used to harass or intimidate the witness, then the Chairperson may limit the examination accordingly. All testimony shall be given under oath.
 5. An accused student shall not be compelled to testify before the Student Conduct Committee. An accused student's failure to testify shall not be used against him/her, and by refusing to testify an accused student does not waive his/her right to cross-examine witnesses or his/her right to call witnesses. However, an accused student shall not be allowed to make a statement either written, oral, or recorded unless that student testifies at the hearing, under oath, and answers any and all questions presented to him/her.
 6. Decisions of the Committee will be based solely on evidence presented at the hearing. Evidence of prior convictions and/or sanctions may not be considered unless the student is found to have committed the alleged misconduct, then evidence of prior convictions and/or sanctions may be introduced and considered during deliberations on the sanction(s) to be imposed.
 7. A quorum of the Committee shall consist of six members. A simple majority vote of the voting members of the Committee present shall be required for a finding that a violation of the Code was committed and for the determination of sanction to be imposed. A finding of guilt must be supported by sustained evidence.
 8. A member of the Committee shall serve as secretary and make an audio tape recording of all hearing activities except deliberations or discussions on guilt or innocence and sanction(s) to be imposed.
 9. The decision of the Committee shall be final (subject only to formal appeal). Both the student and the Provost and Vice Chancellor for Academic and Student Affairs shall have the right to appeal a decision to the Chancellor.
- F. Hearing Procedures - Administrative
1. After being formally charged, a student may request an administrative hearing, thereby waiving his or her right to a hearing before the Student Conduct Committee.
 2. The following procedures shall be followed when the student requests an administrative hearing:

- a. Such a request may not be made until the student has met with the Provost and Vice Chancellor for Academic and Student Affairs. In this meeting, the Vice Chancellor shall discuss with the student the charges brought against the student, shall provide the student with a copy of this Code, and shall inform the student of sanctions that may be imposed if the student is found guilty. If the student desires an administrative hearing rather than a Student Conduct Committee Hearing, the student must then make a written request to the Provost and Vice Chancellor for Academic and Student Affairs in order for the charges to be heard administratively.
 - b. Once the decision to hear the charges administratively has been made, the Provost and Vice Chancellor for Academic and Student Affairs shall convene an administrative hearing committee composed of the Provost and Vice Chancellor for Academic and Student Affairs, and the academic department chair from the accused student's major field of study.
3. This administrative committee may determine whether or not a violation of this Code has occurred and impose a sanction for each violation, as set forth herein.

G. Disciplinary Records

All records of disciplinary actions and procedures are confidential and permanent records of LSUA and shall be maintained in the office of the Provost and Vice Chancellor for Academic and Student Affairs. A student may examine disciplinary records that relate to him or her, but these records are not available to anyone outside LSUA. LSUA personnel may have access to these records only if information from them is needed in the performance of their duties.

VIII. APPEAL PROCEDURE

If the accused student or the Provost and Vice Chancellor for Academic and Student Affairs believes that a serious procedural error has occurred, that there was an abuse of discretionary authority in reaching the decision on whether the accused student committed the alleged misconduct or imposing a sanction, or that a finding of guilt was not supported by substantial evidence, he or she may file a written appeal with the Chancellor. It is not the purpose of the appeal procedure to provide for a new hearing at a higher administrative level. The following guidelines for appeal shall be followed:

- A. The student or accuser planning to appeal must notify the Office of the Chancellor of his or her intent to file an appeal within three working days after receiving notification of sanctions imposed.

