

Student Handbook

This is a preliminary version of LSUE's on-line Student Handbook, which contains a wide variety of useful information. We'll be updating the format of the Handbook in the near future.

Topics

- [Student Rights and Responsibilities](#)
- [Affirmative Action/Equal Opportunity Policy](#)
- [Bookstore](#)
- [Cafeteria](#)
- [Career Planning](#)
- [Counseling](#)
- [Drug-Free Campus Policy](#)
- [Financial Aid](#)
- [LeDoux Library](#)
- [Medical Emergencies](#)
- [Multicultural Awareness](#)
- [Orientation](#)
- [Parking Regulations](#)
- [Public Safety](#)
- [Recreational Facilities](#)
- [Sexual Harassment](#)
- [Smoking Policy](#)
- [Student Support Services](#)
- [Students with Disabilities](#)
- [Vending Machines](#)
- [Veterans' Affairs](#)
- [Student Activities](#)
- [Student Organizations](#)
- [Student Government Association](#)
- [Procedure for Organizing and Obtaining Official University Recognition](#)
- [Intramural Sports](#)
- [Policies Governing Student Recreational Activities on Campus](#)
- [Campus Calendar](#)
- [Scheduling Social Activities](#)
- [Policy Regarding Signs, Posters, and Banners on Campus](#)
- [Registration and Pre-registration](#)
- [Course Articulation Agreements](#)
- [Class Attendance Requirements](#)
- [Schedule Changes](#)
- [Resignation from the University](#)
- [Code of Student Conduct](#)
- [Student Grievances](#)
- [Policy on Student Appeals](#)
- [Privacy Rights of Students](#)

Welcome to LSUE

The faculty, administration, staff, and students welcome you to the LSUE community. This handbook is designed to acquaint you with some of the services and opportunities available to you, as well as to inform you of your rights and responsibilities. Please refer to the LSUE Catalog for more detailed information on academic regulations and other University policies, to The Student Manual (available in every campus office) for information on a variety of policies affecting student groups, to the LSUE Financial Aid Handbook for details on policies governing financial

assistance, and to publications issued by campus offices on policies governing an office's specific area of responsibility. LSUE's policies are outlined in a series of seventy-eight policy statements (PS) available in administrative offices and the library. If you don't know where to find the information that you need, ask any member of the faculty or staff for assistance.

Rights and Responsibilities of Students

LSUE students enjoy the same constitutional and legal rights and have the same legal responsibilities as other Americans. Students are expected to obey all lawful regulations, to show respect for the rights of others, and to conduct themselves in a way that contributes to an environment that promotes learning and free inquiry.

Specifically, students have the right to participate in all aspects of campus life free from illegal discrimination based on race, color, religion, sex, national origin, age, disability, marital status, or veteran status. They also have the right to be informed of LSUE's regulations, rules, and policies. In addition, they have the right to file grievances if they feel that a University action has adversely affected them. In such an instance, students are assured of a fair hearing through an established appeals procedure (PS8). Those accused of violating the Code of Student Conduct have the right to substantive and procedural due process. All students have the right to use reasonable and lawful means to advocate changes in University regulations, rules, and policies. Using established procedures, they have the right to form organizations and to take part in the activities of recognized campus groups (PS16). Students have the right to know the grading system used in each class, and, at the student's request, faculty members should provide them with a review of all graded material, including final examinations, which contribute to the course grade, as well as a review of the method by which the grade was determined. Under the Federal Education Rights and Privacy Act of 1974 (FERPA, PS34), students have the right of privacy in all official records except for directory information, which can be kept in confidence if a student so requests.

In addition to obeying federal, state, and local laws and observing the rules stated in the LSUE Code of Student Conduct, students have the responsibility of respecting the rights and freedoms of others in order to assure an environment that furthers the educational purpose of an institution of higher learning. Participants in student organizations are responsible for extending equal opportunities to all students in membership and organizational activities and must abide by all policies established for the governance of such organizations. Students are responsible for obeying all University regulations and policies governing the use of property and facilities so as to preserve and protect LSUE's physical resources. Finally, students are responsible for taking full advantage of the opportunities for learning available to them at LSUE by attending class and participating in other aspects of campus life (PS1).

The University reserves the right to establish limits on the time, place, and circumstances in which constitutional and university guaranteed freedoms and rights may be exercised by students and their guests in the University setting.

General Information

Affirmative Action/Equal Opportunity Policy

Louisiana State University at Eunice adheres to the principle of equal education, employment and promotion opportunity without regard to race, creed, color, national origin, sex, age, handicap, or veteran's status. The University is dedicated to the

philosophy of providing opportunity for full participation and representation in all segments of its operation to every individual who possesses the required training and experience.

The University will provide equal opportunity for all qualified and qualifiable persons, and will promote the realization of equal opportunity through positive, continuing training programs in all applicable departments. This policy of equal opportunity applies to everyone and is regulated by the requirements of the University's Affirmative Action Plan; Louisiana Executive Order 13, dated 24 September 1965; and 11375, dated 13 October 1967, as amended; Title VI, Civil Rights Act of 1964; the Equal Employment Opportunity Act of 1972; and Title IX of the Higher Education Act of 1972.

Any questions regarding either this policy or a specific situation should be addressed to the appropriate supervisor or personnel officer or to the Special Assistant to the Chancellor for Affirmative Action/Equal Opportunity, Room 119, Manuel Hall, LSUE, P.O. Box 1129, Eunice, Louisiana 70535; phone (337) 550-1270.

Bookstore

The LSUE Bookstore is located in the Acadian Center. Hours are 7:45 a.m. to 4:30 p.m. on weekdays. The bookstore recommends that you attend class before purchasing books. Full refunds for books purchased are available only if the book is in the same condition as when it was purchased and only under specific regulations available in the bookstore. Purchasers must show the cash register receipt and a student ID.

In addition to stocking textbooks and supplies for classes, the LSUE Bookstore also sells such items as computer disks, cassette tapes, umbrellas, greeting cards, and LSUE mugs and apparel.

Cafeteria

The LSUE Cafeteria is open 7:45 a.m.-3:30 p.m. on weekdays. Short order breakfast is available until 10:30 a.m. For lunch, diners can choose among daily specials, short order items, a salad bar, a potato bar, and a soup and sandwich combination. Snacks are served throughout the day. Diners are requested to clear their tables and return trays to the conveyor belt.

Career Planning

The Office of Career Services, located in the Acadian Center (Room 102), can help you decide on a career. You can find out more about your interests and aptitudes by completing the Multimedia Occupational G.O.E. Assessment Program or the Discover Career Programs. You can explore different career possibilities using these programs. The Multimedia Occupational G.O.E. Assessment Program is a computer program that assists students in exploring career pathways and in pinpointing their interests. It encompasses both skills and aptitudes as it explores over 12,000 career titles, introduces the G.O.E.'s (Guide to Occupational Exploration) 12 major career pathways and helps students answer the well-focused questions designed to refine the user's awareness of his/her major aptitude/skills set. The Discover Career Program is another computer program that can help guide you in making your career decisions. Career counseling is also available through the Student Support Services Program (see below).

Representatives of area employers are invited to an annual Career Day to meet with students ready to enter the job market as well as with LSUE alumni and community members. Graduates receiving LSUE associate degrees or certificates can have their names and credentials included on a listing sent to area employers that participate in our On-Campus Interview and Job Program. Internship and Cooperative Education Programs, as well as Job Preparation Workshops are also available. Today, men and women are free to pursue any career field they desire regardless of traditions that in the past have tended to limit some fields to one gender. In deciding on a career, don't limit your options, visit your Career Services Office or see a career counselor.

Counseling

You will be assigned a faculty advisor who will help you in scheduling classes, answer questions, and assist you with any academic problem. Feel free to ask your instructors in each class for their help. All faculty members set aside time for student conferences. It's up to you to take advantage of this opportunity for individual help.

If you want to talk to a professional counselor, make an appointment in the Office of Student Affairs (Room 112 of the Acadian Center). You can receive counseling regarding admission, academics, financial aid, personal problems, and career decisions.

Drug-Free Campus Policy

As mandated by federal and state laws, LSUE maintains a drug-free campus environment (PS41). Both the workforce and students must remain drug-free and free of other substance abuse. As applied to students, the policy stipulates that the illegal use, possession, dispensation, manufacture, or sale of controlled substances and alcohol abuse by students while on campus is prohibited. Students who are convicted of violating this prohibition will, within 30 days after conviction, be subject to disciplinary action including suspension or expulsion from the University and referral to civil authorities (as appropriate) for violation of local, state, or federal regulations. During registration, all students are provided with a complete copy of the LSUE Substance Abuse and Drug-Free Campus Policy. Signed copies of these certification sheets are kept on file in the Office of Student Affairs.

The University will report any criminal drug statute conviction of employees, including student employees, where employment is funded through a federal grant or contract to the agency or agencies from which that grant or contract is received within ten days after receiving notice of such conviction.

The University will assist employees and students seeking rehabilitation (PS56) by providing names, addresses, and telephone numbers of substance abuse facilities.

Alcohol and drug awareness programs are presented to provide more information to employees, student employees, and students receiving financial assistance.

Financial Aid

LSUE offers a full range of financial aid: grants, loans, and work-study assistance, administered by the Financial Aid Office (Room 110, Acadian Center); and scholarships, administered by the Office of Student Affairs (Room 112, Acadian Center). Regulations governing financial aid are contained in the LSUE Catalog. In addition, LSUE publishes The Financial Aid Handbook, which contains further details.

Financial aid regulations are often complex. In completing forms, you should try to follow instructions as carefully as possible, and supply all necessary documentation. If you have questions, check with the Financial Aid Office or Student Affairs. Processing applications for aid is time consuming. To receive aid on time, you need to begin the application process several months in advance.

All financial aid must be awarded in conformity with University, state, and federal regulations. If, after you receive financial aid, it is subsequently determined that you are not eligible for these funds, you must return the funds to the University.

The LeDoux Library

The Arnold LeDoux Library provides a variety of informational resources for use by students, faculty, and the community. Those resources include a book collection of more than 100,000 volumes, periodicals, state and federal documents, and audio-visual materials varied in coverage and format.

All LSUE students should become familiar with the resources located in the library and learn how to access them through the library's "Intelligent Catalog" and other automated indexing services. New library users are provided assistance and instruction in how to use the library and its resources. Photocopiers, typing facilities, and personal computers are available for the students' convenience. Library hours are posted at the start of each semester.

