



# Student Handbook



2020-2021

**REVISED**

6:24 pm, Oct 13, 2021

## *COVID-19 Student Code of Conduct Amendment (Oct. 13, 2021)*

The following policy has been added to the Code of Student Conduct in response to the COVID-19 pandemic and outlines expectations all students must observe to prioritize personal health and safety and that of the broader University community. This amendment to the Code of Student Conduct will remain in place until further notice and may be modified as appropriate in response to the evolving health emergency.

### COVID-19 TESTING POLICY FOR STUDENTS

<https://www.ulm.edu/coronavirus/information/testing-policy-students.html>

The University of Louisiana Monroe aims to deliver its mission while protecting the health and safety of its students, faculty, staff, and guests to the fullest extent possible by minimizing the potential spread of disease within the University community. The University will adhere to the orders, proclamations, and regulations of the Governor of Louisiana and Mayor of Monroe, Louisiana, as well as guidelines from the Centers for Disease Control and Prevention (CDC) and the Louisiana Department of Health (LDH) regarding COVID-19. The abovementioned policy is incorporated into the Code of Student Conduct and is applicable to all students.

Failure to comply with the weekly testing policy is considered a violation of the ULM Code of Student Conduct and may impact the ability to remain on campus and participate in any in-person activities. Students who do not comply with the COVID-19 Testing Policy for Students will be referred to the ULM's Office of Student Advocacy and Accountability which will in turn initiate the student conduct process, and at the conclusion of that process, the student may face consequences up to and including immediate suspension from the University.

### *COVID-19 Related Student Conduct Violations*

**5.03:16 Intentionally Delaying.** Intentionally delaying, obstructing, or resisting persons who identify themselves as Residential Life staff members, faculty members, University Administrators, University Police Officers or other law enforcement officials, fire officials, or other University employees in the performance of their duty.

**5.03:27 Failure to comply.** Failure to comply with University of Louisiana System Board of Supervisors or University rules and regulations related to any areas within their jurisdiction, including but not limited to: library, residence halls, dining services, traffic, automobile usage, conduct on and off campus, conduct in the classroom, organizational activities, and use of building and physical plant.

**5.03:36 University Documents.** Falsification, forgery, alteration or misuse of university documents, records, identification cards or meal tickets; furnishing false information to the university with the intent to deceive.

Information on submitting immunization information/ documentation can be found here:  
<https://www.ulm.edu/coronavirus/information/immunization-proof-waiver.html>

Students who are required to test will receive a weekly notification email from covidtesting@ulm.edu with instructions on how to schedule a testing appointment at an on-campus testing site.

# COVID-19 Testing Policy for Students

October 13, 2021

To ensure the safety of our university community, weekly on-campus COVID-19 testing will begin on October 18th for those students who have not been immunized against COVID-19.

The following students are exempt from the weekly COVID-19 testing requirement if they have submitted supporting documentation to the University:

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- Students who are fully vaccinated.
  - Students who have received their first dose of a two-dose vaccine AND intend to receive their second shot when scheduled.
  - Students who are completely off-campus, meaning they do not have any classes on campus, do not live on campus, and will not participate in on-campus activities/events. This includes dual enrollment students enrolled solely in online or off-campus courses.
  - Students who have tested positive within the previous 90 days.

Information on submitting immunization information/ documentation can be found

here: <https://www.ulm.edu/coronavirus/information/immunization-proof-waiver.html>

Students who are required to test will receive a weekly notification email from [covidtesting@ulm.edu](mailto:covidtesting@ulm.edu) with instructions on how to schedule a testing appointment at an on-campus testing site.

Failure to comply with the weekly testing policy is considered a violation of the ULM Code of Student Conduct and may impact the ability to remain on campus and participate in any in-person activities. Students who do not comply with the COVID-19 Testing Policy for Students will be referred to the ULM's Office of Student Advocacy and Accountability which will in turn initiate the student conduct process, and at the conclusion of that process, the student may face consequences up to and including immediate suspension from the University.

Dr. Valerie Fields  
Vice President for Student Affairs

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## **STATEMENT OF PURPOSE**

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

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

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

## **LOUISIANA VOTER REGISTRATION APPLICATIONS**

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

The Counseling Center at ULM provides assistance with completing and submitting Louisiana Voter Registration Applications to students with disabilities on an ongoing basis and during authorized voter registration periods. Completed voter registration forms are then mailed to the Registrar of Voters in the appropriate parish. For more information, contact the Counseling Center at 318-342-5220.

## **NOTICE:**

To assure continued compliance with Title IX and/or any other state or federal anti-discrimination/harassment/retaliation laws, if state or federal statutory provisions, regulatory guidance, or court interpretations or guidance provided by any authorized regulating agency change, or conflict with university policy and/or procedure including but not limited to the hearing procedures set forth in this Code of Student Conduct, the university's policy and/or procedure will be deemed amended as of the time of the decision, ruling, legislative enactment or guidance. Further, the procedures set forth in this policy may be modified or changed to protect the due process rights of the parties and/or to comply with Title IX and/or any other state or federal anti-discrimination/harassment/retaliation laws or regulations. For more information, see the ULM's Sexual Misconduct Policy and Procedures and other policies on Discrimination and Harassment.

The provisions of this manual do not constitute an offer for a contract which may be accepted by students through registration and enrollment in the University. The University reserves the right to change any provision or requirement, including fees, at any time with or without notice. The University further reserves the right to require a student to withdraw from the University for cause at any time.

Failure to read this manual does not excuse students from the requirements and regulations described herein.



The University of Louisiana Monroe adheres to the principle of equal educational and employment opportunity without regard to race, color, creed or religion, national origin, sex, marital or parental status, age, disability, veteran status, or political belief. This policy extends to all programs and activities supported by the University.

The University of Louisiana Monroe, an institution of higher learning, maintains compliance with the requirements and regulations set forth by the Family Educational Rights and Privacy Act, as amended June 17, 1976. The Family Educational Rights and Privacy Act Compliance Guidelines are available to parents and students in the Office of Student Affairs, Dean of Students, Registrar, and Student Government Association.

**Note:**

The online version of the Student Handbook shall serve as the latest edition. This Student Handbook becomes effective with the START of the Fall Semester and ends at the “term ends” date following the second Summer Session.

- Professional pharmacy students should refer to the College of Pharmacy (COP) rules and policies found at: <https://www.ulm.edu/pharmacy/currents.html>. In instances where the College of Pharmacy rules and policies differ from the ULM Student Handbook, student shall adhere to the stricter of the two or contact the COP Office of the Dean for clarification.

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## I. ACADEMICS AND PROCEDURES

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The undergraduate probation and suspension regulations listed below were adopted by the University of Louisiana System Board of Supervisors, effective at ULM with the Fall 1995 Semester. Administered by the Council of Academic Deans, these probation and suspension regulations are minimum standards which apply to all students except those enrolled in the professional programs of Nursing and Pharmacy. Refer to the catalog sections of the College of Health Sciences and College of Pharmacy for respective probation and suspension regulations.

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### ACADEMIC GOOD STANDING

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Students who are enrolled or eligible to be enrolled are considered to be in good academic standings.

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### ACADEMIC PROBATION

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Undergraduate students will be placed on academic probation whenever their cumulative grade point average (GPA) is below a 2.0. This condition exists when the cumulative quality points (QPTS) is less than twice the quality hours pursued (QHRS). Quality points are determined by multiplying the numeric course grade (A=4, B=3, C=2, D=1, F or I=0) by the course's credit hours (e.g., an A in a 3-cr. course produces  $4 \times 3 = 12$  quality points). Cumulative quality points are the student's total quality points. Quality hours pursued is the sum of the credit hours for all courses in which a grade of A, B, C, D, F, or I is received. Both QPTS and QHRS are printed on student's transcript and semester final grade report (available only through Web Self Service).

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

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### ACADEMIC SUSPENSION

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

1. Students suspended for the first time at the end of the spring semester may attend summer school without appeal. If these students raise their cumulative GPA to 2.0 or higher, they are placed in academic good standing and their suspension periods are lifted. They may then attend the fall semester without appeal. If they do not raise their cumulative GPA to 2.0 or higher in the summer term, the suspension for the fall semester is in effect. In this case, only one suspension is counted against the student.
2. Students suspended for second or subsequent suspensions at the end of the spring semester may also attend summer school. To be readmitted to any semester other than the summer session, they must appeal.
3. Universities in the System shall have one semester suspension, except for second or subsequent suspensions that shall be for one calendar year.
4. An undergraduate student suspended from a System university may not enroll in another university within the System, but may enroll in a community college. To ensure minimal or no loss of credits upon return to the university, it is recommended that the student consult with his/her university advisor regarding the choice of courses to be taken at the community college. Credits earned under these conditions may be accepted for a degree at the suspending institution, provided grades of "C" or higher are earned in each of the courses to be transferred.

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## **A P P E A L S   O F   A C A D E M I C   S U S P E N S I O N**

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

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

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## **A C T   A S S E S S M E N T**

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Every degree-seeking, beginning freshman and every (fulltime or part-time) undergraduate transfer student who has earned fewer than 18 semester hours must complete the American College Test (ACT) and have official scores sent directly from ACT to ULM (ACT code 1598). Since certain courses (English/Mathematics) have ACT prerequisites, all students should have official scores sent prior to their enrollment.

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## **A C A D E M I C   A P P E A L S   C O M M I T T E E**

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

Refer to the Catalog of Graduate and Professional Programs for information regarding academic appeals, the Graduate Council and Graduate School Regulations at: <https://www.ulm.edu/gradschool/>.

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## **A C A D E M I C   R E N E W A L**

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Academic renewal provides the opportunity for a fresh start for those students who have had academic difficulties in the past but are ready to commit themselves to scholastic success. Students who wish to apply for academic renewal, also called academic clemency, academic forgiveness, or academic bankruptcy, must meet certain criteria and follow the established application procedures. One of the essential criteria for qualifying for academic renewal is that at least three calendar years must have gone by since the end of the semester in which the student was registered for credit at any college or university and the beginning of enrollment under academic renewal. A student may apply for academic renewal at any time during his/her enrollment in the University as long as this minimum period has lapsed. A student can receive academic renewal only once in his/her undergraduate career, regardless of the number of institutions attended. A student who has earned a degree cannot declare academic renewal if any of the course work to be considered in academic renewal was earned prior to receipt of a degree.

The graduate level does not offer or recognize academic renewal. Also, the awarding of academic renewal does not affect a student’s financial aid history; therefore, students should speak with the ULM Financial Aid Office prior to appeal for academic renewal.

If a student is eligible, he/she may begin the academic renewal process by submitting a written petition to the dean of his/her college. In the petition the student will explain the changes that he/she has made that will give the University reason to believe that the student will experience academic success and will perform satisfactorily in

the succeeding semesters. A transfer student who has previously been granted academic renewal elsewhere may apply for consideration of transfer of academic renewal to ULM. He/she should use the application procedure described above. If academic renewal is granted, the dean will notify the student and the Registrar, and the Registrar will implement the necessary transcript and records changes.

After a student has been granted academic renewal, the date that the renewal was approved will be noted on his/her transcript, and the transcript will also note that all of the student's previously-earned hours and quality points will neither be used to compute his/her GPA nor will they be applied toward his/her program of study. The Student's prior academic history will be included in and will remain a part of his/her overall academic transcript and record. The status of a student who receives academic renewal will be based upon the subsequent credits that he/she earns, and the student will follow the guidelines of the appropriate catalog(s).

Other institutions have their own policies and may or may not accept academic renewal as granted at this institution. In addition, when considering applications for admission, many undergraduate professional curricula, graduate schools, and professional schools choose to compute the undergraduate grade point average over all of the hours attempted.

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## **ADDING AND DROPPING COURSES**

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Students will not be admitted to any class unless the instructor has verified the student's name appears on the official banner roster.

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

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

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

All students are encouraged to consult with their academic advisor before adding or dropping a course. To be added into a full course, students must also obtain approval from the dean responsible for the course. An Overload will be processed in banner upon authorization by the Dean.

Adding and dropping classes are functions which should be completed via Self Service Banner ([banner.ulm.edu](http://banner.ulm.edu)), unless prerequisite issues require approval by an academic unit. If approved, overrides will be processed in banner by the Dean's office. Students using Banner are strongly encouraged to print a copy of the screen displayed when they drop a course and to verify that they have been removed from the course by reviewing their course schedule. A grade of "F" will be assigned to any student who does not drop the course from his/her schedule.

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

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## **APPEALING A GRADE**

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### **Undergraduate and Graduate Course Grade Appeal Policy**

- I. Policy Statement**
- II. Purpose of Policy**
- III. Applicability**
- IV. Definitions**

- V. Policy Procedure
- VI. Enforcement
- VII. Policy Management
- VIII. Exclusions
- IX. Effective Date
- X. Adoption
- XI. Appendices, References and Related Materials
- XII. Revision History

## I. Policy Statement

The University of Louisiana Monroe (ULM) believes students have the right to receive a grade determined through a fair evaluation of their work using a method that is consistently applied and is not arbitrary. Students further have the right to be informed in writing of the grading methods and standards that will be applied to them. This notification should occur at the beginning of the semester, typically through the course syllabus, and at any time during the course in which the faculty member alters the grading standard/method. ULM further believes that the faculty member assigned to a course has the right to develop this method and standard for Determining a grade provided that they are professionally acceptable. ULM presumes that the course instructor's judgment of assignment grades is authoritative.

## II. Purpose of Policy

The purpose of this Policy is to

- ensure that students are protected from receiving an unfair grade,
- preserve the academic responsibility and judgment of ULM's faculty members, and
- ensure that all individuals involved in the matter have an opportunity to present their side of the issue.

It is designed to provide a means for students to seek change when they feel their grade has been determined unfairly and for the professional judgment of faculty members to be protected. Thus,

1. **What may be appealed:** Only the final grade for the course may be appealed. Individual assignment grades are not subject to appeal since they are determined by the professional judgment of the faculty member.
2. **Basis for appeal:** Grade appeals must claim that the student was unfairly evaluated because (a) the course grading standards and/or methods were not followed as specified in the course syllabus, amended as announced by the faculty member, and/or (b) were not applied uniformly when compared to other students in the course. Appeals may not be expanded once they are initiated.
3. **Time frames:** Student appeals must be made to the course instructor within ten working days after the Registrar has posted grades for the course. Any subsequent appeals must be made within five working days from when the parties are notified of the decision. Under normal circumstances, if the party making the appeal fails to meet any deadline for appeal to the next level, the matter will be considered closed. Personnel hearing an appeal should strive to reach a decision within five working days of receiving all information related to the appeal.
4. **Materials to be submitted by the student when appealing beyond the faculty member:** Each grade appeal shall contain the following information:
  - a. **Dated letter of appeal** to include the student's name and identification number; semester in which the course was taught; course subject, number, and record number (CRN); faculty member's name; statement of the basis for appeal (see II.2); explanation to support the claim made in the appeal; and the grade believed deserved with an explanation of how the student determined the requested grade. The letter should be signed by the student.
  - b. **Supporting information** used by the student to corroborate the claim should be attached to the appeal letter and submitted along with it. The course syllabus must be included in this information.
5. **Materials to be submitted by the faculty member:** When an appeal proceeds beyond the faculty

member, it shall contain the following information:

- a. **Dated informational memorandum** to include the faculty member's name; semester in which the course was taught; course subject, number, record number (CRN), and syllabus; student's name and identification number; explanation of how the grade was determined; and any supplemental information that would be helpful in understanding the case. The memorandum should be initialed by the faculty member.
  - b. **Supporting information** used by the faculty member to corroborate the explanation should be attached to the informational memorandum and submitted along with it.
6. **Letter of notification:** The student or faculty member choosing to continue a grade appeal to the next level should write a letter to the administrator hearing that appeal. The letter should be dated, signed by the person making the appeal, and express the desire to continue the appeal.

### III. Applicability

This Policy is applicable to all students enrolled in ULM courses and to all faculty members teaching those courses.

### IV. Definitions

**Fair evaluation:** Assignment of a course grade to a student using a method and standard known by the student and applied uniformly and without bias to all students in the course.

**Grading method:** The procedure by which the final course grade is determined for a student, including but not limited to the individual elements (i.e., assignments, examinations, papers, and other factors) whose value and relative weight are used to calculate a final course grade.

**Grading standard:** The set of expectations applied in determining the final course grade (i.e., grading scale).

**Professionally acceptable:** Adherence to the standards commonly used in higher education.

### V. Policy Procedure

**Step 1.** Within ten working days after the Registrar has posted grades for the course, students considering a grade appeal should discuss their concerns with the course's faculty member and seek to resolve the matter at that level. It is hoped that most issues will be settled in this manner.

**Step 2.** If the issue is not resolved at Step 1 and the basis of the appeal is an unfair evaluation, the student may appeal to the next level by submitting the materials specified in II.4 as follows.

a. **College of Arts, Education, and Sciences or College of Business and Social Sciences:** Send the information to the faculty member's school director. The school director will provide this information to the faculty member and request the information in II.5 along with any comments that the faculty member wishes to make in response to the student's appeal. The information in II.5 will be provided to the student and the student will be allowed to respond. Responses may be submitted in writing or provided verbally if the school director chooses to meet with the student and/or the faculty member. After reviewing all information, the school director will notify each party of the decision and appeal options available.

b. **College of Health Sciences, Kitty Degree School of Nursing:** Send the information to the Director of the Kitty Degree School of Nursing. The school director will provide this information to the faculty member and request the information in II.5 along with any comments that the faculty member wishes to make in response to the student's appeal. The information in II.5 will be provided to the student and the student will be allowed to respond. Responses may be submitted in writing or provided verbally if the school director chooses to meet with the student and/or the faculty member. After reviewing all information, the school director will notify each party of the decision and appeal options available.

c. **College of Health Sciences, School of Allied Health:** Send the information to the faculty member's

program director. The program director will provide this information to the faculty member and request the information in II.5 along with any comments that the faculty member wishes to make in response to the student's appeal. The information in II.5 will be provided to the student and the student will be allowed to respond. Responses may be submitted in writing or provided verbally if the program director chooses to meet with the student and/or the faculty member. After reviewing all information, the program director will notify each party of the decision and appeal options available. If either party chooses to continue the appeal, a notification letter should be sent to the school director. The school director will then request information previously submitted and a summary of the matter from the program director. After reviewing all information, the school director will notify each party of the decision and appeal options available.

d. **College of Pharmacy:** Send the information to the faculty member's school director. The school director will provide this information to the faculty member and request the information in II.5 along with any comments that the faculty member wishes to make in response to the student's appeal. The information in II.5 will be provided to the student and the student will be allowed to respond. Responses may be submitted in writing or provided verbally if the department head chooses to meet with the student and/or the faculty member. After reviewing all information, the department head will notify each party of the decision and appeal options available. If either party chooses to continue the appeal, a notification letter should be sent to the Associate Dean of Academic Affairs of the College of Pharmacy. The Associate Dean will then request information previously submitted and a summary of the matter from the department head. After reviewing all information, the Associate Dean will notify each party of the decision and appeal options available.

**Step 3.** If the issue is not resolved at Step 2 and the basis of the appeal is an unfair evaluation, the student or the faculty member may appeal to the faculty member's college dean for undergraduate and graduate courses by submitting a notification letter. Appeals are not sent to the Director of the Graduate School. The dean will then request all information previously submitted and a summary of the matter from the previous reviewing administrator. The dean will form an ad hoc Faculty Committee for Grade Appeals to review all submitted information and provide advice on a decision. The Committee will consist of three full-time faculty members selected from the college, excluding individuals teaching in the course subject area, and will be chaired by the college's associate dean, a non-voting member of the committee. After discussions are concluded, all submitted information, a summary of the case, and a recommendation will be given to the dean. The dean will review this information, make a final decision on the appeal, and notify each party of the decision. No further appeals will be allowed and the case will be closed.

Note: If the faculty member of the course is one of the administrators involved in the review process, then the appeal information after Step 1 will be given to that administrator's supervisor. Further appeals will proceed from that point. If the faculty member is a dean, appeals will be made to the Vice President for Academic Affairs.

## **VI. Enforcement**

The Vice President for Academic Affairs is responsible for the enforcement of this policy.

## **VII. Policy Management**

The Vice President for Academic Affairs will be the Responsible Executive for the management of this Policy. The Vice President for Academic Affairs or his/her designee will be the Responsible Officer in charge of maintaining and disseminating it. The University Policy Coordinator will post this Policy on the Official University Policy Website.

## **VIII. Exclusions**

N/A

## **IX. Effective Date**

Policy will be in effect with the 2017 Spring Semester (January 9, 2017).



## **X. Adoption**

This policy is hereby adopted on this 22nd day of September, 2016.

## **XI. Appendices, References and Related Materials**

N/A

## **XII. Revision History**

Original adoption date: September 22, 2016.

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### **AUDITING COURSES**

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

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### **BILLING PROCEDURES**

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In order for a student's enrollment to be complete, the student's registration fees must be paid in full. It is the student's responsibility to follow-up on anticipated or pending financial aid to ensure that the student's bill is paid in full.

A. Payments must be received in the "University," by mail in the Controller's Office, or via web payment on or before the published deadline to avoid classes being dropped. To avoid being dropped, students must:

1. Have a zero balance by the fee payment deadline as a result of payment(s)
2. Have a zero balance by the fee payment deadline as a result of financial aid and/or scholarships and/or waivers
3. Have signed up for the online payment plan by the fee payment deadline

It is the student's responsibility to drop their courses if they have decided for any reason not to attend ULM. As of June 8, 2009, ULM will be using a third party (Touch Net PayPath) to process our credit payments for tuition, fees, room and board. A fee will be charged to pay by credit card (MasterCard, Discover and American Express only). If you do not want to pay the fee you may choose the free option, pay by online check.

**Note:** Pay full amount shown. Do not adjust the fee bill. If the balance shown needs adjusting, contact Student Account Services at (318) 342-5116. For questions concerning Financial Aid call (318) 342-5320.

B. Students who do not pay registration fees by the published deadline:

1. Will be dropped from classes.
2. Will be responsible for any balance that results from the loss of their financial aid, scholarships, waivers, etc. during the session or semester.

C. Failure to view the fee statement online does not relieve the student of the responsibility of paying fees by the published deadline. Fee Statements will not be mailed to students. Student must access their Fee Statement/Bill online through the Banner System. An e-mail to remind students of the fee deadline will be sent approximately 2 weeks prior to the fee deadline.

D. Students who pay their fees by check:

1. If a student pays by check to meet the fee payment deadline and the check is not honored by the student's bank, that student will be charged the \$100 late registration fee if their courses are dropped and they decide to re- register.
2. Students who pay by a check that is dishonored will be charged a NSF fee of \$15.00 in addition to any other applicable fees.

Note: By reference, the bulletin of information contained in the schedule of classes applicable to each term supplements updates, and may supersede these billing procedures.

E. Checks not honored by student's bank and subsequently not taken care of by the student may be turned over to a collection agency. All additional collection cost becomes the student's responsibility.

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## CHANGES OF CURRICULA/CATALOG

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After their first registration, students will not be permitted to change curricula except on the advice and consent of the academic dean/associate dean of their new college. A Change of Curriculum Request form must be used, and the proposed change is not official until the required approval has been obtained and the slip has been filed in the Registrar's Office.

When students change their major after the last day for adding courses in a semester or summer session, the change does not become effective until the next period of enrollment. The new catalog year will be the catalog year in effect for the term in which the change becomes effective. The student will be subject to regulations of the new catalog.

If participation in specific programs (e.g., intercollegiate athletics, Veterans Affairs) and/or receipt of financial aid/ scholarships is based on the student's current curriculum, the student's eligibility may be adversely affected. Students in these circumstances should first consult with the appropriate University advisor prior to submitting the curriculum change.

Students who interrupt their college work for one or more calendar years, students who change their curriculum or students who enroll in programs requiring a new application will graduate according to the requirements of the catalog in effect at the time of their re-entry or curriculum change. It should be noted, however, that class prerequisites must be completed as prescribed by the most current catalog, regardless of the catalog or curriculum in effect for any student. Students must change catalogs if they change their major, apply for admission or readmission, or gain admission to a professional program. **EXCEPTIONS:** Students who change to the distance learning mode of delivery for the exact same curriculum.

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## CHEATING AND PLAGIARISM

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### I. Definitions:

A. **Academic cheating includes the accomplishment or attempted accomplishment of the following:**

1. Copying or obtaining information from another student's test paper. \*
2. Using, during a test, materials not authorized by the person giving the test. \*\*
3. Collaborating, conspiring, or cooperating during a test with any other person by giving or receiving

information without authority.

4. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
5. Selling or giving away all or part of an unadministered test or any information concerning specific questions and items on an unadministered test.
6. Requesting, bribing, blackmailing, or in any other way causing any other person to obtain an unadministered test or information about an unadministered test or a test in the process of being administered.
7. Substituting for another student, or permitting any other person to substitute for oneself to take a test.
8. Submitting as one's own, in fulfillment of academic requirements, any theme, report, term paper, essay, other written work, art work, painting, drawing, sculpture, musical composition or other art work prepared totally or in part by another person.
9. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirement any theme, report, term paper, essay, other written work, painting, drawing, sculpture or other art work.
10. Submitting artificially produced data or information in the place of descriptive, experimental, or survey results.
11. Any other devious means of securing an unearned grade in a non-credit course or in a course offered for credit.

\*A student looking on another student's paper is considered cheating.

\*\*The presence on one's person (or in close proximity thereto) of a condensation of test information which could be regarded as a "cheat sheet" will be considered adequate evidence to establish cheating.

**B. Plagiarism is the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered for credit.**

## **II. Academic Procedures and Censures**

### **A. Procedures**

An alleged instance of academic cheating or plagiarism shall be investigated by the instructor. If he/she feels the student is responsible, the instructor shall call the Office of Student Services (Student Conduct) to determine whether there exists any record of previous such incidents\*, or if other violations of student conduct are on record for the student. With this information, the instructor shall report the incident to his/her school director and dean, provide evidence of cheating/ plagiarism, and recommend a sanction within one week following the incident. After considering the nature of the offense, the instructor's dean shall make the final decision on the appropriate sanction and communicate the decision to the instructor and school director. Immediately after receiving notification from his/her dean, the instructor shall file an Incident Reporting Form online (<https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe>) and deliver a copy of this report to the student. This shall be considered a formal notification to the student of the charge, sanction, and right to appeal. The instructor shall give a copy of the documented evidence of cheating/ plagiarism and all relevant communication with student to the instructor's school director and dean. The instructor's dean shall provide the Office of Student Services (Student Conduct) with documentation of the incident. If deemed appropriate, the instructor's dean may also provide this information to the student's academic dean. A penalty of suspension,

dismissal, or other penalties as described under “Censures” (below) may be imposed by the student’s academic dean if the student’s record reveals previous offenses or if the nature of the offense would call for a more severe penalty. In these cases, the student’s dean shall notify the student and the Office of Student Services (Student Conduct) of the additional penalty.

