

LSUA

Student Engagement



STUDENT HANDBOOK



2023-2024

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Welcome From Dr. Abbey Bain

Welcome to the family! This is a special time to be a General. With growing academic programs and more out-of-classroom experiences, the opportunities are endless at LSUA. The next four years will set the foundation for your future success in your career and in your community. You will be challenged academically, enjoy significant milestones, and connect with students, faculty, and staff who will become an integral part of your life.



College is the perfect time to explore your interests, so you can identify a major that will lead to a meaningful career. One of the best ways to explore talents and strengths is getting involved on campus, so please join a student organization this semester. Attend meetings, gather with students, and make connections. I assure you, that will go a long way. There are organizations focused on academic majors, religious groups, or student interest groups. Do not hesitate to participate in intramurals or other student activities to complement your experience in the classroom. In fact, I would argue that attending events like the Generals Expo, TANKfest, and Trick or Treat Street is critical to your experience on campus. College is certainly about doing well in your classes, but you should also enjoy the experience. So, have some fun!

Most importantly, remember there is support available. From advisors, counselors, the health center, and disability services there are layers of support available to help you in your academic journey. It is, however, your responsibility to seek assistance when needed. Check your LSUA emails regularly, attend class, utilize tutoring, and ask for help when you need it.

Once again, welcome to the LSUA family. We can't wait to work with you this semester!

Geaux Generals!

Abbey Bain

Abbey Bain, Ph.D
Vice Chancellor for Enrollment and Student Engagement

Academic Programs

College of Business

Chambers Hall 106 | (318) 473-6414 | business@lsua.edu

The College of Business offers students the opportunity to pursue a career in Business with concentrations in Entrepreneurship, Finance, International Business, Management, Management Information Systems and Marketing. The college also offers a new Bachelor of Science in Accounting. Worldwide opportunities exist for the student as a manager or owner of a small business.

LSUA's mission is to create economic value in the region that will improve quality of life in the area. To do so, the LSUA College of Business creates value by offering a quality undergraduate business education at a competitive cost in order to prepare Louisiana's future leaders and professionals to compete for global opportunities. To successfully complete this mission, the LSUA College of Business pursues a student-centric approach focused on real-world learning, critical thinking, and professional development of students.

- Accounting*
- Accounting Information Systems & Data Analytics*
- Agribusiness*
- Applied Arts and Sciences (BAAS)*
- Business Administration*
- Entrepreneurship*
- Financial Analysis*
- Information Systems*
- International Business*
- Management*
- Marketing*
- Organizational Studies*
- Post-Baccalaureate Accounting Certification*

College of Liberal Arts

Mulder Hall 380 | (318) 473-6581 | cla@lsua.edu

Here, we showcase our liberal arts skills in action—students read, write, think, collaborate, communicate, create, and perform! Student majors in Art, Communication, English, History, Humanities, and Religious Studies are developing the skills that empower them to think broadly and make bold career choices.

LSUA is distinguished as a Council of Public Liberal Arts (COPLAC) undergraduate university. Faculty are committed to the transformative experience of a liberal arts education. Vibrant LAS courses, student organizations, and career-development opportunities prepare graduates for great careers and purposeful lives.

- Africana Studies**
- Communication Studies*

Communication in Human Relationships*
English*
Graphic Design**
History
Humanities*
Pre-Art Therapy
Public Relations
Religious Studies*
Sports Broadcasting
Visual & Performing Arts
Visual Communication*

College of Natural Sciences & Mathematics

Chemistry & Physics and Math & Computer Science: Mulder Hall 312 | (318) 473-6591 | mathematicsandphysicalsciences@lsua.edu

Biological Sciences: Science Building 127 | (318) 473-6431 | biology@lsua.edu

The goal of the College of Natural Sciences & Mathematics is to offer quality instruction in the science, technology, engineering, and mathematics (STEM) disciplines to prepare our graduates for rewarding careers. The College offers baccalaureate degrees in Biology, Chemistry, Computer Science, and Mathematics. Additionally, it has robust programs for pre-engineering and a Bachelor of General Studies with a Concentration in Professional Aviation. Interdisciplinary opportunities are also available to prepare students for professional training or careers in actuarial science, field biology, forensics, and secondary school teaching. We encourage students to explore our programs for more details. The College offers comprehensive programs within three departments - Biological Sciences, Chemistry & Physics, and Mathematics & Computer Science.

Actuarial Science*
Agriculture
Aviation – Management
Aviation – Professional Pilot
Biology
Chemistry
Chemistry Management
Computer Science*
Cybersecurity
Forensics
Mathematics*
Organismal & Field Biology
Pre-Physical/Occupational Therapy
Pre-Professional - Pre-Med, Pre-Vet, Pre-Pharmacy, Pre- Dentistry, Pre-Optometry, Pre-PA

College of Social Sciences

Mulder Hall 380 | (318) 427-0130 | collegeofsocialsciences@lsua.edu

The programs are designed to help students shape their society and make a meaningful mark on the world. Students can choose from several majors and minors and combine the many social science disciplines in creative ways. Additionally, faculty are here to help students uncover their passion. Choose degree paths in Criminal Justice, Disaster Science, History, Political Science, or Psychology. There are also courses in Anthropology, Geography, Social Work, and Sociology. Each of these fields will positively impact students so they, too, can reshape the world.

- Criminal Justice*
- Criminal Psychology*
- Clinical Psychology*
- Disaster Science & Emergency Management*
- Family & Community Dynamics Psychology*
- Industrial & Organizational Psychology*
- Political Science Pre-Law
- Psychology*
- Social Science*

College of Health & Human Services

Coughlin Hall 101-C | (318) 473-6466 | alliedhealth@lsua.edu

The College of Health & Human Services provides an innovative academic environment for students interested in improving the lives and health of individuals throughout the world. CHHS faculty enhance student learning by connecting classroom instruction with service learning, field experiences, and community outreach efforts. As a result, students complete a rigorous interdisciplinary program of study and master valuable professional skills. As a result, students are well prepared to launch their careers or pursue additional graduate training and deliver exceptional health and human services.

- Cardiac Device Sales & Marketing
- Cardiovascular Technology
- Health Care Administration*
- Health & Fitness Studies
- Health Sciences*
- Long Term Care Administration*
- Medical Imaging**
- Medical Laboratory Science*
- Pharmaceutical Sales
- Radiologic Technology

School of Education

Mulder Hall 388 | (318) 473-6474 | education@lsua.edu

The School of Education at Louisiana State University at Alexandria has as its mission the promotion of quality instruction, stimulating scholarship, rigorous academic standards, appreciation of cultural diversity, and respect for the dignity of each future teacher, resulting in impacting the lives of these future teachers, their students and the world in which they live.

Elementary Education
Health & Physical Education Health and Fitness Studies Kinesiology
Secondary Ed - Biology, Chemistry, English, History, Mathematics
Sports Management and Administration
Post-Baccalaureate Teaching Certification**

School of Nursing

Coughlin Hall 128 | (318) 473-6459 | departmentofnursing@lsua.edu

The School of Nursing is dedicated to providing educational opportunities to students with diverse educational and cultural backgrounds while inspiring life-long learning through scholarly activities and service. Educational excellence fosters development of safe, professional, registered nurses that provide quality patient centered care in diverse health care environments.

AS Nursing(RN)
BS Nursing (RN to BSN)**
LPN to RN

*Also offered 100% Online

**ONLY offered 100% Online

Important Contact Numbers

Accounting Office | (318) 473-6407 | accountingservices@lsua.edu | lsua.edu/fas/accounting

Questions about paying tuition and fees; distribution of Title IV aid, scholarships, and sponsorships.

Advising | (318) 767-2604 | studentservices@lsua.edu | lsua.edu/campus-life/dose/css/advising

Questions related to course scheduling and registration, degree plans, and majors.

Auxiliary Services | (318) 473-6579 | auxservices@lsua.edu | lsua.edu/fas/auxiliary-services

Questions about the Bookstore, Dining Services, meal plans, student IDs, and parking.