- B. The written appeal, signed by the person making the appeal, must be received in the Office of the Chancellor within seven calendar days after the student is notified of the final action on charges against him or her.
- C. The Chancellor's review will be limited only to serious procedural errors, abuse of discretionary authority, or lack of substantial evidence to support a finding of guilt. Any such errors or abuses must be very clearly stated by the party appealing.
- D. The Office of the Chancellor shall advise the non-appealing party of the appeal and provide it with a copy of the appeal. The non-appealing party may submit a written response to the appeal; however, such a response must be received by the Office of the Chancellor within seven days of notice of the appeal. Further, the Chancellor may require the non-appealing party to submit a written response to the appeal.
- E. If on appeal the Chancellor determines that a serious procedural error has occurred, he/she may remand the matter to the Provost and Vice Chancellor for Academic and Student Affairs to correct the error and reinstitute the disciplinary process at the stage where the error occurred, or dismiss the charges against the student.
- F. If on appeal the Chancellor determines that the Provost and Vice Chancellor for Academic and Student Affairs or the Student Conduct Committee abused its discretion, then the Chancellor may either dismiss the charges brought against the student, remand the matter to the Provost and Vice Chancellor for Academic and Student Affairs for further proceedings, or render a decision based upon the record of the proceedings.
- G. If on appeal the Chancellor determines that there was a lack of substantial evidence to support a finding that the student committed the misconduct, then the charge shall be dismissed and the student shall not be subject to sanctions for that alleged misconduct; however, the student may be charged with other violations of this Code.

IX. DEFINITIONS

The following terms as used herein shall have the following definitions for the purposes of this Code:

- A. Campus - Any property or facility that is used by LSUA for any one or more of the following: (a) to hold academic classes; (b) for meetings or activities of university sponsored clubs or organizations; (c) for storage of LSUA property or records; (d) to conduct LSUA business or administrative activities; or (e) for experimental or research activities sponsored or operated in whole or in part by LSUA. The foregoing includes but is not limited to the following: (a) the main campus located on approximately two hundred (200) acres of land approximately five miles south of Alexandria, Louisiana; (b) any other property or facility owned, operated, or used by LSUA as set forth above.
- B. Faculty member - Any person hired by the University or who has contracted with the University to conduct classroom activities.

- C. LSUA - Louisiana State University at Alexandria.
- D. Misconduct - Any act, omission, or threatened act or omission, that occurs on campus or at or during any University activity or is reasonably related to any University activity, including but not limited to any physical act, omission, language, gesture or act of academic dishonesty that:
 - 1. Is in violation of any LSUA rule, regulation, policy or standard.
 - 2. Is proscribed herein.
 - 3. Is in violation of any law or ordinance of the United States, the State of Louisiana, the City of Alexandria, or the Parish of Rapides.
 - 4. Poses or could pose a threat of harm to any student member of the University community.
 - 5. May adversely effect or disrupt the students or any other student's ability to participate in a positive learning environment or orderly education process as determined by LSUA in its sole discretion.
 - 6. Is disrespectful, vulgar, abusive, foul or defamatory to any member of the University community.
- E. Student - Any and all persons taking courses at LSUA, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than LSUA. Persons who are not officially enrolled for a particular term but who have a continued relationship with the University are considered students.
- F. University - LSUA
- G. University activity or activities - Any activity or event including but not limited to academic classes that take place:
 - 1. On the LSUA Campus.
 - 2. Off the LSUA Campus and is sanctioned or sponsored by the University.
 - 3. Off the LSUA Campus and the student is under the supervision of a University official, faculty member or any such person's designee.
 - 4. Off the LSUA Campus and is an athletic or other extra curricular activity or event in which LSUA or any of its students are participating.
- H. University community - Any and all LSUA students, University officials, faculty members, LSUA agents and employees, visitors to the campus, and any participant, spectator or bystander at any University activity.
- I. University official - Any agent or employee of LSUA or a designee of any agent or employee of LSUA who is charged with the instruction, supervision, or counseling of students; the enforcement of LSUA rules, regulations, policies or procedures; or the administration of the University.
- J. University premises - All land, buildings, facilities, and other property in the possession of or owned, used or controlled by LSUA including but not limited to adjacent streets and walks.

X. PROCEDURE FOR REVISING THE CODE OF STUDENT CONDUCT

This Code may be amended or revised by a majority vote of the Student Conduct Committee, subject to the approval of the Chancellor.