**B. Censures (Penalties)**

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

\*A file of such incidents will be maintained in the Office of Student Services (Student Conduct).

**Incident Reporting Form for Academic Integrity or Professional Program Behavioral Violations is located at:**

[https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout\\_id=4](https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout_id=4)

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

**A. Timelines**

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

**B. Criteria**

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

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

**C. Process**

**1. It is the student’s responsibility to carry the appeal to each succeeding level. Each written appeal shall include:**

- a. Date of letter
- b. Student name and identification number
- c. Course name, number, and section
- d. Name of faculty member
- e. Dates of student/faculty communication
- f. Statement concerning basis for appeal, with any supporting documentation
- g. Student’s legal signature.

**2. Appeals at different levels (general conditions for appeals apply at all levels).**

- a. **Faculty member** - The student must first attempt to resolve the matter with the faculty member.

b. **Director -**

- i. Classes offered in the College of Arts, Education, and Sciences or in the College of Business and Social Sciences

If the matter is not resolved with the faculty member, the student shall send a written appeal to the faculty member's school director. The school director shall provide the faculty member with a copy of the appeal. The faculty member shall provide the school director with a statement concerning the basis for the penalty with any supporting documentation. The school director shall discuss the appeal with the student and faculty member as needed and, after review, notify each of them of the decision.

- ii. Classes offered in the College of Health Sciences

**School of Allied Health-** The student may appeal the decision of the faculty member to the Program Director by sending a written letter of appeal/explanation and pertinent documents. The Program Director will inform the student in writing of the decision. The student may appeal the decision of the Program Director by sending a written letter of appeal/explanation and pertinent documents to the Director of the School of Allied Health. The School Director will review the written documents and may contact the Program Director for additional information. The School Director will inform the student in writing of the decision.

**School of Nursing-** The student may appeal the decision of the faculty member to the School Director by sending a written letter of appeal/explanation and pertinent documents. The School Director will review the written documents and may contact the faculty member for additional information. The School Director will inform the student in writing of the decision.

- iii) Classes offered in the College of Pharmacy

**College of Pharmacy-** The student may appeal the decision of the faculty member to the school director by sending a written letter of appeal/explanation and pertinent documents. The school director will inform the student in writing of the decision. If the student wishes to appeal the decision of the Department Head, a written request for a meeting shall be sent to the Associate Dean of Academic Affairs of the College of Pharmacy. The school director shall provide the Associate Dean with a statement concerning the basis for the penalty with any supporting documentation. The Associate Dean shall meet with the Department Head, faculty member, and student to discuss the appeal and shall notify them of the decision.

c. **Dean -** A student may appeal the decision rendered in Section b by sending a written appeal to the faculty member's dean\*. The last reviewer identified in Section b shall provide the dean with a statement concerning the basis for the penalty with any supporting documentation. The dean shall discuss the appeal with the previous reviewers and the student as needed. After review, the dean shall notify each of them of the decision.

d. **Vice President for Academic Affairs -** If the student wishes to appeal the decision of the dean, a written appeal shall be sent to the Vice President for Academic Affairs. The dean shall provide the Vice President with a statement concerning the basis for the penalty with any supporting documentation. The Vice President shall meet with the previous reviewers and the student as needed. After review, the Vice President shall notify each of them of the decision.

e. **Academic Appeals Committee -** If the student wishes to appeal the decision of the Vice President for Academic Affairs, a written request for a meeting shall be sent to the Academic Appeals Committee through the Vice President for Academic Affairs who shall provide the Academic Appeals Committee with a statement concerning the basis for the penalty with any supporting documentation. The Academic Appeals Committee shall review the appeal and render a final decision and shall notify the previous reviewers and the student of the decision.

\* In the event that the incident occurred in a course not in the student's academic college, but a penalty of suspension or dismissal has been imposed by the student's academic dean (as described under II. B Censures -

above), an appeal concerning the matter or responsibility (or not) would involve the faculty member's dean; an appeal concerning the severity of the penalty would involve the student's dean. In either case, the appeal would be made to the Vice President for Academic Affairs as in "d." above.

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

**SPECIAL NOTE:** *In regard to the role of the dean, school director or supervisor, he/she may appoint a designee, when appropriate, to serve in their capacity on academic or disciplinary hearings.*

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

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##### **Students:**

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

##### **Faculty:**

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

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#### **CLASS ONLINE ATTENDANCE POLICY**

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1. Students are required to log in to each online course by the second day during the week in which the course officially begins, or the day of enrollment during late registration to complete the initial introductory postings required in the course.
2. Logging in to an online course constitutes a start and assumes the intention to complete the course.
3. Students must log in at least one additional day during the first week of the course. Students must log in on two separate days each subsequent week of the course to meet attendance requirements or as specified in the syllabus. Nonattendance may affect financial aid.



4. Students withdrawn due to nonattendance will be permitted to return no sooner than the beginning of the next semester.
5. Students may appeal if they feel an error has been made in their attendance calculation as outlined in the University Regulations Procedure for Appealing a Grade.
6. Students are strongly advised to check email daily, excluding weekends for full term fall and spring courses.

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#### CLASSIFICATION OF STUDENTS

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

The rules governing the classification of students are as follows:

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

\*NOTE: During preregistration, a student's currently enrolled ULM hours are used to determine classifications for registration.

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#### CLASSROOM BEHAVIOR

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The University of Louisiana Monroe supports the principle of freedom of expression for both instructors and students. The University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. Classroom behavior that seriously interferes with either,

the instructor's ability to conduct the class or

the inability of other students to profit from the instructional program will not be tolerated.

An individual engaging in disruptive classroom behavior may be subject to disciplinary action.

When, in the judgment of the instructor, a student's behavior in a class is as seriously disruptive as to compel immediate action, the instructor has the authority to remove the student from the class on an interim basis, pending an informal hearing on the behavior. If, upon the order of the instructor, a student refuses to leave the classroom, the instructor will contact the University Police (342-5350) and request assistance in removing the student from the classroom.

- A student who has been removed from a class on an interim basis is entitled to an informal hearing before the head of the department offering the course within three working days of the removal.
- The department head may either: approve an agreement of expectations between the student and the instructor and reinstate the student to the class, or, extend the removal of the student from the class. A copy of all material including the Incident Report sent to the Office of Student Services (Student Conduct) shall be provided to the instructor's academic department head, the student and to the student's academic dean.
- The student may appeal to the appeals committee the department head's decision.

#### Policy

- A. Students are required to adhere to the behavior standards and to refrain from disrupting classes and/or the education process.
- B. If a student is disruptive, the faculty member and/or the relevant Assistant/Associate Dean's office may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in academic and disciplinary action.
- C. **A faculty member is authorized to ask a student to leave the classroom or other academic site if the faculty member deems it necessary. If the faculty member does this, she/he shall file an online *Incident Report* with the Office of Student Services (Student Conduct) and the Assistant/Associate Dean of the College or Department Chair within 24 hours. The faculty member shall provide the student with a copy of this report.**
- D. A faculty member may also exclude the student from the classroom or other academic area pending resolution of the matter by:
1. informing the student of the exclusion,
  2. informing the student of his/her rights to request an expedited review of the exclusion, and
  3. by immediately referring the matter to the Department Head by submitting the Incident Report.
- E. Nothing in this policy prohibits an immediate call to the ULM Police Department or referral of the matter to another policy office, as determined to be appropriate by the classroom instructor.
- F. Students are allowed to appeal as outlined in the policy manual.
- G. **Cell Phone Policy** - Cell phones should be turned off or set to vibrate only when in academic buildings (including the University Library) and may be used only in restrooms, group study rooms, and offices. Text messaging may be used throughout the Library (with the exception of the classrooms) provided that no audible sound is used to notify the recipients. All people carrying cell phones into a classroom, laboratory, or clinic must turn off and store (e.g., in a backpack, purse, phone holster, or other similar item) their phones prior to entering the room. Cell phones are not allowed on desk or table tops. If there is an extenuating circumstance that requires the cell phone to be on during a class, the student must obtain permission from the instructor prior to the beginning of class and must operate the phone in a silent (vibrate only) mode. Each instructor may further restrict the use of cell phones in class and may determine the consequences for violations of this policy. People who violate this cell phone use policy may be asked to leave the building.

**The Office of Student Services (Student Conduct) is the custodian of student disciplinary (conduct) files on campus. Therefore, all documentation involving classroom behavior, cheating, plagiarism, falsification of documents etc., must be forwarded to this office located in the Student Center, 239.**

### **Possible Sanctions**

The goal is to ensure that both the University and the student's rights are protected and the process focuses on whenever possible, providing solutions that are corrective and educational.

If there is an on-going problem with a student who is disrupting class proceedings or whose behavior is causing concern, the Office of Student Services (Student Conduct) recommends the following steps the instructor may take to address the student's behavior:

1. meet with the student and explain why the behavior is inappropriate;
2. tell the student what type of behavior is expected in the classroom,
3. explain to the student what consequences will take effect if the inappropriate behavior continues;
4. complete the online Incident Report and submit to the Office of Student Services (Student Conduct) with

- actions noted; and
- 5. if the student's behavior does not change, inform the student of his/her options in regard to hearings and appeals.

The faculty member may determine the course-related sanction to be imposed against the student, up to and including failure for the course. A letter must be sent to the student stating the imposed sanction and informing the student of his/her right to appeal. A copy must be sent to the Office of Student Services (Student Conduct).

**Authority of Instructor and Relevant Assistant/Associate Dean's Office**

- A. Written warning with expectations
- B. Exclusion from the instructor's classroom or academic area, pending expedited review by the Department Head
- C. Academic sanction, if course participation is a component of the final grade and is indicated in the course syllabus

**Authority of the Office of Student Services (Student Conduct) for violent, threatening, or harassing behavior)**

- A. Warning
- B. Educational Sanctions, such as educational classes, or community service
- C. Disciplinary Probation
- D. Dismissal, Suspension, Expulsion
- E. Banned from any part or all of campus

**Documentation**

- Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption, and impact of the disruption on those present, may be important in any future proceedings which may be necessary.
- The Office of Student Services (Student Conduct) requires written documentation by submission of the Maxient Incident Reporting form which will contain factual and descriptive information.
- The student is entitled to see this documentation.

**Incident Reporting Form for Academic Violations (Online):**

[https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout\\_id=4](https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout_id=4)

The online Incident Report form shall contain the following information:

- A. Your Name
- B. Position/Title
- C. Phone Number
- D. Your Email Address
- E. Your Physical Address
- F. Nature of this Report (Classroom Disruption, Cheating, Online Incident etc.)
- G. Date/Time/Location of Incident
- H. Involved Parties
- I. Attach a detailed summary of the incident, including a description of the disruptive behavior and note action, if any taken by the instructor (e.g. student warned, asked to leave the class...)
- J. Note witnesses
- K. List Charges/violations as noted in the Standards of Conduct for Students, Section Five such as the following;
  - 1. 5.03:12 Intentional obstructions, disruption or interference of the Education Process etc.
  - 2. 5.03:36 Falsification, forgery, alteration or misuse of University documents, records, identification cards or meal tickets; furnishing false information to the University with the intent to deceive etc.
  - 3. 5.03:45 Giving, taking or acquiring possession of, without permission, any academic (tests, research

- papers, notes, books, periodicals, or etc.) or personal information, passwords, or confidential documentation, financial materials from an office, student worker or employee member of the University. This would include copyright violations and security access to university systems.
4. 5.03:46 Unauthorized access to or misuse of University computers, computer systems, networks, or services. This includes but not limited to social media services such as FaceBook, MySpace, Twitter etc.,.

**Incident Reporting Form for Academic Violations** is located at:

[https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout\\_id=4](https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout_id=4)

\*The student has the right to appeal the Charge(s)/violations of the Code of Student Conduct and /or Sanction(s) that are administered. \*

Student disciplinary records shall be maintained in the Office of Student Services.

### **Steps for Academic Appeals Process**

Discipline related to academic matters is the responsibility of the appropriate Academic Unit which may be the Vice President for Academic Affairs, the appropriate Academic Dean, the appropriate Academic Department Head and/or the appropriate academic faculty member. An appeal must begin within three working days of notification of the decision. Order of Appeal Process:

1. Faculty Member
2. Department Head and/or Academic Head/Dean
3. Academic Appeals Committee
4. Academic Vice President's Appeal Panel (Final)

### **Appeal beyond Academic Appeal Committee**

Appeals may only be filed in the event of:

1. A flaw in the student's right to due process,
2. evident bias in the decision of the hearing board or the individual conducting a disciplinary conference,
3. inconsistent or overly severe sanction imposed,
4. new evidence or insufficient consideration of all aspects of the situation.

For information regarding the appeal procedures, see Academics and Procedures, in the *ULM Student Handbook*.

**SPECIAL NOTE:** In regard to the role of the dean, department head or supervisor, he/she may appoint a designee, when appropriate, to serve in their capacity on Academic or disciplinary hearing.

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### **COMPUTING GRADE POINT AVERAGE**

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

**The graduation average** is the corrected average figured on coursework earned toward the degree. When a student repeats a course, the last grade received shall be accepted as the final grade in determining graduation

requirements. Students receive their diplomas based upon their individual graduation averages. The graduation average is not printed on the official transcript.

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

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## **COPYRIGHTS - CHEATING AND PLAGIARISM**

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### **General Policy Statement**

Copyright is the ownership and control of the intellectual property in original works of authorship, which are subject to copyright law.

It is the policy of the University that all rights in copyright shall remain with the creator unless the work

- (a) is a work-for-hire (and copyright vests in the University under copyright law),
- (b) is supported by a direct allocation of funds through the University for the pursuit of a specific project,
- (c) is commissioned by the University, or
- (d) is otherwise subject to contractual obligations.

### **Books, Articles, and Similar Works, including Unpatentable Software**

In accord with academic tradition, except to the extent set forth in this policy, the University does not claim ownership to pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include those of students created in the course of their education, such as dissertations, papers and articles. The University claims no ownership of popular nonfiction, novels, textbooks, poems, musical compositions, unpatentable software, or other works of artistic imagination, which are not institutional works or the services of University non-faculty employees working within the scope of their employment.

### **Institutional Works**

The University shall retain ownership of works created as institutional works as described in Section IV of this policy. Institutional works include works that are supported by a specific allocation of University funds or that are created at the direction of the University for a specific University purpose. Institutional works also include works whose authorship cannot be attributed to one or a discrete number of authors, but rather result from simultaneous or sequential contributions over time by multiple faculty and students. For example, software tools developed and improved over time by multiple faculty and students where authorship is not appropriately attributed to a single or defined group of authors would constitute an institutional work. The mere fact that multiple individuals have contributed to the creation of a work shall not cause the work to constitute an institutional work. Institutional works shall belong to the University and shall be handled under the same procedures outlined above for patents.

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## **COURSE LOAD**

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Undergraduate students are classified full-time if they schedule 12 or more semester hours for credit (not including audits). However, during a regular semester, a schedule of 15 to 18 semester hours is considered a standard load. Academic deans, at their discretion, may allow the student to schedule more than 18 semester hours. During the summer term, a schedule of six hours per session is considered a normal load; however, students are classified full-time if they schedule (for credit) four or more semester hours. Maximum load is seven semester hours in a summer session; developmental students may schedule eight semester hours if one five-hour developmental course is scheduled along with a three semester hour course. Academic deans, at their discretion, may allow the student to schedule more semester hours.

The credit hour load for student teachers registered for six or more hours of student teaching is limited to fifteen semester hours except as approved by the Dean of the College of Arts, Education, and Sciences. The University does not guarantee that during a given enrollment period a student will be able to schedule every class which he or she might be required or wish to take.

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

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#### CREDIT EXAMINATION AND CREDIT HOUR DEFINITION

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If a student feels he/she has sufficient knowledge in a subject area and can bypass a course, the student should look into the possibility of taking credit examinations that are recognized by ULM. The exams for which ULM has established credit policies are: 1) ULM Credit Examination, administered by Academic Departments, 2) CLEP Subject Examinations, 3) ACT, 4) SAT, 5) Advanced Placement, and 6) DSST.

Visit [www.ulm.edu/testing](http://www.ulm.edu/testing) for more information

#### Federal Definition of the Credit Hour

For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates -

- 1) Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
- 2) At least an equivalent amount of work as required (outlined in item number one (1) above) for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award credit hours.

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#### DEGREES WITH HONORS

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Students receiving Baccalaureate and Doctor of Pharmacy degrees will be awarded Latin honors in accordance with the following guidelines:

- *Cum Laude* – awarded to students whose cumulative grade point average is within the range of 3.500 through 3.749
- *Magna Cum Laude* - awarded to students whose cumulative grade point average is within the range of 3.750 through 3.899
- *Summa Cum Laude* – awarded to students whose cumulative grade point average is within the range of 3.900 through 4.000

The distinctive *Top Graduate* status at graduation is bestowed upon the Baccalaureate and/or Doctor of Pharmacy degree graduate(s) with the highest cumulative grade point average. Students receiving their first associate degree from ULM will be awarded University honors in accordance with the following guidelines:

- *Honors* - awarded to students whose cumulative grade point average is within the range of 3.500 through 3.799
- *High Honors* – awarded to students whose cumulative grade point average is within the range of 3.800 through 4.000



The cumulative average is the uncorrected average figured on all courses attempted, which includes ULM, transfer, and repeated courses. A letter grade equivalent must be determined for credit (CR) grades awarded to a student for international transfer coursework in order for the student to receive honors at graduation. A student who has declared Academic Renewal is not eligible for honors recognition at graduation.

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#### **DEVELOPMENTAL COURSE REQUIREMENTS**

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The following students must complete their developmental requirement at another institution of higher education:

- 1) Students with an ACT score below a 18 in Math or 16 in English.
- 2) Students who started at ULM before Fall 2015 and who have not yet completed the developmental requirement, and newly admitted transfer students who have not yet completed the developmental requirement.
- 3) Students who do not successfully complete their Math 1000 or English 1000 requirements within one academic year and with no more than two attempts.

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#### **GRADUATION CEREMONY**

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Commencement exercises are held at the end of Fall and Spring terms. Degree candidates are expected to indicate whether they intend to participate (“walk”) in the ceremony on their Application to Graduate.

Although commencement exercises will not be held during the summer, degrees will be awarded at the end of the summer term. Diplomas will be mailed soon afterward and should be received within four to six weeks.

All summer graduates are invited to return to campus to participate in the fall commencement ceremony immediately following the summer in which the degree was conferred. Summer candidates should indicate whether they intend to participate in the fall ceremony on their Application to Graduate.

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#### **HONORS PROGRAM**

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The Honors Program at the University of Louisiana Monroe offers a unique learning opportunity for students with exceptional academic abilities who are seeking an alternative during their undergraduate education. Honors students are offered an individualized atmosphere for learning that is both stimulating and personal. Special features of the program include non-traditional classes, special sections of traditional classes, small class sizes, and increased opportunities for interaction with faculty members and other students of similar abilities. The Honors Program is administered by the University Honors Council. Students in all colleges may make application to be accepted into the Program. For more detailed information, refer to the university undergraduate catalog.

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#### **INCOMPLETE OR “I” GRADE**

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Work which is of satisfactory quality but which, because of circumstances beyond the student’s control, is not complete, may be marked “I” (incomplete). The deficiency must be met within the first month of the next regular semester or within the first two weeks of either summer session of attendance (whichever comes first). “I” grades are removed only by completion of the course work, not by repeating the course. “I” grades are computed as “F” grades, unless changed to a final passing grade. If the student does not resume studies either at this university or elsewhere within a calendar year following the semester or summer session for which the “I” grade was recorded,

the “I” grade cannot be removed. Instructors should not allow students to complete work for a course in an attempt to remove an “I” grade without prior approval of the instructor’s academic dean.

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#### **MAKEUP EXAMINATIONS**

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To derive optimal educational benefits from their collegiate experience, a student must attend classes regularly and take examinations on schedule dates. In the event that a student must miss examinations for valid and verifiable reasons, the student shall be given some fair and appropriate means of making up the examinations.

The particular means and times for making up these examinations are left to the discretion of the instructor and shall be announced at the beginning of each enrollment period.

A student is responsible for all academic work missed during absences, whatever the reasons. The student shall keep instructors informed about anticipated absences, especially when examinations are scheduled on these dates, and the student shall make prior arrangements with instructors regarding assignments and examinations in conformity with the instructors’ announced policies. In the event of emergency absences, the student shall initiate such arrangements immediately. A student who misses final examinations for emergency reasons shall notify instructors or the academic dean immediately.

**In each instance the instructor shall determine what constitutes “valid and verifiable reasons” and “emergency absences.”**

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#### **MATH/ENGLISH COREQUISITE REQUIREMENTS**

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Math 1000 and ENGL 1000 were developed as co-requisite courses for MATH 1009 and ENGL 1001 respectively. Newly admitted First Time Freshmen whose Math ACT score is 18 must take the MATH 1000/MATH 1009 pair in their first semester of attendance at ULM. Newly admitted First Time Freshmen whose English ACT score is 16 - 17 must take the ENGL 1000/ENGL 1001 pair in their first semester of attendance at ULM. Students required to take MATH 1000/1009 or ENGL 1000/1001 must successfully complete the course pair within one academic year and with no more than two attempts. Students who do not successfully complete MATH 1000/1009 or ENGL 1000/1001 in two attempts must complete the developmental requirement at another institution of higher education.

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#### **NAME CHANGE**

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A student who wishes to change a name for any reason (e.g., divorce, marriage, adoption, legal name change) must present an original Social Security card bearing the desired name, in addition to completing a “Name Change” form, to the Registrar’s Office; presenting a copy of the card is not acceptable. No other document or form of identification will be accepted in lieu of the Social Security card. The name on the ULM record, will reflect the name exactly as it appears on the Social Security card.

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#### **PRESIDENT’S AND DEAN’S LIST**

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

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#### **PRIVILEGE TO CONTINUE ENROLLMENT IN TERMINATED PROGRAMS**

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Periodically, programs/curricula are terminated either by Board mandate or University request. In those cases, students are allowed to continue in the programs ONLY IF they maintain continuous enrollment in the program (fall and spring; summer term excluded) AND make progress toward the degree program by earning credit toward the degree. Therefore, any failure to register and earn credit toward the degree in a regular semester will result in a mandatory change of curriculum to an active program.

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#### **REPEATING A COURSE**

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When a student repeats a course, the last grade earned will be accepted for graduation. For example, the repeated “D” becomes “B” (or whatever grade earned most recently); the “B” is now used for graduation purposes. Both “D” and “B” grades are used in the cumulative average and for honors and admission to professional schools.

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#### **REQUESTING A TRANSCRIPT**

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Official transcript requests must be made by visiting the Registrar’s web site (<https://www.ulm.edu/registrar>). The transcript will be furnished as requested, provided the student has paid all debts owed either to the University or federal or state loan agencies. A provisionally admitted ULM student must clear admission requirements before an official transcript can be released. An official transcript is defined as one mailed or sent electronically directly from one institution to another; it bears the institution’s seal, the Registrar’s signature, and the issuance date. Unofficial transcripts are immediately available to students *without* a written request on Banner ([banner.ulm.edu](http://banner.ulm.edu)), the university online student services system.

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#### **REQUIREMENTS FOR DEGREES**

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Candidates for the associate and bachelor’s degrees must accomplish the following:

1. Apply for graduation in Self-Service Banner ([banner.ulm.edu](http://banner.ulm.edu)). Deadlines to apply for graduation are published in the official academic calendar and the ULM class schedule calendar. Students should review the class schedule calendar for their expected term of graduation for specific deadline. If all course work has been completed, students must register in absentia.
2. Complete all of the coursework in one of the curricula as outlined in the issue of the University of Louisiana Monroe Undergraduate Catalog for the student’s catalog year. Students are responsible for knowing degree requirements. Students are normally guided by the Catalog in effect at the time of their first enrollment at this University. However, where feasible and academically sound, students may elect any issue of the ULM catalog in force during their residence at this or any other accredited collegiate institution of higher learning, provided this residence is continuous in the same major. Students who interrupt their college work for two or more calendar years, students who change their curriculum, or students who enroll in programs requiring a new application will graduate according to the requirements of the catalog in effect at the time of their re-entry or curriculum change, unless they have departmental/dean approval to choose an updated curriculum for graduation requirements (see Curricula/Catalog Changes). Students must receive academic dean’s approval for course substitutions used to satisfy degree requirements.
3. Complete at least 25% of the semester credit hours required for the degree through instruction offered by the University of Louisiana Monroe. One-third of the major credit hour courses and one third of the minor credit hour courses must be included in the 25%-degree requirement.
4. Have an overall average of “C” (2.0) in all work to be credited toward the degree for which they are applying, including a “C” average in the major field and a “C” average in the minor field (if any) and a minimum

grade of “C” in English 101, 102, and the first non-developmental mathematics course required in the major field.

5. Refer to individual college and/or program sections regarding additional course, grade and grade point average, and residence requirements specific to the degree to be earned. Refer to the current Graduate Catalog for graduate degree information and requirements.
6. Be enrolled in the curriculum in which the degree is to be conferred. A student’s diploma reflects the degree designation as specified by the Board of Regents.

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#### T R A N S F E R   C R E D I T S

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Available in electronic form in the University Policy Database: <https://webservices.ulm.edu/policies/index.php>. All applicants are encouraged to apply. The University of Louisiana Monroe may admit, by exception, students not meeting all requirements. In such cases, the admission decision will be affected by the student’s potential for degree completion and the need to diversify the university’s student population. Some factors to be considered may include age, experience, region or country of origin, and other special talents.