Counseling Services (318) 767-2604 | tchestand@lsua.edu | <https://www.lsua.edu/campus-life/dose/counseling>

Concerns dealing with high levels of stress, anxiety, depression, or other mental health issues that may interfere with academic or personal wellness.

Disability Services | (318) 427-0137 | disabilityservices@lsua.edu | lsua.edu/campus-life/dose/disabilityservices

Questions about academic accommodations, requests for accommodations such as captioning, interpreters, or modifications of physical spaces.

Financial Aid | (318) 473-6423 | financialaid@lsua.edu | lsua.edu/financial-aid

Questions about financial aid, including FAFSA, TOPS, Veteran's Benefits, scholarships, and loans.

Health Center | (318) 427.0110 | healthcenter@lsua.edu | lsua.edu/campus-life/health-services

Services for non-life threatening illnesses and health concerns.

Information Educational Technology | (318) 473-6421 | iethelp@lsua.edu | lsua.edu/iethelp

Questions about any campus technology, including email, myLSUA, Moodle, and computer labs.

Office of Diversity, Equity, and Inclusion | (318) 473-6558 | diversity@lsua.edu | lsua.edu/office-of-diversity-equity-and-inclusion

Questions about diversity programming and training, as well as concerns regarding discrimination.

Office of the Registrar | (318) 473-6424 | registrar@lsua.edu | lsua.edu/academics/registrar

Questions about grades, semester dates and deadlines, changing majors, transcripts, enrollment verification, educational privacy rights (FERPA), and adding/dropping courses.

Title IX | (318) 427-0137 | titleixcoordinator@lsua.edu | lsua.edu/titleix

Questions about sex-based discrimination, including harassment, stalking, dating or interpersonal violence, or sexual assault.

University Police | (318) 472-6427 | lsuap@lsua.edu | lsua.edu/campus-life/university-police

Non-emergency questions about safety, security, or similar concerns; for emergencies, call 911.

LSUA HONOR CODE

H - HONEST

We strive to be truthful and accurate in our words and upright and fair in our dealings with others.

O - OPEN - MINDED

We strive to be receptive to new ideas or arguments; be unprejudiced and impartial in our evaluation of those ideas or arguments; and be willing to ask honest questions about them.

N - NOBLE

We strive to cultivate a noble character; to pursue excellence in all we do by holding ourselves to the highest standard while showing others forbearance and selflessness.

O - ORIGINAL

We strive to be true to ourselves; to think independently; to evaluate information from our own perspective; and to produce work in a creative and wholly individual manner.

R - RESPONSIBLE

We strive to be responsible for tasks that are ours by completing our own assignments, taking credit only for our own work, and acknowledging outside sources.

Academic Calendar

ACADEMIC CALENDAR 2023-2024 Louisiana State University at Alexandria

FALL SEMESTER 2023			
AUGUST	4	Fri	New Student Orientation
	11	Fri	New Student Orientation
	17	Thur	Move in Day
	18	Fri	New Student Orientation
	21	Mon	Classes Begin: Full Term/ ELearn 1/1st Session
	21	Mon	Fee Payment due with the Student Accounts Office by 4:30 p.m. \$75.00 Non-refundable Late Fee assessed at 4:30 p.m.
	23	Wed	ELearn 1/1st Session : Last day to Add a course or Drop a course via Self-Service without receiving a "W" grade.
	23	Wed	ELearn 1/1st Session : Last Day to receive a full refund (100% minus non-refundable fees)
	24	Thu	ELearn 1/1st Session : All courses dropped will receive a grade of "W". Drop form required.
25	Fri	Full Term: Last day to Add a course or Drop a course via Self-Service.	
SEPTEMBER	1	Fri	Full Term: Last Day to receive a full refund (100% minus non-refundable fees).
	1	Fri	Full Term: Last Day to Add a course with Instructor and Advisor signatures.
	4	Mon	LABOR DAY: University Closed
	8	Fri	Full Term: Last day to drop a course without receiving a "W" grade. Drop form required.
	11	Mon	Full Term: All courses dropped will receive a grade of 'W'. Drop form required.
	18	Mon	ELearn 1/1st Session : Last day to drop a course with a 'W' grade. Drop form required. NO DROPS ALLOWED AFTER THIS DATE.
OCTOBER	2	Mon	Applications for Graduation for Spring 2023 are due in the Registrar's Office.
	2	Mon	Advising Begins for Spring 2024.
	8	Sun	ELearn 1/1st Session : Classes End-Final Exams
	12-13	Thur-Fri	Fall Break: No Classes; Offices Open
	16-20	Mon-Fri	Full Term: Mid-Semester Examination Period

	11	Wed	ELearn 1/1st Session: Final Grades Due in Self-Service by Noon.
	16	Mon	ELearn 2/2nd Session: Classes Begin
	16	Mon	ELearn 2/2nd Session: Fee Payment due with the Student Accounts Office by 4:30 p.m. \$75.00 Non-refundable Late Fee assessed at 4:30 p.m.
	18	Wed	ELearn 2/2nd Session: Last Day to receive a full refund (100% minus non-refundable fees)
	18	Wed	ELearn 2/2nd Session: Last day to Add a course or Drop a course via Self-Service without receiving a "W" grade.
	19	Thu	ELearn 2/2nd Session: All courses dropped will receive a grade of 'W'. Drop form required.
	23	Mon	Registration for Spring 2024 begins.
	25	Wed	Full Term: Mid Term grades due by Noon via Self-Service.
NOVEMBER			
	3	Fri	Full Term: Last Day to drop a course with a 'W' grade. Drop form required. NO DROPS ALLOWED AFTER THIS DATE.
	13	Mon	ELearn 2/2nd Session: Last Day to drop a course with a 'W' grade. Drop form required. NO DROPS ALLOWED AFTER THIS DATE.
	22	Wed	Thanksgiving Holiday begins, 12:30 p.m.
	23-24	Thu-Fri	Thanksgiving Holiday: University Closed
DECEMBER			
	1	Fri	Full Term: Last Day of Classes.
	3	Sun	ELearn 2/2nd Session: Classes End-Final Exams.
	4-8	Mon-Fri	Full Term: Finals Week
	9	Sat	Move Out of Resident Halls for non-returning students.
	12	Tue	All Final Grades Due in Self-Service by Noon.
	14	Thu	Fall Commencement
	22	Fri	Holiday Break: University Closed through January 3rd , 2024.

View online: <http://lsua.it/fall2023academiccalendar>

Student Support Services

Advising Each student is assigned an advisor to assist in their course selection, major exploration, and aid in their transition to college. Students are required to meet with their advisor each semester before they can register. Students are encouraged to reach out and ask their advisor questions at any point in the semester. More information can be found online: <https://www.lsua.edu/campus-life/dose/css/advising>

Campus Police Our mission is to support and complement LSU Alexandria by ensuring that all who work, learn, study on or visit our campus have a safe and worry-free environment in which to pursue their individual and collective goals and objectives.

LSU at Alexandria is dedicated to preserving a peaceful and safe environment for the entire University community. Students, faculty, staff and visitors are urged to be aware of and alert to any suspicious or possible criminal activity on campus, and to report all such occurrences to the University Police.

Our non-emergency telephone number is (318) 473-6427. For all emergencies, DIAL 911 from a cellular phone, or 911 from any campus telephone. In addition, there are 13 blue Emergency Call Boxes placed around campus and The Oaks Residential Apartments, their locations are indicated on the linked Campus Map.

LSUA University Police is a full service public safety agency. Our Police Officers meet and exceed the standards set by the Louisiana Police Officers Standards and Training Council (P.O.S.T.) and are commissioned by the Louisiana Department of Public Safety as State Police Officers under the authority of Louisiana Revised Statutes, Section 17:1805. Officers have full police and arrest authority, and patrol the campus 24 hours a day, 7 days a week. Rapides Parish 911 communications center dispatches for the LSUA University Police, and is a vital communications partner between the University Police Department and other Rapides Parish area law enforcement, fire departments and EMS.