Medical Emergencies

The Office of Student Affairs in Room 112 of the Acadian Center provides first aid services for students, faculty, and staff. All buildings on campus are equipped with emergency first aid response kits. Emergencies can be reported to any administrative office.

In addition, the Office of Student Affairs periodically offers seminars and workshops regarding health and health-related issues of general interest to students.

Multicultural Awareness

The faculty, staff, and students of Louisiana State University at Eunice comprise various ethnic, racial, and cultural groups. In today's pluralistic society, the existence of such differences must be recognized, appreciated, and respected by all members of the campus community (PS45).

Although LSUE does not attempt to dictate feelings or mandate how individuals should interact with others in their personal lives, this institution intends to demonstrate that racial, ethnic, and cultural awareness is important to its educational mission.

LSUE has established specific policies dealing with affirmative action (PS29), persons with disabilities (PS44), and sexual harassment (PS30). In addition, a presentation is made during the fall semester student orientation program emphasizing the need to recognize and appreciate (as well as to respect) cultural, ethnic, religious, and gender differences. A workshop is also offered to students each spring. The faculty is encouraged to emphasize how respect for and awareness of a pluralistic society is related to the content of virtually all courses taught.

The use of any derogatory term or the commission of any act that intentionally

harasses any individual because of that person's race, sex, ethnic background, physical condition, or other uniqueness will not be tolerated. Any such use or commission will be considered serious and dealt with in accordance with existing policies.

Orientation

Prior to the beginning of the fall and summer sessions, all new, re-entry, and transfer students are invited to an orientation program that offers information on such topics as career decisions, academic regulations, financial aid policies, cultural diversity, and student activities. Students are advised of their rights and responsibilities and are offered guidance in adapting to college life.

Parking Regulations

All motor vehicles operating on the LSUE campus must have a registration decal. Decals must be placed on the left rear bumper or on the left side of the rear windshield. Vehicles must be registered by the end of the first week of classes.

Decals and registration forms are available in the Business Office, Room 113 of the Science Building. Office hours are 8 a.m.-4:30 p.m. The registration fee is \$10 per vehicle. When you obtain your decal, you will get a copy of campus traffic regulations. Remember that pedestrians always have the right of way on campus streets and parking areas. Unless a different limit is posted, the speed limit is 15 mph on all campus streets and 10 mph in parking areas. Drivers must adjust their speed to less than these limits when conditions so indicate (PS20).

Public Safety

LSUE is dedicated to preserving a peaceful and safe campus environment. Students, faculty, staff, and visitors should report all crimes or suspicious activity to the Campus Security Office, the Vice Chancellor for Student Affairs, or any other administrative office.

The Campus Security Office is located in the Acadian Center, Room A-101. In order to report a fire, accident, or emergency using a phone in any campus office, dial 9-911 (for assistance from off-campus agencies) and then report the emergency on campus by calling ext. 218 or by contacting any administrative office. After regular business hours, emergencies should be reported on campus by dialing 9-278-7665. Guards assigned to patrol areas throughout the campus will respond promptly to any call and are in direct radio contact with the municipal fire department, emergency medical services, and police officials.

Campus Security has jurisdiction on all University facilities, premises, and property. Campus Security reports the number and types of crimes monthly to the LSU Board of Supervisors. These figures are published annually, as a matter of public record, and may be obtained from the Campus Security Office or the Vice Chancellor for Student Affairs.

Students, faculty, and staff are to report to the Office of Student Affairs in Room 112, Acadian Center, all activities occurring on the campus or involving campus equipment that may be regarded as suspicious, dangerous, illegal, or inappropriate. Such activities include theft, vandalism, assault, and any related or unrelated actions that disrupt the orderly operation of the campus.

When an incident involves clearly or potentially illegal activity such as theft, vandalism, or assault, the Office of Student Affairs will, after consultation with the Chancellor's Office, normally report the incident to civil authorities for investigation and prosecution where appropriate. In addition, the Office of Student Affairs may conduct its own investigation into the matter.

Recreational Facilities

The Health and Physical Education Building is open for recreational use by students at times established each semester when the building is not being used for instruction. A heated indoor swimming pool is open to students for recreational swimming on a regular basis. Among other specialized areas in the building are a gymnasium and a weight-training room. In addition, the campus has four fenced tennis courts and a sand volleyball court.

Sexual Harassment

It is the policy of this institution (PS30) that all members of the campus community should be able to enjoy a work and/or educational environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of misconduct that undermines the integrity of proper relationships among members of the campus community (employees and faculty-staff/student). No individual should be subjected to unsolicited and unwelcome sexual overtures or conduct, whether verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to repeated behavior which is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with work and/or learning effectiveness.

Such conduct, whether committed by supervisory, nonsupervisory, faculty, staff personnel, or others is prohibited. This includes: repeated offensive sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; and any offensive or abusive physical conduct.

In addition, no one should imply or threaten that "cooperation" of a sexual nature (or refusal thereof) by an applicant, student, or employee will have any effect on the individual's employment, assignment, grades, compensation, advancement, career development, or any other condition of employment and/or education.

Any questions regarding either this policy or a specific fact situation should be addressed to the appropriate supervisor or personnel officer or to the Special Assistant to the Chancellor for Affirmative Action/Equal Opportunity, Room 119, Manuel Hall, LSUE, P.O. Box 1129, Eunice, Louisiana 70535; phone (337) 550-1270.

Smoking Policy

Smoking will not be permitted on the LSUE campus except outside of buildings (PS42).

Student Support Services

The Student Support Services Program offers a variety of services to students who qualify: tutoring, counseling (academic, career, and personal), testing, computer-assisted instruction, a writing laboratory, workshops for academic and personal improvement, specially arranged cultural/educational activities, accommodated services for handicapped students, and assistance to participants transferring from LSUE to four-year institutions.

Students are eligible to participate in the program if neither parent has a four-year or higher college degree, if family income does not exceed specified limits, or if the student has a physical disability. Additionally, students having ACT composite scores of 18 or below are most likely to benefit from the services offered through Student Support Services.

Students with Disabilities

A person with a disability (PS44) is an individual "who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment." Major life activities are functions such as "caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, or learning. Impairments include alcoholism, blindness/visual impairment, cancer, cerebral palsy, deafness/hearing impairment, diabetes, drug addiction, epilepsy, heart disease, mental illness, mental retardation, multiple sclerosis, muscular dystrophy, orthopedic or speech problems, or perceptual handicaps, such as dyslexia or developmental aphasia."

In order to fully serve the various needs of students with disabilities, the following provisions are in effect on the campus:

1. No qualified student may be excluded from any course or any course of study solely on the basis of disability.
2. Degree or course requirements if determined to be restrictive will be adapted to meet the requirements of qualified students with disabilities. For post-secondary education purposes, qualified students with disabilities are defined as those "who meet the academic and technical standards requisite to admission or participation in the recipient's education program or activity."
3. Prohibitive rules, such as those banning tape recorders from classrooms, are waived for qualified students.
4. Auxiliary aids (interpreters, note-takers) must be permitted in the classroom when they are required to ensure full participation of students with disabilities.
5. Alternative testing and evaluation for measuring achievement will be provided for students with impaired sensory, manual, or speaking skills (except where those specific skills are being measured).
6. Classes will be relocated if necessary to permit access for students with mobility impairments if such access cannot be reasonably achieved otherwise.
7. Reasonable efforts will be made to adapt special equipment or devices used in the classroom (and, in some cases, teaching

techniques that rely upon the sight, hearing, or mobility of students) to individual needs and to assist qualified students in pursuing resources provided by Vocational Rehabilitation or charitable organizations.

8. Students with disabilities should not be counseled to consider more restrictive careers than careers recommended for non-disabled students, unless such counsel is based on strict licensing or certification requirements in a profession.
9. Individuals with disabilities may refuse special accommodated services by filing a form with the Office of Student Support Services.
10. Persons with disabilities who feel they have been treated unfairly with relation to their disability may file an appeal or grievance under the appropriate policy statement (PS44).

The Vice Chancellor for Student Affairs is charged with the overall administrative responsibility for coordinating the delivery of these services and publishing institutional policies regarding them in accordance with Section 504 of the Rehabilitation Act.

Determining criteria and accommodative testing and procedures for students with disabilities begins in the Office of TRIO Programs. Students with disabilities will be registered with the Student Support Services Program under TRIO. Additional assistance is provided by the Office of Student Affairs and the Office of Academic Affairs. It is the responsibility of the student to inform one of the above offices of any handicapping condition that requires special consideration under this policy.

These regulations are intended to also apply to the Americans with Disabilities Act.

Vending Machines

Vending machines are located near both stairwells on all floors in the Science Building, by the south stairwells in Manuel Hall, by the south stairwell in the H & PE Building, at the north entrance of the H & PE Building, in the Acadian Center's south commons area, at the south entrance of the Acadian Center, and on the second floor of the Health Technology Building.

Veterans' Affairs

Veterans and their dependents filing for educational assistance with the Veterans Administration may do so through the Office of Student Affairs, Acadian Center, Room 112. Procedures are published in the LSUE Catalog.

Student Activities

LSUE, the Office of Student Activities, Student Government Association, and student organizations sponsor student activities. The Office of Student Affairs, Room 112 of the Acadian Center, has overall responsibility for the student activity program. The Coordinator of Student Activities, Room 108B of the Acadian Center, works directly with students in organizing a variety of programs and events. Policies relating to activities on the LSUE campus are contained in the Student Organization Manual. A copy of the manual may be obtained from the Office of Student Activities (PS16).

Student Organizations

The principal aims of each student organization are to further the development of its members through wholesome activities and to promote the purpose and philosophy of the University. A list of active student organizations may be obtained in the Office of Student Activities, Acadian Center 108B.

Student Government Association

The Student Government Association (SGA) includes an executive council (president, vice president, secretary, and treasurer) and a student senate. Executive council elections are held each spring semester, and student senate elections are held at the beginning of the fall semester. The position of secretary is a paid position held by a student worker. For more information, contact SGA. Their office is located in the Acadian Center, Room 106.

Procedure for Organizing and Obtaining Official University Recognition

Instructions on how to establish an officially recognized organization are published in the Student Organization Manual, which also includes policies governing organizations. A copy of the manual may be obtained from the Office of Student Activities.