1. Students wishing to transfer credits from another institution to the University of Louisiana Monroe (ULM) must file a request that an official transcript from that institution be sent directly to ULM’s Office of Admissions.
2. The extent to which credit earned in other colleges and universities is accepted toward fulfilling degree requirements at ULM is determined by the dean of the student’s college. Only work that applies toward the curriculum the student selects at ULM and that demonstrates satisfactory final grades will be applied to the student’s degree plan.
3. No credit will be granted or recognized for work done by a student while under suspension from any educational institution unless the student meets ULM admissions and appeal requirements for that enrollment period.
4. The Statewide Student Transfer Guide and Articulation System Matrices (Board of Regents’ E-matrix) indicate transfer equivalences of courses among Louisiana’s public colleges and universities and may be accessed through the Board of Regents’ Web page at [www.regents.state.la.us](http://www.regents.state.la.us). The matrices are not all-inclusive; there are additional courses that articulate between campuses. Students are advised to contact their dean’s office, the student’s advisor, or the Office of Admissions if they are unclear as to whether academic credit from an institution is transferable.
5. Freshmen English courses taken from colleges and universities where English is not the native language will not transfer to satisfy ULM’s requirements of English 1001-1002. A student with such credit must take ULM’s English 1001-1002 or pass the appropriate CLEP tests for credit in freshmen English. This policy will apply to all international, resident alien, and U.S., and naturalized citizen students.
6. After students enrolled at ULM have earned 60 semester hours of non-developmental credits, they may not transfer credits earned in a two-year college to fulfill degree requirements, unless authorized to do so by their academic dean. Earned hours/credits refer to those associated with a course in which the student’s final grade is A, B, C, D, or CR.
7. If the college does not approve a transfer course for general education credit, the student may petition the Office of Academic Affairs for a decision.

8. All hours pursued by a student are used in determining the cumulative grade point average of that student, and all course work is posted to that student's ULM transcript.  
\* Transfer Credit Practices of Designated Educational Institutions, by the American Association of Registrars and Admissions Officers, is used as a basis for determining the accreditation status of other institutions. The policies and publications used to determine the acceptance of credit earned. Through nontraditional means and the acceptance or non-acceptance of credits granted by another institution through nontraditional means (e.g., military credit, credit by examinations, or other methods) are on file in the Registrar's Office.

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## II. GENERAL UNIVERSITY INFORMATION

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### ATHLETIC TICKET POLICY FOR STUDENTS

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ULM students enrolled in four or more hours are admitted free to all regularly scheduled intercollegiate events with a ULM photo I.D. When attending an event your student I.D. will be scanned for validation of your student status.

The athletic ticket office, located at Malone Stadium, is open from 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30-11:30 a.m. Friday. The ticket office sells tickets for all ULM athletic events. You may also call the ticket office with any questions at 342-3ULM.

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### AXIS TV SYSTEM

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

#### **AXIS TV**

AxisTV is a closed-circuit, on-campus communication system which uses flat-screen plasma monitors to broadcast important information to ULM students, faculty, and staff. Displays are located at various points around campus. The Office of Marketing & Communications manages the system, reviews all messages for content and posts content to AxisTV.

#### **Appropriate Types of Messages:**

- Messages that directly involve ULM students, faculty, and staff
- Messages that highlight activities occurring on campus
- Student led activities such as fraternity and sorority functions, SGA, CAB, etc.
- Sports and special events such as theatre performances, plays, concerts, etc.
- Critical deadlines for academic calendar
- Important dates for university openings and closings
- Congratulations to university departments, organizations, and/or individuals for awards and honors
- Important weather and national news updates when necessary

#### **Inappropriate Types of Messages:**

- Listings of individual classes or majors
- Non-ULM activities
- Personal messages
- Items for sale

#### **Helpful Hints about Composing Messages:**

- Use of pictures is encouraged. When using photos, be sure the photos are high-resolution 4" x 3" (1024 x 768) bit maps. A perfect template to use is a PowerPoint slide, as the PowerPoint slide is dimensionally



consistent with the AxisTV screen. If in doubt, call the Office of Marketing & Communications at (318) 342-5440.

- Be brief and to the point as your message has a better chance of being read if the content of the message is quickly and efficiently displayed.
- Please keep in mind the space for creating messages on the AxisTV system is limited and your message can, at times, be competing with up to 30 other messages. With a cycle time of 10 seconds per slide, your message would display once every 5 minutes.

If you need more information or have other questions about AxisTV, please contact the Office of Marketing & Communications at (318) 342-5440.

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#### **C H E C K   C A S H I N G   P R O C E D U R E**

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

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#### **C O M P U T E R   A C C E S S   A N D   U S E**

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ULM has a number of Open-Access and Residence Hall Computer Labs available for student use. The Computer Lab on the second floor of Caldwell Hall has adaptations for persons with physical disabilities. Further information may be obtained by calling the lab at 5585.

Enrolled students are assigned an account on the ULM campus-wide network that will provide general access for E-mail, Internet, etc. Issues with accounts may be addressed by the Computing Center Help Desk by dialing 342-3333, or by the Customer Service Desk, located in the Library.

Any violation of policy (issued with the account or posted in the lab), abuse of University computing equipment, or any breach of security regarding University computers can result in the loss of privilege to use University computing resources. Destruction of property or unauthorized attempts (successful or unsuccessful) into secured systems, on or off campus, may result in more serious disciplinary actions. For additional information, FAQ's, and policies visit [www.ulm.edu/computingcenter](http://www.ulm.edu/computingcenter).

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#### **C O N F I D E N T I A L I T Y   O F   S T U D E N T   R E C O R D S**

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Pursuant to the requirements of the 1974 Family Educational Rights and Privacy Act (FERPA)—Public Law 93-380, certain types of information, designated by law as “directory information,” may be released without the student’s permission. A list of the types of directory information which can be released (e.g., name, address, phone number) are listed in this publication and may be obtained in the Registrar’s Office. Students who wish directory information to be withheld should complete a “Withholding Information” form in the Registrar’s Office and on the Registrar’s Office webpage.

Requests to prevent either the releasing or publishing of directory information will be in effect indefinitely until written notification is received in the Registrar’s Office. Students have the right to file complaints with the F E R P A Office in Washington, DC, concerning alleged failures by the University to comply with the Act. Student medical records are covered by FERPA privacy mandates.

Students who wish to allow their parents access to their records (academic, financial, billing, or any information related to their enrollment at ULM) may complete a “Privacy Waiver for Parental Access to Records” form in the Registrar’s Office. If the student chooses at a later date to rescind parental access to records, he/she must complete a “Rescindment

of FERPA Parental Privacy Waiver” document in the Registrar’s Office. Either form requires that the student present a picture ID and sign the form in the presence of an authorized ULM official.

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#### DEBT INFORMATION

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Students indebted to the University will not be allowed to re-enter, or receive a transcript of scholastic work. A student may be dropped from University enrollment for non-payment of fees and/or other debts when due or when a check offered by the student in satisfaction of an obligation to the University is not honored by the bank on which it is drawn.

Service and delinquent payment charges will be levied as follows:

Returned Check Service Charge (per check): \$15.00

Short-term Loan Service Charge: Processing Fee:

\$20.00

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

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

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#### ULM SAFE

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“ULM Safe” is the new app-based emergency notification system that provides instant notification capabilities during a crisis on campus.

As a member of the ULM community, you are registered with “ULM Safe” through your ULM-issued email account. To best utilize this alert system, we need you to insure “ULM Safe” has your appropriate contact information.

To update your information, you can download the “ULM Safe” app from either the Google Play or Apple stores. No login is required, but for full functionality, you will be prompted to allow location and a few other standard settings on your local device.

If your contact information changes, simply return to the “ULM Safe” app to update your information.

**ULM Employees, Students, and Visitors** will be able to update their contact information through the “ULM Safe” mobile app. When setting your profile in the app, please select your respective ULM engagement group which will help target the types of notices you may receive.

**FAQ (frequently asked questions)** <https://www.ulm.edu/ens/faq.html>

If your contact information changes, please visit [www.ulm.edu/ens](http://www.ulm.edu/ens) and follow the instructions to update your information. Your information will only be used for contacting you in the event of an emergency and will not be shared.

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#### FOOD AND DRINK POLICY

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

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## IDENTIFICATION CARDS

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Student identification (I.D.) cards are issued to all students. ID cards are the property of the University of Louisiana Monroe and are provided for appropriate use for identification, transactions and access to services. ID cards shall be surrendered upon request to ULM Police or other university personnel. A student I.D. card is required for admission to all University events. Full and part-time students' I.D. cards are required for admission to athletic events. Both full-time and part-time student I.D. cards will be required for checking out library material and transactions at the La Capitol Federal Credit Union. The ID card is reactivated each semester you are registered for classes. Replacement cost for I.D. cards are \$ 15. Students resigning or graduating from the University should keep their I.D.s for future use. The card is not transferable and is valid as long as the holder continues his/her specific affiliation with the University of Louisiana Monroe. Any misuse, alteration or fabrication of the card will subject the bearer to disciplinary action by the University. All current and former students in good standing five years since their last card was issued will be provided a new card at no charge. Cards issued to employees and individuals affiliated with the University of Louisiana Monroe must be surrendered to the appropriate department upon separation. Cards issued to persons participating in special programs, (e.g., camps, workshops, etc.) sponsored by the University must be returned to the sponsoring department upon completion of the program. Retirees turn their cards in and are reissued a retiree card after concluding their service to the University.

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

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## INSURANCE FOR STUDENTS

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### **Health Insurance for F-1 International Students**

Health Insurance for F-1 International Students enrolled at the University of Louisiana Monroe is optional. The Office of International Student Services may recommend third-party insurance when a group insurance is not offered by the university. Registered students may visit the ULM Health Clinic for basic family practice services. The ULM Health Clinic waives the doctor's visit fee, however, students will be responsible for any other additional charge such as immunizations, laboratory services, flu clinics, prescription medicine, etc.

### **Health Insurance for J-1 Exchange Visiting Students**

Health insurance for J-1 Exchange Visiting Students enrolled at the University of Louisiana Monroe is required. All J-1 Exchange Visiting Students enrolled at the university are required by the United States Department of State (22CFR 62.14) to maintain the following minimum insurance coverage: \$ 100,000 for each illness/injury and deductible not to exceed \$ 500 per accident or illness; \$ 50,000 for medical evacuation from the United States back to your home; and \$ 25,000 for repatriation of remains to the home country.

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Through the Affordable Care Act, Domestic students may apply for health insurance coverage. For more information on plans and pricing go to <https://www.healthcare.gov/>.

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The Office of International Student Services is located in Sandel Hall, Room 200, Monroe, LA 71209. For more information, you may visit, call 318.342.5225 or email [international@ulm.edu](mailto:international@ulm.edu).

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### **Residential Life Personal Property Insurance**

Residential Life Personal Property Insurance. A voluntary plan of insurance for personal property is available to all students in the residence halls. Information on this program is available in the Residential Life Administration and Facilities Office at University Commons II. The University recommends that students determine if they are covered on their parent's homeowner's insurance, and if not, obtain their own personal property insurance. The University of Louisiana Monroe is not responsible for loss in the Residence Halls due to theft, fire, water, heat, or other causes. The University is not responsible for personal property that is lost, stolen or damaged in or on residence hall properties.

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### **KXUL POLICY STATEMENT**

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

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

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

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

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

Participation in the KXUL staff is open to all students, faculty, and staff of the University, regardless of sex, race, color, sexual orientation, religion, national origin, age, or handicap. Community volunteers may also participate in the activities of KXUL, regardless of sex, race, color, sexual orientation, religion, national origin, age, or handicap, as long as such involvement does not preclude the participation of qualified University students, faculty, and staff, as determined by the station's Faculty Supervisor. Individuals seeking to participate in the KXUL staff must complete a volunteer application to be submitted to the KXUL Student Manager delegated such responsibility by the KXUL Faculty Supervisor.

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

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**LIBRARY**

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ULM Library hours vary according to the University schedule. Operating hours are posted on the Library Web Page and entrance doors.

<b>Fall &amp; Spring Semester Hours</b>	<b>Monday - Thursday 7:30 am – 2:00 am</b> <b>Friday - 7:30 am – 4:30 pm</b> <b>Saturday - 10:00 am – 4:00 pm</b> <b>Sunday - 12:00 pm – 2:00 am</b>
<b>Summer Sessions</b>	<b>Monday - Thursday 7:00 am – 10:00 pm</b> <b>Friday - 7:00 am – 4:30 pm</b> <b>Saturday - CLOSED</b> <b>Sunday - 6:00 pm – 10:00 pm</b>

The building will be locked at closing time. All library transactions must be completed at least 15 minutes before closing time.

### Library Web Site

You can access library resources and services from the University of Louisiana Monroe Library Web Page. The Web site address is [www.ulm.edu/library](http://www.ulm.edu/library). Currently enrolled ULM students, faculty and staff can also access the Web Page from off-campus locations.

A **User ID** and **Personal Identification Number (PIN)** are required for off-campus access. The User ID for ULM users is your Campus Wide ID (CWID). The PIN is your birth month and birth year in mm/yy format. You cannot change your PIN. Things to Know about the Library

We are here to help you. Librarians in the Reference Department are happy to assist you at the Library. Help is also available any time, any place from the Library Web Page. You may submit a question via *Ask A Librarian*; consult the *Frequently Asked Questions (FAQs)*; telephone us (318.342.1071); use the *Subject Guides* written by our own Librarians; view Tutorials and Presentations on the ULM Library and special topics, and more.

- Your Student ID is your library card.

### Loan Periods and Policies

	STUDENT	FAC/STAFF	RETIRED FACULTY	COURTESY LA LINC
<b>LOAN PERIOD</b>	28 days	1 year	28 days	28 days

<b>HOLDS</b>	Yes	Yes	Yes	Yes
<b>FINES</b>	.10/day \$50 max/item Recalls =.20/day 1,3,7 days reserves = \$ 5/day 2 hour library use only = \$ 1 /hour or portion of an hour Study Room Keys = \$ 5/hour or portion of an hour	No fines	.10/day \$50 max/item recalls =.20/day	.10/day \$50 max/item Recalls =.20/ day
<b>RENEWALS</b>	5/item max	5/item max	5/item max	5/item max
<b>OVER-DUE</b>	1 overdue blocks borrowing	5 overdues block borrowing	1 overdue blocks borrowing	1 overdue blocks borrowing
<b>LOST ITEMS</b>	Charged replacement cost + total fine + processing fee	Charged replacement cost + processing fee	Charged replace- ment cost + total fine+ processing fee	Charged replacement cost + total fine + processing fee
<b>MAXIMUM NUMBER OF ITEMS BORROWED</b>	20	100	20	20
<b>RESERVE PRIVILEGES</b>	Yes	Yes	No	No

### Library Building Use Policy

- \* Food and drink are allowed in all areas of the library with the exceptions of Special Collections, labs and stacks areas.
- \* Drinks are to be in a closed container.
- \* Food brought into the library should not be aromatic.
- \* Refer to each class syllabus for additional information on food and drink within the classrooms.
- \* Tobacco is not allowed.
- \* Cell phones are to be on silence or vibrate.
- \* Talking on cell phones or other audio/video equipment is allowed in the elevator lobbies only.
- \* Unattended children are not allowed in the library.

\* The fifth floor is the QUIET STUDY AREA.

## Services and Areas

**Circulation Services.** Print books are checked out at the Circulation/Reserve Counter when you present your current ULM student ID.

**Copying and Printing.** Photocopiers (black-white only) are available at the rear of the first floor and in Media Services on the 2nd floor. Copies are .10 per page. Printing is available in the Computer Lab at no charge (with limits) for ULM students.

**Course Reserves.** Instructors may place books used for assigned class reading on reserve at the Circulation/Reserve Counter.

**Distance Learning.** Library resources are available via the ULM Library Web Page anytime, anywhere to currently enrolled ULM students, faculty and staff. A **User ID** and **Personal Identification Number (PIN)** are required for off-campus access. The User ID for ULM users is your Campus Wide ID (CWID). The PIN is your birth month and birth year in mm/yy format. You cannot change your PIN.

**Group Study Rooms.** Group Study Rooms may be reserved at the Circulation Counter for two to ten persons. A current ULM ID is required to get a room key.

**Hold Service.** If a book you need is checked out, you may place a hold on that item from the ULM Library Catalog search screen. If a book is not on the shelf and is not checked out, you may complete a search slip at the Circulation/Reserve Counter. You will be notified when the book is available.

**Interlibrary Loan.** Interlibrary Loan attempts to borrow materials you need from other libraries that have them. To use the service, you must create an account and submit a request.

**Telephones.** A courtesy telephone (campus or local calls) is available at the entrance to the elevator lobby on first floor only. Incoming calls are blocked.

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## MEAL PLAN CONTRACTS

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

Unless a specific meal plan is indicated, all residents will automatically be enrolled in the *All Access Silver* Plan. All meal plan changes must be made before the fifth (5th) class day. Village Apartment residents will automatically be enrolled in the Village Apt. Plan unless a standard meal plan is chosen. Students who move off campus after the fifth class day will be required to keep the meal plan. Exception to the fifth (5th) class day rule is, if the Residential Life Office is moving a resident from a regular residence hall to an apartment or from an apartment to a regular residence hall during the second week of classes, resident may be eligible to make a new meal plan selection. Residential Life will notify the WIDS Office of the dorm changes and student will have until the 14th day to go to the WIDS Office to fill out a new meal card. Student must meet specified requirements for meal plan selection. If a resident is reassigned during this second week of classes to a regular dorm and had the Village Plan, resident will be assigned the default *All Access Silver* Plan unless a new meal card is filled out by the 14th class day.

Students who are suspended or dismissed from the university will not be eligible for a refund. Students who officially resign from the University may be eligible for a partial refund on the pro-rata share of unused meals.

Apartment residents with twenty-four (24) or more earned hours may choose the Village Plan (5). Apartment residents are not eligible for the Commuter Plan. Apartment residents enrolled in summer courses *must* contact the WIDS Office to select the Summer Apartment Flex Plan. Apartment residents with 12-month leases and taking on-line classes are required to have the summer meal plan.

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

Students living on-campus during rotations or participating in internships are required to pay for meals on a pro-rata basis according to days in residence. Students with 12-month apartment contracts serving on out-of-town rotations, internships, partnerships, fellowships, etc. must apply for a meal plan exemption prior to the first day of class for the term for which the student is seeking an exemption. Student must have proof from the dean or professor of the rotation.

Fraternity/Organization house residents will be required to purchase, at a minimum, the “Village Apartment” meal plan.

Students with less than 30 hours, living on- or off-campus, are eligible for the *All Access Silver*, *All Access Platinum* or *Access Gold*.

There are three (3) Commuter Plans offered to students living off-campus, however, any student living off-campus may choose from any meal plan of their choice, if eligible.

At the twenty-first (21st) class day, those students with an unpaid balance on their Banner Account will have their meal plans automatically turned off until balance is paid.

All meal plans include “Flex Dollars” that are the equivalent of cash and may be redeemed at any Aramark facility including Starbucks Coffee Shop, Library Pod, and Papa John’s Pizza on Louisville Ave. For deliveries, the student will be required to show their student id, print first and last name, and then sign receipt.

Flex-Dollar balances only roll over from Fall to Spring semester, and *do not* roll over between any other semesters.

In order for Fall flex dollars to roll over to the spring semester, a student must be enrolled in a Spring meal plan and be registered for Spring classes by the end of the Fall semester. Additional Flex Dollars may be purchased at any time throughout the semester. Please contact the Aramark Office (ph.: 342-1979) for details.

All standard (block) meals are eaten at Schulze Cafeteria.

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

You may visit the following ARAMARK Website for meal plan information and contract terms: <http://www.campusdish.com/en-US/CSSW/UnivLAMonroe/> or contact the WIDS Office at (318) 342-5002 or by e-mail at [icard@ulm.edu](mailto:icard@ulm.edu) for any additional meal plan information.

Meal plan prices may be adjusted annually based upon the increase in the CPI index or no more than five-percent (5%) per year unless any existing or newly enacted Federal or State laws impose increased costs above the stated maximum percentage.

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## REFUNDS

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

Student’s refunds are either directly deposited or mailed. They are not to be picked up. Direct deposit requires a student to complete an authorization form. If a check is issued, they will be mailed to the permanent address on



file in the Registrar's Office. It is the student's responsibility to provide the Registrar's office with the correct and appropriate address.

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

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

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

Refunds will be given through the fourteenth (14th) class day (for Fall and Spring terms), **based on the Current Refund Schedule found on the Controller/Student Accounts Services website.** This does not include meal plans. After the fifth (5th) class day there are no changes on meal plans. 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.

If a student withdraws from the University within the first 14 days of class, their housing will be pro-rated for the days they had possession of the room. Meals will be pro-rated accordingly as long as the student has not spent more than the pro-rated fee. If student has spent greater than the pro-rated fee they will be charged for the amount used. After the fourteenth (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. The 5th class day is the last day to change meal plans, therefore, students who move off campus after the 5th class day will be required to keep their meal plans. Students who fail to meet the prepayment deadlines for registration are subject to forfeit his/her room assignment preference and may have to reapply for on-campus housing, including the non-refundable application fee. (Note: Meal charges are not assessed by Residential Life.)

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## **SAFETY AND SECURITY PROCEDURES**

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### **Notice of Availability of Annual Security Report**

A copy of the University of Louisiana Monroe's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by the University of Louisiana Monroe; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

You can obtain a copy of this report by contacting the University Police Department or by accessing the following web site at [www.ulm.edu/police/crime-statistics](http://www.ulm.edu/police/crime-statistics).

- The University Police
- Crime Statistics
- Yearly Arrest

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## **SKATEBOARDS, SKATES, ROLLER-BLADES, ETC.**

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

1. Skateboards/skates/roller-blades/etc., cannot be ridden on the streets on campus at any time.

2. Skateboards/skates/roller-blades/etc., cannot be ridden on the sidewalks in the academic building area at any time.
3. Skateboards/skates/roller-blades/etc., cannot be ridden on residence hall balcony walkways, residence hall hallways, or residence hall rooms.
4. Skateboards/skates/roller-blades/etc., may be used, traffic permitting, in the parking lots at Brown Stadium, Malone Stadium, and Ewing Coliseum.
5. Skateboards/skates/roller-blades/etc., that are used on campus are used at the risk of the operator. The above rules are established for the safety of both skateboard/skate/roller-blade users and pedestrians on the University campus.
6. Skateboards/skates/roller-blades/etc., may not be used on the ULM Tennis Courts (Heard Stadium) inside the Fant-Ewing Coliseum, or the ULM Parking Garage.
7. Electronic skateboard devices will not be permitted for use, charging, possession or storage on the University grounds or inside buildings, including residence halls, suites and apartments. Electronic skateboards, Hoverboards, Segways, IO Hawks, Skywalkers, and similar devices etc., is prohibited on campus.

**Note:** The ban on electronic skateboard devices has been put into place until safety standards can be developed and implemented. Devices identified in the residence halls or other facilities will be removed and the user/owner will be referred to the Office of Student Services (Student Conduct) for a violation of university policy.

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#### **SOLICITATION ON CAMPUS INCLUDING RESIDENCE HALLS/APARTMENTS**

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- A. Student organizations and/or individual students who wish to engage in any type of selling activity on the campus must, before initiating such selling, obtain permission from the Department of Student Life.
- B. Sales solicitation of a commercial nature, whether by non-students or students, is not permitted on the campus.
- C. Credit Card solicitation is not permitted on campus.

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#### **SOLICITATIONS OFF CAMPUS BY UNIVERSITY STUDENTS**

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University organizations may not solicit contributions or advertising off the campus except on authority of the office of the Department of Student Life.

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#### **SPEAKERS AND ENTERTAINERS**

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The University is a forum for ideas and their exchange. Such exchange can only occur on a scholarly plane if order is maintained and standards of decorum and good behavior are recognized by all. The University recognizes that some speakers or entertainers will have audiences of a single class or seminar, and that other speakers or entertainers will be addressing themselves to a wider spectrum of the University community. It is the responsibility of the University to provide the climate and conditions for teaching, research, extension, and other services and the following policies are designed to serve these objectives:

- A. The arrangements for a speaker or entertainer, the conduct of the speaker or entertainer on campus, and the good order of the meeting are the concern of both the inviting group and the University. The privilege to invite speakers or entertainers carries with it important responsibilities to insure that the proper objectives of the University are not compromised. Only those student organizations recognized by the University may invite and sponsor speakers or entertainers.
- B. The University reserves the right to cancel any speaking or entertainment event it deems likely to cause

an interruption in the University's orderly activities.

C. The President or his duly authorized representative may order a speaking or entertainment event to be terminated on grounds that it constitutes a disruptive activity. Any member of the faculty or staff or any student who resists such an order shall be subject to disciplinary action.

D. The person or organization inviting a speaker or entertainer to the campus will be pecuniary responsible for any and all damages caused by acts of malfeasance or malfeasance on the part of the speaker or entertainer, or those acting in concert with him. The person or organization inviting a speaker or entertainer to the campus shall hold the University harmless from any and all losses and damages caused by acts of malfeasance on the part of the speaker or entertainer, or those acting in concert with him.

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#### **SPEAKERS (POLITICAL)**

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Private fundraisers or political rallies/fundraisers are not allowed on campus. Individuals or office seeking candidates may be invited by a student organization to speak or participate in a political forum.

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#### **SPECIAL NEED SERVICES**

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(See, Counseling Center/Accommodations for Special Needs)

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#### **STANDARDS OF DRESS**

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**It is responsibility of each student to dress in an appropriate and acceptable manner at all times. This would include shirts, shoes, pants/shorts/dress. Students' apparel should be neat, clean, and in good taste. Flagrant violation of this requirement should be reported to the appropriate University Administrator.**

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#### **STUDENT PUBLICATIONS POLICY**

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##### **Preamble**

The University of Louisiana Monroe considers the student media valuable aids in its efforts to provide students with a broad range of learning experiences to develop independent thought and study, critical examination of information, and deliberate decision making by its students.

At this writing, there are 3 recognized student print media under this policy:

*Hawkeye* - student newspaper

*Chacahoula* - student yearbook

*Helicon* - student literary magazine

Future student media may be established on campus by majority vote of the Board of Student Publications and shall be subject to the approval of the Dean of the Arts, Education, and Sciences.

Each medium should provide a full opportunity for students to inquire, question, and exchange ideas. Content should reflect a diversity of student interests, including topics about which there may be dissent or controversy.

In order to maintain the quality and integrity of the student organizations, ULM provides space and utilities for official activities. A student/faculty advisory board has the task of clarifying the role of the 3 media and helping to establish guidelines for their operation. Guidelines published in this policy statement outline the freedoms and responsibilities of each.