Career Development The Holistic Education & Career Development Department partners with all students to help them identify, enhance, and accomplish their career development, internship, job search, and educational goals in their transition from college to career. We work where their passion, skills, and the market intersect. We believe it is there that you find a life of meaning and purpose. We believe that work is part of a meaningful life, and that having a “good job” and “doing what you love” are not mutually exclusive.

Career Coaches in the Holistic Education & Career Development department assist students in identifying and executing individualized game plans which increase the likelihood that their passions, their skills and the market will intersect.

Children’s Center LSUA Children’s Center is an early learning center. We strive to be the best early childhood program there is. Our program is centered around children with an emphasis on reach-based, developmentally appropriate curriculum following guidelines established by the National Association for the Education of Young Children.

Counseling LSUA has licensed counselors available to assist students during their academic journey. Counseling is free and confidential. We encourage students to seek assistance at any time. Students can

meet and speak with a counselor about any problem that is or could become an obstacle to their academic success. Common problems faced by students include the following:

- high-levels of anxiety or stress
- feelings of low self-worth or depression
- difficulties in relationships with family members, spouses, or friends
- feelings of grief or loss due to the loss of a family member or close friend
- balancing school, work, and family responsibilities
- managing anger or other strong emotions
- stress or trauma associated with prolonged military service or other intense experiences or activities
- poor time management and/or study skills
- uncertainty about academic goals or choice of degree program or major

In short, no problem is too big or too small. Counselors will provide each student with whatever help they can or, if necessary, refer you to others who can assist you.

Disability Services Disability services provides intake services, assessment of needs and facilitation of services for students with disabilities. This office serves as a liaison between students and instructors. Any student with a learning, psychological or other disability which significantly impacts their academic pursuits may be eligible to receive services from Disability Services. DS assists students in the determination and facilitation of auxiliary aids and services on an individual basis. The purpose of academic accommodations is to place the student with a disability on a level playing field with other students. Students should request accommodations utilizing the intake assistance form. Students are strongly encouraged to submit the intake form and documentation at least 30 days prior to the start of the semester to insure timely services.

First Year Experience FYE seeks to promote self-efficacy and lifelong learning by empowering first-year students with transformational strategies, practical resources, and engaging workshops that foster critical thinking and metacognitive development in order to advance student success in academics and campus involvement.

The office of FYE serves as the academic home to the LSUA Experience, the university's first-year experience program and courses- LSUA 1001: Seminar for Academic Success, LSUA 3001/4001: Academic Leadership I/II. The office also houses new student orientation, parent and family orientation, student ambassador program, and innovative FYE programming.

Health Center The Health Center is located in Coughlin Hall on the first floor. Appointments are not necessary but are highly recommended. Most services are free to students, but there may be minimal payment for additional testing or labs. Students can receive medical attention for non-life threatening illnesses such as:

- Sore throat
- Sinus and ear infections
- Flu and other viral infections
- Nausea and vomiting
- Minor cuts
- Urinary tract infections
- Cough and cold

- Health education materials

Student Activities Student activities are hosted throughout the year and included with tuition and fees for students on campus. All students on campus are encouraged to attend and participate. Some of the most popular programs are Weeks of Welcome (WOW), TANKS Traditions, TANKfest, Trick or Treat Street, Christmas on the Quad, Homecoming, Generals Jam & Boil, and Total U presentations.

LSUA also hosts intramural events like volleyball, basketball tournaments, and Esports. For more information, visit the calendar online: <https://www.lsu.edu/campus-life/dose/student-life/calendar>

Student Success Coordinator Provides advising and counseling services to students on academic probation or students that need academic intervention. They also offer academic coaching sessions to all students to provide support and counsel in order to identify academic options such as: degree programs, extracurricular activities, resources for academic success. Support is also available for students to experience academic issues by meeting one on one. There are workshops in multiple disciplines like time management, test taking, and being successful as college students.

Tutoring There is tutoring available for math, chemistry, physical science, and biology courses. There is also a Writing Center available to help students prepare for a writing assignment or help edit a student's work. Tutoring and the writing center is located in the Bolton Library. Online tutoring is also available in the MyLSUA student portal under the student tab.

Title IX Information

Louisiana State University of Alexandria is committed to creating a safe place to learn, work, and live. Students, faculty, staff, and visitors have the right to participate in University programs and activities, including admission and employment, free from any form of sexual or power-based violence, harassment, or exploitation. The University abides by the LSU Permanent Memorandum 73 in its response to allegations of power-based violence and sex- and gender-based discrimination.

Sex- and gender-based discrimination, sexual harassment and violence, and power-based violence are prohibited by state and federal law, including Title IX of the Education Amendments of 1972, Act 472 of the 2012 Regular Legislative Session of the Louisiana Legislature, and the Board of Regents Uniform Policy on Power-Based Violence.

Reporting

University employees are mandatory reporters and must inform the Title IX coordinator of any violation of PM 73 of which they are aware.¹ Reports may be submitted in person, by phone, in writing, or electronically to the Title IX coordinator.

Office Location: Student Center West, W209A

Phone: 318.427.0137 Email: titleixcoordinator@lsua.edu

Individuals may file a report of sexual discrimination, harassment, or violence by completing the appropriate online form at LSU's EthicsPoint site: <http://lsua.it/ethicspoint>

Process

When the University is notified of misconduct, the Title IX coordinator will contact the complainant for more information, including whether they would like to file a formal complaint and pursue an investigation as outlined in PM 73. Whether or not they file a formal complaint, the complainant may avail themselves of interim supportive measures. These measures may include, but are not limited to:

- Referral to medical, counseling, and/or other healthcare services
- Referral to community-based service providers
- Student financial aid counseling
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- No-contact orders between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX coordinator

Student Code of Conduct

I. INTRODUCTION

The Student Code of Conduct (“Code”) is intended to uphold the values of the University and ensure an environment that promotes acceptance, safety, and quality education. The Code, as elaborated below, describes the procedures for remedying alleged violations of that Code. In instances of allegations of sexual harassment, sexual assault, dating violence, domestic violence, stalking, or sexual exploitation, or other violations addressed by Title IX, the University shall adhere to the procedures described in the LSU System’s Permanent Memorandum 73.

II. JURISDICTION

The Code applies to student conduct that occurs on university-controlled property. The University retains the right to discipline a student for conduct that does not occur on University-controlled property when that conduct negatively affects the interests of the University, including, but not limited to, situations in which the conduct:

- a. Occurs during or in connection to a University affiliated activity, such as overseas study programs, clinical or field placements, or internships;
- b. Consists of academic dishonesty or research misconduct;
- c. Is prohibited by local, state, or federal law;
- d. Involves another member of the University community;
- e. Potentially threatens the health or safety of the student or another person, or the security of any person’s property.

Student organizations may be found responsible for violations of the Code, if the conduct is properly attributable to the organization. That determination should be made by the Student Conduct Officer (SCO) based on the cumulative weight of the following:

- a. Whether the conduct was supported by one or more officers of the organization;
- b. Whether the conduct occurred in connection with an activity:
 - i. Financed by the organization;
 - ii. Related to initiation into, admission into, or affiliation with, or as a condition for ongoing membership in the organization;
 - iii. Advertised in such a way that a reasonable person viewing or hearing that promotion would believe that the activity was affiliated with the organization.
- c. Whether the conduct occurred on property owned, controlled, rented, leased, and/or used by the organization and/or any of its members acting on the organization’s behalf;
- d. Whether a member of the organization attempted to conceal the activity connected to the conduct or conceal the conduct of another member of the organization.

III. ACADEMIC MISCONDUCT

Academic Honesty, including plagiarism and other instances of cheating.

A. OVERVIEW

Faculty are charged with the responsibility of responding appropriately to instances of academic dishonesty that occur among their students. This responsibility is a serious one and can at times be difficult to execute. (This presupposes that faculty are executing their responsibility to inform students adequately of what is and is not acceptable conduct.)