The basic steps in establishing an organization include identifying students with common interests; identifying a faculty or staff member who has agreed to serve as the organization's advisor; consulting with the Coordinator of Student Activities for specific instructions; and drafting a proposed constitution and by-laws. The request to establish an organization must be submitted to the Office of Student Affairs. The Coordinator of Student Activities will review the materials submitted and forward a complete set of the documents, together with his/her recommendations, through the Vice Chancellor for Student Affairs to the Chancellor for review and action. The Coordinator of Student Activities will notify the person who submitted the proposed constitution and by-laws of the action taken.

Intramural Sports

The intramural sports program provides students with an opportunity to participate in competitive activities on campus (PS18). Through the LSUE intramural program, students can stay physically fit and participate in activities that they can continue to enjoy for the rest of their lives.

Intramural activities will be limited to the regular academic session. A student activity account has been established to cover equipment expenses associated with intramural sports. A competition fee of no more than ten dollars (\$10.00) will be charged per person, per sport, to help offset the cost of sending campus intramural champions to state tournaments.

The Coordinator of Student Activities will direct the intramural program. A committee will be appointed to assist in the administration of intramurals and student activities. The membership will consist of the Vice Chancellor for Student Affairs, the Coordinator of Student Activities, the Head of the Division of Liberal Arts, the Assistant to the Vice Chancellor for Business Affairs, a representative of the HPE faculty, the SGA President, one SGA Senator, and one at-large position from the student body.

Policies Governing Student Recreational Activities on Campus

1. Alcoholic beverages of any kind will not be permitted on campus during recreational activities or at any other time. This prohibition is in keeping with current legislation and University policy regarding the age requirement for consumption of alcoholic beverages.
2. Campus Security personnel should be provided to meet the needs of the activity.
3. Disorderly conduct will not be tolerated. The University will hold the organization hosting the event responsible for proper conduct of the group, and for protecting University property from damage.
4. An organization and/or individual having committed an offense may be placed on probation.

Campus Calendar

For the benefit of students, faculty, and organizations, in planning events for each University session, a campus calendar is maintained in the Office of Student Affairs. Before an event is scheduled, it must be cleared with Office of Student Affairs, Acadian Center, Room 112.

Scheduling Social Activities

All organizations must plan their activities in accordance with University policies concerning the scheduling of such activities (PS1).

At least two weeks prior to the date of an event recorded on the University Activities Calendar, a responsible representative of the organization must call at the Office of Student Affairs to obtain an Activity Approval Form. This form must be completed and approved by the Coordinator of Counseling at least six days prior to the event. Insurance must be taken on students when transportation off campus is provided. Contact the Business Office for this form. A facility form must be filled out for use of any campus building or facility.

A financial statement is required when an organization wishes to have an event that will entail expenditures. The organization must attach a copy of its latest bank statement and indicate how much the activity will cost.

Policy Regarding Signs, Posters, and Banners on Campus

In order to protect the rights of all campus organizations and individuals, as well as University property, and to insure that the campus maintains an attractive appearance, the following rules relating to the posting of signs on campus are to be observed:

1. Announcements should be placed only on bulletin boards and must be approved by the Office of Student Affairs (PS54).
2. Announcements are not to be placed on glass, wood, or painted surfaces with the exception of signs during student elections. Please use masking tape only.

3. The placement of any banner on campus must have the approval of the Office of Student Affairs.
4. Student elections campaign materials are subject to the SGA Constitution By-laws.
5. Organizations or individuals are required to remove all leaflets and/or signs within 24 hours after the conclusion of the event.
6. The University reserves the right to remove any publicity material if it becomes damaged, is not posted in the proper place, or would cause embarrassment or discredit the University.

Academic Information and Regulations

The LSUE Catalog contains the academic regulations describing the grading systems, rules for determining when students are placed on scholastic probation or suspension, requirements for graduation, and other rules governing academic programs and activities. You are personally responsible for completing all requirements established for your degree by the University. It is your responsibility to inform yourself about these requirements.

In addition to studying the Catalog, be sure also to work closely with your faculty advisor. Provisions, offerings, and requirements stated in the Catalog may be changed at any time to carry out the purposes and objectives of the University. Your advisor should be familiar with such changes. Advisors cannot authorize any exceptions to existing regulations. Any substitution, waiver, or exemption from any established requirement or academic standard may be accomplished only with the approval of the Vice Chancellor for Academic Affairs.

Registration and Pre-registration

Registration is held each August, January, and June. Pre-registration is held in November for the spring semester and in April for the summer term and fall semester. You do not have to participate in pre-registration, but pre-registration does offer students many advantages. You will be able to schedule classes before sections become full, and you will have more time to discuss your plans with your faculty advisor. If you change your mind, you can always revise your class schedule during registration. Dates for registration and pre-registration are listed in the Catalog, in the registration bulletins, and are announced through the news media. Students register for classes using the myLSUE system. You can access the system at any of the kiosks located in every building on campus, or via our website, www.lsu.edu.

Course Articulation Agreements

If you are planning to transfer to another college to complete a bachelor's degree, LSUE can help in several ways. LSUE uses the same course numbering system as other LSU System campuses, so transferring to LSU in Baton Rouge or to another LSU campus is easy. To assure smooth transfer to other area universities, LSUE maintains written transfer agreements with the University of Southwestern Louisiana, Southern University, McNeese State University, and Grambling State University specifying which courses at those institutions are equivalent to courses taught at LSUE. Your faculty advisor will have copies of these agreements. Advisors are also familiar with curricula in their field at other Louisiana universities and can help you schedule the transfer classes you need. If you are a member of the Student Support Services Program, a transfer counselor is available to assist you with your plans.

Class Attendance Requirements

To derive maximum benefit from a course, you should attend class regularly and punctually. Absence from class undercuts your educational goals and may lead to low achievement or failure. Regular class attendance is a vital part of academic success; therefore, the following attendance regulations should be observed:

1. The student is responsible for attending all classes regularly and punctually.
2. The student must resolve his or her absence and class tardiness with the instructor. The student is also advised to file an explanatory statement of absences with the Office of Student Affairs.
3. When in the judgment of the instructor a student for any reason has missed a class often enough to jeopardize his or her position in the class, the instructor will refer the student to the Office of Student Affairs.
4. After incurring an excessive number of absences, the student may be placed on attendance probation.
5. A student on attendance probation may be dismissed from the University should additional absences occur.
6. A student dropped for non-attendance of classes will not be eligible to reenter the University until after the following semester.

Schedule Changes

The deadline for adding a new class or changing to a different section falls early in the semester. You will be permitted to make such changes only with approval of the Vice Chancellor for Academic Affairs. The deadline for dropping a class and receiving a grade of "W" (meaning "withdrawal") occurs after midterm. Check the Academic Calendar in the Catalog for all deadline dates. To make any change in your schedule, you must first see your faculty advisor. Keep in mind that the effective date of the schedule change is the date the appropriate form is filed in the Office of the Registrar. This date will be used to determine whether or not the student has met the various deadlines specified in the current academic calendar. Students withdrawing from all courses in which they are registered must complete a Resignation Form in lieu of Schedule Change Slips.

Resignation from the University

A student may resign from the University at any time up until the final date for withdrawing from classes listed in the Academic Calendar in the Catalog. Anyone planning to drop out of school must officially resign in order to be deleted from class rolls. Students who simply leave school without officially withdrawing from all classes will normally, at the end of the semester, receive grades of "F" in courses for which they are registered. To officially resign, a student must initiate a Resignation Form in the Office of the Registrar, secure approval from appropriate campus offices, and return his or her library card. The Resignation Form must be filed in the Office of the Registrar within ten (10) days following its initiation. The date on which the completed Resignation Form is filed in the Office of the Registrar is the effective date of the resignation. See the Catalog for a more detailed list of resignation procedures.

Student Conduct

All LSUE students are held responsible for the standards outlined in the Code of Student Conduct.

Code of Student Conduct

I. Governance of the University

A. Louisiana State University at Eunice has been established by the Constitution and laws of the State of Louisiana to serve the needs of the people of Louisiana. Under the provisions of Article VIII of the Constitution of Louisiana and Revised Statutes 17:3351, the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College has the authority to exercise all powers to direct, control, supervise, and manage all institutions of higher learning under its control, which includes Louisiana State University at Eunice. The disciplinary powers of the University are derived from the provisions of Louisiana Revised Statutes 17:3351, which grants to the Board of Supervisors the specific power "to adopt, amend or repeal rules and regulations for the government and discipline of students."

B. The By-laws of the Board of Supervisors provide the Chancellor of Louisiana State University at Eunice with the authority to administer the affairs of the campus, subject to the direction and control of the President of the LSU System and the Board of Supervisors. Thus, authority to take all reasonable actions necessary to accomplish the University's educational mission has been delegated to the Chancellor.

II. Statement of Policy

A. The University has a responsibility to protect its educational purposes, and, as a corollary, to protect all members of the University community. The proper use of the University's disciplinary power is to protect the academic environment of the campus, and the health and safety of all members of the University community. To accomplish these objectives the University must establish and enforce standards of conduct for its students. The University has the legal right to establish reasonable standards for academic and personal conduct, for membership and continued membership in the University community; to deny membership to those applicants who do not meet these standards; and to impose reasonable disciplinary sanctions on students who are found guilty of violating these standards.

B. A general statement of the University's basic philosophy of student discipline is found in the current LSUE Catalog.

III. Substantive Due Process Principles

A. The University, in exercising its disciplinary power, is committed to the principle of substantive due process protection for its students. Substantive due process requires that all University regulations, rules, and policies governing student conduct and discipline must be set forth in properly promulgated documents. Substantive due process also requires that regulations affecting the conduct of students and sanctions for misconduct by students shall be based on the general principle of equal

treatment, including like sanctions for like violations, without regard to race, color, religion, sex, national origin, age, handicap, marital status, or veteran's status.

B. This Code of Student Conduct is the University's basic policy statement governing student conduct and student discipline. Operating units of the University, e.g., Student Affairs, Financial Aid, Academic Divisions, Food Services, Business Office, etc., may also establish and promulgate conduct standards for the student-department relationship so long as these standards are not inconsistent with the provisions of the Code. Under circumstances in which there is an allegation of misconduct that is a violation of conduct standards of operating units and also a violation of the Code of Student Conduct, the determination of innocence or guilt must be made using the process established by the Code. A determination of guilt resulting in the application of a sanction specified in the Code does not preclude the application of sanctions under departmental regulations. However, under no circumstances may departmental sanctions be imposed in lieu of sanctions applied in proceedings under the Code.