ULM delegates responsibility for the content to editors and their staffs and urges student journalists to recognize that with editorial control comes liability for content and the responsibility to pursue the highest degree of journalistic standards.

Editorial freedom for the publications is protected by allowing editors to develop their own editorial positions and determine news coverage. University officials will not review copy prior to distribution for censorship purposes, nor will they remove editors or advisors because of student, faculty, administrative or public disapproval or editorial decisions. Moreover, funding will not be withheld because of decisions.

Students will work with an advisor/director who will provide counsel on creative writing and journalistic techniques and practices, news value, communications law, ethics, writing style (including appropriate grammar, spelling, and punctuation), production skills and techniques, advertising sales and management, and selection and training of staff. The advisor will also provide constructive feedback with evaluations and recommendations for improvement and assist students with financial aid and support systems.

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#### **TELEPHONE ACCESS**

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

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## III. STUDENT SERVICES

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### ACCIDENT OR HEALTH EMERGENCY

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

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

**University Police, 5350**

**Ambulance, 1-911 (Fire Department will also respond)**

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### ULM CAREER CENTER

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The ULM Career Center is a one-stop career resource for ULM students and alumni. The office guides students and alumni in career preparation through career coaching, resume and cover writing, mock interviews, career development opportunities, workshops, job, internship and graduate school search strategies, and other resources. Students and alumni have the chance to make connections with employers for internship and job opportunities through face-to-face career fairs and postings on the online platform Handshake.

The individual student is ultimately responsible for his/her own employment. No University personnel can assume responsibility for employment, nor for educational or career decisions.

The Career Center is located on the first floor of Sandel Hall, Suite 139. For additional information, call (318) 342-5338 or email [careercenter@ulm.edu](mailto:careercenter@ulm.edu). Online information and services are available at [ulm.edu/careercenter](http://ulm.edu/careercenter).

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### COUNSELING CENTER

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The Counseling Center is a comprehensive service that provides personal, academic, and substance abuse counseling, educational outreach programs, and crisis intervention for the acute. The Center strives to help students identify and solve problems and to assist them in developing more confidence about what lies ahead. The Counseling Center provides services for all enrolled ULM students experiencing day-to-day problems and wishing to make changes. It is to date the primary facility on campus whereby counseling services are designed to serve students. It is an objective organization rendering therapeutic services without direct ties to any particular academic department. In addition, the Counseling Center acts as the point of entry for individuals with learning or physical disabilities and psychological disorders.

The cost of these services is included in student activity fees. University personnel who wish to request accommodations are welcome; however, priority is always given to students. Counseling services are confidential and will not be discussed outside the Counseling Center without the client's written permission. Information can

be divulged when a client is in imminent danger of harming themselves or someone else. The Counseling Center adheres to the confidentiality guidelines set by the American Counseling Association. Counseling Center files are not a part of any central University file. Clients have the right to review records at any time.

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

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

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

### **Mental Health Crisis Emergency Procedure**

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

#### **Emergency Guidelines**

1. **The Counseling Center will be notified at 342-5220 when University Police or other University Personnel determine a student is in crisis and requires counseling intervention. If available, the Director will be phoned first and will dispatch a counselor. If the crisis occurs after business hours, counselors can be contacted through the University Police Department at 342-5350. The University Police Department will notify the counselor of the need to respond to the crisis. The counselor has the responsibility to make the determination of the most appropriate method of contact. Methods of contact include telephone intervention or face-to-face counseling. In most cases, an assessment will be conducted in person rather than over the phone. If a telephone intervention does occur, the counselor will document the reason(s) for their decision not to meet the individual in crisis in person. If appropriate, the counselor will contact another counselor to consult or respond to the emergency, especially if the student is in an established counseling relationship with a staff counselor.**
2. All individuals involved in the incident will avoid leaving the person in crisis alone.
3. University Police may accompany the counselor who meets with the person in crisis. If the incident occurs in the residence halls, arrangements will be made for an RA or Hall Director to assist the counselor in gaining access to the person in crisis.
4. The counselor will assess the situation and will consult with another counselor from the Counseling Center as soon as possible; the second counselor may be directly or indirectly involved in the assessment.
5. A plan for the protection of the person will be developed. This plan may include hospitalization, immediate assessment by the Student Health Services personnel, a written or verbal contract, the arrangement for a family member or friend to stay with the person until a psychological evaluation can be performed, and/or

notification of parents. Telephone consultation with the area mental health hospitals or other professionals may be made by the counselor.

6. A resistant person can be forced into receiving help. If resistance occurs, the counselor may choose to utilize services provided by the ULM Police Department, a local emergency room (e.g. Glenwood Regional Medical Center's Behavioral Health Unit, Ochsner LSU - Monroe), 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 Student Services 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.

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#### ACCOMMODATIONS FOR SPECIAL NEEDS

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The University of Louisiana Monroe strives to serve students with special needs through compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the ADA Amendments Act of 2008. These laws mandate that postsecondary institutions provide equal access to programs and services for students with disabilities without creating changes to the essential elements of the curriculum. While students with special needs are expected to meet our institution's academic standards, they are given the opportunity to fulfill learner outcomes in alternative ways. Examples of accommodations may include, but are limited to the following: testing accommodations (tests read aloud, extended time), sign-language interpreters, relocation of inaccessible classrooms, permission to record lectures, and note-taking assistance.

**The Counseling Center acts as the point of entry for individuals who have documented learning disabilities and psychological or physical special needs.** The accommodation decisions are addressed on an individual basis. The Counseling Center professional who serves as the Disability Coordinator, in conjunction with the student, evaluates the effects of the student's disability in relation to the curriculum and academic standards. During this process, faculty and other campus representatives may be consulted to review the academic environment and its relationship to the student. After reasonable and appropriate accommodations are determined, students are required to complete a *Permission to Release Information Form*. This *form* authorizes a release of the information for that specific semester. The faculty members will be provided an accommodation letter by the student which indicates the suggested and requested classroom modifications. The documentation and accommodation letters are retained in the student's file with the Counseling Center so that the student can return **at the beginning of each semester** to complete a *Permission to Release Information Form* for that semester which is pertinent to that particular semester's coursework.

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

#### Student Responsibilities

##### **Before Classes Begin**

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

### **The First Day of Class**

1. Arrive early to secure the best possible seating.
2. For students using interpreters, save them a seat.
3. For students using special equipment, arrive early to work with the instructor so that class time will not be taken up.
4. Get copies of syllabus, outlines, required texts, and the instructor's office location and hours. Organize each class syllabus, outlines, notes, and calendar in a notebook.
5. For students coordinating their own note-taking services, secure a note taker and arrange to get notes. If a note taker cannot be found, contact the Counseling Center.
6. Provide note taker with carbonless (NCR) paper if needed. Paper is available at no charge at the Counseling Center.
7. The student should identify themselves to the instructor before class, or during office hours, and explain that they will be providing them with an accommodation letter from the Counseling Center.

### **After Last Day to Add Classes**

1. At this point, the Counseling Center should be in receipt of your Permission to Release Information Form so that Accommodation Letters can be written. Students will receive these letters through their Warhawk email account and will deliver to each of their professors.
2. Discuss accommodation(s) with the professor. If he/she cannot provide the accommodation(s) needed, please contact the Counseling Center for further instructions or if there are questions as to what procedures need to be followed.

### **During the Semester**

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

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### **SPECIAL NEEDS PARKING**

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

An application for Mobility Impaired Parking Permit and a memo, which are to be presented to the attending physician, can be obtained from the University Police Department or as a downloadable PDF.



Students must have their physician read the memo carefully and complete and sign the application which verifies their disability. The student must then present the completed form to the University Police Department for approval. The UPD will provide students with a permit which designates the length of time they are eligible to receive mobility impaired parking.

Students with temporary injuries who apply for mobility impaired parking will be assigned parking privileges for the anticipated length of recovery. Re-application for the permit is necessary if the condition persists beyond 90 days.

For any impairment that is considered permanent by your physician, recertification must be done each Fall for the academic year.

### **Elevator Access**

Students with special needs who require the use of an elevator can have their identification cards activated by the Counseling Center. In order to receive this service, students will be required to present documentation validating their disability, whether permanent or temporary. Students whose documentation must require more extensive verification may refer to the Grievance and Appeal Procedure listed below.

### **Testing Accommodations Procedures**

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

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

### **Test Accommodation Process**

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

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

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

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

## **Testing Accommodation Guidelines**

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

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

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

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

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

**For information on Special Need Services:** (See, Student Services/Accommodations for Students with Special Needs)

The University of Louisiana Monroe's Event Services department supports campus and community partners with an array of facilities and services for your next event, conference, or meeting. We are committed to providing ULM and the surrounding communities with the latest in event industry expertise and customer service. ULM Event Services is your first stop for events and is the leader in implementing standards for event services across Northeast Louisiana.

**Buildings:**

- Bayou Pointe Event Center
- The Delano House
- The Hangar (2nd floor SUB)
- The Student Center
- The Terrace (7th floor library)

**Applicability:** This Policy is applicable to all students, faculty, staff, and community members who wish to use Bayou Pointe, The Terrace, the Hangar, and the Student Center.

**Who May Make a Reservation?:**

In order to promote fairness, all events will be scheduled on a first come, first serve basis (A request is NOT a confirmation). Only ULM Recognized Student Organizations (RSO), University Departments, and University Community Groups may request extended reservations, such as weekly, monthly, or semester meetings.

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**Priority Request:**

ULM Recognized Student Organizations (RSO), official university departments, and other administrative units will be given priority on use of the Bayou Pointe, The Terrace, The Hangar, and the Student Center.

**Requesting a Reservation:**

A reservation may be requested by submitting a completed and signed Event Request Form to the appropriate scheduling office. All RSO request must be turned in fourteen (14) days in advanced. The Scheduling Office will confirm your reservation by e-mail. The reservation form can be located at:  
<https://ulm.edu/eventservices/index.html>

**Changing or Canceling a Reservation/ No Shows:** To change a reservation, the original requester must contact the appropriate scheduling office at 342-1900 between the hours of 8:00 A.M. to 4:30 P.M. Monday through Thursday and 8:00 A.M. to 11:00 A.M. on Friday. All changes made by RSO's must be made in writing at least two (2) working days in advance. A Reservation Notice of Cancellation must reach the appropriate scheduling office no later than 48 hours prior to the date of the event. Failure to comply with this procedure may result in forfeiture of deposit (if applicable), loss of reservation privileges for your group, or assessment of applicable room charges. Only the individual(s) or group that made the reservations will be authorized to cancel a reservation.

Rooms will be monitored and "no shows" will be logged into the scheduling system. With two (2) reported "no shows," the scheduling office reserves the right to charge for the missed reservation or cancel future room reservations for that group.

**Holiday and Game Day Meetings for a RSO:**

All locations are available on nights and weekends, so long as the event does not fall on a university holiday, break, or game day. Unless otherwise notified, our offices will assume that your RSO will not meet during holiday and semester breaks.

**Rooms and Room Rates:**

Available rooms and room rates may be found at the following website: <https://ulm.edu/eventservices/index.html>

**The Hangar and Student Center (SC):** With over 60,000 sq. ft. of space, the Hangar and Student Center will provide indoor and outdoor venues for many different type of events such as meetings, lectures, workshops, conferences, banquets, balls and festivals. Our experienced staff is ready to provide guidance and suggestions to help insure the success of your event.

**Amenities:**

- Ballroom (A, B, C,D, E and F)
- Stage • Balcony • Conference Room • Small and Large Meeting Rooms
- Classroom Style Meeting Rooms
- Projectors • Audio systems
- Convenient to Food Court
- Centrally Located On-Campus
- Catering available (see approved catering list - [ulm.edu/eventservices](https://ulm.edu/eventservices))

**The Terrace:**

With over 3,000 sqft, The Terrace, located in the heart of ULM's campus is housed on the 7th floor of the university library. This event space can house small meetings, conferences, and parties in the banquet hall, lobby and east terrace that overlooks the beautiful Bayou DeSiard.

**Amenities:**

- Large open banquet hall
- Lobby
- Terrace
- Conference Rooms
- Projectors
- Audio systems
- Centrally Located On-Campus
- Catering available (see approved catering list - [ulm.edu/eventservices](https://ulm.edu/eventservices))

**Bayou Pointe Event Center:**

The 37,000 square foot facility of the ULM Bayou Pointe Student Event Center (Bayou Pointe) will provide indoor and outdoor venues for many different types of events such as meetings, lectures, workshops, conferences, banquets and social functions. Our experienced staff is ready to provide guidance and suggestions to help ensure the success of your event.

Through the initiative of ULM Students and the Student Government Association (SGA), the students requested the Natatorium be converted into a Student Event Center. \$7,000,000 in requested funding from the Student Activity Enhancement Fund was approved in the fall of 2015 to renovate Oxford Natatorium into a Student Event Center with ballrooms, spirit group practice area, a small theater with reception area, and outdoor social deck. Renovated Bayou Pointe opened in March 2018.

**Amenities:**

- Ballrooms
- Theatre
- Reception Hall

- Outdoor patio & Stage
- Equipment/Set Ups
- Beautiful Bayou View
- Catering available (see approved catering list - [ulm.edu/eventservices](http://ulm.edu/eventservices))

### **Event Services Contact information:**

Address:

1 Warhawk Way

Monroe, LA 71209

<https://ulm.edu/eventservices/index.html> Bayou Pointe (318) 342-1900

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## **LEADERSHIP DEVELOPMENT**

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The Office of Student Life is the hub of student activity at ULM.

The Campus Activities Board puts on numerous events for all students through the year, and there are 150 different student organizations to get involved in, providing lots of opportunities to network and build leadership skills.

Attend a Warhawks athletic event and see our award-winning Spirit Groups leading the crowd or join our Greek Life community and develop lifelong friendships and service skills. Build a strong foundation of leadership through the Leadership Workshop Series. Be inspired to be your best by hearing one of our incredible Lyceum speakers.

Take advantage of your opportunity as a ULM student!

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## **FINANCIAL AID SERVICES, SAP, AND FEDERAL LOANS**

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Financial Aid is intended to assist students and their families with the costs of higher education. Students may obtain a combination of grants, loans, and campus-work study depending on several factors, such as need. In order for financial aid to be processed and awarded, students must complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Once a student's FAFSA at [www.studentaid.gov](http://www.studentaid.gov) is received and processed in the Financial Aid Office, students will be awarded. Students accept awards on student self-service accounts and need to continue to monitor self-service throughout the year for financial aid updates. Students may visit, email, or call their financial aid counselors when questions or concerns arise. Please visit [www.finaid.ulm.edu](http://www.finaid.ulm.edu) for office hours and counselors' available times, plus detailed information concerning types of aid and how to receive and maintain aid.

Financial aid programs offered through ULM are scholarships, grants, loans, and employment. For additional information or questions, visit our website at <http://finaid.ulm.edu>. The Financial Aid Office is located in Sandel Hall, Room 115.

Complete the FREE Application for Federal Student Aid (FAFSA). The FAFSA begins the process for financial assistance. The FAFSA becomes available on-line after October 1st at [www.studentaid.gov](http://www.studentaid.gov). It is recommended to file your FAFSA on-line. The electronic completion will take approximately 2-4 weeks for a response, where paper applications will take four to six weeks. When completing the application, make certain you list ULM's Title IV school code (002020) so that your results can be electronically transmitted to ULM.

### **THREE STEPS TO APPLYING FOR FINANCIAL AID**

NOTE: Apply early for admission to ULM. You may obtain an Application for Admission from the Office of Admissions (Sandel Hall 102, Phone 318-342-5430) or on-line at [www.ulm.edu](http://www.ulm.edu). You must be admitted to ULM before aid can be awarded.

Step 1. Apply for your FSA ID at [www.fsaaid.ed.gov](http://www.fsaaid.ed.gov). The FSA ID is required to complete your financial aid

application on-line. Dependent students will also need a parent to apply for a FSA ID.

Step 2. Complete the FAFSA to begin the process for financial assistance. The 2019-2020 FAFSA is available on-line after October 1st at [www.studentaid.gov](http://www.studentaid.gov) . When completing the application, make certain you list ULM's Title IV school code (002020) so that your results can be electronically transmitted to ULM.

Step 3. After filing your FAFSA, the Office of Financial Aid Services will contact you via email and will notify you via Banner Service and email if further documentation is necessary for processing. You must maintain Satisfactory Academic Progress (SAP) to be eligible for federal financial aid.

### **2019-2020 Satisfactory Academic Progress (SAP)**

#### **Policy**

Satisfactory Academic Progress (SAP) denotes a student's successful completion of coursework toward a degree. Federal regulations require the Office of Financial Aid to monitor the progress of each student toward degree completion. Students who fall behind in their coursework (fail classes), fail to achieve minimum standards for grade point average or fail to complete classes in a maximum timeframe, may lose their eligibility for all types of federal, state and university aid administered by the Financial Aid office.

#### **REQUIREMENT FOR MAINTAINING SATISFACTORY ACADEMIC PROGRESS:**

To maintain SAP, a student must:

1. Maintain a minimum overall grade point average (GPA) of 2.0 for Undergraduate students and a 3.0 for Graduate or Doctoral students. Pharmacy students must meet academic requirements specified to advance within the professional program.
2. Complete at least 67 percent of all attempted credit hours – This will be reviewed at the end of each semester and the aggregate percentage of coursework attempted and passed must equal 67% or greater at each review. (For example: a student who has attempted a total of 12 credit hours and only earns 8 credit hours has completed 67 percent of attempted credit hours)
3. Complete a degree program in a maximum timeframe of no more than 150 percent of the average length of the program. The maximum number of attempted hours for an undergraduate student is 180 hours. The maximum number of attempted hours for a graduate student will vary depending on program specifications. Doctoral students is 96 hours.

**For transfer students:** the number of transfer hours accepted at the point of admission will be used to calculate the student's remaining eligibility under the 150 percent rule and will be included in the quantitative calculation.

**For second undergraduate degree students:** Second- degree students will be given 150 percent of stated credit hours required for the second- degree program.

**Withdrawal:** A "W" grade which is recorded on the student's transcript will be included as credits attempted and will have an adverse effect on the student's ability to maintain satisfactory academic progress. Students who officially withdraw from the University must make up the deficit hours and are encouraged to attend summer school to remove the deficient hours. The successful completion of a course is defined as receiving one of the following grades: A, B , C or D. Courses with grades of F, I, U and W will not qualify in meeting the minimum standard.

**Incomplete (I) grade:** An incomplete grade indicates that a student has not finished all course-work required for a grade and is included in the cumulative credits attempted. An incomplete will count toward maximum attempted hours but not as hours passed until a final grade is posted in the Registrar's Office.

**Repeated courses:** A student who has received a failing grade in a course may repeat the course and receive financial aid. Students (undergraduate and graduate) may only receive federal financial aid for one repetition (repeat) of a previously passed course. Students who have already passed a course with a D or better may only repeat the class one additional time and receive financial aid for that course. All repeated courses are included in the total maximum attempted hours for SAP evaluation.

**Change of Major:** A student may change from one major to another during attendance at the University. Students who change from one major to another are still expected to maintain satisfactory academic progress and complete the coursework within the time frame or hour limitation stated unless an appeal is approved. All attempted hours from a prior major are included in the total maximum attempted hours.

**Audited courses:** Courses audited are not eligible for financial aid and are not counted as either attempted or earned hours.

## CONSEQUENCES OF FAILING TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS

Students receiving federal aid who fail to complete qualitative, and completion rate after each semester will result in the following:

1. **FINANCIAL AID WARNING**

Students who fail to meet SAP requirements at the end of the semester will be placed on ***Financial Aid Warning***.

Students placed on financial aid warning will not need an appeal; however, failure to make satisfactory academic progress by the end of the financial aid Warning period will result in financial aid suspension.

2. **Financial Aid SUSPENSION**

Students who are placed on ***Financial Aid Suspension*** have the option to appeal for Title IV funding. At the end of the semester, students are notified of financial aid suspension and have the option to submit a typed letter of appeal along with all supporting documentation to the Office of Financial Aid Appeals Committee **by the established deadline.** (see Appeals Procedures). **LATE APPEALS WILL NOT BE REVIEWED.**

The committee will review the appeal and supporting documentation to determine if the student's financial aid should be reinstated or remain in suspension.

**Appeal Denial**

All decisions that are rendered by the Financial Aid Appeals Committee will be **final** and not subject to further review. Students will remain on ***Financial Aid Suspension*** until he/she is back in good standing.

**Appeal Approval**

If the SAP appeal committee determines the student is eligible for reinstatement of financial aid, he/she will be considered for aid available at the time of reinstatement and will be placed on ***Financial Aid Probation or Academic Plan***.

3. **Academic Plan**

During the ***Academic Plan*** period, the student will have to complete a financial aid academic plan with his/her financial aid counselor and academic advisor before federal aid is reinstated for the **semester**. Upon completion of the academic plan, the student will be required to meet all stipulations within the academic plan. **Failure to do so will result in suspension of financial aid until the student is back in good standing.**

#### 4. **Financial Aid Probation**

During the ***Financial Aid Probation*** period (one semester), the student will be **required** to regain financial aid eligibility by meeting the minimum SAP standard within one term. **Failure to do so will result in suspension of financial aid until the student is back in good standing.**

#### **Appeal Procedures**

Students who fail to meet the Satisfactory Academic Progress may appeal the suspension of their student financial aid. Letters of appeal should be based on a mitigating circumstance that negatively impacted the student's ability to meet the minimum required standards. Examples of such circumstance may include, but are not limited to:

- Death or prolonged illness of an immediate family member
- Medical illness by the student that created undue hardship
- Natural disasters beyond the control of the student or other personal or family matters/situations that may have negatively impacted the student's ability to meet the minimum required standards.
- If applicable, documentation that supports any retroactive changes that may have occurred.

#### **Steps in the APPEAL PROCESS:**

1. Students must provide a completed SAP Appeal form to the Office of Financial Aid
2. Students must include the following in order to be considered for an appeal review:
  - a. SAP Appeal Form
  - b. A typed statement of circumstance of why satisfactory academic progress was not met. This statement **MUST** include specific information that outlines a mitigated change from the prior semester.
  - c. Supporting documentation (proof of grade change, current academic transcript, doctor's statement, death certificate, accident report, etc.)
3. After the committee review, the student will be notified via Warhawk Email or Banner of the appeal decision.

#### **Resignation Policy for Students Receiving Federal Financial Aid**

The current policy, as a result of the Reauthorization of Higher Education Act of 1965, went into effect during Fall 2000 semester. Students must return unearned portions of the Title IV Funds to the Title IV Program.

A student's withdrawal date, as provided by the instructors, is used to determine the student's percentage of earned aid. The withdrawal date also is used to determine what percentage of the enrollment period the student actually completed.

The percentage of earned aid is subtracted from 100% to determine the amount of Title IV Aid the student has earned. (This is the student's percentage of unearned aid).

The percentage of unearned aid is multiplied by the amount of Title IV Aid that has been disbursed to the student to determine the amount of aid that the student must return.

The amount of Title IV Funds that the school must return to the Title IV Program is calculated by multiplying the total institutional cost by the percentage of unearned aid.

If the percentage of earned aid is greater than 60%, ULM and the student do not have to return any Title IV Aid.



*Note: Online course withdrawal is determined by the last date of active participation (e.g. active discussion, assignment submission). Simply logging into the course does not constitute academic engagement.*

### **Resignation Withdrawal Policy**

(Merely discontinuing class attendance is not considered to be a formal resignation from the University. Students who discontinue class attendance who fail to follow the established resignation procedure will be held responsible for all tuition and fees.)

After enrolling in classes, a student who wants to resign must:

Consult the ULM Schedule of Classes for dates and times to drop classes and notify the Residential Life Office to cancel a Room and Meal Contract if such contract was requested by the student.

### **OR**

After the registration period, notify the Registrar's Office in writing to cancel classes and notify the Residential Life Office in writing to cancel a Room and Meal Contract.

Merely discontinuing class attendance is not considered to be a formal resignation from the University. Students who discontinue class attendance who fail to follow the established resignation procedure will be held responsible for all tuition and fees.

### **ALSO**

Students who receive Federal Financial Aid and who stop attending classes without officially resigning are subject to the Return of Title IV Funds (see above). The student's professors will be contacted to verify the last date of class attendance.

### **Loans**

**Applicants for all loan programs must complete the FAFSA.**

THE DIRECT SUBSIDIZED LOAN PROGRAM provides affordable loans to students that are enrolled at least half-time, are meeting the minimum standards of Satisfactory Academic Progress, and have been determined to have unmet financial need as defined by federal guidelines. The amount of eligibility varies depending on the amount of the student's unmet need and the number of academic hours earned to date. The interest accrued on the loan is paid by the government and principal payments are deferred as long as the student remains enrolled on at least a half-time basis and meets certain other pertinent criteria. Repayment of the loan begins 6 months after the student graduates, drops below half-time, or withdraws from the University.

THE DIRECT UNSUBSIDIZED LOAN PROGRAM is available to students on a non-need basis. While appropriately enrolled in school, the student has the option of paying the accrued interest on the loan while enrolled, or allowing the interest to be capitalized into the balance of the loan. Principal and interest payments begin six months after the student graduates or drops below half-time enrollment status.

THE ALTERNATIVE LOAN PROGRAM is offered to students by lenders; however, the interest rates and loan terms vary from lender to lender. Therefore, it is a good idea to research these alternative loan programs before you apply. The loan amount awarded is not to exceed the Cost of Attendance (less other aid received). More information regarding private education loans is available at <http://ulm.edu/financialaid/privateloans.html>.

*(Note: This loan should only be considered when your loan options for the Direct Loan program have been exhausted. A FAFSA must be completed before an alternative loan can be awarded.)*

### **Student Employment**

The student employment program provides a large number of students with the opportunity to earn part of their

expenses by working in the Library, Post Office, academic and administrative offices, and many other areas on campus. Student workers devote up to twenty hours per week to their campus jobs. Each department coordinates a work schedule for the assigned student workers based in part on the total amount each student is allowed to earn. Campus employment is coordinated with all other forms of financial aid available to a student. Student workers earn at least federal minimum wages.

The Office of Financial Aid Services, along with various academic departments, assists students in obtaining on-campus and off-campus employment. Businesses in Monroe and West Monroe employ hundreds of students in part-time and full-time jobs. Applicants for all federal work programs must complete the FAFSA.