When faculty determine that academic dishonesty has occurred, they possess the authority to impose on the student(s) in question any penalty they deem appropriate, up to and including issuing a failing grade for the course. (More extensive penalties, such as suspension, may be imposed only by the university administration.) In all cases, faculty must inform the Office of the Vice Chancellor for Enrollment and Student Engagement that the violation has occurred.

Any student at the university wishing to challenge any allegation of academic dishonesty may approach the Office of the Provost, which will be charged with handling appeals.

It is hoped that most allegations of academic dishonesty will be resolved before any formal request for an appeal is necessary. Such resolution may be achieved through discussions among the accused student(s) and accusing faculty member, perhaps with the mediation of the Department Chair. Regardless, the student challenging the allegation of dishonesty is required to meet with the accusing instructor and the Chair of the department that offered the course in question, either separately or jointly, prior to filing a formal appeal.

If after these meetings the student still wishes to file an appeal, he/she may do so by submitting, in writing, an electronic memorandum to the vice provost. The memorandum must indicate: the course, section number and term taken; the instructor; which of the two possible grounds for appeal is the basis in this case; and a short summary of explanation regarding the circumstances and/or basis of the appeal.

B. TIMELINE

1. Instructor alleges academic dishonesty and informs both the student and the Office of the Vice Chancellor for Enrollment and Student Engagement.
2. Any student wishing to appeal must do so in writing to the Vice Provost within 15 university business days of being informed. Submission of an appeal presupposed that the student has met with the accusing instructor and the Chair of the department in which the course is housed.
3. The Screening Panel reviews student's formal appeal and notifies the student and instructor of its decision within 5 university business days.

4. Hearing Panel convenes (if case is received from screening panel) within 15 university business days of being given the case.

5. Vice Provost informs the student and instructor of the Hearing Panel's decision within 3 university business days.

C. PROCEDURES

A screening process will be in place to ensure that the formal request for an appeal has sufficient merit. A three-person screening panel, consisting of the Vice Provost (or designee), Vice Chancellor for Enrollment and Student Engagement (or designee), and the Vice President of Student Government (or designee). Only the unanimous agreement among the three members of the screening panel that the appeal is without merit will prevent it from going forward.

The appeal may only be made on the basis of one (or both) of the following grounds:

- The allegation of academic dishonesty is false.
- The instructor's allegation of academic dishonesty and/or the subsequent penalty issued are in violation of university policy.

The appeal hearing will be convened by the Vice Provost and will consist of five members: two students, one faculty member, one representative from the division of academic affairs, and one representative from the division of enrollment and student engagement. The procedure for an appeal will be as follows:

1. Instructor's presentation of witnesses and evidence.
2. Student's cross-examination of witnesses.
3. Student's presentation of witnesses and evidence.
4. Instructor's cross-examination of witnesses.
5. Question period by the appeal panel.
6. Instructor's final statement.
7. Student's final statement.

The appeal panel will determine whether the student's appeal is sufficiently compelling to overturn the accusation of dishonesty based on the following: (1) the allegation of academic dishonesty is false or (2) the instructor's allegation of academic dishonesty and/or the subsequent penalty issued are in violation of university policy. It will not be the task of the appeal panel to revisit any punitive action for academic misconduct that the instructor has imposed.

D. DEFINITIONS and CONCEPTS

1. Academic Dishonesty

The actions/behaviors that are acceptable in one class may not be acceptable in another class, and both teachers and students share the responsibility for communicating these

limits for a particular class. While the specifics will vary among classes, the following fundamental definitions describe acts that constitute academic dishonesty.

2. Cheating

The term "cheating" refers to using or attempting to use unauthorized technology, materials, information, or study aids in any academic exercise (whether intentional or not) or taking any action designed to obtain unearned credit (points) in the class. When in doubt about what is authorized, students should consult their instructors.

3. Fabrication or Other Misconduct in Research

The term "fabrication" refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise; "misconduct in research" refers to any violation of ethical guidelines for attributing credit and authorship in research endeavors, non-compliance with established research policies, or other violations of ethical research practice.

4. Plagiarism

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement (whether intentional or not). This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism. Types of plagiarism include:

- Purchasing an essay or paper from a Web site (or anywhere else) and submitting it as the student's own.
- Borrowing another student's paper from a previous semester and calling it your own.
- Having someone else do your work, for free or for hire. Agreeing to do someone else's work is equally wrong.
- Claiming originality regarding material copied directly from outside sources. In other words, deliberately failing to cite sources.
- Improperly documenting quoted, paraphrased or summarized source material.
- Extending the length of a bibliography to meet project requirements by including sources not used in your research or making them up all together.
- Killing two birds with one stone: recycling an essay or paper written for one class by using it in another class studying the same or similar material.
- Receiving help from other students on an essay or paper and turning it in under your own name as individual work.
- Collectively researching and writing a paper with other students and each turning copies into different class sections claiming it as individual work.

5. Facilitating Academic Dishonesty

Assisting or attempting to assist another to violate any provision of this Academic Dishonesty Policy whether or not that action is associated with any particular course, is considered academic dishonesty.

IV. BEHAVIORAL MISCONDUCT

A. INITIAL STAGES

- a. The Student Conduct Officer (SCO) may initiate the student conduct process on the basis of allegations received from any source, including, but not limited to, a student, a member of the University staff or faculty, or a law enforcement agency.
- b. The student conduct process must be carried out in a manner that is free from conflicts of interest or bias consistent with due process of law. A University employee shall not occupy more than one role in the student conduct process.
- c. The University may impose interim administrative measures prior to the conclusion of the conduct process upon belief that a Respondent's continued presence at University affiliated activities or on University-controlled property constitutes an immediate threat of harm to students or others. Examples of measures include a no-contact directive; a disciplinary hold, including, but not limited to, release of transcripts, degree conferral, and course registration; and interim restrictions, including restricting privileges to participate in University activities or accessing University-controlled property. Interim measures may be revisited upon a Respondent's request.
- d. The SCO and Respondent meet in an Educational Conference, which is strictly an informational meeting, during which the following occurs:
 - i. The SCO orally informs the Respondent of the allegations made and, if requested by the Respondent, provides the Respondent with a reasonable opportunity to review the complaint.
 - ii. The SCO provides the Respondent with an opportunity to respond to the allegations, including, an opportunity to present information about the allegations and witnesses whom the Respondent believes the SCO should interview.
 - iii. Both the SCO and Respondent may ask questions of one another and seek clarifying information about the allegations and the student conduct process.
 - iv. Except in cases related to Title IX allegations, the SCO may issue a no-action determination or allow Student Engagement to continue its investigation based on information provided by the Respondent.
 - v. If a Respondent fails to attend an Educational Conference, the SCO may email the Respondent a recommendation for an Informal Resolution.

i. Please note that the Educational Conference is not a part of disciplinary proceedings, as such, an advisor is not allowed to take part.

e. The SCO shall provide the Respondent with a Notice of Educational Conference. Through this written communication, the SCO notifies the Respondent that the SCO has received allegations that the Respondent has engaged in misconduct, instructs the Respondent to attend or schedule an Educational Conference, and provides the Respondent with information about the student conduct process. Generally, a notice includes the following:

- i. Notice that Student Engagement has begun an investigation of allegations;
- ii. Notice of a disciplinary hold, if any;
- iii. A brief description of alleged misconduct;
- iv. A preliminary list of potential violations of the Code;
- v. Notice of the Respondent's right to be assisted by an advisor throughout the student conduct process, which does not include the Educational Conference;
- vi. The internet address where the student can review the Code;
- vii. The date and time of the Educational Conference or instructions for scheduling one;
- viii. Notice of the consequences of failing to comply with the instructions to attend or schedule an Educational Conference.

f. If the Respondent declines the recommendation for an Informal Resolution or does not respond to the recommendation, the case will be forwarded to an **Administrative Hearing** or a **Student Conduct Board (SCB) Hearing**.

i. Informal Resolutions will not be considered part of a student's permanent record and therefore would not be shared with any external requesting agency.

g. If the Respondent accepts the recommendation for an Informal Resolution, the respondent waives all rights to a formal hearing.

h. Student Engagement may investigate the allegations against the Respondent by interviewing witnesses and obtaining other information. The SCO will provide an equal opportunity for parties to identify and present witnesses and other evidence. The SCO is not obligated to interview witnesses identified by the parties, if the SCO believes the witness is not likely to possess relevant information or the information the witness is likely to possess is cumulative of other information gathered. The SCO will act as a fair and impartial party. Parts of Student Engagement's investigation may occur before, during, and after the Educational Conference.

i. A Charge Letter is written notice that informs the Respondent that the SCO has concluded it is more likely than not that the Respondent violated the Code. It generally includes a brief summary of the facts of the alleged misconduct and the Respondent's option to elect a Formal Hearing to contest the SCO's determination of responsibility.