C. Consistent with the principle of substantive due process, no University disciplinary sanction shall be imposed upon a student except in accordance with the provisions of this Code.

D. A student, accused of violating a University regulation including regulations of operating departments, shall always have the right to require that the accusation be considered in accordance with the provisions of this Code and that any sanction imposed be consistent with the provisions of this Code. This does not mean that a student may not voluntarily accept departmental discipline.

E. Students who have reason to believe that they are being unjustly accused and/or disciplined or threatened with discipline by a University employee without the full protection offered by the Code of Student Conduct should immediately seek advice and counsel on their rights under the Code from the Office of the Vice Chancellor for Student Affairs. Students may also make use of an advisor as provided in Part V, Section C.1.

IV. Nature of Misconduct

A. General Misconduct

1. In order to protect the University's educational purposes and the University community, a student may be formally charged with a violation of the Code and referred to a hearing panel of the Committee on Student Conduct for possible disciplinary action for conduct when as a result of such conduct the student is:

- a. Convicted of a felony;
- b. Formally charged by civil authorities with the commission of a felony of such nature that the student's continued presence at the University is potentially dangerous to the health and safety of the University community; or

- c. When there is strong and convincing evidence that the student has committed a felony of such nature that continued presence at the University is potentially dangerous to the health and safety of the University community but civil authorities have not brought charges or imposed penalties.
 2. Except as provided in A.1. above, University disciplinary action for violation of this Code shall be taken only for conduct that takes place in the following areas or situations:
 - a. The campus proper; the University-owned property, including that leased to others;
 - b. University-sponsored activities, away from the campus proper;
 - c. Official functions of University-chartered organizations, including registered social events of recognized student organizations.

B. Academic Misconduct

1. Academic dishonesty represents a most serious and reprehensible type of student misconduct; thus, the University must make a genuine effort to prevent its occurrence. The University must also develop policies and procedures that assure students of due process protection when academic dishonesty is alleged and that will provide meaningful and consistent sanctions for students found guilty of academic dishonesty.
2. The following specific policies relating to academic dishonesty are established:
 - a. Equal treatment guaranteed to students by the 14th Amendment to the Constitution requires that the same University policies, procedures, and practices be used to consider all allegations of academic dishonesty and also requires the imposing of "like sanctions for like violations" on all students found guilty of academic dishonesty. This obligation of the University can be fulfilled only if each instructor reports all suspected academic dishonesty to the Vice Chancellor for Student Affairs in accordance with the provisions of the Code. Consistent with this obligation, Section III.C. of this Code states, "No University disciplinary sanction shall be imposed upon a student except in accordance with the provisions of this Code." Thus, it is contrary to University policy for an instructor to assign a disciplinary grade, such as an "F" or zero on an assignment, test, examination, or course as a sanction for admitted or suspected academic dishonesty, in lieu of formally charging the student with

academic dishonesty under the provisions of this Code.

b. Although all academic dishonesty is reprehensible, premeditated acts of academic cheating represent a greater threat to the integrity of the University than do unpremeditated acts of academic cheating. The following definitions of and distinctions between unpremeditated and premeditated academic cheating are established:

i. unpremeditated cheating is an act of academic cheating taken without advance contemplation, prior determination, or planning, i.e., the spur-of-the-moment seizing of an opportunity to cheat. For purposes of filing formal charges, each offense listed in Section IV.B.2.c. will normally be considered unpremeditated cheating; however, when the conditions surrounding the alleged cheating justify it, these offenses may be listed as premeditated in the formal charge.

ii. premeditated academic cheating is an act of cheating that grows out of advance contemplation or meditation, prior deliberation, or planning which may, but need not, include the preparation of a written plan or notes. Although prior thought and planning is a requisite to premeditation, this prior thought and planning need not exist for any particular period of time before it is carried into effect, i.e., this prior thought and planning can occur while the student is taking a test or examination. For purposes of filing formal charges, each offense listed in Section IV.B.2.d. will normally be considered a premeditated offense.

c. Unpremeditated academic cheating, absent evidence to the contrary, includes, but is not limited to, the following:

i. copying from another student's test paper;

ii. allowing another student to copy from a test paper;

iii. using the course textbook or other materials such as a notebook normally brought to a class meeting but not authorized for use during a test by the person giving the test. Having such forbidden material open and in sight of the student will be considered prima facie evidence of use;

iv. to attempt to commit, or to be an accessory to the commission of, an offense listed above.

d. Premeditated academic cheating, absent evidence to the contrary, includes, but is not limited to, the following:

i. collaborating during a test with any other person by giving or receiving information without authority;

ii. using specially prepared materials, e.g., notes, formula list, notes written on the student's clothing or body, during a test. Bringing such forbidden material to a test will be considered prima facie evidence of use or attempted use;

iii. stealing, buying, or otherwise obtaining, all or part of an unadministered test, including answers to an unadministered test;

iv. selling or giving away all or part of an administered test, including answers to an unadministered test;

v. bribing any other person to obtain an unadministered test or information about an unadministered test;

vi. substituting for another student, or permitting another student to substitute for oneself, to take a test;

vii. submitting as one's own, in fulfillment of academic requirements, any theme, report, term paper, essay, other written work, painting, drawing, sculpture, or other scholastic art work prepared totally or in part by

another;

viii. any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, painting, drawing, sculpture, or other art work;

ix. breaking and/or entering a building or office for the purpose of changing a grade in a grade book, on a test paper, or on other work for which a grade is given;

x. changing, altering or being an accessory to the changing and/or altering a grade in a grade book, on a test paper, on other work for which a grade is given, on a "drop slip," or other official academic records of the University which relate to grades;

xi. proposing, and/or entering into an arrangement with an instructor to receive a grade of "F" or any other reduced grade in a course or a test, or any other assigned work in lieu of being charged with academic dishonesty under the Code of Student Conduct;

xii. plagiarism; plagiarism is defined as unacknowledged inclusion, in work submitted for credit, of someone else's words, ideas, or data. When a student submits work for credit that includes the words, ideas, or data of others, the source of information must be acknowledged through complete, accurate, and specific footnote references, and, if verbatim statements are included, through quotation marks as well. Failure to identify any source published or unpublished, copyrighted or uncopyrighted, from which information, terms, phrases, or concepts have been taken constitutes plagiarism. Students should also take special note that failure to acknowledge study aids such as Cliff's Notes, encyclopedias, or other common

reference books, also constitutes plagiarism. Only universally available facts, e.g., the date of Abraham Lincoln's death or Washington's birth date, are excluded from such documentation requirements. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements through footnotes.

e. For the purpose of imposing disciplinary sanctions, the offenses listed in Section IV B.2.d. (Premeditated Academic Cheating) the minimum sanction shall be VI.C. (Separation from the University). This sanction may be appealed to the Committee on the Code of Student Conduct by the student.

C. Misconduct Other Than Academic Dishonesty: Students may be charged with misconduct for any of the following:

1. Any of the circumstances described in Section IV.A.I.;
2. Assault or battery;
3. Participation in hazing, i.e., the intentional commission of an act, by an individual or group, of physically abusing or harassing another person or creating a situation which produces physical hurt or discomfort, severe emotional distress, embarrassment, or ridicule of another person;
4. Any act of arson;
5. Intentional disrupting of, obstruction of, or interfering with teaching, research, or other University academic activities or other University-sponsored and University co-sponsored activities, programs, and events conducted on campus;
6. Tampering with, or removing from its proper location, fire extinguishers, hoses, or other fire or emergency equipment except when done with a reasonable belief of a real need for such equipment;
7. Intentionally delaying, obstructing, or resisting a person who identifies himself/herself as a member of the faculty, University administrator, campus policeman, or other law enforcement officer, fireman, or other University employee in the performance of his/her duty;
8. Rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid University units;
9. Falsely reporting a fire or other emergency; falsely setting off a fire alarm;

10. Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive, or disrupt the operation of the University or a scheduled event sponsored or co-sponsored by the University;
11. Possession of firearms, ammunition, explosives, fireworks, or dangerous weapons;
12. Vandalism, malicious destruction, damage, or misuse of public or private property, including library materials;
13. Illegal manufacture, sale, possession, or use of narcotics, barbiturates, central nervous system stimulants, more than one ounce of marijuana, sedatives, tranquilizers, hallucinogens, and/or other similarly known drugs and/or chemicals;
14. Forgery, alteration, or misuse of University documents, records, or identification cards; furnishing false information to the University with intent to deceive;
15. Failure to comply with the official regulation or order of a duly designated authority, agency, or agent of the University;
16. Theft, larceny, shoplifting, embezzlement, or the temporary taking of the property of another;
17. Knowingly furnishing false information to a hearing panel of the Committee on Student Conduct;
18. Knowingly making, in public, a false oral statement with the intent to deceive and/or mislead or knowingly publishing and/or distributing a false written or printed statement with the intent to deceive and/or mislead;
19. Trespassing;
20. Lewd, indecent, or obscene conduct;
21. Possession of less than one ounce of marijuana;
22. Storing or parking a gasoline powered motorcycle, motorbike, moped, or a container containing gasoline or other highly inflammable liquid inside a University building;
23. Gambling in violation of local, state, or federal law;
24. Disorderly conduct;
25. Violation of probation to the Committee on Student Conduct or probation in the Office of the Vice Chancellor for Student Affairs;
26. Violation of the University regulations governing alcoholic beverages;
27. Failure to register a vehicle as required by the Traffic and Parking Regulations of the University, or misuse of

parking decal;

28. Operation on the campus of a vehicle in violation of a ban imposed under the Traffic and Parking Regulations of the University or other flagrant violation of Traffic and Parking Regulations;

29. Attempting to commit, or being an accessory to, the commission of any of the foregoing listed offenses;

30. The commission of an act or an attempt to commit an act on campus that would be in violation of the Criminal Code of the State of Louisiana.

V. Procedural Due Process Principles

A. The University is committed, in exercising its disciplinary power, to the principle of procedural due process.

B. Procedural due process requires that a disciplinary procedure be established for determining the guilt or innocence of all students charged with violations of specific conduct regulations and that the procedure meets the test of fairness and reasonableness.

C. Rights of the Student Charged With Misconduct—General

1. To be given notice in writing of the specific charge or charges.

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

3. To have the charges against him/her considered by a hearing panel of the Committee on Student Conduct or to waive his/her right to a hearing before a panel by requesting that the charge against him/her be processed administratively.