## **Grants**

### **Institutional Need Based Grant**

- Students must be a degree seeking, undergraduate students.
- Allocated funds will be split between Undergraduates by classification. o Students must meet minimum standards of the Satisfactory Academic Progress Policy
- Students must be enrolled in a minimum of 12 hours per term.
- Students must be a Louisiana resident.
- Priority is given to students who have a FAFSA on file by February 15th.
- Students must be Pell Grant eligible.
- Students must demonstrate financial need based upon the COA-EFC calculation.
- Award amounts range from 500-1000

Grants, unlike loans, do not have to be repaid. Applicants for all grant programs must complete the FAFSA.

The FEDERAL PELL GRANT PROGRAM was established by the Higher Education Act of 1972 to provide needy students with financial assistance in meeting the costs of a college education. They are awarded to undergraduate students who have not earned a bachelor's or professional degree and who are making satisfactory academic progress toward a degree. The amount awarded to a student varies depending upon the amount of financial need determined through the Free Application for Federal Student Aid. The federal government determines the maximum Pell Grant award.

The FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) is available on a limited basis to undergraduate students that are eligible for the Pell Grant and have exceptional remaining financial need. Students must be making satisfactory academic progress toward a degree, and be enrolled on at least a half-time basis. Funding is limited and priority is given to full-time students.

The LOUISIANA GO GRANT is awarded to students who are Louisiana residents, file a FAFSA, qualify for and receive a Pell grant, and are enrolled in an eligible Louisiana institution on at least a half-time basis. The allocation of funds to eligible institutions is based on the annual legislative appropriation. Award amounts are based on the institution's allocations and their packaging policy. Awards may vary each academic year.

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## **MEDICAL EMERGENCY & UNIVERSITY COMMUNITY RESPONSE TEAM**

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

1. Identify the emergency or health related case: it should be noted that all health related cases are unique and official determination will be made by attending physician or the Louisiana Office of Public Health depending on the diagnosis.
2. Identify other individuals who may be at risk and collaborate with LOPH if deemed necessary to pursue necessary steps and arrangements for treatment.

3. Community emergency would be any other emergency not a health related.

### **Medical Emergency and University Community Response Team**

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

#### **1<sup>st</sup> contact in non-health related cases**

Vice president for Student Affairs

- Students enrolled in the Doctor of Pharmacy program should refer to - <https://www.ulm.edu/pharmacy/currents.html>

#### **1<sup>st</sup> contact in health related cases**

- Clinic Manager of the Affinity Health Clinic at ULM
- Dean of Students
- Director of ULM Counseling Center
- Director of Media Relation
- Director of University Police
- ULM Safety Officer
  - \* Dean of the College of Health Sciences or designee
  - \* Dean of Students (Conduct Officer)
  - \* Director of Residential Life
  - \* Director of Student Life and Leadership
  - \* Director of Physical Plant
  - \* University Registrar
  - \* **Other appropriate individuals as indicated by the case.**

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### **S P E E C H   A N D   H E A R I N G   C L I N I C   S E R V I C E S**

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The Kitty Degree Speech and Hearing Center provides diagnostic and/or intervention services for ULM students regarding speech, language, and/or hearing concerns. Students at risk for language-based learning disabilities are also served in the on-campus Center. All fees are reduced for ULM students and no medical or academic referral is required. The Center is located in Sugar Hall 152. Campus Phone: 1395.

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### **S T U D E N T   H E A L T H   S E R V I C E S (Affinity Health Clinic at ULM)**

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To better serve your medical needs, ULM has partnered with Affinity Health Group who will be responsible for operating our Health Clinic at ULM.

The Affinity Health Clinic at ULM is located in the Student Health and Counseling Center on the corner of University Avenue, and LaSalle Street (across from Madison Hall) and is staffed by Board Certified Family Nurse Practitioners, nurses and a receptionist. Clerical personnel are available to assist with your billing and referral needs.

The clinic specializes in Immunization requirements for the admissions to ULM and those required by the medical programs (such as nursing, pharmacy, radiology, etc.).

There are many benefits offered through the Affinity Health Clinic. For more information visit [www.ulmhealthclinic.com/](http://www.ulmhealthclinic.com/) or come by the office.

#### **General Information**

The Affinity Health Clinic operates by appointments or walk-in visits. Students are encouraged to use the clinic

during non-class hours. To make an appointment at a time that is convenient for you, call 342-1651.

There is no-co-payment for faculty and staff who are insured by Vantage Health Insurance.

Insurance cards and Student ID's are required for services. No excuses will be provided for missed classes unless seen on the day of the class. Excuses are provided according to CDC guidelines for contagious or severe illnesses. Call (318) 342-1651 for further information.

### **Current Services**

Affinity Health Group at ULM provides many types of services and treatments for students such as:

- HIV Testing
- Screening and treatment of sexually transmitted diseases
- Allergy injections
- Prescriptions
- Women's Health
- Mental Health
- Minor surgical procedures
- Family health sickness or wellness visits
- Complete laboratory services
- Physical exams

### **Hours of Operation**

The Affinity Health Clinic at ULM hours of operation are Monday through Friday 8:00 a.m. to 5 p.m. During non-operational hours, students may seek medical treatment at Affinity Walk-in clinic on Broadmoor Blvd. In the event of an emergency, students should dial 1-911 on campus and 911 off campus. During non-operational hours, students should seek medical treatment with their personal physician or at any of the local emergency rooms or walk-in clinics.

### **Student Fees**

Students registered for classes at ULM will have the office visit fee waived. Other expenses incurred during the visit will be billed to the student's individual insurance company. If student does not have insurance, fees for services are due at the time of the visit.

### **Immunization**

New students seeking enrollment at ULM should receive a **Proof of Immunization Compliance Form** from the Office of Recruitment and Admissions, the Affinity Health Clinic at ULM or online at [www.ulm.edu](http://www.ulm.edu) (follow the link of prospective students). Directions for completing the form should be read to insure adequate documentation. Return the completed form to the Office of Recruitment and Admissions Office, Sandel Hall, Room 102, Monroe, La. 71209. The form must be returned to the Office of Recruitment and Admissions in order for the student to complete registration. Completed Immunization Compliance Forms may be faxed to (318) 342-1915. For additional immunization information call (318) 342-5430 or (800) 372-5127.

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## **STUDENT LIFE PROGRAMS**

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ULM's Campus Activities Board (CAB) provides a host of activities and events for ULM students that foster social, recreational, and leadership development.

In addition to weekly events, such as speakers, bands, films, games, tailgating parties, and tons of other events, CAB also sponsor the biggest events on campus such as:

- Week of Welcome
- Concerts

- Homecoming
- Casino Night
- Spring FeverMiss ULM
- ULM's Got Talent
- Lunch Socials
- Movie Night
- Midnight Breakfast
- Multicultural Events
- Tailgating
- Lyceum Series
- Leadership Workshop Series
- Contests
- And more!

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## STUDENT ORGANIZATION SUPPORT

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### Student Organization Orientations

For new student organizations to become fully active and existing student organizations to remain active and registered, the President of the organization or his/her, designee is required to attend one Student Organization Orientation each semester. Training is provided on ULM policies and procedures that affect student organizations. The orientations also provide information about other campus offices and departments student organizations may utilize.

### Student Affairs Awards Night

The Student Affairs Awards Night is an annual event that recognizes exceptional volunteers and leaders. The purpose of the receptions is to present awards to outstanding student organizations, student leaders, and advisors. The awards are usually presented to individuals who give an exemplary amount of time and effort to making their organization successful.

### Who's Who Among Students in American Universities and Colleges

Since 1934, Who's Who Among Students in American Colleges and Universities has furthered aims of higher education by rewarding and recognizing individual academic excellence on a national level. A committee comprised of students, staff, and faculty reviews applications and makes the final selection of the candidates for recognition during the Spring semester. Selections are made based on scholarship, service to the University, and leadership in campus extracurricular activities.

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## OFFICE OF STUDENT SERVICES (STUDENT CONDUCT)

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In observance of the mission, and goals of the university, the Office of Student Services (Student Conduct) is responsible for administering standards of student conduct. The primary purpose for the enforcement of standards of conduct is to maintain and strengthen the ethical climate and to promote integrity. Clearly articulated and consistently administered standards of conduct support behavioral expectations within an academic community. The enforcement of such standards should be accomplished in such a manner that protects the rights, health, and safety of members of the campus community so that educational goals may be pursued without undue interference.

Any person wishing to initiate a complaint regarding any University of Louisiana Monroe (ULM) student or student organization, faculty member or administrative staff is encouraged to do so in writing or online (<https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe>) at as soon as possible following the incident. The complainant should include the following information, if available:

1. Date of the incident
2. Name(s) of the accused
3. Description of the incident, including location
4. Contact information of witnesses (names, addresses, and telephone numbers)
5. Contact information of complainant (name, address, and telephone number)

Student disciplinary records are maintained in the Office of Student Services with respect to confidentiality of all privileged communications.

#### **Links to Report an Incident (Non-Emergency):**

- **Incident Reporting Complaint Form** (Student Complaints, Threatening Behavior/Harassment, Grievances) <https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe>
- **Incident Reporting Form for Academic Violations** (Cheating, Plagiarism, Classroom Behavior) ([https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout\\_id=4](https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout_id=4))
- Incident Reporting Form for Hazing ([https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout\\_id=50](https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout_id=50))
- Incident Reporting Form for Crisis Assistance/Welfare Concern ([https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout\\_id=60](https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout_id=60))
- Incident Reporting Form for Security Threat (non-emergency) (<https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe>)

**Title IX** incidents of sexual misconduct, dating violence, domestic violence, stalking, sexual assault, sexual harassment, non-consensual sexual contact, sexual exploitation, follow a different procedure and/or as defined in the university Sexual Misconduct Policy. Complaints may be submitted online or in person to Mrs. Treina Kimble, Title IX Coordinator, Library Suite 612, (318) 342-1004, landrum@ulm.edu.

#### **Link to Report an Incident Online (Non-Emergency):**

- **TITLE IX - Incident Reporting Form/Sexual Misconduct Complaint** (Dating Violence, Domestic Violence, Stalking, Sexual Assault, Sexual Harassment, Non-consensual Sexual Contact, Sexual Exploitation, Gender Equity) ([https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout\\_id=40](https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout_id=40))

For an emergency on campus, call the University Police Department at 318.342.5350 and for off campus # 911.

#### **Conduct Hearing Procedure:**

The Dean of Students or designee play a crucial role in the adjudication of student conduct matters. The student and/or student organizations are given the opportunity to have their cases heard. However, before the Hearing, the student(s) or the organization's designee will have an opportunity to meet with the Dean of Students, Coordinator or Designee at a pre-conference meeting to discuss the evidence, process and/or procedures in preparation for the upcoming Hearing. The hearings may take place using Zoom for virtual meetings. For information on the digital tool, contact the Office of Students Services at 318.342.5230.

#### **Before the Hearing:**

- Read the Code of Student Conduct and if applicable, the Guide to Residence Hall Living, specifically the policies under review
- Review the Hearing Procedures
- Attend a pre-hearing meeting with the Dean of Students or designee (encouraged). A virtual meeting may take place to discuss any concerns regarding the case.

- Provide all of the information you would like to be considered in the case, including but not limited to your own account of the incident, witness statements and any other relevant information (e.g. photographs, phone/text records) and forward this information to the Office of Student Services

[studentservices@ulm.edu](mailto:studentservices@ulm.edu) or Student Center, room 239.

### **Scheduling of the Hearing:**

- A Dean of Student's staff member will contact you via your student Warhawk email with a summons advising you to schedule your hearing. Please note that failure to respond to a summons by a staff member may result in a "HOLD" being placed on your student account pending the hearing and/or a hearing without your involvement (absentia) and a charge violation of 5.03:33 - failure to answer a university summons or to appear for a disciplinary hearing.

### **Who can attend the Hearing:**

- The hearing shall be open only to the appropriate administrators, complainant/victim, respondent/alleged offender, the charged student(s), and specified witnesses.
- The charged student and complainant are allowed to have an advisor or support person of their choosing present for the hearing process. Advisors (including attorneys) may only act in an advisory capacity and may not represent you or otherwise participate in the hearing. Dean of Students must be notified prior to the date of the hearing.
- Individuals who have submitted statements and are confirmed as witnesses by the Dean of Students Office may receive a summons to participate in the hearing. Please note these individuals must be able to provide information directly related to the incident.
- A virtual "Zoom" call and/or video may take place in lieu of a face to face meeting.

### **What happens during a Hearing?**

Note: In regard to a virtual meeting a request will be sent electronically to your Warhawk email address with links to the instructions for downloading the Zoom software prior to the meeting and or Hearing. Run the quick install and login with your credentials. An email will provide whether the meeting or Hearing will take place via Zoom or "face to face."

- Greetings and Introductions
- Review of Information Received
- Review of Case Information (e.g. Police Report, Complaint, Welfare Concern, Witness Statements)
- The Dean of Students or designee shall render a decision regarding the case (Determination of responsible or not responsible, and administering of sanctions - if applicable)
- Closing

The Dean of Students or designee will rely upon oral and written information and use a preponderance of evidence standard to determine if the charged student is responsible or not responsible for each alleged violation.

### **What happens after the Hearing?**

- Within three days, a copy of the hearing outcome letter will be sent to the charged student via student Warhawk email. If applicable, information regarding appeals will be outlined in the outcome letter.
- The sanctions will commence following the hearing with the Dean of Students or designee, unless appealed.
- The status of the student does not change during an appeal however, on campus living arrangements and other interim restrictions deemed necessary, may be imposed, until the appeal period/process has concluded.

**Important Information:**

- Student Conduct – Standards of Conduct (see pages, 130 - 170)

**Student Handbook:**

- Section One - Introduction
- Section Two - Hearing Panels
- Section Three - Statement of Rights and Responsibilities
- Section Four - Procedural Due Process Principles
- Section Five - Standards of Conduct
- Section Six - Censures
- Section Seven - Hearing Procedures Guidelines
- Section Eight - Appeal Procedures
- Section Nine - Student Records
- Section Ten - Organizational Structure and Due Process

**Related Policies:**

- **Academics and Procedures** (see pages, 7 - 9 )
- **Appealing a Grade** (see page, 9 )
- **Cheating and Plagiarism** (see page, 14 )
- **Classroom Behavior** (see page, 19)
- **Parental Notification Policy** (see page, 123)
- **Procedures for Appealing a Charge (Violation of the Standards of Conduct) or Censure - Administered from the Office of Student Services** (see page, 162 )
- **Student Complaint Policy** (see page, 108 )

**Related Websites:**

- **The Graduate Council and Student Appeals** (<https://www.ulm.edu/gradschool/council.html>)
- **Title IX (Sexual Misconduct Policy)** (<https://www.ulm.edu/titleix/>)
- **Confidential Advisors for Sexual Misconduct Complaints** (<https://www.ulm.edu/titleix/>)
- **Counseling Center** (<https://www.ulm.edu/counselingcenter/>)
- **General University Information** <https://www.ulm.edu/ulmstudents/>
- **Student Health Services - Affinity Health Clinic** (<https://www.ulm.edu/healthclinic/>)
- **University Police Department** (<https://www.ulm.edu/police/>)
- **ULM Safe** <https://www.ulm.edu/ens/index.html>
- **Warhawk ID Services** (<https://www.ulm.edu/warhawkcard/>)

**Physical Address:** Office of Student Services

**Student Center 239**

**201 Bayou Drive, Monroe, LA 71209**

**Tel: (318) 342-5230**

**Fax: (318) 342-3494**

**Email: [studentservices@ulm.edu](mailto:studentservices@ulm.edu)**

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**STUDENT SUCCESS CENTER (SSC)**

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**Academic Advising Office:**

The advising office is located in the Clarke M. Williams Student Success Center (SSC). The SSC offers professional academic advising, academic support services, technological support, and serves as the



administrators of the University Seminar. Also advised in the Student Success Center are students in Pre-Pharmacy, Pre-Health Sciences, Distance Learning Criminal Justice and General Studies. Advisees are required to visit their advisor in order to register. Prior to scheduling classes for a future term, the student must schedule an appointment with his or her advisor to be advised for the coming semester and/or summer/intersessions. After the advising session, the advisor will approve the student's registration status and lift the student's advising hold. All students may work with their advisors on career exploration. The FOCUS program is available for this purpose. Call the SSC @ 342-3667 to make an appointment.

### **Success Series Workshops:**

These workshops are available to all ULM students. In order to attend workshops, pre-registration is required at the Student Success Center. Workshops are also available on a customized basis. Call the SSC to schedule a workshop for your group.

### **Drop/Add Procedures:**

All Undeclared, Pre-Pharmacy, Pre-Health Sciences, Distance Learning, Criminal Justice, and General Studies students dropping or adding courses must see their advisors to begin the Drop/Add process.

### **University Seminar**

University Seminar 1001 and 1010 is coordinated through the Student Success Center. All students are required to take University Seminar 1001 during their first year at ULM. Students in UNIV 1001 classes are mentored by upper-class students.

### **Academic Enhancement Programs:**

Supplemental Instruction for Biology, Economics, Math, and Chemistry is coordinated through the Student Success Center, and tutoring is available in Biology, Chemistry, Math, and Physics. The Emerging Scholars program is also coordinated by advisors in the SSC. This program allows undergraduate students to work with faculty members and complete research projects over the course of the semester. Additionally, the PASS (Probation Assessment and Student Success) program is designed to help probation students reach their academic goals. Through the program each student works with an advisor to develop time management and study skills. Students are highly encouraged to take advantage of the support services that ULM offers.

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## **ULM TRIO PROGRAMS**

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**THE ULM TRIO STUDENT SUPPORT SERVICES (SSS) PROGRAM** is designed to assist 140 first generation college students successfully graduate from ULM and transition into the professional workforce or graduate school. Students selected to participate in TRIO Student Support Services must have an academic need and meet at least one of the following criteria:

- First-generation college student (neither parent or guardian attained a 4 year bachelor's degree) or
- Income eligible as determined by taxable income level and family size, or
- Registered with ULM's Counseling Center due to a physical, learning, or psychological disability.

Services provided are free to students who are selected to join the TRIO-SSS program. Services include:

- Academic tutoring
- Study skills
- Advice and assistance in postsecondary course selection
- FAFSA assistance
- Financial and economic literacy

- Graduate school preparation and tours
- First generation scholarship opportunities
- Career counseling and exploration
- Computer lab
- Social and Cultural enrichment activities
- Peer mentoring
- Life skills development
- Individual guidance and support

The ULM TRIO SSS office is located on the second floor of Strauss Hall room 206. To apply or for additional information call (318) 342-1091, email [burrell@ulm.edu](mailto:burrell@ulm.edu), or stop by our office. Online information is also available at [www.ulm.edu/trio](http://www.ulm.edu/trio).

**THE ULM TRIO EDUCATIONAL TALENT SEARCH PROGRAM** is a federally funded college-access program which identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The goal of TRIO Educational Talent Search is to increase the number of youth from underserved populations who complete high school and enroll in and complete their postsecondary education. ULM TRIO Educational Talent Search primarily serves selected students in grades 8-12 who attend target schools in Ouachita, Richland, and Madison parishes.

Services provided by TRIO Educational Talent Search include:

- Academic, financial, career, or personal guidance - including advice on entry or re-entry to secondary or postsecondary programs
- Career exploration and aptitude assessment
- Tutorial services
- Information on postsecondary education
- Exposure to college campuses
- Information on student financial assistance
- Assistance in completing college admissions and financial aid applications
- Assistance in preparing for college entrance exams
- Mentoring programs
- Special summer programs

The ULM Educational Talent Search office is located on the third floor of Sandel Hall, suite 351. Online information is also available at [www.ulm.edu/trio](http://www.ulm.edu/trio).

### **TRIO CCAMPIS: CHILD-CARE ACCESS MEANS PARENTS IN SCHOOL**

The TRIO Child Care Access Means Parents in School (CCAMPIS) Program is a federally funded program that provides financial support for child care services to eligible ULM student-parents while they are completing their education. The goal of the ULM TRIO Step-By-Step Child Development Program is to offer affordable, available, and quality child-care to eligible families and to serve as a model program for ULM students studying for a career working with children.

Program services include:

- Campus-based child-care services that meet the needs of qualifying ULM student-parents or

- Subsidizing the cost of child care services
- Activities to enhance student-parent academic and personal success
- Activities to support family dynamics
- Opportunities for faculty/staff program and curriculum development

#### Participant Eligibility:

- Must be Pell Grant eligible
- Must be enrolled and in good standing at ULM: GPA of 2.0
- Must present an educational plan developed with your TRIO advisor
- Must be full time (minimum of 12 credit hours for fall and spring semesters; 6 credit hours for summer semester)
- Must be the legal guardian of the child/children.

#### Participant Obligations:

- Submit verification of meeting with TRIO advisor to maintain an academic plan
- Participate in at least one ULM TRIO Step-by-Step CCAMPIS Child Development Program approved family event each semester
- Complete a survey designed to evaluate the ULM TRIO Step-by-Step CCAMPIS Child Development Program

The TRIO/CCAMPIS office is located on the third floor of Sandel Hall room 351. For additional information, contact Tammy Anderson, Child Care Coordinator/Outreach Specialist at (318) 342-1097 or [taanderson@ulm.edu](mailto:taanderson@ulm.edu). Additional information and application are available at [www.ulm.edu/trio](http://www.ulm.edu/trio).

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### ULM COUNSELING CENTER SUBSTANCE ABUSE ASSESSMENTS

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The Counseling Center offers substance abuse assessments to help students determine the nature and extent of their alcohol or other drug use and the impact of this use on their well-being. Counselors offer recommendations and referrals for any concerns identified during the assessment process. Substance abuse education and substance abuse counseling are available for both self-referred students and students referred by the Dean of Students/Office of Student Services, Residential Life, and the Athletic Director/Assistant Athletic Director.

Students who require addiction treatment, which is more intensive than can be offered through the Counseling Center, are referred the next level of care at an outside agency at the expense of the student.

Counselors may utilize the following resources to assist with the assessment and education of students with potential substance abuse or dependence issues:

- \* **SASSI** – A brief self-report psychological screening which helps identify individuals who have a high probability of having a substance abuse or dependence disorder.
- \* **Screening for Mental Health** – Online program, located on the Counseling Center's website, which screens for alcohol-related problems.
- \* **Drug Screening** – Mandated students who have committed drug offenses may be regularly evaluated for symptoms of continued substance use. Random drug screening may be a part of this evaluation process. In order to request a screen from a student, the counselor provides the student with a Drug Screen Notification form which directs the student to Saint Francis Health Center/Occupational Medicine Clinic (OccuMed), 920 Oliver

Road, Suite 1400, Monroe, LA, within a 24-hour period. The student is also given a Non-Federal Custody and Control Form to accompany them to clinic. The student then returns the Donors Copy to the counselor when the process is completed.

\* **Alcohol Edu for College** – Interactive online program designed to reduce the negative consequences of alcohol amongst students.

\* **Videos, Research Articles, and Educational Handouts**

### **MANDATED COUNSELING**

The Counseling Center provides services to students mandated to receive counseling by the Dean of Students/Office of Student Services, Residential Life, Title IX Office, and the Athletic Director/Assistant Athletic Director. Students must provide their written consent in order for the Counseling Center to release attendance information to the referral source. The only exception occurs when a student presents a clear and imminent danger to self or others – then the Counseling Center’s staff actively works with the referral source to address the potential danger.

When students give written consent to the Counseling Center’s staff to relay to their referral source information about their mandated sessions, the only information released relates to (1) students’ actual attendance for the assessment session(s) and (2) information that has a bearing on students’ danger to themselves or others. This does not at all preclude the possibility of the referral sources, students, and the Counseling Center’s staff agreeing that other pertinent information can be released, but the referral sources do not implement sanctions based on students’ decisions to allow or not allow the release of such additional information.

*Note: Any students mandated to participate in a counseling session(s) at the Counseling Center are also afforded the alternative of securing counseling from appropriate licensed mental health professionals in the community.*

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### **WARHAWK EMAIL**

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Incidental personal use of a Warhawk email that inaccurately creates the appearance that the university is endorsing, supporting, or affiliated with any organization, product, service, statement, or position is prohibited. A user’s communications that are threatening, discriminatory, or disruptive may result in disciplinary action because they are not speech protected by the first amendment. Use of the Warhawk email must be consistent with ULM’s university policies and specifically the Technology Acceptable Use Policy, meet ethical conduct and safety standards and comply with applicable laws and proper business practice. Violations of these terms and conditions may result in disciplinary action.

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### **WARHAWK EXPRESS**

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Students **with authorized financial aid** may deposit funds each semester to **WARHAWK EXPRESS**, and have funds available a few days before classes start by following two easy steps;

Prior to the regular session fee payment deadline: Students may add up to \$ 1,000 online through Banner Self-Service.

After the fee payment deadline: Students are required to come in to Warhawk ID Services or Student Account Services.

Students **without authorized financial aid** may add an **unlimited amount** to their **WARHAWK EXPRESS** at any time during the semester by:

### 1. Warhawk Express Self-Service portal

- \* Search your ULM Warhawk email in-box for your login information: Secure ULM Student Portal Login.
- \* Students are encouraged to use the Warhawk Express Self-Service Portal.

### 2. LA Capitol Federal Credit Union

- \* Pay with cash or check the amount you would like added to your WARHAWK EXPRESS account.
- \* Take the receipt to the Warhawk ID Services office and have the funds applied to your WARHAWK EXPRESS account.

*Note: This same method is used by Faculty and Staff.*

**WARHAWK EXPRESS** balances remaining at the end of the semester will rollover to each subsequent semester. If students want to cancel their **WARHAWK EXPRESS** for a refund, they are required to wait until the last “W” (withdrawal date) day. At that time students must come to the Warhawk ID Services office and fill out a Cancellation Request form. There is a \$ 10 (ten) cancellation fee, and the remaining balance will be processed by Student Account Services in the same manner indicated for all other refund processing. **NO CASH WITHDRAWALS PERMITTED AT ANY TIME.**

Students are responsible for ALL funds expended regardless of circumstances. These funds may not be included in appeals or any other process seeking restitution.

For questions, please visit [www.ulm.edu/warhawcard/](http://www.ulm.edu/warhawcard/) or email [idcard@ulm.edu](mailto:idcard@ulm.edu).

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## WARHAWK IDENTIFICATION CARD INFORMATION (CWID) ATTIRE GUIDELINES

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One of the main services our department provides is the printing and delivery of ID cards to all members of the university community who need access to various locations on campus. What you need to know about the ID card process varies depending on if you're an incoming student, a current student, or a faculty/staff/retiree.