A Notice of Sanctions is a written notice that informs the Respondent of the disciplinary sanctions that SCO proposes for the violation of the Code. Either notice may be provided during the Educational Conference.

B. RESOLUTIONS

a. A **Resolution by Agreement** can be reached at any time during the student conduct process. The Respondent may sign a Resolution Agreement proposed by the SCO. By signing, the Respondent accepts responsibility for violating the Code, agrees to the imposition of sanctions, and waives all rights to resolve the allegations through a Formal Hearing. The Respondent may not revoke or appeal a Resolution Agreement signed by the Respondent.

b. There are two types of **Formal Hearings**. Formal Hearings are processes through which a Respondent may contest allegations of misconduct and/or the sanctions proposed by the SCO by presenting information or witnesses other than the University employee who conducted the investigation and Educational Conference.

i. In an **Administrative Hearing**, the Respondent has the right to resolve allegations of misconduct and/or proposed sanctions through a hearing before a Student Engagement Hearing Officer (SEHO). In every case when the SCO proposes suspension lasting ten days or more or expulsion, the Respondent has the right to resolve allegations of misconduct and/or proposed sanctions through a **SCB Hearing**.

ii. A Formal Hearing may be requested by the Respondent only in writing.

iii. If the Respondent fails to elect a Formal Hearing within seven business days of the SCO transmitting the Notice of Allegations in writing to the Respondent, then the Respondent waives all rights to a Formal Hearing.

V. ADMINISTRATIVE HEARING

a. A SEHO conducts an investigation and makes a determination whether the Respondent violated the Code and, if so, what outcomes to impose.

b. The SEHO will send a Notice of Charges to the Respondent.

c. The Respondent will be provided an opportunity to give a presentation of information as well as present witnesses. The SEHO will be permitted to ask questions of the respondent.

d. At the conclusion of the Administrative Hearing, the SEHO will issue a verbal determination of any policy violation(s) as well as appropriate outcomes.

e. A formal Notice of Outcome will be sent to the Respondent within one business day.

f. The Administrative Hearing determination may be appealed within ten business days of the Notice of Outcome as outlined in section VI.I below.

VI. STUDENT CONDUCT BOARD: HEARING & APPEALS

a. If the Respondent requests a SCB Hearing, then the SCO will send the Respondent and Complainant a **Notice of SCB Hearing** at least seven business days in advance of the date of the hearing. The Notice will generally contain:

- i. The date, time and place of the SCB Hearing;
- ii. A copy of the Notice of Allegations;
- iii. The sanctions that the SCO will request imposed;
- iv. The names of all witnesses through whom the SCO is likely to present information;
- v. A notice of the right to the assistance of an advisor;
- vi. A description of all tangible or electronic information that the SCO is likely to present to the SCB, including, an investigative report, police report, incident report, witness statements, video or audio recordings, photographs, text messages, or phone or social media documentation;
- vii. Notice of the right to request Student Engagement's investigative file;
- viii. And notice of the right to request copies of all documents.

b. If the Respondent **fails to attend an SCB Hearing**, then the Respondent waives all rights to an SCB Hearing. The SCB may proceed with the hearing or hold the Respondent accountable for all decisions made in the Respondent's absence, including responsibility for alleged violations.

c. The **composition of the SCB** shall be drawn from an appointed pool of persons, not to include the SCO. The SCO shall appoint one non-voting chairperson and at least three voting members. All classifications of the University community (staff, faculty, and students) must be represented by at least one voting member.

i. At the beginning of the SCB Hearing, the chairperson shall allow the Complainant or Respondent to request the removal of a member of the SCB on the grounds that the person cannot be impartial.

ii. The chairperson has the authority to maintain order, exclude irrelevant information or information that was not provided in advance of the hearing, and decide procedural questions that arise.

d. At least five business days prior to the SCB Hearing, the Complainant and Respondent must provide the following to the SCO in writing: the name of their advisor, the names of all witnesses, and a copy of all tangible or electronic information they plan to present to the SCB.

e. During the sanctioning phase, both parties may present opening statements that they want the SCB to consider. The Complainant's statement may include a description of the impact of the conduct. The Respondent's statement may include factors the Respondent believes mitigate the conduct. Advisors may present opening statements on behalf of their respective party.

f. The University shall be responsible for making a verbatim digital recording of an SCB Hearing. Deliberations of the SCB shall not be recorded.

Neither the Complainant nor the Respondent may record the hearing other than by taking notes.

g. Witnesses will provide information and answer questions from the chairperson. The chairperson may also ask questions of the Respondent, the Complainant, and the investigator. The Respondent and Complainant shall not directly ask questions to each other or other witnesses. They may propose questions by submitting them in writing to the chairperson during the hearing, but the chairperson has the discretion whether to ask the proposed question.

h. The chairperson shall allow closing statements from the Complainant and Respondent or their advisor.

i. After the chairperson determines that all relevant information has been received, the SCB will deliberate in private. The SCB will decide by a majority vote on each allegation whether the Respondent more likely than not violated the Code.

j. The SCB will decide sanctions by a majority vote.

k. Within three business days of the conclusion of the hearing, the chairperson will issue a Notice of Decision, which includes:
i. The SCB's decision regarding each allegation; the sanctions imposed; and information about the Respondent's and Complainant's options, if any, to appeal the SCB's decision.

l. An appeal must be submitted in writing within ten days of receipt of the Notice of Decision, and it must be based on one of the following:
i. Clearly unreasonable sanctions;
ii. Procedural error that could reasonably have had an impact on the SCB's decision (failure to secure an advisor or witness does not constitute a procedural error);
iii. New information has been discovered that could have had a substantial impact on the SCB's decision;
iv. Personal prejudice or bias of an SCB member.

m. The SCO will determine within five days of receipt, whether a Notice of Appeal is procedurally valid.

n. Sanctions imposed shall not be effective during the period in which a Notice of Appeal may be submitted or, if a Notice has been submitted, until a Notice of Final Decision is issued.

- o. The Appellate Board considers procedurally valid Notices of Appeal. The SCO appoints a pool of persons representing all members of the University community. The appointments will not be made on the basis of how the SCO believes they will vote.
- p. The Appellate Board's final decision shall be based on the Notice of Allegations, the Notice of Formal Hearing, the Notice of Decision, the recording of the hearing, any information submitted to the SCB during the hearing, and the Notice of Appeal.
- q. The Appellate Board may, by a majority vote, take one of the following actions:
 - i. Affirm both SCB's findings and sanctions;
 - ii. Modify the sanctions imposed;
 - iii. Remand the case for a new hearing in the case of a procedural error to be conducted by the same or a new SCB;
 - iv. In the case of new information, remand the case to the SCB for the sole purpose of hearing new information and reconsidering its decision;
 - v. Remand the case to a new SCB in the case of personal prejudice or bias.
- r. The Appellate Board shall communicate its decision through a written Notice of Final Decision within ten business days of the submission of the Notice of Appeal.