4. To be given information on the nature of evidence on which the charge or charges are based. If writings or documents are to be introduced as evidence, the student has a right to inspect copies of these writings and documents at a reasonable time before the hearing. The student is also entitled to a list of the witnesses who will testify against him/her and a statement of the nature of their testimony at a reasonable time before the hearing.

5. To have a separate hearing before a hearing panel of the Committee on Student Conduct. When two or more students are charged with the same violation growing out of the same circumstances, one or more of the students may make a written request for a joint hearing. The decision on a joint hearing will be made by the Chair of the Committee on Student Conduct on the merits of each situation. Thus, the written request should show why a joint hearing will help

assure a fair and reasonable due process hearing.

6. To be presumed innocent until proven guilty and to have the hearing panel decide his/her guilt solely on the basis of clear and convincing evidence presented during the hearing with the University bearing the burden of proof of guilt.

7. To retain all rights as a University student while the charges are being considered, and if found guilty, until he/she has exhausted the rights of appeal as established in the Code.

8. To appeal decisions and recommendations of hearing panels of the Committee on Student Conduct or the Vice Chancellor for Student Affairs.

D. Rights of the Student Prior to Convening of a Hearing Panel:

1. To request assistance from the Office of the Vice Chancellor for Student Affairs in bringing students or University employees of his/her choice to the meeting of the hearing panel to serve as witnesses on his/her behalf. The Office of the Vice Chancellor for Student Affairs will actively assist the student in encouraging witnesses to appear; however, it should be understood that the Vice Chancellor for Student Affairs does not have subpoena power.

2. To petition the Chair of the Committee on Student Conduct to have a hearing open to the general public, including the press. Such a petition must be in writing and must be received at least 24 hours prior to the scheduled hearing. The petition should indicate why an open hearing is necessary in order to assure the student a fair and reasonable due process hearing. The student will be notified of the decision on the petition prior to the hearing. In the absence of a favorable decision by the Chair of the Committee on Student Conduct, all hearings will be closed to all persons whose presence is not immediately relevant to the hearing proceedings.

3. To give written authorization for the Vice Chancellor for Student Affairs to release information relating to the charge to the person(s) chosen by the student to serve as advisor. Such information is to be used only in assisting the student in preparing a defense. A form for granting such authorization may be secured from the Office of the Vice Chancellor for Student Affairs.

E. Rights of the Student During a Hearing

1. To appear, alone or with any other person of his/her choice to advise and assist at the hearing, before the Hearing Panel of the Committee on Student Conduct. The person chosen to advise or assist the student may be a relative, a fellow student, a friend, a teacher, an ombudsman, or an attorney. The Chair of the hearing panel will recognize the person chosen to advise or assist the student as an advisor who may participate in the

proceedings but will not recognize the advisor as an agent of the student. The student may request additional advisors by writing to the Chair of the Committee on Student Conduct. The request should include an outline of the reasons why additional advisors are needed. Such requests should be made at least 24 hours prior to the hearing. A prompt decision shall be made on all such requests. In addition to an advisor(s), the student may be accompanied by relatives and/or friends, not to exceed five in number.

2. To request, with just cause, that a member or members of a hearing panel be excluded from the panel. Such a request must be made immediately after the introduction of the members of the hearing panel and should take the form of a request to the Chair "for a brief recess to consider a procedural question." During the recess the student will present reasons to justify the request.

3. To present evidence in his/her own defense.

4. To refuse to testify or answer any questions if such testimony or answers would tend to establish against him/her a violation of this Code, a violation of departmental regulations, or State or Federal law.

5. To be confronted by the person bringing the charge or charges.

6. To have an opportunity to conduct a reasonable cross-examination of the person or persons initiating the charges.

7. To have an opportunity to conduct a reasonable cross-examination of the witnesses appearing at the hearing and giving testimony against him/her. Whenever possible, witnesses will be used to present testimony instead of written statements. This is not to be interpreted to mean that written depositions, written statements, or previously written memoranda, letters, and/or other written materials may not be introduced as evidence. Whenever practicable, the opportunity of cross-examination will be afforded the student when depositions are being taken or when special written statements are prepared. Depositions, statements, previously written memoranda, letters, and/or other written materials may be introduced at a hearing even though the writer is not present and cross-examination was not possible at the time the deposition or written statement was prepared. The members of the hearing panel may attach whatever weight or significance to these written documents they deem appropriate.

8. To have evidence of a prior formal charge or conviction of violating the Code of Student Conduct excluded as evidence during the Committee's deliberation of guilt or innocence on the present charge; however, if a student is found guilty, such evidence must be admitted when the Committee is deliberating on the sanction to be imposed.

F. Rights of the Student Who Is Found Guilty

1. To have sanctions imposed that are commensurate with the violation charged.
2. Subject to the limitations imposed by the provisions of the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), to request either a summary of the hearing or a verbatim transcript of the proceedings, excluding those parts of the proceedings consisting of the deliberation on guilt or innocence and the deliberation on the sanction to be imposed. The summary will be provided free of cost to the student; the verbatim transcript will be provided at the student's expense.
3. To have access to a copy of the tape of the hearing proceedings, except the deliberation of guilt or innocence, and the deliberation on the sanction to be imposed, for the sole purpose of preparing an appeal. The student must request in writing that a copy of the tape be made and state in the request that the purpose is for filing an appeal, and that the student assumes full responsibility for how the information the tape contains is to be used. The copy of the tape will be prepared at the student's expense. If the student wishes a record of the proceedings for other uses, or is unwilling to sign the required statement, he/she may exercise his/her options under D.2. above.

G. In Absentia Consideration of Charges

1. A student notified in writing of the charges against him/her and the date, hour and place of his/her hearing on those charges, and who fails to appear in accordance with such notification, shall be deemed to have forfeited his/her right to appear before the hearing panel and to be present during its deliberations. This forfeiture shall become effective when a student fails to appear at the designated time and place of the hearing unless prior to the time set for the hearing, the student communicated in writing to the Chair of the hearing panel or the Vice Chancellor for Student Affairs legitimate reasons for not being able to attend the hearing. The Vice Chancellor for Student Affairs shall immediately forward the request to the Chair of the Committee on Student Conduct.
2. The charges against the student will be heard in absentia when the student fails to appear at a hearing panel meeting without giving proper written notice as defined in V.E.1.

VI. Disciplinary Sanctions: The following disciplinary sanctions may be imposed by the University for violation of the Code:

A. Probation to the Office of the Vice Chancellor for Student Affairs

1. This probation may be with or without stipulations regarding forfeiture of privileges.
2. If privileges are to be forfeited, there shall be a specific listing of the privileges forfeited as a part of the conditions of

probation.

3. The period of probation may range from one semester to the remainder of the student's enrollment in the University.

4. Probation to the Office of the Vice Chancellor for Student Affairs shall be reviewed by the Committee on Code of Student Conduct.

B. Probation to the Committee on Student Conduct

1. A student while on probation to the Committee on Student Conduct may not:

a. Represent the University in any athletic, or extracurricular activity.

b. Hold an office in any recognized student organization.

2. In addition to the provisions of a. and b. above, additional reasonable forfeiture of privileges may be imposed as a condition of probation.

3. The period of probation may range from one semester to the remainder of the student's enrollment in the University.

4. If the student is placed on probation to the Committee on Student Conduct for academic cheating, he/she will be dropped from the course in which academic cheating occurred.

C. Separation from the University

1. A student may be separated from the University with the right to petition return under the following conditions;

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

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

c. Indefinite suspension with a date established for the privilege of applying for readmission, such application to be reviewed and acted upon by the Committee.

d. Indefinite suspension with no definite date established for the privilege of applying for readmission through the Committee.

2. Expulsion. Permanent separation from the University.

D. Disciplinary Sanctions for Academic Cheating

1. Unpremeditated cheating:

a. For the first offense:

i. minimum sanction: probation to the Office of Student Affairs or the Committee on Student Conduct for the remainder of the student's stay at LSUE. When a student is placed on probation for academic cheating, the student will be dropped from the course in which academic cheating occurred.

ii. intermediate sanction: separation from the University for the remainder of the current semester in which the offense occurred. This sanction may be recommended only if the separation can occur prior to the beginning of the final examination period.

iii. maximum sanction: separation from the University for one or more semesters.

b. For the second offense:

i. minimum sanction: separation for one full calendar year.

ii. maximum sanction: expulsion.

iii. For a third offense: expulsion.

2. Premeditated cheating:

a. For the first offense the minimum sanction shall be separation for the remainder of the current semester if the separation occurs prior to the beginning of the final examination period. If the separation would occur during or after the final examination period, the separation shall be for the next regular semester following the semester in which the offense occurred.

b. For a second offense the minimum sanction shall be expulsion.

E. Disciplinary Sanction Based on Severity of Offense:

1. The listing in "Misconduct Other than Academic Dishonesty" in Section IV.C. is generally arranged in order of severity from the most severe to the less severe. Based on the principle of "like sanction for like violation" and the principle of a sanction being commensurate with the violation, the following general guidelines are established for maximum and minimum sanctions for non-academic

offenses.

a. Offenses against persons and/or offenses that directly place persons in jeopardy of harm.

i. minimum sanction: separation from the University for the remainder of the semester in which the offense occurred plus one additional semester.

ii. intermediate sanction: separation from the University for one calendar year or more.

iii. maximum sanction: expulsion from the University.

b. Offenses that involve disruption of the University, its programs, or other University efforts to accomplish its objectives and/or that indirectly place persons in jeopardy of harm.

i. minimum sanction: probation to the Vice Chancellor for Student Affairs or the Committee on Student Conduct for the remainder of the student's enrollment in the University.

ii. intermediate sanction: separation from the University for the semester in which the offense occurred.

iii. maximum sanction: separation from the University for one calendar year.

c. Offenses that involve theft or damage to University property of other members of the University community.

i. minimum sanction: probation to the Vice Chancellor for Student Affairs or the Committee on Student Conduct for one semester plus restitution.

ii. intermediate sanction: probation to the Vice Chancellor for Student Affairs or the Committee on Student Conduct for one full year and restitution.

iii. maximum sanction:

1. if the value of the

property is less than \$100, separation for the remainder of the semester in which the offense occurred and restitution.

2. if the value of the property exceeds \$100, separation from the University for one semester and restitution.

d. All other violations.

i. minimum sanction: probation to the Office of the Vice Chancellor for Student Affairs with or without forfeiture of privileges.

ii. intermediate sanction: probation to the Committee on Student Conduct for a period ranging from one semester to the remainder of the student's enrollment in the University.

iii. maximum sanction: separation or expulsion from the University.