**Incoming Students:** The Warhawk ID Card is your official ID at ULM. After attending PREP, your Warhawk ID card will allow you to register for classes, obtain your sports pass to football games and other sporting events and access to numerous campus services such as:

- Residence Halls
- Apartments
- Activity Center
- Library
- Dining Halls

**Current Students:** Need to report a lost or stolen ID card? Don't worry, we've got your back. Connect with the Warhawk ID office representative immediately and let them know how you can be assisted.

**Faculty & Staff:** The Warhawk ID Office provides ID cards faculty and staff affiliated with the university. The supervisor or the Human Resource liaison of the employee who needs an ID will initiate the paperwork for the process for Identification Card.

### Requirement:

- An applicant will not be photographed when it is obvious they are purposely altering their appearance in an effort which would misguide/misrepresent their identity.
- An applicant's face cannot be obscured by any type of garment which includes a scarf, hat, etc.
- The photograph may be taken with or without prescription glasses.
- An applicant may not wear dark glasses or sunglasses for the photograph.

- An applicant will not be considered to be misrepresenting their identity based on the applicant's makeup, clothing or accessories not matching the traditional expectations of an applicant's gender. Makeup is defined as regular everyday cosmetics used by an applicant, regardless of gender, where it is the intent to highlight natural beauty and/or hide blemishes or flaws.
- In the event the ULM Warhawk ID office asks for or receives a photograph submitted by an individual, it must adhere to the following guidelines:
  - 700 pixels wide x 1000 pixels tall
  - .jpg file format
  - full face and head are visible, well lit, clearly focused and the photo must fill most of the frame
  - background must be generally consistent, neutral coloring and not distracting
  - background, clothing, etc., are free from distracting or potentially offensive text or images.

Photos submitted to the WIDS office will be reviewed by the staff before printing onto your ID card. Should your photo not meet the listed guidelines you will be notified via @warhawks.edu e-mail.

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## IV. UNIVERSITY POLICIES

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### ACADEMIC TRANSCRIPTS (NOTATION OF DISCIPLINARY ACTION)

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#### **UL System Policy and Procedures Memorandum # S-IJLB.-1**

Rules and regulations regarding student behavior are outlined in each university's *Code of Student Conduct* that is regularly published, distributed and readily available to students. Though these codes, universities have the authority to impose varying levels of disciplinary sanctions on students who violate university rules and regulations.

In severe cases of misconduct, a student may be suspended or expelled. System universities shall note such on the students who violate academic transcript as follows:

- “*Student is ineligible to enroll*”

This will be noted when a student is permanently dismissed from the university for disciplinary reasons.

- “*Student is eligible to return (semester) (year)*”

This will be noted when a student is “suspended for disciplinary reasons” for a specified period of time. The transcript indicates which semester the student will be eligible to return. In the case where the student is not suspended academically but is suspended for disciplinary reasons, transcript note indicates that they, the student cannot return until some future semester.

All System universities shall employ the notations above who are eligible to return beginning with the Spring semester, 2007. Only students who are eligible to return to their previous institution will be admitted to campuses from System institutions.

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### GENERAL ALCOHOL POLICY

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#### **University of Louisiana Monroe Alcohol Policy**

The University is committed to the health, safety and well-being of each member of the University of Louisiana Monroe community. In order to further student learning, development and success and to promote the University's academic mission, ULM fosters an environment of personal and collective responsibility and respectful citizenship. This means that all members of the university community – students, faculty, and staff – have a role in safeguarding a healthy learning environment free of the consequences of alcohol misuse. The University also strives to create a culture that supports students who do not use alcohol and students who use alcohol in a safe, legal and responsible fashion.

#### **Legal Background**

Members of the ULM community are expected to abide by all federal, state and local laws. Including those governing alcohol consumption and distribution. Under Louisiana law, it is illegal for anyone under the age of 21 to purchase alcohol or to possess alcohol in a public space. It is also illegal for anyone to furnish alcohol to an individual under the age of 21.

While it is not the responsibility of most ULM officials to enforce state law, it is the responsibility of the University Police Department, and accordingly they enforce all state alcohol laws when they encounter violations. All community members should understand the law and, as individuals', ensure that they themselves do not violate it.

Furthermore, it is the responsibility of all University community members to ensure that the University does not, through their actions, violate the law. Accordingly, official University functions, including events held by Recognized Student Organizations, are not allowed to provide alcohol to those under 21 years of age, and no

University funds may be used to purchase alcohol for that purpose. Violations of this requirement can result in both criminal prosecution and University disciplinary action.

### **Responsible Alcohol Use**

ULM students, faculty and staff are expected to behave responsibly, both in the classroom and outside, both on campus and off. The University is especially concerned about the misuse of distilled alcohol products (e.g. hard alcohol) and the dangers that arise from that misuse.

All students should understand the physical and behavioral effects of alcohol misuse, and should avoid such misuse themselves. In addition, they are expected to do their part to ensure the safety of fellow students whom they perceive to be engaged in reckless drinking behavior or to be suffering from its consequences.

The University provides educational resources to assure that students, faculty and staff understand the effects of alcohol misuse and know how to respond when they perceive others to be engaged in dangerous behavior.

Students, faculty and staff are expected to make healthy, responsible choices concerning their personal use of alcohol and the University supports them in this endeavor through education and other resources. The University sponsors activities and programs focused on students who choose not to drink or to drink lightly, as well as resources and services to assist students who need help for themselves or others related to alcohol use.

### **Residence Halls, Suites and Apartments**

The University does not allow the possession or consumption of alcoholic beverages in the Residence Halls, Suites or Apartments located on University property

### **General Provisions**

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

- Non-Alcoholic beverages (other than water) and non-salty food must be readily available and provided in sufficient quantities throughout the event.
- Wrist bands must be provided by UPD for individuals who are 21 years of age or older.
- Alcohol sales must end 45 minutes before the scheduled event is over.
- Alcohol beverages of bulk quantity or common source (kegs, jungle juice, etc.) may not be purchased, accepted as a donation or used under any circumstances. This provision also applies to third-party vendors.
- Open parties (those with unrestricted access) are prohibited.
- ULM student groups may only serve Beer and Wine at their events on campus.
- BYOB events on campus are prohibited.
- Student Organizations must register all on-campus events on “*Wingspan*,” the on-line organizational website.
- Student Organizations must have their faculty/staff advisor present for the duration of the event at all on-campus events where alcohol is present.

### **Insurance**

If alcohol is to be served at an event, a general liability policy shall be endorsed to provide liquor liability and coverage for the event. ULM must be named a co-insured on the policy. If alcohol is to be sold, a third-party licensed vendor must be retained.

ULM does not have a license to sell alcohol.

### **Security (University Police)**

All (public/non-university) events where alcohol is present will require University Police officer(s) to be present. Major university events and student events where alcohol is available will be required to have a university police presence. The number of officers needed will be determined by the venue director and UPD.



Intimate university events (by invitation only) may be excluded from this policy with approval from the President or Vice President for Student Affairs.

Recognized Student Organizations will follow the RSO's On-Campus/Off-campus Alcohol and Amnesty Policy. (pg. 102)

### **Authority, Application and Enforcement**

Responsibility for application for the Student Alcohol Policy resides with the Vice President for Student Affairs. The Dean of Students, The Office of Student Life and Leadership, ULM Counseling Center, Residential Life, Human Resources, University Police and community agencies will work together to coordinate and implement alcohol programming for the university community.

The University Police Department enforces federal, state and local laws for our students, faculty, staff, community members, guests and visitors.

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## **MEDICAL ASSISTANCE COMMITTEE (MAC)**

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The University of Louisiana Monroe (ULM) supports the rights of students to receive equality of educational opportunities while fostering an environment that promotes education, research, service, cultural diversity and the growth and safety of all members of the university community. ULM utilizes the appropriateness of the Medical Assistance Committee and procedures to support the health and wellness of the university student community, in the event of a student who may be seriously interfering with this objective because of a mental or emotional condition.

The purpose of the committee is to focus on a caring and preventative approach through collaboration with faculty, staff and / or by utilizing university services, and other resources to support the students who are in need, stress, distress, or in a mental health crisis. The committee develops success plans for students that may include disability support, treatment requirements, and academic assistance as well as providing recommendations for medical withdrawals and other measures accordingly when the student's behavior substantially disrupts normal university activities.

The Vice President of Student Affairs (VPSA) Office will appoint and maintain the committee member's names.

### **The Medical Assistance Committee will consist of the following members:**

- Clinic Manager, ULM Student Health Center or designee (when available)
- Director of the ULM Counseling Center or designee
- Director of the ULM Student Success Center or designee
- Director of Residential Life or designee
- Director of the ULM Student Success Center or designee
- Two (2) Mental Health Professionals from ULM Faculty or Staff
- Two (2) faculty or staff members from Health Sciences or College of Pharmacy
- Psychologist or designee of the School of Behavioral and Social Sciences
- Dean of Students (nonvoting) or designee

#### **1. Quorum**

A quorum will consist of three (3) members or their designated representatives, with one-member presiding as chairperson.

#### **2. Voting**

A simple majority vote of this panel will rule. The chairperson of this panel will not vote in proceedings unless a tie vote must be broken.

#### **3. Appeals**

The decision of this panel may be appealed to the Medical Appeal Panel.

For more information about the Medical Assistance Committee (MAC) policy and procedures, go online <https://webservices.ulm.edu/policies/>.

### **Medical Appeal Panel (MAP)**

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

#### **1. Composition**

This Panel is composed of four members—the Vice President for Student Affairs or his designated representative, the Vice President for Academic Affairs or his/her designated representative, the Dean of the College of Health Sciences or his designated representative or the Dean of the College of Pharmacy or his designated representative under which the appealing student is presently registered according to the Registrar's Office and one student representative selected by the President. The Vice President for Student Affairs shall serve as Chairperson for all hearings.

#### **2. Quorum**

The presence of three members, or their designated representatives, shall constitute a quorum.

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## **CAMPUS SEXUAL VIOLENCE ELIMINATION (SAVE) ACT:**

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The Campus Sexual Violence Elimination (SaVE) Act fosters translucency on campus regarding incidents of sexual misconduct, violence, ensures improved rights of victims, establishes standards for disciplinary proceedings, and requires primary and on-going prevention educational programs. The Campus SaVE Act amends the Clery Act, which mandates campuses to report annual statistics regarding incidents of campus crime, including sexual violence, domestic violence, dating violence, and stalking.

The University of Louisiana Monroe (ULM) is committed to providing a safe living, learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (the Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act), the University has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all members of the University community (students, faculty, and staff) as well as contractors and visitors.

ULM will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in the ULM Sexual Misconduct Policy, in any form. Such acts of violence are prohibited by the University policy, as well as state and federal laws. Individuals who the University determines more likely than not engaged in these type behaviors are subject to penalties up to and including dismissal or separation from the University, regardless of whether they are also facing criminal or civil charges in a court of law.

### **Definitions:**

**Sexual assault**- a forcible or non-forcible sex offense that meets the definition of rape, fondling, incest or statutory rape as further defined in the Clery Act. Louisiana law defines sexual assault as non-consensual sexual intercourse or sexual contact. A single instance of sexual assault can constitute a hostile environment.

**Domestic violence**- violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or other person from whom the alleged victim is protected under state or federal law. Includes felony or misdemeanor crime of violence committed by a person with whom the victim shares a child, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the

jurisdiction in which the crime of violence occurred.

**Dating violence-** violence, including but not limited to sexual or physical abuse or the threat of such abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence in Louisiana includes any offense against the person as defined in the Louisiana Criminal Code except negligent injury and defamation.

**Stalking-** Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR suffer emotional distress OR Intentional and repeated uninvited presence at another person's home, work place, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted. For purposes of the Louisiana state definition of "stalking," the term "harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct.

### **How to Report an Incident:**

The University encourages any member of the University community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced any of these violations, to report the incident to University authorities.

If a ULM student, faculty or staff member, visitor, or contractor has experienced sexual assault, domestic violence, dating violence, or stalking, should immediately report the incident to the Title IX Coordinator, Treina Landrum, Library 612, 318.342.5215, [landrum@ulm.edu](mailto:landrum@ulm.edu)

The report can be made in person and/or online. Each reporting authority will contact the Title IX Coordinator who will assist the complainant by assessing the incident, advising the complainant on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. In the case of an emergency or an ongoing threat, a survivor should get to a safe location and call 911 for local police or if on campus dial 1911.

The Title IX Coordinator will also provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any complainant in notifying law enforcement, including the local police, if the complainant elects to do so. Complainants are not required to report to area law enforcement in order to receive assistance from or pursue any accommodations within the University. Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including Campus Police) does not commit the complainant to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the complainant decides to proceed with criminal charges. Confidential advisors have also been designated by the University to assist students. Contact information for these individuals can be found on the Confidential Resources/Advisors tab on the ULM Title IX web page.

### **Explanation of Rights:**

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a complainant to:

1. Go to court, and to file a domestic abuse complaint requesting an order restraining the respondent from abusing you, and/or an order directing your attacker to leave your household, building, school, university, or workplace;
2. Seek a criminal complaint for threats, assault and battery, or other related offenses;
3. Seek medical treatment (the police or University Confidential Advisors will assist you in obtaining medical treatment if you wish);
4. Request the assistance of a Confidential Advisor;
5. Request the police remain at the scene until your safety is secured;
6. Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a friend's residence; and
7. Obtain a copy of the police incident report at no cost from the police department.

### **Procedures Complainants Should Follow:**

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during an assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the complainant is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communication sent by the stalker, should be saved and not altered in any way.

### **On Campus and Off Campus Resources:**

ULM, the city of Monroe and neighboring parishes, all offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that complainants may wish to utilize.

The following University offices can assist members of the University community in considering their options regarding resources or recourse they may elect to pursue. A complainant need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or the University in order to access the following resources:

### **Emergency Contacts:**

<b>Important Contacts</b>	<b>Address</b>	<b>Number</b>
Local Emergency Services		911
<b>University Police Department</b>	3811 DeSiard St., Monroe, LA 71209	<b>Ext. 5350</b>
Monroe Police Department	700 Wood St., Monroe, LA 71201	(318) 329.2600
Ouachita Parish Sheriff's Department	400 St. John St., Monroe, LA 71201	(318) 329.1600

West Monroe Police Department	2301 N 7 <sup>th</sup> St., West Monroe, LA 71291	(318) 396.2722
State Police	1240 LA Hwy 594, Monroe LA 71203	(318) 345.000 (866) 292.8320
<b>ULM Title IX Coordinator, Treina Kimble</b>	Office of the Vice President of Student Affairs, Library, Suite 612	(318) 342.5215
ULM Director of Counseling	ULM Counseling Center, 1140 University Ave.	(318) 342.5220
ULM Health Clinic (Affinity)	ULM Health Clinic (Affinity), 1140 University Ave. Monroe, LA 71209	(318) 342.1651
ULM Dean of Students	Student Center, Room 239	(318) 342.5230
ULM Director of Human Resources	Coenen Hall, Room 107	(318) 342.5140
ULM Director of Residential Life	University Suites, Residential Life	(318) 342.5240

### **Accommodations:**

In the event a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to University authorities, the University is committed to providing them as safe a learning or working environment as possible. Upon request, the University will make any reasonably available change to an alleged victim's academic, living, and working situation. When a reported incident of abuse involves more than one member of the University community, the Title IX Coordinator may issue an institutional "NO CONTACT" order, prohibiting the individual from contacting the other, either on or off campus.

University authorities will advise the complainant of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court.

UPD is committed to ensuring that orders of protection issued by courts are fully upheld on all University-owned, used, and controlled property as well as properties immediately adjacent to the University. Therefore, if any member of the University community obtains an order of protection or restraining order, he or she should promptly inform University authorities and provide them with a copy of that order, so that it can be enforced. The University is also committed to protecting survivors from any further harm, and if the University authorities determine that an individual's presence on campus poses a danger to one or more members of the University community, said authorities and/or the Title IX Coordinator may issue an institutional "NO CONTACT" or "NO TRESPASSING" order barring that individual from University property.

### **Confidentiality:**

ULM recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incident of abuse, to the extent that doing so is permitted by law and consistent with the University's need to protect the safety of the community. Different University officials and personnel are able to offer varying degrees or levels of privacy.

The University requires all employees, with the exception of the licensed mental health counselors who work at the ULM Counseling Center and designated Confidential Advisors to share the information with the Title IX Coordinator regarding any report of sexual misconduct. The Title IX Coordinator will investigate the incident(s), track trends (including multiple reports involving the same assailant) and determine whether steps are needed to ensure safety of the community. It is the complainant's choice whether he or she wishes to participate in the

investigation; however, the University may proceed with an investigation with the complainant's participation if there is a concern for the safety of other members of the community.

Reports made to the University Police Department will be shared with the Title IX Coordinator in all cases, and may also be made public (maintaining the complainant's anonymity) and shared with the respondent in cases where criminal prosecution is pursued. Reports received by the University concerning the abuse of a minor or juvenile must be reported to the state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the University community are required by University policy to report any instances of known child abuse or neglect to the University Police Department, and this department will in turn report such information to the appropriate state authorities.

Reports and information received by the licensed mental health counselors and the ULM Health Clinic (Affinity's medical professionals) are considered protected. Information received by designated Confidential Advisors is considered confidential. Thus, those individuals will not share information they learn from alleged victims with others within the institution (including the Title IX Coordinator) or with any third party except in cases of imminent danger to the alleged victim or third parties. Absent such circumstances of imminent danger, the only information that these employees will report to the University's crime reporting statistics that are reported in the University's annual Clery Reports. Such crime reporting statistics are also included in a Title IX trend report maintained by the University.

Incidents of sexual assault, domestic or dating violence, or stalking, which is shared with the University's Title IX Coordinator or other University officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling the University's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. It is the complainant's choice whether to participate in the investigation; however, the University may proceed with the investigation without the alleged victim's participation if there is a potential threat to other members of the community.

An individual's ability to speak in confidence and with confidentiality may be essential to his or her recovery. The University thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. University employees must share information only with those university officials who must be informed of the information pursuant to University policy. Failure by a ULM employee to maintain privacy in accordance with the University policy will be grounds for discipline.

While federal law requires the University to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

### **Educational Programs:**

The University is committed to continued efforts to provide students and employees with educational programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

Prevention programs to address the issue of sexual assaults, domestic violence, dating violence, and stalking in a campus environment include but are not limited to the following: awareness programs, risk reduction programs, violence prevention and bystander intervention.

Personal Safety Workshops – In an effort to educate the University community about safety, the University provides opportunities for all members of the community to learn about safety precautions. Resident Directors, Resident Assistants, and UPD conduct awareness workshops on a wide variety of subjects including but not limited to alcohol awareness, the definition of consent, sexual assault, and wellness.

**Awareness Programs:**

- Sexual Assault Awareness
- Dating and Domestic Violence
- Dating Violence/Sexual Assault/Stalking Awareness Green Dot Bystander Training
- Walk a Mile in her Shoes
- Violence Prevention and Intervention
- Sexual Assault Forum

**New Student Orientation:**

Undergraduate orientation programs addressing active bystander awareness, support services, medical amnesty, wellness, and personal safety are offered by the Division of Student Affairs staff, UPD, Title IX Task Force, Administrators of the DOJ grant, and other entities.

**Safety Escorts:**

UPD provides safety escorts twenty-four hours a day, seven days a week. This service provides students, faculty, and staff with walking or motor vehicle escort between locations on campus. Safety Escorts can be requested by calling UPD at (318) 342-5350.

**Crime Bulletins and Alerts:**

The University periodically distributes crime bulletins or alerts to inform members of the University community about incidents of crime in the areas surrounding the University that may pose and imminent threat of harm to members of the community. Bulletins and alerts are also circulated at times, not in response to a specific incident, but as a general reminder to community members about measures that members of the community may take to enhance personal and property security.

**New Employee Orientation:**

All new employees receive training on Sexual Harassment and Title IX through several offices and during annual faculty and staff in-service programs. The University authorities also provide new employees with information concerning issues of safety and personal awareness on such subjects as emergency preparedness.

**Resident Hall Programs:**

These programs are run through the Office of Residential Life and inform students on a wide variety of topics, such as, alcohol awareness, sexual assault, consent, bystander awareness, personal safety, and fire safety.

**Bulletin Board Campaigns:**

The Office of Student Services and Residential Life uses passive programming strategies in the residence halls to provide information on crime prevention and safety issues related to University students on and off campus.

**Conduct Proceedings:**

ULM strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by the University. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking, the University may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No Contact

orders between the parties, altering an individual's work or class schedule or a student's on-campus housing assignment, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on an interim suspension.

The University's Title IX Coordinator will oversee all investigations of allegations of gender-based violence. Employees who are found responsible for having committed such a violation could face termination of employment, and students who are found responsible for having committed such a violation may face disciplinary probation, deferred suspension, suspension from university housing, dismissal from university housing, suspension from the university, or dismissal from the university. In addition, ULM may issue No Contact Orders and No Trespass Orders to those found responsible.

If a Title IX investigation concludes that a preponderance of evidence exists which suggests a student or employee more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the Title IX Coordinator will make the determination of responsibility and accordingly issue sanctions. The complainant or respondent has the right to appeal and go before the Title IX Appeal Committee.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair, and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who receive annual training on the nature of the types of cases they are handling, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of the complainant and promotes accountability.

The University seeks to investigate and adjudicate any official complaints of sexual assault, domestic violence, dating violence, or stalking that are filed with the University in a fair and prompt manner making efforts to finalize complaints within sixty (60) days of receipt of the complaint, unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, University breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the University concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

When a student is accused of any violation of the student conduct code, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred.

When the Title IX Coordinator completes an investigation and/or issues a decision, both the complainant and the respondent shall promptly and simultaneously be informed in writing, usually within seven (7) business days, of the outcome of the investigative or adjudicative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding to the Title IX Appeal Committee. Both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

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#### **CELL PHONE POLICY**

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Cell phones should be turned off or set to vibrate only when in academic buildings (including the University



Library) and may be used only in restrooms, group study rooms, and offices. Text messaging may be used throughout the Library (with the exception of the classrooms) provided that no audible sound is used to notify the recipients.

All people carrying cell phones into a classroom, laboratory, or clinic must turn off and store (e.g., in a backpack, purse, phone holster, or other similar item) their phones prior to entering the room. Cell phones are not allowed on desk or table tops. If there is an extenuating circumstance that requires the cell phone to be on during a class, the student must obtain permission from the instructor prior to the beginning of class and must operate the phone in a silent (vibrate only) mode. Each instructor may further restrict the use of cell phones in class and may determine the consequences for violations of this policy.

People who violate this cell phone use policy may be asked to leave the building.

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#### **COPYRIGHT LAWS & PEER-TO-PEER (P2P) FILE SHARING**

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In 2008 Congress passed and the President signed the Higher Education Opportunity Act. Several of the Acts provisions are intended to reduce unauthorized duplication of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. The University is providing you this notice in compliance with that legislation and the Department of Education regulations I 34 C.F.R. Part 668 (subpart D). You are strongly advised to read this notice thoroughly and give it careful consideration. Paper copies of this notice and the information referenced in it are available upon request from the Office of Student Services located in the Student Center Room 239.

The University of Louisiana Monroe provides a high speed network and other information technology resources to help you accomplish your educational goals. When you activated your ULM Campus Wide ID, you agreed to abide by the University's Appropriate Use Policy. More specifically, you agreed not to use University resources for unauthorized duplication, use or distribution of copyrighted materials, including music and video files. The university considers unauthorized P2P file sharing of copyrighted music and video to be an inappropriate use of its network resources. Moreover, such activity is illegal under the Digital Millennium Copyright Act (DMCA) and exposes you to serious civil and criminal penalties.

#### **Legal Liabilities**

You can be sued for sharing copyrighted materials without the permission of the copyright holder. The law specifies that you can be liable for:

- Litigation costs, attorney fees, and actual damages, or statutory damages of \$750 to \$30,000 for each work infringed. The maximum is raised to \$150,000 for cases of "willful infringement".
- Possible criminal penalties up to \$250,000, and/or imprisonment.
- Statutory damages of \$200 to \$2,500 for each action taken to circumvent technological measures used to control access to copyrighted works or prevent infringement of the exclusive rights of copyright owners. (Example: you rip a DVD and remove the CSS encryption)
- Statutory damages of \$2,500-\$25,000 for removal or alteration of copyright management information. (Example: You rip a DVD and don't include the FBI warning in the copy)

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#### **COURSE DROP AND RESIGNATION POLICY**

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To resign from ULM, please log in to Self Service Banner to drop all your classes. If the hold restricts the ability to drop online, students should contact his/her advisor.

After enrolling in classes, (in most cases on the web), a student who wishes to resign from the University must notify the Registrar's Office in writing completing of resignation form in the Registrar's Office, by letter, or by faxed letter] of his/her wish to resign (see registration schedule calendar for deadlines).

Students may drop courses or resign from the institution with grades of “W” prior to a date specified in the official University Calendar. That date is generally three weeks after mid-semester in a regular semester and the equivalent period in a summer session. (Actual drop/resign dates are published in each calendar for the respective schedule of classes.) After that specified date, students may not drop a course or resign. Drop dates for short courses will vary depending on the length of the course; these dates are published in the current issue of the ULM Schedule of Classes. Students who have extraordinary cases with extenuating circumstances may submit to their academic dean a letter of appeal, along with documentation to substantiate the case. Extraordinary cases do not include dissatisfaction with an anticipated grade or the decision to change a major. Approval of an appeal for dropping a course or resigning after the published date may be granted by the student’s dean for reasons stated below and only if the reason can be officially documented to show direct due cause. If approval to drop a course is granted, the student must also have been passing the course immediately prior to the hardship, and must have applied for the approval immediately after the hardship or illness ended. The grade assigned shall be a “W.” If the dean allows the student to resign, a “W” grade shall be assigned in all courses. If the appeal is approved, the dean will notify the instructor and the Registrar. Examples of appealable cases are as follows:

- **Illness/Injury**—The student must provide a letter on official stationery from the attending physician stating that the illness or injury will render the student unable to complete the course, or will cause the student to miss a significant number of days so as to make it difficult to complete the course. A hospital bill may also be used.
- **Death of an immediate family member which caused undue hardship and renders the student incapable of completing the course**—The student must provide a copy of the death certificate, obituary stating relationship to the deceased, or letter from the attending clergy.
- **Natural disaster or exceptional traumatic event (documentation will be required)**—The student must provide a written explanation of extenuating circumstances providing this event causes the student undue hardships.
- **National Defense**—The student must provide a copy of official military orders.