XI. QUESTIONS

Any questions or inquiries regarding the rules, regulations, standards, policies or procedures set forth in this Code shall be directed to the Provost and Vice Chancellor for Academic and Student Affairs who in his/her sole discretion may direct such questions to another University official or to legal counsel for response.

_____ (Date)

_____ (Name)

_____ (Address)

_____ (Social Security Number)

You have been accused of violating the LSUA Code of Conduct as follows:

" _____
_____ "

Specifically, _____

Please report to the Office of the Provost and Vice Chancellor for Academic and Student Affairs, within three days of receipt of this notice between the hours of 8:30 a.m. and 4:00 p.m. on a non-holiday weekday to discuss the accusation.

If formal charges are filed against you, you have the right to decide whether to have the charges heard by the Student Conduct Committee or to waive your right to such a hearing and request that the charge be heard administratively. Your request must be in writing.

If you fail to appear, a decision will be made as to whether or not there is sufficient evidence to formally charge you with a violation of the Code of Conduct. If so, by not appearing, you will forfeit your right to be present during the hearing. The charges against you will be heard in absentia, determination of guilt may be made, and sanctions may be imposed.

Please come by the office as soon as possible to discuss the accusation(s) against you.

Sincerely,

Provost and Vice Chancellor for
Academic and Student Affairs

Louisiana State University at Alexandria

I have been informed by the Provost and Vice Chancellor for Academic and Student Affairs that I have been formally charged with misconduct in violation of LSUA's Code of Conduct. My signature below indicates that I am formally requesting that the charges against me be heard by:

(Check One)

_____ the Administrative Committee

_____ the Student Conduct Committee

Student's Signature/Date

___ Request Approved

___ Request NOT Approved (See below for reason for disapproval.)

Provost and Vice Chancellor for
Academic and Student Affairs

Date

Louisiana State University at Alexandria
Student Conduct Hearing

SUMMONS

_____ (Name)

_____ (Address)

_____ (Social Security Number)

You have been formally charged with violating section ____ of the LSUA Code of Student Conduct:

" _____ "

Specifically, you are being charged with: _____

Under the Code of Conduct, you have the right to decide whether to have the charge against you heard by the Student Conduct Committee or to waive your right to such a hearing and request that the charge be heard administratively. Your written request for the following hearing is on file.

___ (Administrative Hearing)

___ (Student Conduct Committee Hearing)

The hearing is set for:

(Date) _____ (Time) _____ (Place) _____

Attached is a list of people who will testify at the hearing and a brief summary of their expected testimony. If you would like to add anyone to the list, let me know.

Provost and Vice Chancellor for Academic and Student Affairs Date

Louisiana State University at Alexandria

Dear:

On (Date) _____, you were officially charged with a violation of Louisiana State University at Alexandria's Code of Student Conduct. Per your written request, the charges against you were heard by the (___ Student Conduct Committee) (___ Administrative Conduct Committee), that met on (Date) _____. Listed below are the charges against you and the decision of the Committee.

Charges:

Decision of the Committee and Sanctions Imposed, if Any:

If you have any questions regarding your disciplinary status, please contact me.

Sincerely,

Provost and Vice Chancellor for Date
Academic and Student Affairs

Louisiana State University at Alexandria
Student Conduct Hearing

SUBPOENA

_____ (Name)

_____ (Address)

_____ (Social Security Number)

_____ has been formally charged with violating the
LSUA Code of Student Conduct:

" _____ "

Specifically, this student is being charged with: _____

Under the Code of Conduct, you must appear at the hearing on:

(Date) _____ (Time) _____ (Place) _____ to testify, and you
must bring with you the following documents or things: _____

Failure to appear at the time and place set forth above and testify truthfully is a violation of the Code of Conduct and formal charges may be brought against you. If you cannot appear on the date or time set forth above, you must notify the Provost and Vice Chancellor for Academic and Student Affairs immediately and request that you be released from this subpoena. This hearing is a serious disciplinary matter, and such a request shall be granted only for good cause in extraordinary circumstances.

Provost and Vice Chancellor for Academic and Student Affairs Date