2. Panels are not required to adhere rigidly to the sanctions outlined in E.1. above. However, a sanction more severe than the maximum sanction listed or less severe than the minimum sanction may not be imposed without the approval of the Chancellor.

F. Mitigating Circumstances: If a sanction imposed or recommended represents a marked departure from the minimum or maximum sanction outlined in VI.E. above, the minutes of the hearing meeting must contain a listing of mitigating circumstances or other justifications for the specific sanction recommended, and must be forwarded to the Chancellor for review and action.

VII. Administrative Procedures

A. Membership of the Committee on Student Conduct:

1. The Committee on Student Conduct shall be composed of two representatives of the Academic Council appointed with the concurrence of the Chancellor, three faculty members appointed annually by the Chancellor, two students appointed annually by the Chancellor upon the recommendation of the President of the Student Government Association, and one member of the administrative staff.

2. Proxies may not serve on this committee.

B. Duties of the Committee on Student Conduct:

1. To consider, through hearing panels selected from its membership, formal charges of misconduct by students referred to hearing panels by the Vice Chancellor for Student Affairs.
2. To review periodically, the provisions of the Code of Student Conduct, and to make recommendations to the Office of the Chancellor for changes when such changes are deemed in the best interests of the University.

C. Alternate Pool for Hearing Panels

1. An Alternate Pool consisting of five tenured faculty members, four students, two administrators who are not members of the Academic Council, and all members of the Academic Council shall be appointed by the Chancellor.
2. Appointments to this Alternate Pool shall be for a one-year period.
3. The purpose of this pool is to provide an established source of members to serve on Code of Student Conduct Hearing Panels when the required membership of a hearing panel cannot be filled from members of the Committee on Student Conduct.
4. Members of the Alternate Pool are not members of the Committee on Student Conduct.

D. Formally Charging a Student with a Violation of the Code

1. An instructor, other employees of the University, or student, who has evidence to justify a charge of violation of the Code, shall present this evidence to the Office of the Vice Chancellor for Student Affairs. This presentation should normally be in writing; however, the initial contact may be in person or by phone. The Vice Chancellor for Student Affairs will discuss the circumstances and evidence surrounding the alleged violation with the person bringing the charge, and will advise that person on actions that may be taken under the Code.
2. After reviewing the evidence supporting the alleged violation, the Vice Chancellor for Student Affairs will then discuss the charge with the student or students involved. If the evidence is sufficient to justify such action, the student will be informed that the University is bringing formal charges under the Code. The decision of the Vice Chancellor for Student Affairs relative to the charge will be forwarded to the Chair of the Student Conduct Committee with appropriate description of charges made. The student will be provided with a written notice of the formal charges. The student will also be informed of his/her rights, as outlined in the Code, that he/she may request that the charge be referred to a hearing panel of the Committee on Student Conduct; or that he/she may request the Vice

Chancellor for Student Affairs to accept administrative jurisdiction. Students may also make use of an advisor as provided in this Code.

E. Referral to a Hearing Panel

1. After being informed of the formal charges against him/her, if the student does not request that the charges against him/her be handled administratively, the Vice Chancellor for Student Affairs must refer the charge to a hearing panel of the Committee on Student Conduct.
2. If the student is referred to a hearing panel on a charge of academic cheating, this charge will include the designation "unpremeditated cheating" or "premeditated cheating" as defined in Section IV.B.2.b.

F. Structure of a Hearing Panel

1. The committee on Student Conduct shall, through its hearing panels, conduct hearings on cases of student misconduct under this Code referred to it by the Vice Chancellor for Student Affairs.
2. In addition to the Chair of the Student Conduct Committee, each hearing panel shall be composed of:
 - a. The Head of the Division in which the student is enrolled. The Division Head may send a representative who must be a tenured member of the faculty.
 - b. Three faculty members.
 - c. Three Students.
3. The faculty and student members of each panel shall be chosen by the Chancellor from the roster of the faculty and student members of the Committee on Student Conduct on a rotating service basis so far as is practicable. If any faculty members on the Committee on Student Conduct are unable to serve on a hearing panel, the number of faculty members required to complete the panel shall be chosen on a rotating basis from the Alternate Faculty Pool. If any student member on the Committee on Student Conduct is unable to serve on a hearing panel, the number of students required to complete the panel shall be chosen on a rotating basis from the Alternate Student Pool.
4. Six members of the hearing panel shall constitute a quorum; however, one of the six members must be the Division Head or his/her representative of the Division in which the student is enrolled and one must be a student. It is the responsibility of the Division Head to bring to the hearing the student's complete academic record as maintained by the Division.
5. A hearing panel shall be convened by the Chair of the

Committee on Student Conduct as needed.

G. Hearing Panel Procedures—General

1. The Chair of a hearing panel is delegated the authority to, and is charged with the responsibility, to conduct the hearing in a manner which will protect:

- a. The due process rights of the charged student.
- b. The rights of the person bringing the charges.
- c. The rights of all witnesses.
- d. The rights of all hearing panel members.
- e. The rights and prerogatives of the University.

2. Prior to considering the charges against the student, the Chair of the hearing panel shall:

- a. Outline the procedures that the panel will follow.
- b. Announce that the hearing panel will be closed to the public, unless a request for an open meeting has been made and granted in accordance with the provisions of Section V.B.2.
- c. Stress the importance of and the legal requirements of the confidentiality of the proceedings.

3. The Office of the Vice Chancellor for Student Affairs shall prepare and present the cases to the hearing panel of the Committee on Student Conduct.

4. Decisions of the Committee on the issue of the violation of the Code will be based solely upon the evidence introduced at the hearing. Evidence of previous violations of University rules and regulations may be considered by the Committee in arriving at a sanction after a finding that the violation charged was committed, but such evidence shall not be considered in any way by the Committee in determining whether the violation charged was committed.

5. If during a hearing panel the evidence presented is clear and convincing to the hearing panel that the student has not been properly charged, and that a more severe charge would be appropriate, the hearing panel may, by a two-thirds vote, discontinue the hearing and return the case to the Vice Chancellor for Student Affairs. Based on the report of the Chair of the hearing panel, the Vice Chancellor for Student Affairs will redraft the charge, formally notify the student of the charge, and request that the Chair of the Committee on

Student Conduct establish a new hearing panel to consider the new charge against the student. The new hearing panel must be made up of members who did not serve on the original panel.

6. A vote that the violation charged was committed shall be rendered by a committee member only if the member finds the evidence clear and convincing that the charged offense was committed. A majority vote of the members of the Committee present shall be required for a finding that a violation was committed.

7. Except for academic cheating as provided in Section IV.B., a penalty recommendation involving separation from the University shall require a vote of two-thirds of the panel members present.

8. There shall be a written record of the substance of the proceedings.

9. The decision of the Committee, or of the Vice Chancellor for Student Affairs under Section VII.I. and J. for a sanction of less than separation shall be final, subject only to appeal. Both the student and the person bringing the charge shall have the right of appeal.

10. All recommendations for separation from the University shall be forwarded to the Office of the Chancellor. Both the student and the person bringing the charge shall have the right to appeal such recommendations.

H. Hearing Panel Procedures—Academic Dishonesty

1. Except as provided in Section I.2. and 3. below, the general hearing panel procedures will be applicable to hearing panels established to hear charges of academic cheating.

2. A hearing panel may reduce a charge of premeditated cheating to unpremeditated cheating by a two-thirds vote. Such a vote must be taken after all evidence has been presented and considered, but before a vote on guilt or innocence. A hearing panel member should vote to reduce a charge only if clear and convincing evidence is presented that would warrant a charge to unpremeditated cheating.

3. A hearing panel may not vote to change a charge of unpremeditated cheating to premeditated cheating.

I. An Administrative Hearing—General

1. After being formally charged, a student may voluntarily waive his/her right to a hearing by a hearing panel and request an administrative hearing by the Vice Chancellor for Student Affairs.

2. If the student is charged with academic dishonesty, the procedure for an administrative hearing outlined in Section J. below must be followed.

3. A request for an administrative hearing for all charges other than academic dishonesty must be made using the following procedure.

a. Such a request may not be made until after a meeting with the Vice Chancellor for Student Affairs in which the student's rights under the Code are discussed and the student is informed of the specific sanction to be imposed if an administrative hearing is requested.

b. This procedure may not be followed unless the Vice Chancellor for Student Affairs is willing to consider the charges administratively.

c. The formal request must be made in writing and the student must:

i. waive his/her right to have the charge considered by a hearing panel of the Committee on Student Conduct;

ii. request that the Office of the Vice Chancellor for Student Affairs take jurisdiction;

iii. officially plead guilty to the specific charge;

iv. agree to accept the sanction to be imposed.

4. The Vice Chancellor for Student Affairs may impose any sanction listed in Section VI. In selecting a sanction, the Vice Chancellor for Student Affairs will be governed by the principle of "like sanction for like violation." A sanction involving separation may be imposed only after approval by the Office of the Chancellor.

5. As a result of an Administrative Hearing, the Vice Chancellor for Student Affairs shall recommend to the Chancellor that a student be placed in a University Intervention Program. To be eligible, a student must agree to the following:

a. Plead guilty to the charge and accept accountability for his/her actions. In addition, the student must sign all forms necessary to suspend him/her from the University. Should the student fail to satisfy any condition of this agreement, or violate the Code of Student Conduct during the period of intervention, the student is to be immediately suspended from the University.

b. Participate in a program in Values, Ethics and Standards and meet all assignments.

c. Perform 25 hours of supervised community service at an agency approved by the Vice Chancellor for Student Affairs.

d. Forfeit the privileges of representing the

University in any official capacity.

e. The program of University Intervention is to extend for a minimum of one full academic semester. Probation to the Committee on Student Conduct can run concurrently and may extend beyond the Intervention Program.

f. A notation of participation in the University Intervention Program will be recorded on the student's official University transcript maintained in the Office of Academic Affairs. (see VII.M.2.).