Grades of “F” will be assigned to students who do not complete the enrollment period and who have not officially dropped their courses or resigned.

An appeal for a change in official academic records must be made no later than 30 days after the end of the semester or term in which the alleged error in academic records occurred.

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#### **FIGHTING/VIOLENCE POLICY**

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

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

Acts of physical violence and/or fighting that involves individual students or multiple students from an organization, on or off campus, will be considered a violation of the ULM *Code of Student Conduct*. All individuals may be subject to the Code of Conduct hearings. The ULM *Code of Student Conduct* outlines the established procedures for considering alleged violation of university regulations.

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#### **HAZING POLICY**

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The University of Louisiana Monroe (ULM) believes it is the responsibility of all students, staff, faculty and

members of the University community to ensure an atmosphere of learning, social responsibility, and respect for human dignity. This is achieved by providing positive influences and constructive development for current and aspiring members or participants of any group or organization at the University of Louisiana Monroe. Hazing is counterproductive to the positive learning environment the University seeks to create.

The purpose of this policy is to maintain a safe learning environment that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the university and Louisiana Law and are prohibited at all times. No student, faculty member, employee or administrator, guest, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.

**The purpose of this Policy is:**

- **to assist with preventing hazing;**
- **to encourage reporting which is the responsibility of every member of the university community;**
- **to accept the personal obligation to adhere to the basic community values of being civil, and respectful of others;**
- **to protect the safety and rights of students; and**
- **to preserve the educational environment.**

**Definitions:**

**HAZING** is defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against an individual that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution, including but is not limited to the following:

- The person knew or should have known that the act endangers the physical health or safety of the other person or causes severe emotional distress.
- The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

This policy provides that “hazing” includes but is not limited to any of the following that is associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- (1) Physical brutality, such as whipping, beating, striking, branding, burning, shoving electronic shocking, blindfolding, paddle swats, bondage or restriction, or placing of a harmful substance on the body, or similar activity.
- (2) Physical activity, such as sleep, food or drink deprivation, exposure to the elements, confinement in a small space, calisthenics, forced exercise, jogs or runs that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (3) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (4) Requiring or coercing someone to perform public stunts, buffoonery, personal or group servitude (washing cars, running errands, cleaning), wearing apparel which is uncomfortable, conspicuous or not normally in good taste.
- (5) Creating, inflicting or requiring any activity that detracts from adequate study or class time or productive work; or any activity that is not consistent with the academic mission of the University of Louisiana Monroe. For example, any activity or situation that keeps an individual from less than six uninterrupted hours of sleep.
- (6) Bullying, degrading, humiliating, ridiculing or harassing an individual or group through words or

deeds: line-ups or interrogations; name calling; threats or lies.

(7) Activity that induces, causes, or requires an individual to break a university, local, state or federal law or policy. The law provides exceptions for normal physical activity associated with athletics, physical education, military training, or similar programs.

(8) Activity that includes nudity.

The penalties provided by Act 635 do not preclude any civil remedies provide by existing law and may be imposed in addition to any penalty that may be imposed for any other existing law criminal offense arising from the same incident or activity, and in addition to any penalty imposed by the organization or educational institution pursuant to its by-laws, rules, or policies regarding hazing.

Effective August, 2018. (Amends R.S. 17:1801; Adds R.S. 14:40.8)

**ORGANIZATION** is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

**PLEDGING** is any action or activity related to becoming a member of an organization, including recruitment and rushing.

#### **APPROPRIATE AUTHORITY**

- (i) Any state or local law enforcement agency.
- (ii) A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
- (iii) Emergency medical personnel.
- (iv) ULM faculty or staff member.

**RECKLESS BEHAVIOR** is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

**SERIOUS BODILY INJURY** is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

#### **Reporting Procedures:**

It shall be the duty of all student organization members and pledges to report immediately, in writing, any violation of this policy to the appropriate institution administrator. Any violation of this Policy shall be investigated and appropriate disciplinary action taken.

If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to ULM.

When the institution receives a report of an alleged incident of hazing, the institution shall do both of the following:

- 1) Report to law enforcement as required by R.S. 14:40.8. The information reported to law enforcement shall include all information and details received by the institution relative to the alleged incident, with, no information, being redacted, including the name of all individuals alleged to have committed the act or acts of hazing identified in the report.
- 2) Document in writing all actions taken with regard to the report including but not limited to the date the report was received, reports made to law enforcement as provided in R.S. 14:40.8, and any other information relative to the institution's investigation, processing, and resolution of the incident.

Organizations and Institution shall document the alleged act or acts in writing via the standardized forms. These [online forms](#) are available on the [ULM Student Life and Leadership Hazing website](#).

I. [Organization Reporting Form](#)

II. [Institution Reporting Form](#)

Any person who believes he or she has been the victim of hazing, or any participant, witness, or person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate university administrator or to the Dean of Students located in the Office of Student Services at 318.342.5350 or online.

Silent Witness Reports may also be submitted online or anonymously through the University Police Department at 318.342.5350.

Each will take appropriate action to respond to such a report. More information regarding how to report an incident and additional information on the University conduct process may be found online at the ULM Hazing website.

Faculty, staff, university employees and/or administrators as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the Dean of Students immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

Violations of this policy by faculty, staff, and other employees are subject to discipline in accordance with the State of Louisiana and University policies and procedures governing employee misconduct.

Any violation involving a crime, an emergency, or an imminent threat to the health or safety of any person should be reported immediately by dialing 9-1-1 to reach local law enforcement officials or on campus 318.342.5350.

Upon receipt of a complaint or report of hazing, the university shall undertake or authorize an investigation by university administrators through the Office of Student Life and Leadership in conjunction with the Office of Student Services and/or University Police. The Dean of Students will investigate the complaint in accordance with the Student Disciplinary Procedures. The Student Disciplinary Procedures shall govern all proceedings involving such a complaint. Sanctions, if appropriate, will be imposed in accordance with the Student Code of Conduct.

**Penalties:**

Violations of this policy by faculty, staff, and other employees are subject to discipline in accordance with the State of Louisiana and University policies and procedures governing employee misconduct.

Any violation involving a crime, an emergency, or an imminent threat to the health or safety of any person should be reported immediately by dialing 9-1-1 to reach local law enforcement officials or on campus 318.342.5350.

Upon receipt of a complaint or report of hazing, the university shall undertake or authorize an investigation by university administrators through the Office of Student Life and Leadership in conjunction with the Office of Student Services and/or University Police. The Dean of Students will investigate the complaint in accordance with the Student Disciplinary Procedures. The Student Disciplinary Procedures shall govern all proceedings involving such a complaint. Sanctions, if appropriate, will be imposed in accordance with the Student Code of

Conduct.

Students:

- i. Any student who violates the provisions of Acts 635, 637 and 640 of the 2018 Regular Session of the Louisiana Legislature and this Policy may be subject to criminal charges and / or severe sanctions imposed through the ULM Student Code of Conduct.
- ii. Consent is not a defense. It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.
- iii. Any student who fails to seek assistance as defined by the law and this Policy shall be subject to penalties outlined in R.S. 14:40.8.

The Louisiana Hazing Law (Act 635) amends prior law to apply to any organization in an education institution, and to remove the fine and term of imprisonment as consequences for engaging in this activity and to provide instead that the student shall be dismissed, suspended, or expelled from the education institution for at least one semester, quarter, or comparable academic period if criminally charged.

The hazing law creates the crime of criminal hazing which prohibits any person from committing an act of hazing as defined by the law, regardless of whether the person voluntarily allowed himself to be hazed or consented to the hazing. The law provides for the following penalties:

1. A fine of up to \$1,000, imprisonment for up to six months, or both.
2. If the hazing results in the serious bodily injury or death of the victim, or if the hazing involves forced or coerced alcohol consumption that results in the victim having a blood alcohol concentration of at least .30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, the person who committed the act of hazing shall be fined up to \$10,000, and imprisoned, with or without hard labor, for up to five years.

The law also provides that if any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization of which any of the underlying organization is a sanctioned or recognized member at the time of the hazing, knew and failed to report to law enforcement that one or more of the organization's members were engaging in or participating in the hazing of another person, the organization may be subject to the following:

1. A fine of up to \$10,000.
2. Forfeiture of any public funds received by the organization.
3. Forfeiture of all rights and privileges of being an organization that is organized and operating at the educational institution for a specific period of time as determined by the court. If the hazing results in the serious bodily injury or death of the victim, or results in the victim having a blood alcohol concentration of at least .30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, the period of time shall be for not less than four years.

The law authorizes the national or parent organization to conduct a timely and efficient investigation, of no longer than 14 days, to determine the veracity of an allegation of hazing prior to reporting the hazing to law enforcement.

In addition, University action taken for violation of this policy will be consistent with other university policies and statutory authorities such as Act 635, Act 637 and Act 640 of the Regular Session of the Louisiana Legislature and Louisiana Law and to amend and reenact R.S. 14:40.8(B) and R.S. 17:1801(C), 1801.1(C) and 1805(A)(3), (B), and (D)(2) and to enact R.S. 17:1801.1(B)(3).

1. Act 635 of the 2018 Regular Session of the Louisiana Legislature, which creates the crime of criminal hazing, provides definitions and exceptions, and establishes exceptions and penalties;
2. Act 637 of the 2018 Regular Session of the Louisiana Legislature, which creates an obligation to offer reasonable assistance ("Duty to Seek Assistance"), including seeking medical assistance, to someone who has suffered serious bodily injury caused by reckless behavior, including hazing;
3. Act 640 of the 2018 Regular Session of the Louisiana Legislature, which prohibits hazing at Louisiana's public postsecondary institutions, requires BOR to adopt a uniform policy on hazing prevention, requires public postsecondary institutions to adopt and expand on BOR's uniform policy in a manner consistent with the laws and BOR policy.

## **Louisiana Law RS 17:1801 - Hazing prohibited; Penalties**

“Whoever violates the provisions of this Section shall be expelled, suspended, or dismissed from the education institution and not permitted to return for at least one semester, quarter, or comparable academic period. In addition, the person violating the provisions of this Section may also be subject to the provisions of R.S. 14:40.8 which provides penalties for certain hazing activity.”

“Hazing in any form, or the use of any method of initiation into organizations in any education institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited.”

If the hazing results in the serious bodily injury or death of the victim, or the hazing involves forced or coerced alcohol consumption that results in the victim having a blood alcohol concentration of at least .30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, any person who commits an act of hazing shall be fined up to ten thousand dollars and imprisoned, with or without hard labor, for up to five years.”

“Any person who commits an act of hazing shall be either fined up to one thousand dollars, imprisoned for up to six months, or both.”

The bill also defines hazing as: Any intentional, knowing or reckless act committed by a student, or a former student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

1. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with such educational institution.
2. The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

### **Louisiana Law R.S. 14:40.8. – Organizations**

ULM may impose additional sanctions for violations of the Code of Student Conduct.

- i. If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the institution with which it is affiliated.
- ii. Information reported to law enforcement shall include all details received by the organization relative to the alleged incident, with no information being redacted, including the name of all individuals to have committed the act or acts of hazing.

An education institution that receives a report alleging the commission of an act or acts of hazing by one or more members of an organization that is organized and operating at the education institution shall report, as soon as practicable under the circumstances, the alleged act or acts to the law enforcement agency having jurisdiction in the place where the alleged act or acts of hazing occurred. The information reported to law enforcement as required shall include all details received by the institution relative to the alleged incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing. Any education institution who fails to comply with the provisions of this Paragraph may be subject to a fine of up to ten thousand dollars.

- iii. If any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization of which any of the underlying entities as recognized in this Policy or as a recognized member at the time of the hazing, knew and failed to report to law enforcement that one or more of the organization’s members were hazing another person, the organization may be subject to penalties under R.S. 14:40.8.

- **Amenities**
- **Available Housing**
- **Building Access**
- **Graduate Student Housing**
- **Residential Life 2017-2018 Housing Rates**
- **Available Housing**

Campus housing is under the Department of Residential Life [www.ulm.edu/reslife](http://www.ulm.edu/reslife) and the Division of the Vice President of Student Affairs.

All housing application are available online at [www.ulm.edu/reslife](http://www.ulm.edu/reslife). First-time freshmen and new transfer students will receive the necessary information to access the online housing application after they have been accepted to the University. Continuing students will have access to the online application during the room sign-up period.

At the time of application a \$200 non-refundable room reservation fee and a \$100 pre-payment of the fall housing fee must accompany every housing application for first-time freshman and new transfer students. Current residents, who re-apply for the housing, will pay a \$ 100 room reservation fee and a \$200 pre-payment of the fall housing fee. An additional \$200 pre-payment fee will be due from all students by May 1st or the first business day in May. Any student, who does not make the May 1st prepayment deadline, will be moved from an assigned room to a waiting list. The room reservation fee and the pre-payment for the fall housing fee must be paid each subsequent year prior to a student receiving an assignment. Students residing in campus housing must abide by all university policies and procedures; the policies and procedures are outlined in the Student Handbook, and the Guide to Residence Hall Living. Both documents are located on the Residential Life website at [www.ulm.edu/res life](http://www.ulm.edu/res life).

ULM has an established cumulative GPA requirement for all students living in on-campus housing.

- All students residing in the following buildings, Madison Hall, Masur Hall, and Ouachita Hall must maintain at least a 2.0 cumulative GPA at all times. Preference will be given to those who have a 2.3 GPA.
- University Commons residents must maintain at least a 2.5 cumulative GPA at all times.
- University Suites and Bayou Village Apartments building 7 must maintain at least a 2.5 cumulative GPA at all times.
- Bayou Suites, the scholar's hall, has a 3.3 cumulative GPA requirement for continuing students and a 3.5 cumulative GPA requirement for first time freshmen.
- The requirements for the Bayou Village Apartments, buildings 5 and 6 are the same as Bayou Suites.

**Bayou Village Apartments:** Bayou Village Apartments: The apartments are one-bedroom/one bath, two-bedroom/two bath and four bedroom/two bath apartments. Each apartment is fully furnished including all kitchen appliances and a washer/dryer combination. The kitchen has plenty of counter space, cabinets and a pantry. Each apartment has its own HV/AC unit that is controlled within the apartment.

Residents may choose an academic year contract (Fall and Spring semesters) or an academic plus summer contract (August move-in to the end of Summer II in August). The apartments do not close during the winter break.

**Bayou Suites and University Suites:** These are inside corridor buildings with two private bedrooms and a shared bath. Bayou Suites is a Scholars Hall with a required 3.3 cumulative GPA for returning students and a



3.5 cumulative GPA for first time freshmen. Each bedroom has a ceiling fan, and each suite has an HV/AC unit that is controlled by the residents in the suite. The common area has a counter for small appliances, double cabinet above the counter and an area under the cabinet that will hold two dorm style refrigerators.

**University Commons:** This building has double occupancy rooms with a shared bathroom. Each room has a ceiling fan, and individual HV/AC units. Each resident has their own double door closet with mirrored doors. **Madison** (male only) and **Ouachita** (female only): These residence halls have double occupancy suite style rooms with a bathroom between both rooms. Each room has individual HV/AC units. A laundry facility, and vending machines are centrally located for residents' use.

**Masur Hall:** This residence hall is an all-female, gated entry exterior corridor building with double occupancy room suites and a shared bathroom. The HV/AC system is individually controlled in each room. Also on site is a community building that features a large screen TV, study areas, a computer lab, laundry facility, and vending machines.

**Residential Life - Housing Rates:** Please refer to our website at [www.ulm.edu/reslife](http://www.ulm.edu/reslife) for the most up to date information and pricing.

**Building Access:** Bayou Suites, University Commons, University Suites, Ouachita Hall, and Bayou Village Apartments are interior corridor, controlled access buildings. Students assigned to these buildings will use their ID cards to access the buildings and are issued keys to their individual rooms. Madison Hall is an exterior corridor building with key access to each room. Masur Hall is an exterior corridor building with a gated entrance. The students assigned to Masur will use their ID card to enter the area and have key access to their room.

**Parking:** There is parking available at the buildings for the residents. University Commons, University Suite, Ouachita and Bayou Suites all have a controlled access parking area.

**Mail:** During the academic year mail is delivered to each building and the apartments. Packages sent by FedEx or UPS are delivered and signed for at the Residential Life Office located in University Suites. Residents are notified that they have a package and given available pick up times. Residents are required to provide identification before they will be issued the package.

**Amenities:** Dish is the University cable TV provider and ULM computing center is the Internet provider. All of the rooms have 78 channels of SD/HD digital television programming. All rooms have high-speed Internet connections as well as access to the wireless system. Each residence hall and the suites have laundry facilities, vending machines for those late night snacks, study rooms and computer labs. The residence halls and suites have large screen TV's in the community rooms. All utilities are included in the price of the room.

**Resident Assistants:** Each building has a Hall Director and each floor has a Resident Assistant (RA) who provides programs for the residents, keeps them informed about what is going on in the residence halls, apartments and other places on campus. They are "the go to" people.

**Maintenance:** Maintaining the buildings in optimum condition is important to us; therefore, a maintenance person is on call to respond to any and all maintenance issues. There is also a maintenance person to handle emergencies after normal business hours on weekends and holidays.

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#### HOUSING EXEMPTION & APPEAL POLICIES (OFF-CAMPUS HOUSING)

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- **DEADLINE DATES TO SUBMIT APPLICATION REQUEST FOR OFF-CAMPUS HOUSING**
- **OFF-CAMPUS RESIDENCY APPEALS**
- **REQUEST TO MOVE OFF-CAMPUS PROCEDURES**

- **UNIVERSITY POLICY STATEMENT REGARDING ALLERGIES**
- **ROOM CONTRACT TERMS**

The University of Louisiana System Housing Policy, Section XX Parietal Rules states the following: “ALL UNMARRIED FULL-TIME UNDERGRADUATE STUDENTS ARE REQUIRED TO LIVE IN ON-CAMPUS RESIDENCE HALLS AS LONG AS SPACE IS AVAILABLE.” Students who believe they meet the criteria for an allowable exemption must complete and submit an Off-Campus Housing Application along with a Memorandum of Understanding (MOU) and/or other required supporting documentation.

### **APPLICATION DEADLINES:**

- **April 1<sup>st</sup> (Fall semester)**
- **November 1st (Spring semester)**
- **April 1st (Summer semesters)**

Failure to adhere to the deadlines listed above will result in the Off-Campus application being rejected and/or denied for the requested semester.

Housing Pre-Payment fees will be forfeited if exemption is granted after the designated deadline dates. Approval to live off campus must be granted from the Office of Auxiliary Enterprises BEFORE the student makes any binding arrangements to live off campus. Students are cautioned about entering into binding contracts, leases or rental agreements before exemption decisions have been made. Mandatory housing, meals and associated fees may still be assessed if a student moves prior to approval.

Approval to live off campus must be granted from the Office of Auxiliary Enterprise BEFORE the student makes any binding arrangements to live off-campus. Students are cautioned about entering into binding contracts, leases or rental agreements before exemption decisions have been made. Mandatory housing, meals, and associated fees may still be assessed if a student moves prior to approval.

### **The University-endorsed allowable exemptions are:**

1. **Current students that will have 75 qualified hours prior to the application deadline of the semester that he/she is requesting to live off-campus. Current enrolled hours are included.**
2. **If the student will be residing with a parent, immediate family member (grandparent, sister, brother), or legal guardian, in any of the following exempt parishes: Bienville, Caldwell, Catahoula, East Carroll, Franklin, Jackson, LaSalle, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll, or Winn. Notarized letter required from parent if residing with someone other than the parent, copy of lease if renting or copy of homestead exemption if owned and current utility bill.**
3. **If the student is going to be residing in the same apartment/house with a brother or sister that has previously been given an exemption to live off-campus.**
4. **If the student is going to be living in property OWNED by you (the student) in any exempt parish. Proof of ownership must be submitted along with a current utility bill.**
5. **If the student is married, divorced or has/expecting a child. (Documentation required)**
6. **If the student is classified as a veteran with at least 24 months active duty. (DD-214 Form must be submitted).**
7. **If the student suffers from a severe medical condition. (Documentation required-ULM Medical Form)  
Note: Allergies are not generally considered to be a severe medical condition.**
8. **If it appears the student will suffer significant financial hardship. Financial hardship is defined as extenuating circumstances that present a financial burden on a family; [ex. death of a primary**

**provider, loss of employment (documentation required), and natural disaster.] Living off-campus simply because it is less expensive is not considered a “financial hardship”.**

**9. If the student has been out of high school for at least three (3) years.**

**10. Transfer students accepted into professional programs.**

**11. Transfer students with at least 24 hours completed may reside off-campus. (Transcript required, dual enrollment hours do not count towards the 24 hour requirement)**

### **CAUTION: PLEASE READ BEFORE TAKING ACTION TO MOVE OFF-CAMPUS**

Students are cautioned about entering into binding contracts, leases or rental agreements before exemption decisions have been made. Mandatory housing, meals and associated fees may still be assessed if a student moves prior to approval of their exemption request. Students and their parent/guardians are advised that neither a lack of awareness nor a failure to read or review any University or System Board policy provisions will cause any such policy to lose neither force nor effect. Students and legal guardians are responsible for adherence to all student policies and should follow the University’s established policies. Further, it is both a student’s and guardian’s responsibility to use reasonable care and promptness when examining all University policies. The above information also applies to students who are required to live on campus yet wait until very late to apply for campus housing. ULM’s assignment process continues until the 14th day of class and should a bed become available, charges and fees, as listed above, may be applied to a student’s account. Applying late is not an exemption to live off campus.

### **REQUEST TO MOVE OFF-CAMPUS PROCEDURES**

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

**STEP 1 START EARLY** Begin the process thirty (30) days prior, to the deadline for the semester the exemption will be effective. Application deadlines strictly enforced.

**STEP 2 READ THE ON-LINE INFORMATION** Review the Housing Exemption Policy, allowable exemptions, and other important information.

- DO NOT send others to conduct your business.
- DO NOT make any binding off-campus living arrangements before you are granted off-campus approval.

**STEP 3 COMPLETE AN APPLICATION** (Off Campus Housing Application) to seek off-campus exemption. Attach supporting documents to the completed “Off-Campus Housing Application.” Required ULM Forms:

- OFF-CAMPUS HOUSING APPLICATION
- MEMORANDUM OF UNDERSTANDING FORM
- NOTARY FORM (If Applicable)
- ULM MEDICAL FORM (If claiming medical exemption)

**STEP 4 SUBMIT COMPLETED FORMS** along with the other required documentation to the Office of Auxiliary Enterprises.

- Mail to 700 University Avenue, Sandel Hall 387, Monroe LA 71209-5400. Fax to (318) 342-3505 or email to [auxiliary@ulm.edu](mailto:auxiliary@ulm.edu).

**Failure to submit the Off-Campus Housing Request form along with the required documentation by the noted deadline may result in the application being denied.**

**STEP 5 YOU WILL RECEIVE A RESPONSE VIA YOUR WARHAWK EMAIL** in regard to whether you have been granted approval or have been denied.

You will be CLEARED TO REGISTER once your application has been approved. Students who have been denied an exemption for off-campus living by the Office of Auxiliary Enterprises may appeal the decision. Please note that decisions rendered by the Housing Appeals Committee will be final.

### **OFF CAMPUS EXEMPTION APPEALS**

Applicants will read and explicitly follow all steps prior to submitting their written appeal to the Office of Auxiliary Enterprises (Sandel Hall 387). All communication will be sent to the students warhawk email address. Students are responsible for contacting the Office of Auxiliary Enterprise in regard to the status of their application.

#### **APPEAL PROCEDURES:**

1. Student must appeal in writing or by email response within 3 business days, regarding the determination made by the Housing Officer in the Office of Auxiliary Enterprises.
2. Submit the appeal letter to the Office of Auxiliary Enterprises. The appeal will be reviewed when the Housing Appeals Committee is in session.
3. A determination will be made by the Housing Appeals Committee, based on the information received, and/or specifically the student's appeal letter and supporting documentation.

### **UNIVERSITY POLICY STATEMENT REGARDING ALLERGIES**

Allergies are not generally considered to be a severe medical condition. Residential Life staff will assist students by providing (when possible) compatible roommate/suite mate situations and special janitorial/maintenance assistance to assure a reasonably controlled environment. In addition, students may take the same special control measures in the residence hall as they would in an off-campus residence. Based on these precautions, the University does not grant off campus exemptions for allergies. The Housing Appeals Committee has previously ruled that students should first notify the Housing Office of their condition. Residential Life will then set up a maintenance program to provide a reasonable environment.

NOTE: The University reserves the right to amend this policy at any given time. Should HOUSING reach full capacity the university reserves the right to make exceptions accordingly.

ADDITIONAL INFORMATION: Please refer to the most current information in the following locations:

**ULM Student Policy Manual:** [www.ulm.edu/studentpolicy/](http://www.ulm.edu/studentpolicy/)

**ULM Residential Life Office:** [www.ulm.edu/reslife/](http://www.ulm.edu/reslife/)

**Office of Auxiliary Enterprises, Sandel Hall 387, (318) 342-5242**

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### **RESIDENTIAL LIFE ROOM CONTRACT TERMS**

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

- 2 (above) will be required to pay full room and meal charges for the period the violation occurred.
- D. Students may request off-campus exemption or approval through the office of Auxiliary Enterprises (Sandel Hall 387). The application (*Off Campus Housing Request Form*) must be completed and submitted with supporting documentation for the basis of exemption. Applicants seeking exemption to the University of Louisiana System's mandatory on-campus housing requirement must meet one (1) of the University's allowable exemptions and adhere to the prescribed procedures before being considered. Failure to submit required documentation with the completed *Off Campus Housing Request Form* may result in the application being automatically denied and/or discarded. For more information and the list of the allowable exemptions, please refer to the Student Handbook section noting *Housing Exemption for Off Campus* or at [www.ulm.edu/reslife](http://www.ulm.edu/reslife).

Application Deadlines for Submitting the Request for Off-Campus Approval or Exemption:

- April 1st (Fall semester);
- November 1st (Spring semester); and
- April 1st (summer semesters).