VI. STUDENT RIGHTS

The following summarizes the rights granted to a Respondent in the student conduct process:

- a. Right to be assisted by an advisor during all stages of the student conduct process, which does not include the Educational Conference;
 - i. The advisor's function shall be to provide support, guidance, and advice during any meeting or procedure. An advisor may participate in an Administrative Hearing by making opening and closing statements and examining and cross-examining material observers.
- b. Right to an opportunity for an Educational Conference;
- c. Right to resolve allegations of misconduct and sanctions through a Formal Hearing;
- d. Right to the presumption of innocence until formally acknowledging responsibility or the conclusion of a Formal Hearing in which the University has established every element of the alleged violation;
- e. Right to reasonable continuing access to the administrative file of the disciplinary proceedings, which includes all documents and evidence, excluding

privileged documents, beginning at least seven business days prior to any disciplinary hearing;

- f. Right to receive notice of meetings and hearings;
- g. Right to challenge the fairness and/or impartiality of a SEHO, member of the SCB, or Appellate Board;
- h. Right to Notice of Decision;
- i. Right to appeal the decisions of the SLHO or SCB.

A Complainant shall be granted equivalent rights to the rights granted to a Respondent under the Code including, without limitation:

- a. Right to meet with SCO to ask questions and receive information about the student conduct process including, without limitation, the status of an investigation;
- b. Right to receive notice of meetings and hearings;
- c. Right to be assisted by an advisor during all stages of the student conduct process;
- d. Right to present information and witnesses;
- e. Right to challenge the fairness and/or impartiality of a SLHO or member of the SCB.
- f. Right to receive a copy of Notice of Decision;
- g. Right to appeal the decisions of the SLHO or SCB.
- h. Right to otherwise participate in the student conduct process.

VII. DEFINITIONS AND CONCEPTS

1. Alcohol. Unlawful or unauthorized possession, use, distribution, delivery, or sale of alcohol and/or public intoxication; consumption that endangers oneself; or operating a vehicle while intoxicated or under the influence of alcohol.
2. Coercive Behavior. An act by an individual or a group that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, regardless of consent, which tends to or which is intended to demean, disgrace, humiliate or degrade a Student, which includes but is not limited to forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of a Student. Examples of coercive behavior include, but are not limited to, line-ups, scavenger hunts and personal servitude.
3. Complicity. Attempting to commit, knowingly permitting, encouraging, or assisting others with the commission or attempted commission of any act, omission or conduct prohibited under this Code.
4. Computer Misuse. Unauthorized access or entry into a computer, computer system, network, software, or data; alteration of computer equipment, software, network or data; failing to comply with laws, license agreements, and contracts governing network, software and hardware use; using University computing resources for prohibited activities; using University computing resources for unauthorized solicitation or commercial purposes or any violation of LSUA computer policies.

5. Disorderly Conduct. Behavior that impairs or interferes with the orderly functions or processes of the University or the reasonable safety, security, or use of members of the University community.

6. Disruption/Obstruction. Disruption or obstruction of teaching, research, administration, accountability proceeding, or other University activities and/or the performance of duties of University personnel or contractors.

7. Drugs. Possession, use, public intoxication, sharing, furnishing or distribution of illegal drugs, intoxicants, controlled substances, drug paraphernalia or prescription medication contrary to a valid prescription. (see LSUA Policy Statement 227).

8. Endangerment. Physical abuse or force against oneself, another individual, or group, or the reasonable apprehension or threat of such harm; conduct that endangers the health, safety, or well-being of oneself or another person or group.

9. Failure to Comply. Defying the order or instruction of a University official, other authorized person on behalf of the University or any University policy, contract, mandate or rule. This includes emergency protocols put in place during times such as, but not only, a natural disaster or a pandemic.

10. False Information. Providing false information to a law enforcement officer, to the University or a University official, or making an intentional or reckless misrepresentation which creates an unfair advantage or is reasonably likely to damage, mistreat or harm another.

11. Forgery. Altering, falsifying, or otherwise misrepresenting documents to the University or relating to any University official or office.

12. Harassment. Repeated, persistent, severe, pervasive, or objectively offensive action directed toward a specific individual or individuals with the intent or effect to harass, harm, or alarm, through oral, written, graphic, physical, or social media contact. Harassment includes attempted or threatened physical contact or an act that creates the reasonable apprehension of unwanted contact, or any repeated pattern of verbal communications or nonverbal behavior, without invitation or over an individual's objection, which includes but is not limited to making telephone calls, emails, electronic communications, or sending letters or pictures.

13. Hazing. Hazing means an act by an individual or a group that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, regardless of consent:

- a. Endangers the physical health or safety of a person or would cause a reasonable person severe emotional distress;
- b. Results in the destruction or removal of public or private property;
- c. Involves the consumption of alcohol or drugs;
- d. Involves the consumption of substances to excess or placement of substances on the body;
- e. Involves sexual activity;
- f. Involves violation of federal, state or local law or University policy; or
- g. Disrupts the academic performance or class attendance of a person.

It is not a defense to a charge of hazing that (i) the consent of the person had been obtained; (ii) the conduct or activity that resulted in the death or injury of a person was not part of an

official organizational event or was by the organization; or (iii) the conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

The following is a non-exclusive list of examples of acts which, regardless of severity, constitute hazing:

- Physical brutality, such as whipping, beating, paddling, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- Physical activities, such as sleep deprivation, exposure to the elements or extreme conditions, imprisonment, confinement, or calisthenics;
- Consumption of food, liquid, or any other substance, including but not limited to alcoholic beverages or drugs, that subjects the person to an unreasonable risk of harm or that may adversely affect the physical health or safety of the person;
- Placement of substances on the body of a person;
- Kidnapping or dropping a person off campus without return transportation;
- Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

14. Identity Misuse. Illegal or unauthorized use of an identification card, password, access code or number; including, but not limited to permitting another Student or non-Student to use a University or government issued identification card; alteration or sale of an identification card.

15. Improper Sales & Solicitation. Unauthorized or prohibited solicitation, sale, fundraising, canvassing, distribution or posting of any written material, email, web, or printed material, including but not limited to any offer to sell or purchase an identification card for improper use or any offer to sell or purchase academic materials which, if used, would result in academic misconduct.

16. Offensive Behavior. Lewd, indecent, or obscene conduct, in a public place including but not limited to nudity, indecent exposure, or sexually explicit behavior that would reasonably be offensive to others. Offensive behavior also includes unsolicited lewd, indecent or obscene conduct transmitted electronically or over social media and directed to an individual.

17. Property Misuse. Intentional or reckless destruction, defacement or damage to University property or to the property of any individual or group.

18. Residential Life. Violating, attempting to violate, or assisting the violation of any contract, rule, policy, and/or handbook of the Department of Residential Life.

19. Retaliation. Any acts or attempted acts against an individual for the purpose of discouraging and/or exercising right(s) of an individual under the Code.

20. Safety. Tampering with or unapproved activation of any safety equipment and/or warning system; setting or causing a fire on Campus; engaging in dangerous activities contrary to posted or verbal warnings.

21. Sexual Harassment. Any "sexual harassment" as defined in PM-73, the University Title IX and Sexual Misconduct Policy, as amended.

22. Sexual Misconduct. Any sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the full consent of another individual, or that occurs

when another individual is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. Sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, allowing a third party to observe sexual behavior without all parties' consent, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting, or disclosure of intimate photos, or videos without the express consent of all persons depicted therein, dating violence and domestic violence, the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury, or inhibits an individual's ability to consent and causes a person to engage in unwelcome sexual activity.

23. Stalking. Repeated, unwanted conduct toward or contact with another individual, including but not limited to, following someone, lying in wait, persistent presence around an individual, contacting an individual verbally, electronically, via social media or third party over the individual's objection, or threats to an individual or to the individual's family, friends or property, that would cause a reasonable person fear or substantial emotional distress.

24. Theft. Using, depriving, removing or possessing the property and/or services of the University or another individual without entitlement or authorization.

25. Trespassing. Unauthorized entry or use of any property or facility.

26. Unauthorized Surveillance. Creating, making, possessing, storing, sharing, or distributing unauthorized video, digital, or photographic images of a person taken in a location in which that person has a reasonable expectation of privacy.