J. An Administrative Hearing—Academic Misconduct

1. After the student is formally charged with academic misconduct, a request for an administrative hearing may be made.

2. Prior to the student making a formal request that the Vice Chancellor for Student Affairs accept administrative jurisdiction, the Vice Chancellor for Student Affairs will meet jointly with the student and the person bringing the charge to discuss the possibility of an administrative hearing. At this joint meeting, the following points will be considered: the specific charge of cheating as prepared by the Office of the Vice Chancellor for Student Affairs; whether the charge is premeditated or unpremeditated cheating; the specific sanction that will be recommended by the Vice Chancellor for Student Affairs; other pertinent details of the case; and specific considerations that must be met if the Vice Chancellor for Student Affairs is to accept administrative jurisdiction. Students may also make use of an advisor as provided in Part V, Section C.1. of this Code.

3. The following specific conditions must be met before the Vice Chancellor for Student Affairs may accept jurisdiction.

a. The student must:

i. request in writing that the Office of the Vice Chancellor for Student Affairs take jurisdiction;

ii. officially plead guilty in writing to the specific charge of cheating as prepared by the Office of the Vice Chancellor for Student Affairs.

iii. waive his/her right in writing to have the charge considered by a hearing panel of the Committee on Student Conduct.

b. After being informed of the student's desire for an administrative hearing, and the sanction that will be recommended to the Chancellor, the

person bringing the charge must be informed in writing of the administrative handling of the case.

c. The Vice Chancellor for Student Affairs must be willing to accept the case as being appropriate for administrative solution.

4. When the administrative hearing procedure is used, the Vice Chancellor for Student Affairs will have discretion, within the following guidelines, in making sanction recommendations to the Chancellor.

a. A sanction of less than the minimum sanction provided or greater than the maximum provided in VI.D. may be recommended with the exception of premeditated cheating. For premeditated cheating, the sanction shall be VI.D.2.a., subject to the appropriate review process. However, under unusual circumstances, the Vice Chancellor for Student Affairs may recommend in writing to the Chancellor that the sanction imposed be suspended on the condition that the student successfully fulfills all conditions of the University Intervention Program.

b. An effort should be made, based on past recommendations by hearing panels and the Vice Chancellor for Student Affairs, to recommend a sanction that is consistent with the principle of "like sanctions for like violations."

c. The student must be informed of the sanction to be recommended before he/she makes the final decision to request an administrative hearing.

K. Imposing Disciplinary Sanctions

1. Probation to and sanctions imposed by the Vice Chancellor for Student Affairs in an administrative hearing shall be reviewed by the Committee on the Code of Student Conduct. Sanctions imposed by the Committee shall be reviewed by the Chancellor.

2. All recommendations for separation from the University must be forwarded to the Office of the Chancellor.

3. When disciplinary sanctions are to be imposed, the student shall receive written notice from the Vice Chancellor for Student Affairs of the sanction imposed and the specific conditions of the sanction.

L. Maintaining Disciplinary Records

1. The details relating to all disciplinary cases are

confidential records of the University and are maintained in the Office of the Vice Chancellor for Student Affairs. Consistent with the Federal Privacy Act of 1974, a student may examine disciplinary records that relate to him/her; however, these records are not available to persons outside the University administration. University personnel may have access to the disciplinary records of individual students only if such information is needed in the performance of duties assigned to the University employee.

2. Probation to the Committee on Student Conduct, or any disciplinary action which separates the student from the University, is recorded on the student's official academic record in the Office of Academic Affairs. Such notations are never removed from the student's record; however, if the student remains in or returns to the University and receives a degree, the disciplinary action is not shown on any transcript issued after the last semester before graduation.

3. Probation in the Office of the Vice Chancellor for Student Affairs is not recorded in the Office of Academic Affairs.

M. Assigning Grades to Students Charged with Academic Cheating and Found Guilty of Academic Dishonesty

1. If a student is charged with cheating and the case cannot be handled administratively, or considered by a hearing panel prior to the final date for filing a semester grade, the instructor making the charge shall report an "I" grade in the course in which the alleged cheating occurred. If the student is found not guilty, a permanent grade shall be assigned to remove the "I" grade on the basis of the quality of work done in the course. If the student is found guilty of cheating, the instructor will assign a permanent grade to remove the "I" grade in accordance with the provisions of M.2. below.

2. Students found guilty of cheating in a course shall not receive a passing grade for the course in question. The grades assigned shall either be a "W" or "F" based on the following conditions. If the work up to and including the specific test, report, or other assigned work on which cheating occurred is of passing quality, or if the date on which cheating occurred is prior to the deadline specified in the LSUE Catalog for receiving a grade of "W", a "W" grade will be entered on the student's transcript. If the work is of failing quality and the date on which cheating occurred is subsequent to the deadline specified in the LSUE Catalog to drop a course with a grade of "W", the student will receive a final grade of "F" in the course. It is the instructor's prerogative to assign any grade he/she deems appropriate, including a zero ("O") grade, for the specific test, report, or other assigned work on which cheating occurred, and to count this grade in determining whether the student was passing or failing to receive a "W" or "F".

VIII. Appeal Procedures

A. The student shall have the right to appeal actions taken by hearing

panels and the Office of the Vice Chancellor for Student Affairs to the Office of the Chancellor.

1. The student who plans to make an appeal must notify the Office of the Chancellor within 48 hours after a decision has been rendered by the hearing panel, or the action of the Vice Chancellor for Student Affairs, of his/her intent to file an appeal.
2. Appeals must be made in writing in accordance with guidelines established by the Chair of the Student Conduct Committee.
3. The actual written appeal must be received in the Office of the Chancellor within seven (7) calendar days after the date of notice.
4. Appeal of action by a hearing panel may be made on any reasonable basis.
5. Appeals of actions by the Vice Chancellor for Student Affairs shall be limited to those based on an assertion or failure to follow the provisions established in Section VII.J. and K., or other procedural errors.

B. The person initiating the charge against the student may also appeal decisions by the hearing panel or the Office of the Vice Chancellor for Student Affairs.

1. Such appeals are to be made to the Office of the Chancellor in the form of a memorandum following the time schedule outlined in VIII. A.1.2. and 3. above.
2. Appeals of action by a hearing panel may be made on any reasonable basis.
3. Appeals of action by the Office of the Vice Chancellor for Student Affairs may be made on any reasonable basis, but are unlikely to be successful unless they established that a serious procedural error or errors were made in considering the charge or in imposing sanctions.

C. The Office of the Chancellor will make judgments on appeals on the basis of the evidence presented to support the appeal.

1. Normally, an appeal relating to a decision on guilt or innocence by a hearing panel will be successful only if clear and convincing new evidence is presented in the appeal. A successful appeal based on new evidence will result in the case being referred to the hearing panel for reconsideration or, if the situation merits it, in the establishment of a new hearing panel to consider the charge, based on the facts of the case, including the new evidence.
2. An appeal seeking to modify a sanction imposed or recommended by a hearing panel will be successful only if clear and convincing reasons are advanced to show that the sanction does not meet the test of reasonableness and

fairness. A successful appeal will probably result in the case being referred to the hearing panel for reconsideration of the sanction; however, the Chancellor may make reasonable modifications in a sanction. In modifying sanctions, the Chancellor must be guided by the principles of "like sanctions for like violations," and precedents growing out of sanctions imposed in the past under similar circumstances.

3. A successful appeal of a case that was handled administratively by the Vice Chancellor for Student Affairs will always result in the case being referred to a hearing panel to be considered on its merits.

4. The decision of the Chancellor concludes the appellate process.

D. Request for Review by the Chancellor.

1. Although the decision of the Chancellor concludes the appellate process, if the student or the person bringing the charge believes that the Chancellor committed a serious procedural error, or abused discretionary authority in reaching a decision on an appeal, a written request may be made to the Office of President for a review of the Chancellor's actions.

2. The request must:

a. Be in writing and signed by the person requesting the review;

b. Be filed within seven days after receiving the Chancellor's decision;

c. Contain a complete statement of the alleged serious procedural errors and/or specific examples of abuse of discretionary authority;

d. Outline the relief sought.

3. The President's review will be limited to the question of serious procedural errors and/or the abuse of discretionary authority.

Student Grievances

Policy on Student Appeals

General Provisions of the Appeal Program

1. The decision to utilize an appeal procedure shall be voluntary on the part of the individual student. All students shall have the right to make appeals without fear of coercion, harassment, intimidation, or reprisal from the University or its employees for the act of utilizing an appeal procedure.

2. No University employee is to take reprisal action against a student for the act of making an appeal. However, it should be understood that capricious charges made by a student against a University employee may make that student liable to action through the courts.
3. The University recognizes the rights of all parties, the student filing an appeal, and employees against whose action the appeal is filed, to impartial appeal decision-makers.
4. The student shall have the right to have an advisor, or advisors, present at all discussions and hearings held as a part of an appeal; however, the advisor would not normally be used at the initial discussion between the student and the University employee, i.e., Step 1 in the General Appeal Procedure. The advisor(s) may be a friend, a parent, a faculty member, an ombudsman, an attorney, or any other person chosen by the student.
5. If an appeal alleges that the cause of the appeal grows out of an inappropriate action by a particular employee or employees of the University, the employee or employees shall also have the right to be present at all appeal meetings and/or hearings. The employee may have an advisor present at all such meetings.
6. The confidentiality in all appeal proceedings shall be maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974.

Types of Appeals

1. General Appeal. A student may use the general appeal procedure to formally question the validity of any University regulation, rule, policy, requirement, or procedure as it applies to the student, except as listed in 2 and 3 below.
2. Challenges of University Traffic Citations. A special procedure is established whereby a student may challenge any University traffic citation issued to a vehicle operated on campus by a student or for the benefit of a student. Such challenging must be initiated within one week of the date of issuance of the citation. Instructions for initiating challenges of traffic citations are printed on the back of each traffic citation.
3. Grievances by Student Employees of the University. Students who are also employees of the University shall have the right of appeal when work rules and other conditions of employment result in dissatisfaction.

Operating Procedures

Steps to be Followed in Making an Appeal

Challenges to traffic citations, appeals relative to student conduct, and grievances growing out of student employment, should be made in accordance with the special procedures established for these appeals. All other appeals should be made in accordance with the following step-by-step process.

Step One - The student should meet with the University employee whose action caused the student's dissatisfaction to discuss the problem and to attempt to arrive at a solution. Although the student and the University employee may each have an advisor present, it is believed that under most circumstances, the meeting will be more productive if only the student and the employee are present. With the exception of grade appeals, no specific time limit is set for making an appeal; however, it is recommended that appeals be made as soon as possible after the occurrence of the action that resulted in the appeal. Appeals of final grades must be initiated by the student within 30 days after the beginning of the next regular semester. If the decision reached in this step requires changes in an official record of the University, e.g., a grade change, or the release of the student from a specific obligation, the University employee must comply with all University regulations and procedures necessary to accomplish the change.

