

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

The counselor's log will be prepared within twenty-four hours following the crisis. Included in the log will be the assessment procedures and reason (s) for the actions taken. The completed log will be placed in the student's file at the Counseling Center.

NON-DISCRIMINATION POLICY

The University of Louisiana at Monroe recognizes that members of the University community represent different groups according to sex, race, color, creed, national origin, and physical or mental disability. The University further recognizes that, in a pluralistic society such as ours, these differences must be recognized and respected by all who intend to be a part of the University community.

It is not the intent of the University to dictate feelings or to mandate how individuals should personally interact with others. It is, however, the intent of the University that awareness of individual and group rights according to sex, race, color, creed, national origin, and physical or mental disability be regarded as important to the education of its

students. Our ability to work in a pluralistic society demands no less.

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

REFUND POLICY

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

Student's refunds are either directly deposited or mailed. They are not to be picked up. Direct deposit requires a student to complete an authorization form. If a check is issued, they will be mailed to the home address on file in the Registrar's Office. It is the student's responsibility to provide the Registrar's office with the correct and appropriate address.

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

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

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

Refunds will be given on a daily pro rated basis through the 14th class day (for Fall and Spring terms). After the 14th class day, no refunds are given. Students who are dismissed from the university and/or residence halls for academic or disciplinary reasons are not eligible for a refund.

Students who move off campus after classes begin may be assessed a charge to cover administrative fees. Students who fail to meet the prepayment deadlines for registration are subject to forfeit his/her room assignment preference and may have to reapply for on-campus housing, including the non-refundable application fee. (Note: Meal charges are not assessed by Residential Life.)

SEXUAL ASSAULT POLICY

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