27. Violating a Rule of the University. Violating, attempting to violate, or assisting in the violation of any contract, rule, policy, bylaw, and/or regulation of the University.

28. Weapons. Possession on one's person, which includes any bag, case, container, purse, clothing or backpack and/or use of any weapon, defined as any object used or designed to inflict or attempt to inflict harm or injury or fear of harm or injury. Weapons include, but are not limited to firearms, facsimile guns, air guns, knives, explosives, any dangerous chemical or biological agent or any other object or material capable of causing harm, and used by the offending person to inflict or attempt to inflict fear, harm or injury.

Policy Statement 207 Student Complaint Procedure

Revision: 7

Last: Reviewed: April 2023

Effective: April 27, 2023

PURPOSE: The student complaint procedure was developed to deal with issues between students and employees at LSUA, including faculty and staff. The student complaint policy defines a formal procedure for addressing matters that have not resolved through informal resolution. Students seeking redress of grievances may do so without fear of retaliation.

GENERAL POLICY:

Complaint Information

Although the primary purpose of this policy is to describe the formal steps and procedures of the student complaint policy, the University encourages informal resolution of issues. Thus, several important steps should be taken to resolve issues before they escalate to a formal complaint. In all cases, complaints are handled fairly and professionally.

A student who is unsure if a concern is a grievance or has any questions regarding the process should contact the Vice Chancellor for Enrollment and Student Engagement, or their designee, to provide additional information.

If the complaint involves sexual misconduct or Title IX, the student should report through emailing titleixcoordinator@lsua.edu or [HERE](#).

If the complaint involves a disability, please contact the Disability Services Coordinator.

If the complaint involves discrimination, the student should contact the Director for Diversity, Equity, and Inclusion or [HERE](#).

Academic Complaint

If a student has an academic or course-related concern, they are encouraged to resolve the matter through consultation with the faculty member. A student should first review the course syllabus and any course assignments that relate to the area of concern.

Before a formal complaint will be considered, a student must schedule an appointment with the faculty member to discuss concerns. The purpose of this meeting is to attempt to reach an understanding and to resolve concerns in an informal, cooperative manner. If a meeting with the faculty member does not resolve the issue, the student must meet with the

department chair or director. The faculty member may also be a part of this meeting. The department chair or director should consider all information and attempt to find a mutually agreed upon solution, if possible.

Formal Academic Complaint Procedure

Step 1:

If the student or faculty member is unsatisfied with the outcome of the informal meeting with the faculty member and department chair or director, they should complete the formal Complaint Form online or [HERE](#). The request must be completed within 10 days of the concern or of the time a student could reasonably be expected to know of the concern.

This procedure will not infringe upon students' right; however, the student who has brought forward the grievance will have the responsibility at each stage of the proceeding for supporting the accusation. A low grade in itself is not the bias for an appeal, nor is the difficulty of a course or test or specific test items.

This procedure will not infringe upon the academic freedom of the instructor, including the right of the instructor to evaluate properly students' coursework and assign grades in the class. Only the instructor is empowered by the University to assign grades, unless a grade change is recommended as the final result of the formal grievance procedure outlined below.

The Dean will consider the report, talk with the student, faculty member, and any other parties relevant to the issue. The Dean will then make a recommendation in writing to both the student and the faculty member within 10 business days.

Step 2:

If unsatisfied with the outcome of the Dean's decision, the student or faculty member may appeal in writing to the Provost and Vice Chancellor for Academic Affairs. They have five business days to appeal after being notified of the Dean's recommendation.

At this point in the Academic Complaint process, the student, faculty member, or Provost may request that a Student Grievance Committee be convened, consisting of one faculty member elected by each college and two student representatives appointed by Student Government. The Student Grievance Committee will meet within 10 business days of notification of the request. Advisors are not allowed to be present for any part of the appeal process other than when their client/advisee is before the committee.

The recommendation of the committee will include a written statement and a recorded vote on that recommendation. This recommendation will be forwarded to the Provost.

If a committee is not requested, the Provost will review all materials and may choose to talk further with the student, faculty member, and any other relevant parties before making a ruling.

The Provost and Vice Chancellor for Academic Affairs will make a decision in writing to the faculty member and student within 10 business days. This decision is final.

The Provost holds the authority to change a grade. If there is a change of grade as a result of the complaint procedure, the last person to be involved in the process will complete the change of grade form.

Non-Academic Complaint

A student who seeks to address a non-academic concern regarding a faculty or staff member should follow a similar procedure by beginning with the informal process. The student must meet with the University employee and explain the concern. The purpose of this meeting is to attempt to reach an understanding and

to resolve concerns in an informal, cooperative manner. If unsatisfied with the outcome of this meeting, the student may move forward with the formal complaint procedure.

Formal Non-Academic Complaint Procedure

Step 1:

If the student is unsatisfied with the outcome of the informal procedure, they should complete the formal Complaint Form online. The request must be completed within 10 days of the matter or of the time a student could reasonably be expected to know of the incident.

The immediate supervisor will consider the report, talk with the student, the University employee member, and any other parties relevant to the issue. The supervisor will then make a ruling in writing to both the student and employee within 10 business days.

Step 2:

If the student or employee is unsatisfied with the outcome of the supervisor's decision, they may appeal in writing to the appropriate Vice Chancellor. For example, if the employee member works in Academic Affairs the student should write to the Provost and Vice Chancellor for Academic Affairs; if the staff works in Admissions or Student Engagement, the student should write to the Vice Chancellor for Enrollment Management and Student Engagement; and if the staff member works in Accounting or Finance, the student should appeal to the Vice Chancellor for Finance and Administrative Services. Please reference the [organizational chart](#) to ensure which Vice Chancellor is the correct point of contact.

The Vice Chancellor will review the report and may choose to talk further with the student, staff, and any other relevant parties before making a decision. The Vice Chancellor will share the decision in writing to all relevant parties within 10 business days. This decision is final.

Diversity, Equity, and Inclusion

The Office of Diversity, Equity, and Inclusion (OoDEI) was created to advance the university's commitment to building a more diverse, equitable, and inclusive campus that values and enables everyone to perform at their full potential. LSUA is dedicated to promoting inclusive excellence and advocating for social justice through collaborative and sustainable partnerships across the university and within the greater community. Under the direction of the Chief Diversity Officer, the OoDEI provides vision, leadership and counsel on diversity, equity and inclusion matters and serves as a hub for information, professional development opportunities and resources.

For more information, visit: <http://www.lsua.edu/office-of-diversity-equity-and-inclusion>

The Director is Connie Cooper and contact information is diversity@lsua.edu | 318-473-6558.

Residential Life | The Oaks

LSUA offers on campus housing at The Oaks Residential Complex. Residential Life is dedicated to educating the whole student by providing safe, modern, and affordable housing, a diverse, enthusiastic, and trained professional and student staff, and an atmosphere where respect, community, and academics are valued. Living on campus provides easy access to classes as well as events on campus.

There are multiple housing options available, including a one-bedroom, two-bedroom, or four-bedroom apartment. Please keep in mind all students must apply to live on campus through the Housing Application located in the MyLSUA portal. In addition, the student must pay the housing application fee and the room reservation fee in order to be assigned a room. The application opens each spring semester in January and rooms are given on a first-come, first-serve basis.

Residents on campus must also abide by the Residential Life Handbook as well.

Please visit the website for more information: <https://www.lsua.edu/campus-life/housing>

Attendance

Students are expected to attend all classes. Each professor will have attendance expectations outlined in their syllabus. If a student must be absent, it is the student's responsibility to notify the instructor prior to the class. Absenteeism should not interfere with submitting assignments in a timely manner. If there are extenuating circumstances and the student cannot notify the instructor prior to the class, they should email the professor as soon as they can. If the student misses an assignment or exam due to an absence, the student should review the syllabus to know the professor's policy. Please be aware the professor may ask for documentation for excused absences. Examples of documentation may be a doctor's note, obituary or death certificate, police report, etc.