Step Two - If the matter is not resolved between the student and the employee in Step One, and the student wishes to pursue the appeal, the student shall make a written request to the head of the department asking for a meeting between the head of the department, the employee who heard the appeal at Step One, and the student. The name and exact title of the person to whom the request should be addressed can be obtained from the employee in Step One. The written request should state that the purpose of the meeting is to consider an appeal and should indicate the name of the employee involved in Step One; however, it need not go into detail as to the justification for the appeal. Upon receipt of a written request, the head of the department shall arrange for such a meeting within two weeks from the date that the request is received. The meeting should be an informal but thorough and candid discussion of the problem in the hope of arriving at a solution. The student and the employee may be accompanied by an advisor. The head of the department shall make the decision at the close of the meeting, or within seven days thereafter, if the department head wishes to take the matter under advisement. If a decision is made at the close of the meeting, it is to be given orally to all present. If the matter is taken under advisement, the head of the department shall inform all parties of his/her decision in writing. If the decision reached in this step requires changes in an official record of the University, the University employee must comply with all University regulations and procedures necessary to accomplish the change.

Step Three - If either the student or the University employee is not satisfied with the decision reached in Step Two, an appeal may be made to the next level in the administrative structure of the University, e.g., grade appeals and other academic appeals to the Vice Chancellor for Academic Affairs, and all other appeals to the administrator to whom the employee who heard the appeal in Step Two reports. The name and title of the person to whom the Step Three appeal is to be made can be obtained from the administrator handling Step Two. The appeal must be in writing and on a form provided for this purpose by the University, and must contain the following: a statement of the action(s) complained of; the relief requested; and a specific statement of the reasons supporting the relief sought. The student or University employee may also request that a hearing panel be established to assist in making the Step Three decision. In the case of a student's appeal, the Step Three administrator must promptly forward a copy of the written appeal to the two employees involved in Step Two. They, in turn, must promptly reply with individual

written statements supporting the action(s) taken in Step Two. Either of these employees may request that a hearing panel be used in Step Three. Copies of their replies must be forwarded to the student. Upon receipt of a written appeal, and appropriate replies from Step Two employees, and unless a hearing panel has been requested, the Step Three administrator may take one of the following actions:

1. Reach a decision on the basis of the written appeal and the replies.
2. Hold a meeting with all parties present, and after discussion, reach a decision.
3. Refer the appeal to a hearing panel for their recommendations. If the student or an employee requests the use of a hearing panel, the administrator must refer the appeal to a hearing panel for a recommendation. Additional information about the use of a hearing panel is presented under the heading "The Use of Hearing Panels."

If options 2 or 3 above are used, the student and employee may be accompanied by an advisor. Though advisors may communicate freely to individuals they accompany, they will not be permitted to speak on behalf of an individual, directly question other parties, engage in statements or summations, or in any other way insert themselves directly into the hearing process. Regardless of the method used, the Step Three administrator must make a decision within 30 days from the date of receipt of the student's appeal. The decision must be in writing with the reasons supporting the decision, and copies must be given to all of the parties. If the decision reached in this step requires changes in an official record of the University, the University employee must comply with all University regulations and procedures necessary to accomplish the change.

The decision of the administrator in Step Three concludes the appellate process; however, if any party, student or employee, believes that a serious procedural error was committed in Step Three, or that there was an abuse of discretionary authority in reaching a decision in Step Three, a written request may be made to the Chancellor for further relief. This written request shall take the form of a petition for review.

Petition for Review

The petition for review must be addressed to the Chancellor. It must be filed within seven days after receiving the decision made on the appeal at Step Three. The petition for review must contain a complete statement of the alleged serious procedural error, or examples of abuses of discretionary authority complained of, and also must contain reasons for the relief sought. The petition must also be accompanied by all documents produced at Step Three.

The Chancellor shall decide within two weeks whether further action should be taken, and in reaching this decision, may ask the other parties to make a written reply to the petition for review, or these parties, on their own, may make a written statement. If the decision is reached that a review is not justified, the student and all other parties will be so notified. If the Chancellor decides to respond favorably to the petition for review, he/she will hold a formal meeting with the parties and reach a decision on the basis of this meeting and all written materials furnished. The

Chancellor will notify all parties once a decision is reached.

Maximum and Minimum Steps in Appeal Procedure

The maximum number of steps in the student appeal procedure is three, and the minimum is one. Initially, the appeal should be made to the employee who took the action that resulted in the appeal. The place of the employee receiving the appeal in the University's table of organization will determine if all three steps of the appeal procedure are necessary. Most appeals, however, unless settled at an early step, will go through all three steps. Because of the uniformity of the administrative structure of the academic divisions of the University, the administrator charged with the responsibility for reaching

Step Three decisions for all grade appeals will always be the Vice Chancellor for Academic Affairs, except in cases in which the Vice Chancellor is also the instructor who gave the grade being appealed.

In the interest of consistency and fairness to the student, and to give assurance that the person responsible for Step Three has the necessary delegated authority required to make the decision, Step Three appeals in all divisions of the University will be the responsibility of an appropriate administrator in the table of organization who reports directly to the Chancellor.

The Use of Hearing Panels

Step Three of the appeal procedure provides for the use of hearing panels upon request by any of the parties, or at the discretion of the administrator hearing Step Three.

Such hearing panels to hear grade appeals will be appointed by the Vice Chancellor for Academic Affairs, and shall be composed of three faculty members selected by the Vice Chancellor, with no more than two from the same department, and two students appointed by the SGA president. The Vice Chancellor will designate a committee chair. The panel shall hold a hearing with the head of the department, the teacher, and the student, all of whom may be accompanied by an advisor. After deliberation, the committee will make its recommendations to the Vice Chancellor for Academic Affairs. Copies of these recommendations and the final decision of the Vice Chancellor must be given to all of the parties and the Chancellor for final disposition.

Some federal laws and administrative guidelines issued by the executive branch of the Federal Government for the administration of these laws require the use of hearing panels as a part of the student's appeal procedure. These laws include: Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 503 and 504 of the Rehabilitation Act of 1973; and the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment). In all student appeals which allege a violation of these laws or guidelines issued to implement these laws, a hearing panel will always be used at Step Three. This hearing panel will be appointed by the Step Three administrator or, at his/her discretion, the administrator may request the Chancellor to appoint the hearing panel. The membership of the hearing panel will be not less than three or more than seven. The person appointing the committee will designate one member to serve as chair.

Privacy Rights of Parents and Students

Louisiana State University at Eunice is in compliance with the regulations of Section 438, Privacy Rights of Parents and Students, of the General Education Provision Act, which ensures students and parents of dependent students access to their educational records maintained by the University, and which prohibits the release of personally identifiable information from these records without the student's permission except as specified in the Act.

To gain access to his/her records, a student must submit a written request to the appropriate university officer as follows: * Vice Chancellor for Academic Affairs: Scholastic records (courses taken, grades earned, academic actions, and application materials) * Vice Chancellor for Student Affairs: Counseling and health records

Any student who has attended LSUE may obtain a transcript of work completed provided the student is current in his or her financial obligations to the University. The first five copies are free. A fee of \$1.00 will be charged for each additional copy.

Scope of Student Rights and Procedures for Challenge

The information in the educational record may be challenged by the student as inaccurate, misleading, or in violation of privacy. In such instances, the University will consider whether to amend the record(s) in accordance with the student's request. A written decision will be communicated to the student within a reasonable period of time.

If it is decided not to amend the record in accordance with the student's request, the student will be advised that he/she is entitled to a hearing in which he/she may formally challenge the content of the record in question. The conduct of the hearing will conform to the due process procedures specified in the General Education Provisions Act.

Challenges and requests for hearings should be initiated in writing with the officer responsible for the maintenance of the record. (A grade may be challenged under the Act only on the grounds that it was inaccurately recorded, not that it is lower than the student thinks it should have been.)

Release of Educational Records Under the Law Without the Student's Permission

Personally identifiable information from educational records cannot be released without the student's permission, except as follows:

1. To Louisiana State University at Eunice personnel who have a legitimate interest as determined by the University.
2. To other educational institutions in which the student seeks to enroll (the student may, upon request, obtain a copy of the record that was transferred).
3. To public officials and agencies as specified in the Act, as deemed necessary for audit, evaluation, and verification for grant purposes.

4. To agencies and offices administering financial aid to the extent that such records are required in connection with a student's application for financial aid.
5. To organizations conducting studies for educational institutions or agencies for use in developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such agencies must not show personally identifiable records to outsiders and must ultimately destroy these records.
6. To accrediting agencies requiring such information in order to carry out their accrediting functions.
7. To parents of students who are dependents for income tax purposes. It is assumed that all undergraduates are dependents of their parents unless the University is notified to the contrary by the student and/or his/her parents.
8. To courts of law in response to court orders or subpoenas. When responding to a court order or subpoena the institution must make a reasonable effort to notify the student of all such orders or subpoenas in advance of compliance.

Release of Educational Records Under the Law With the Student's Permission

Requests for access to educational records by any person other than those listed in Section IV will be refused unless the student has submitted a written, dated, and signed waiver to allow access to his/her records. The waiver must specify the records to be released, the reasons for such release, and the names of the persons to whom records are to be released.

Directory Information

Directory information will be released without the student's consent unless he/she requests that some or all such information be withheld.

A written request that some or all directory information be withheld must be submitted to the Office of Academic Affairs within 10 days after the last day of registration. Directory information is defined as follows:

1. Student's name, address, and telephone number
2. Date and place of birth
3. Major field of study and classification
4. Class schedule
5. Social Security number
6. Cumulative grade point averages (released only to honorary organizations for use in determining eligibility for membership)
7. Dates of attendance

8. Degrees, awards, and honors received
9. The most recent previous educational institution attended by the student
10. Participation in officially recognized activities and sports

Record of Disclosures

A record of disclosures of personally identifiable, non-directory information from the educational records of a student will be maintained and made available to eligible persons upon request. This shall not include disclosures to school officials. Limitations

Louisiana State University at Eunice is not required to permit a student to inspect and review the following records:

1. Financial information submitted by parents
2. Confidential letters or recommendations with respect to employment or honors to which students have waived rights to inspect
3. Educational records that contain information on other students, only the specific information pertinent to the requesting student may be reviewed.