When students are in class, they are expected to demonstrate respect for the professor and other students. Students should remain quiet when the professor is teaching and participate as appropriate in class discussions or activities. Students should refrain from being on their phones or other devices that may cause distractions. Students should not bring family members to class. If there are extenuating circumstances, the student should email this request to their faculty prior to the class meeting.

Free Speech

LSUA is fully committed to free speech among students, faculty, staff, and visitors. To fulfill our primary role of discovering and disseminating knowledge, a free interchange of ideas is necessary. LSUA prides itself on upholding of free expression and believes that a culture of intense inquiry and informed argument generates lasting ideas. This freedom comes with a responsibility to welcome and promote expression for all people and all ideas, even when in disagreement or opposition.

It is not the proper role of the University to shield individuals from speech protected by the First Amendment of the Constitution of the United States of America and Article I, Section 7, of the Constitution of Louisiana, and other applicable laws, including without limitation ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Students and faculty have the freedom to discuss any topic that presents itself, as provided under the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana and as other applicable laws permit, in a manner which does not materially and substantially disrupt the functioning of the University and within the limits on time, place, and manner of expression stated herein.

It is for the individual members of the University community, not for the University as an institution, to judge the value of ideas, and to act on those judgments -not by seeking to suppress speech, but by openly and civilly contesting those arguments and ideas that they oppose. Encouraging members of the University community to engage with each other in an effective and responsible manner is an essential part of the University's educational mission.

FERPA

Louisiana State University of Alexandria abides by the provisions set forth in The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment). FERPA is a Federal law that helps protect the privacy of student education records and governs student's right to their individual records. The primary rights protected under FERPA are as follows:

- Students' rights to review and inspect their educational records
- Students' rights to have their educational records amended or corrected.
- Students' rights to control disclosure of certain portions of their educational records.
- Students' right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

How to access your records:

Students may gain access to their education records by written request to the appropriate office.

Record Type	Office	Email	Office Location
University Scholastic Records	Office of the Registrar	registrar@lsua.edu	Abrams Hall 109
Academic College, School, or Department Records	College of Business	bus@lsua.edu	Chambers Hall 106
	College of Health and Human Services	hhs@lsua.edu	Coughlin Hall 101
	College of Liberal Arts	las@lsua.edu	Mulder Hall 380
	College of Natural Sciences & Mathematics	nsm@lsua.edu	Mulder Hall 315
	College of Social Sciences	scs@lsua.edu	Mulder Hall 380
	School of Nursing	Dr. Sarita James; sjames@lsua.edu	Coughlin Hall 128
	School of Education	Dr. Arlene Duos; aduso@lsua.edu	Mulder Hall 390
Disciplinary Records	Vice Chancellor of Student Engagement	Dr. Abbey Bain; abbey@lsua.edu	Student Center W 206

Student Organizations

The LSUA Student Organizations and Activities Committee has established the following guidelines for student organizations:

Students may organize and join organizations to promote their common interests in accordance with the educational aims of the University. Membership shall be open to students without regard to race, creed, or national origin except for religious qualifications that may be required by organizations whose aims are primarily sectarian in nature. 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. The policies and actions of a student organization shall be determined by a vote of the membership.

1. Each active member must be registered as a student at LSUA.
2. All active members shall be designated members with privileges and, as such, have the right to vote, hold office, or serve as chairman of a committee.
3. All other members shall be designated members without privileges and, as such, do not have the right to vote, hold office, or serve as chairman of a committee.
4. All officers must have a GPA of 2.0 or higher and must meet all other reasonable academic standards established by the student organization. Qualifications for the organization's officers must be included in the constitution and by-laws.

A group making application for a charter must submit all information to the online Presence Portal.

In addition to complying with regulations relative to the formation and retention of organizations, all organizations must:

1. Submit to the online Presence Portal an exact membership list and current list of officers no later than one month after the beginning of classes each semester.
2. Comply with University policies pertinent to clubs, organizations, and associations. Most of these will be contained in the "Student Handbook."

All student organizations must have an advisor as a source of information and counsel. The advisor shall be a full-time member of the faculty or staff of the University or have the approval of the Student Organizations and Activities Committee. The advisor(s) is chosen by the student organization. Student organizations can also request the advisor's resignation. The advisor shall maintain regular contact with the organization, keeping informed of its activities and financial operations; offer advice and information with regard to the organization's programs and policies; serve as liaison (or mediator) between the administration and the organization. The faculty advisor should be notified of and invited to all meetings and social functions.

CATEGORIES OF STUDENT ORGANIZATIONS

For the purpose of establishing policies and/or granting charters, the Committee divides student organizations according to the following classifications: national and local; and within these the following:

Governing

Academic

Cultural & Identity

Honors

Special Interest

PROCEDURES

Request for Permission to Organize

All student organizations must make application online on the Presence Portal. The application shall be accompanied by the constitution, by-laws, and other matters concerning the purpose, procedures, and conduct of the organization, together with a list of members and letters of approval from the faculty advisor and University faculty group, if a department is concerned. To be considered an active member of the LSUA Registered Student Organization (RSOs) all information in the Presence Portal must be complete.

Request for Permission for a Local Group to become a Chapter of a National Group

The petition from a local group to affiliate with a national group, and the approach of a national to a local, must be presented to the Committee on Student Organizations and Activities before any definite negotiations are undertaken. The petition shall be presented first to the administrator in charge of student organizations who will forward it, along with recommendations, to the Committee on Student Organizations and Activities. This presentation must be made thirty days before the Committee's consideration of the petition. The procedure for the organization of a new chapter of a national social fraternity or sorority or for a national social fraternity or sorority to form a colony or approach a local shall be determined by the Committee on Student Organizations and Activities, with the approval of the Director of Student Life.

Policy

The organization shall not include the name of Louisiana State University at Alexandria or any variation thereof, nor shall it include the University's tax identification number, on any accounts maintained with a financial institution (i.e., bank, credit union, savings and loan association, etc.).

If a University employee serving as the faculty advisor of a student organization, club, group, or other organization registered with the University has care, custody, and/or control of any funds of an organization, the organization must set up an agency account through Accounting Services and Bursar Operations and follow all procedures, policies, and guidelines that apply to these accounts.

Student Government

LSUA Student Government consists of ambitious student leaders who are ready to work for the students of LSUA. It is our top priority to represent our students and make a difference on campus while ensuring all students have a memorable college experience. Student Government hosts fun events throughout the year, provide student/organization relief, as well as propose resolutions for many campus issues. All students are welcome to attend weekly Student Government meetings.

Student Government consist of the President, Vice President, Treasure, Executive Secretary, and Faculty/Staff Advisor making up the Executive Board. The Senate is comprised of six representatives from each classification, voted on by students in semester elections.

All students with a cumulative 2.0 GPA and registered in at least six credit hours, who are not dual-enrolled or under disciplinary or scholastic probation are able to run for a senate seat.

More information about Student Government can be found in the Student Government Constitution and By-Laws provided on the LSUA website.

Student Activities

All student activities and intramural sports are governed by university policies and guidelines.

Student activities are under the direct supervision and coordination of the Director of Student Activities.

Students participating in a planned activity or intramural sport must follow the guidelines of LSUA Policy Statement 228, Code of Student Conduct, found in the Student Handbook and on the LSUA website.

University travel policies must be followed for any activities that involve travel.

All activities must be coordinated through the Director of Student Activities and must follow university guidelines in:

- reserving space
- communicating with Facility Services for special needs
- presenting purchase requisitions in a timely manner
- adding activities to the Campus Events calendar

Alma Mater

*The path life enduring lies with stately grace,
Under oaks and pines securing , our home LSUA*

*To thee our source of wisdom our hope and future shine,
To thee, our Alma Mater we'll be forever thine.*

*As we journey onward, the knowledge we obtain
And the lessons here imparted eternally remain.*

*To thee our source of wisdom our hope and future shine,
To thee, our Alma Mater we'll be forever thine.*

Composed by Josh Blakesley, 2009