Students may request off-campus *exemption or approval* through the Office of Student Services (Student Center, # 239). The application (*Off Campus Housing Request Form*) must be completed and submitted with supporting documentation for the basis of exemption. Applicants seeking exemption to the University of Louisiana System's mandatory on-campus housing requirement must meet one (1) of the University's allowable exemptions and adhere to the prescribed procedures before being considered.

Failure to submit required documentation with the completed *Off Campus Housing Request Form* may result in the application being automatically denied and/or discarded. For more information and the list of the allowable exemptions, please refer to the Student Handbook section noting *Housing Exemption for Off Campus* or at [www.ulm.edu/reslife](http://www.ulm.edu/reslife).

**Application Deadlines for Submitting the Request for Off-Campus Approval or Exemption:**

- **April 1st (Fall semester);**
- **November 1st (Spring semester); and**
- **April 1st (Summer semesters).**

Students who have been denied an exemption for Off-Campus living, by the Office of Auxiliary Enterprise, may appeal in writing to the Housing Appeals Committee. Applicants shall read and explicitly follow all steps prior to submitting their written appeal to the Housing Appeals Committee. Appeal request and documentation may be delivered to the Office of Auxiliary Enterprise, Strauss # 250. Appeals will be heard by the Housing Appeals Committee immediately after the deadlines when possible. The Housing Appeals Committee is final.

- E. All dining facilities on campus are closed when classes are not in session. Residents, except those living in the Bayou Village Apartments, should not expect to remain on campus during the semester breaks. If a resident does require housing during the break period, they must contact the Residence Life Office two weeks prior to the end of the semester in order to register for interim break housing. Residents may be consolidated for this period.
- F. The university reserves the right to (1) deny the request of any prospective student, (2) change the residence hall or room assignment (a resident without a roommate will be reassigned or charged for a private room), or (3) cancel accommodations of any student; (4) enter and inspect any room at any time when cause prevails; and (5) require immediate payment for damages to furnishings and/or physical structure.
- G. Cancellations for continuing students and new students must be made **May 1st for the fall semester** and **January 2nd for the spring semester**. Cancellations must be in writing and submitted to the Residential Life Office prior to the above dates. Do not assume dropping your classes will

automatically cancel your housing. If a room reservation is not cancelled by the due date for each semester the student will be held responsible for their housing. Failure to claim an assigned room is not an accepted form of cancellation. Students who decide not to return to the University over the winter break must contact the Residential Life Office to make arrangements to remove their belongings prior to the beginning of the spring semester. Students are subject to a pro-rated fee for the days their belongings were in their room from the end of the previous semester to the day the items are removed and the student officially checks out of the room.

- H. The university is not responsible for loss or damage to items in the residence hall due to theft, fire, water, heat, or other causes. Residents are encouraged to contact their or their parent's personal insurance provider to verify their coverage under their homeowner's policy or if you they need Renter's Insurance.
- I. If a student withdraws from the University within the first 14 days of class, their housing will be pro-rated for the days they had possession of the room. **After the 14th class day, no refunds are given.** Students who are dismissed from the university and/or residence halls for academic or disciplinary reasons are not eligible for a refund.
- J. Returning students, who fail to meet the priority pre-payment deadline for housing registration, may not receive their priority assignment request.

(Note: Meal charges are not assessed by Residential Life.)

- K. Overnight Guest: Residents must register their overnight guest at the Residence Life office, located in University Commons II, no later than 12:00 noon on the day the guest will be staying. If a room is a double occupancy room, the request must be agreeable to the roommate. Overnight guest must be of the same sex as the resident making the overnight request and the guest must be at least 17 years of age. *This university policy applies to all housing including the Bayou Village Apartments.*
- L. Residential Life regulations prohibit the possession or consumption of alcoholic beverages or possession of alcoholic beverage containers in any residence hall or apartments on campus. The University will abide by state, parish or municipal law.

## ON CAMPUS HOUSING POLICIES

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

### QUIET HOURS/NOISE POLICY

Each person, as a resident of ULM, possesses certain reciprocal, individual rights and responsibilities which must be respected. Primary rights of the resident include the right to read, study, and sleep, free from undue interference in the hall and in one's room. "Quiet Hours" is a phrase used to designate those times set apart for study and quiet when no one is supposed to turn up the radio/stereo or make any other noises which might disturb the study or sleep of other students. Quiet hours apply to both students and guests. Quiet hours are from 8 p.m. until 8 a.m. daily including weekends. Quiet hours are maintained 24 hours a day during the last two weeks of a regular semester regardless of formal or informal notice made by individual residence hall.

### EXCESSIVE NOISE IS NOT PERMITTED AT ANY TIME.

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

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

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#### HOUSING/RESIDENTIAL LIFE EVICTION POLICY

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The University of Louisiana Monroe is governed by the University of Louisiana System Board of Supervisors. A State Board Policy requires that all students reside in on-campus housing unless they meet the criteria for an allowable exemption. In addition, the University is charged with the responsibility of providing a healthy, safe, educational environment for the University community. This responsibility supersedes the enforcement of the mandatory housing policy.

**In order to promote and preserve the proper educational environment in the residence hall system, the University reserves the right to remove from the system those students who demonstrate an inability or unwillingness to function within the parameters of housing rules and regulations.** The evicted student must vacate University housing facilities within 24 hours, and the student forfeits all refundable housing fees.

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

All housing eviction cases will be assigned, administered and/or adjudicated through the Office of Student Services (Student Conduct) or the appropriate University Unit. In the event a disciplinary hearing is necessary with the administrators of the Office of Student Services or Residential Life, the student may have the option of meeting “face to face” or via teleconference (i.e. Zoom). When the notice of the hearing is sent to the student it will include information about the hearing as well as instructions on how to use the online option once a date is set for the hearing. The hearing will be recorded and placed in the students’ file.

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

- 1. The threat or commission of physical violence or conduct which compromises the health or safety of any person**
- 2. Behavior that is disruptive to the educational environment**
- 3. Violation of University Drug Policy**
- 4. Violation of Weapons on Campus Policy**
- 5. Harassment of any nature including but not limited to social media or internet services, stalking, dating/domestic violence, discrimination and/or behavior as defined in the ULM Sexual Misconduct Policy**
- 6. Damage to University property, private property, or theft**
- 7. Felony acts of such nature that the resident’s continued presence is potentially dangerous to the health, safety, and educational environment of the university community**
- 8. Insubordination to University personnel or their representatives acting in the line of duty**

9. Psychological or emotional difficulties
10. Habitual roommate and/or suitemate difficulties
11. Unregistered or unauthorized guest of more than one night or more than one occasion
12. Unsanitary health conditions in residence halls, suites, and apartments
13. Non-compliance with Residential Life policies
14. Fourth offense housing

**violation NOTE:**

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

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**IMMUNIZATION POLICY**

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**In an effort to protect the students, faculty, and staff of all Louisiana schools, the Louisiana Legislature in regular session, 1990 passed ACT No. 1047 which amended and re-enacted R.S.17:170, relative to immunization of persons attending schools.**

Louisiana law now requires immunization against measles, mumps, rubella, tetanus-diphtheria and meningitis for all first-time ULM students born after 1956. First-time students will not be permitted to register until they complete and return a Proof of Immunization and Compliance Form.

The following guidance is presented for the purpose of implementing the requirements of Louisiana R.S. 17:170 and of meeting the established recommendation for control of vaccine-preventable diseases as recommended by the American Academy of Pediatrics, the Advisory Committee on Immunization Practices to the United States Public Health Service, and the American College Health Association. **REQUIREMENT:** Two (2) doses of measles vaccine; at least one (1) dose each of rubella and mumps vaccine; a tetanus-diphtheria booster within the last 10 years and one (1) dose of meningococcal vaccine. **Measles Requirement:** Two (2) doses of live vaccine given at any age, except that the vaccine must have been given on or after the first birthday, in 1968 or later, and without immune globulin. A second dose of measles vaccine must meet this same requirement, but should not have been given within 30 days of the first dose. A history of physician diagnosed measles is acceptable for establishing immunity.

**Tetanus-Diphtheria Requirement:** A booster dose of vaccine given within the past ten (10) years.

Louisiana R.S. 17:170 provides that no person seeking to enter any school shall be required to comply with these provisions if the student or his parent or guardian submits either a written statement from a physician stating the procedure is contraindicated for medical reasons, or a written dissent from the student or his parent or guardian is presented. (Waiver)

In the event of an outbreak of a communicable disease at the location of an educational institution or facility, the administrators of that institution or facility are empowered, upon the recommendation of the Office of Public Health, to exclude from attendance unimmunized students and clients until the outbreak is declared over by the public health officials. For more information, contact the Student Health Center at (318) 342-5238.

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**LANDSCAPING SPONSORSHIP POLICY**

**(TO INCLUDE TREES, SHRUBS AND HARDSCAPE ITEMS)**



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ULM has instituted a policy regarding organizations, colleges, departments or individuals who wish to sponsor a landscape or hardscape addition to campus. While such additions to the campus are admissible, they must be within parameters. Any trees, shrubs or hardscape items must fit within the overall campus landscape design. The following policy will guide those who wish to make additions to our campus:

**Sponsorship Requirements:**

Campus sponsors must be a Recognized Student Organization (RSO) or a ULM University College/Department. Individuals (ULM Employees, Alumni or Friends of the University) that wish to recognize a student, faculty/staff member or an organization should contact the Dean of Students at 318-342-5230 for assistance.

**Landscape Selection:**

Sponsored landscape or hardscape items must conform to the overall landscape design of the University and will be selected by the ULM Grounds Department. Sponsoring groups may request certain trees, plants or hardscape items and the University will strive to find a suitable fit and location to satisfy the request. ULM Grounds personnel will be responsible for planting or placing the landscape item(s) in the designated location.

**Cost to Sponsoring Group:**

\$400.00 (Payable to the ULM Landscape Fund – Foundation Acct. #93046) – This will cover the cost of the landscaping item, the standardized plaque (4” x 8”); and the materials & labor to mount the plaque in the appropriate location. (Note: if the item selected is more than the typical cost of a landscape item, the sponsoring organization will be required to cover the additional cost.)

**Steps to Secure Sponsorship:**

The sponsoring organization or individual will be responsible for submitting a *written request* to the \*Logistical Liaison, (the Dean of Students at 318-342-5230) located in the Student Center Room 239, and for paying the required fees at the ULM Foundation Office located at 3601 DeSiard Street.

**\*Logistical Liaison:**

The logistical liaison will obtain necessary approvals, maintain contact with requesting organization or individual, coordinate any services required from Physical Plant personnel, and arrange photo opportunities and press release information from ULM Media Relations.

**The final approval Process will be as follows:**

**RSO's Approvals:**

Office of Student Life and Leadership  
Vice President for Student Affairs  
VPSA notifies the President

**Academic's Approval:**

Department Head  
Academic Dean (if applicable)  
Academic VP notifies the President

**Individuals (ULM Employees, Alumni, or Friends of the University):**

Director of Development  
Executive Vice President  
EVP notifies the President

The University of Louisiana Monroe does not discriminate on the basis of race, color, national origin, age, retirement status, religion, sex, sexual orientation, citizenship, Vietnam era or veteran status, sickle cell trait; pregnancy, childbirth or related medical conditions, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Equal Pay Act of 1963; Executive Order 11246 of 1965; the Age Discrimination in Employment Act of 1967; Title IX of the Educational Amendments of 1972; the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Americans with Disabilities Amendment Act of 2008; the Vietnam Era Veterans Readjustment Assistance Act of 1974; the Immigration Reform and Control Act of 1986; Title II of the Genetic Information Nondiscrimination Act of 2008; and the Louisiana Employment Discrimination Law.

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**OFF-CAMPUS HOUSING POLICIES FOR RESIDING IN A UL  
FRATERNITY / ORGANIZATION HOUSE**

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1. It is understood by the University of Louisiana Monroe and local fraternity / organizational house corporations that fraternity / organizational houses (with one exception) are privately owned facilities located on private property and are not on University property.
2. Fraternity and Sorority houses can be considered institutionally-recognized housing according to the UL System Board of Supervisors. By this definition, Fraternity, Sorority, and Organizational houses must abide by the same terms and conditions as “on-campus” residents.
3. **DEADLINE DATES:** All applications and house rosters are due to the Office of Auxiliary Enterprises (Sandel Hall 387) no later than April 1st for the Fall Semester and November 15th for the Spring Semester. The Fraternity / Organization President and their ULM Faculty Advisor must sign the roster. ALL residents (names and CWIDs) living in the house must be included on the roster submitted to Auxiliary Enterprises.
4. All students living in the Fraternity/Organization Housing must be currently enrolled and in good standing (academically, financially and judicially) with ULM. Students moving into fraternity / Organization housing must meet the same basic requirements as students moving into the residence halls:
  - Fraternity/Organization house residents must have a minimum of 24 hours earned before moving into the fraternity/organization house.
  - Incoming freshmen will not be allowed to move into a fraternity house since recruitment does not take place before the semester starts.
  - Students must have a 2.0 cumulative grade point average. The Coordinator of Greek Life and the Office of Auxiliary Enterprises will verify GPAs at the end of each term.
  - Fraternity/Organization house residents will be required to purchase at a minimum, the “Village Apartment” meal plan. Students may up-grade to a full plan if they choose.
  - Students that have earned 75 credit hours by the first day of class will be exempt from the mandatory meal plan requirement.
  - Spring semester move-ins for current students who have a signed on-campus housing contract will not be permitted.
5. Residents living in fraternity/organization houses must be currently enrolled active or alumni members of the Fraternity and on the official fraternity roster. This will be verified with the Greek Office.
6. Since Housing rosters change each semester, fraternities / organizations are strongly encouraged not to enter into a lease with a student for longer than one semester and the lease should contain language that the student must remain in good academic, financial and behavioral standing with the university.
7. Clearance to reside in a fraternity/organization house will be made on a semester by semester basis by

ULM personnel. Students moving out of the Fraternity/organization house must return to the Residence Halls unless they receive (meet the guidelines) off campus approval from the Office of Auxiliary Enterprises. Students that qualify to live off campus must get written approval prior to entering into a lease with their fraternity / organization. It is the Fraternity/Organization presidents' responsibility to notify the Office of Auxiliary Enterprises of any changes in the housing rosters during the semester and between semesters. If additions are made after the semester roster has been submitted, the fraternity/organization must contact the Office of Auxiliary Enterprises prior to the student/member moving in or out of the house.

8. All questions regarding fraternity / organization housing occupancy guidelines are to be directed to the Office of Auxiliary Enterprises.

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#### ONLINE ATTENDANCE POLICY

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The University of Louisiana Monroe (ULM) believes that students must attend class if they are to be well prepared for the workplace. Online courses are no different from traditional classroom courses in this regard. Online students are subject to the same attendance policy and procedures as traditional students. However, participation is defined in a different manner.

Student attendance in online courses is defined as **active participation** in the course as described in the individual course syllabus. Online courses will, at a minimum, have weekly mechanisms for student participation no more frequently than daily, which can be documented by any or all of the following methods:

- \* **Completion of tests or quizzes**
- \* **Discussion forums**
- \* **Submission/completion of assignments**
- \* **Communication with the instructor**
- \* **Or other course participation**

Having these weekly mechanisms in place requires that students attend class each week or as specified in the syllabus. Students are required to log in to each online course by the second day during the week in which the course officially begins, or the day enrolled during late registration to complete the initial introductory postings required in the course. Students must log in at least one additional day during the first week of the course. Students must log in on two separate days each subsequent week of the course to meet attendance requirements or as specified in the syllabus. As a component of attendance email announcements and course news forum(s) should be checked frequently (daily is recommended). *The student is solely responsible for checking updates related to the course.* Note: Nonattendance may affect financial aid. If a student fails to meet these attendance requirements for one week of the course, he or she will be given an absence for that week. Students are required attendance of at least 75% in a course as stated in the Student Handbook. If a student fails to meet the attendance requirements, he or she may be recommended for withdrawal from the course. In the case of an anticipated absence, such as military deployment, a student should contact the instructor in advance and make arrangements to complete the required assignments. In case of an emergency (illness/accident or death in family), a student should contact the instructor as soon as possible providing documentation supporting the need for any late submission of a graded event.

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#### PARENTAL NOTIFICATION POLICY

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Parental Notification: The Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment)

gives students certain rights of privacy and access to their educational records. This law is codified at 20 section 1232g; Regulations of the United States Department of Education implementing the law are found in 34 CFR part 99.

As a result of 1998 amendments to FERPA, P.L.105-244, TITLE XI, Part E Sec. 952 (i) Drugs and Alcohol Violation Disclosure, § SECTION 444 of the General Education Provision Act (20 U.S. C..1232g) (GEPD), universities may disclose the final results of disciplinary proceedings in which a student is found to have committed a violent crime or nonforcible sex offense. Disclosure is limited to the name of the violator, the type of violation, and the sanction. *Universities may also disclose to the parents and legal guardians of students who are under the age of 21 any disciplinary violations regarding the use or possession of alcohol, drugs or a controlled substance.* Parents or guardians of students under the age of 21 may be notified of all violations of University narcotic or other controlled substance policies and alcohol violations that result in an assessment for chemical dependency, residence hall probation, or a more severe sanction as allowed under FERPA regulations.

- The 1998 HEA amendments also added a new exception that allows institutions of higher education to disclose to a parent or legal guardian information regarding a student's violation of any law or institutional rule or policy governing the use or possession of alcohol or a controlled substance if the student is under 21 and the institution determines that the student has committed a disciplinary violation with respect to the use or possession.

This regulation addresses the University's decision to affirmatively notify parents of students under the age of 21 of certain ULM Code of Student Conduct alcohol or drug violations as set forth below. Notification may take place upon the determination of a violation by the Dean of Students (Student Conduct) personnel. Notification of parents or legal guardians for a violation of federal, state, or local law or institutional policy regarding alcohol or a controlled substance is indicated in any of the following circumstances:

- The violation involved harm or threat of harm to self, other persons, or property.
- The violation involved an arrest in which the student was taken into custody.
- The violation suggests a pattern of alcohol or controlled substance abuse.
- The student who committed the violation required medical intervention or transport as a result of consumption of alcohol or a controlled substance.
- The violation resulted in or could result in the student being disciplined by the University, including but not limited to housing probation, housing cancellation, disciplinary probation, deferred suspension, suspension, dismissal or expulsion.

The following may be imposed upon any student found to have violated this code.

#### **I. Notification of Parents and Legal Guardians of Alcohol**

Unless there are extenuating circumstances, the Office of Student Services (Student Conduct) will generally NOT notify parents or legal guardians of students under the age of 21 of violations. Parents and guardians may be notified if the student is determined by the Office of Student Services (Student Conduct) to be a danger to himself/herself, or to others, or to property.

The Office of Student Services (Student Conduct) may notify parents and legal guardians of serious violations. Offenses occurring prior to the implementation date of this regulation will be considered.

#### **II. Notification of Parents and Legal Guardians of Drug or Controlled Substance Violations**

The Office of Student Services (Student Conduct) may notify parents or legal guardians of students under the age of 21 of any drug or controlled substance violations.

The University supports students assuming personal responsibility and accountability for their actions as they learn to establish their own independence. The University also recognizes that the process of establishing personal independence requires support and, at times, assistance or intervention. In the appropriate circumstances, notification of parents or legal guardians can be a means of support in that transition. The Office of Student Services (Student Conduct) or his/her designee whenever possible will involve the student in a discussion about the decision to notify his/her parents or legal guardian and may inform the student that notification will take place.

***Nothing in these guidelines shall prevent University officials from notifying parents or legal guardians of health or safety emergencies, regardless of the judicial status of the student.***

The Vice President of Student Affairs may assign the notification of parents or legal guardians to other University officials.

Authority: Issued by the President's Cabinet of ULM. Changes or exceptions to administrative regulations may be issued only by the President's Cabinet.

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## PET/ANIMAL POLICY

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### **Purpose**

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

### **Scope**

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

### **Policy**

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

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

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

### **ESA Approval Process:**

Animals may not be brought onto campus or in residence until all paperwork has been completed and approved through the Office of Disability Services (ODS) and all supplemental documents submitted to and approved by Residential Life.

### **Part 1: ULM Counseling Center**

In order to have an emotional support animal on campus, it must be considered a reasonable and appropriate accommodation based on disability. It is required that a student be registered and approved with the Office of Disability Services (ODS) before the ESA process can begin. All requests for the fall semester must be submitted by July 1 and for the spring semester by November 1. Please keep in mind that this is a process and may take time.

If you are not registered, contact the ULM Counseling Center for information on how to register and receive a copy of the documentation criteria from the ULM Counseling Center.

Registering with ODS is a two part process:

First, you must submit the appropriate documentation from a Clinical Psychologist, Psychiatrist, Licensed Professional Counselor, or Licensed Clinical Social Worker, who is licensed in the state of Louisiana or the state in which you are a legal resident and who is qualified to diagnose your disability. This paperwork must meet our documentation criteria. Your provider can fax or mail the paperwork directly to the ULM Counseling Center or you can bring it in for approval. The office phone number is 318-342-5220 and the fax number is 318-342-5228.

Second, you must schedule an accommodation meeting with a counselor in the ULM Counseling Center for a review of your documentation and to discuss your disability. The decision will be made as to what a reasonable and appropriate accommodations should be for you. Once your documentation is received and reviewed, you should receive notification concerning the outcome.

Once you are registered with ODS, you can make the request for the Emotional Support Animal (ESA) as an accommodation.

Then, you must have your qualified mental health professional (listed above), who is licensed in the state of Louisiana or the state in which you are a legal resident and whom you have been working for at least six months prior to your request, complete the required documentation that is available through the ULM Counseling Center. The form must be copied onto the letterhead of the professional and submitted to ODS. The professional can send the form directly to ODS or you can retrieve it and submit it directly. Once your documentation is received and reviewed, you should receive notification concerning the outcome.

## Part 2: ULM Residential Life

If an emotional support animal is approved as an accommodation, the Office of Disability Services will notify Residential Life if you are approved. There are situations when a particular breed or size of animal that you request to bring will need to be cleared by a health and safety committee. The following is the additional documentation you will need to provide to Residential Life:

- The veterinary paperwork to verify that the animal is in good health, has received all vaccinations, and is spayed or neutered, if applicable. You will be responsible for providing this information with each yearly check.
- A completed acknowledgement form of ESA ownership and responsibilities.
- A roommate/suitemate consent form from all resident(s) assigned to and connected to your unit. You will be responsible for collecting and submitting new roommate/suitemate consent forms if changes.
- A 2x3 photo (wallet size) of the animal that shows coloration, markings, features, etc. for identification purposes.

Once your documentation is received and reviewed, you should receive notification of when the ESA may be brought into residence.

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## POSTING & DISTRIBUTION OF MATERIAL POLICY

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The University of Louisiana Monroe (ULM) strives to create a campus culture that supports its academic mission. It seeks to provide an environment conducive to learning, one that is aesthetically pleasing and welcoming for faculty, staff, students, alumni, community members, and visitors. Thus, the following Policy is effective, July 1, 2006.

All individuals or groups wishing to post materials on campus in display areas not assigned to them shall report

to the Office of Student Life for approval. All materials selected for posting must be approved and stamped. ULM is not responsible for the safety of any material placed on campus and reserves the right to remove and discard any materials or chalking not in compliance with this policy.

**Please note that this not the complete set of Posting Policies. The full Posting Policies can be found at [ulm.edu/policies](http://ulm.edu/policies) under Student Life and Leadership.**

## **I. General**

- a) Posting, distributing of literature, fliers, posters, advertisements, or any other material is limited to only ULM divisions/departments, ULM programs and ULM RSO's. Non-ULM groups are asked to publicize in the ULM student newspaper.
- b) Materials distributed (advertisements, fliers, handouts, leaflets) are limited to ULM students, ULM RSO's, ULM divisions/departments/programs.
- c) Materials must be clear and legible, must bear the name of the sponsoring ULM division/department, ULM program or ULM RSO, and must provide current contact information.

## **II. Posting Policy**

### **A. Registered Student Organizations (RSO)**

- a. Each RSO must have an event approved prior to requesting approval to advertise the event.
- b. Posting is not allowed on any reserved or departmental display area without permission from the appropriate department/organization, even if the posting has been stamped and approved for Student News areas.

### **B. Academic Departments**

- a. Representatives wishing to post information on behalf of an academic department may use departmental display areas without prior approval from the Office of Student Life.
- b. Any materials posted outside of departmental display areas must be approved by the Office of Student Life prior to posting.

### **C. Student Elections & Campaigning**

- a. All general posting rules and specifications will apply for campaign materials in addition to SGA election codes.

## **III. Specifications**

- a. Fliers are limited to a maximum size of 11" x 17" with the exception of specially sanctioned university events as outlined in Section VII of this policy. Any flier that exceeds the size limit will be removed.
- b. NO HAND WRITTEN FLIERS WILL BE PERMITTED.
- c. All postings should be limited to the cork portion of the display board or strip.
- d. Tacks are to be used on cork posting boards and strips only (the use of staples, tapes, stickers or adhesives is prohibited).
- e. All costs associated with the removal of any material posted with anything other than tacks will be billed to the responsible party.
- f. Postings on top of others will be removed.
- g. No more than one flier per ULM division/department, ULM program or ULM RSO may be posted on an individual display area.

- h. It is the responsibility of the ULM division/department, ULM program or ULM RSO to remove all postings 24 hours after completion of the publicized event.
- i. Fliers posted by a ULM division/department, ULM program, or ULM RSO that provide information related to ULM issues and events will be given priority.
- j. Failure to adhere to these regulations will result in removal of the flier and action being taken by the University.

#### **IV. Display Areas**

- a. General postings are limited to display areas designated by headers with ULM STUDENT NEWS. A list of those locations may be obtained through the Office of Student Life located in the Student Center Room 258.
- b. Posting is strictly prohibited in or on the following: chalkboards, desks, podiums, sidewalks, interior and exterior walls of buildings, doors (wood or glass), concrete, pilings, columns, windows, glass fronts, painted surfaces, brick, wood surfaces, trees, traffic signs, campus signage, light posts/poles, trash cans, bathrooms & fixtures, staircases, railings, borders and frames of display boards, emergency call phones, fixtures, mailboxes, newsstands, ad dispensers, bus stops, benches, utility boxes, motor vehicles, and private property.
- c. Posting is not allowed on any reserved or departmental display area without permission from the appropriate department/organization.
- d. Informational fliers and leaflets may be distributed in designated areas around the campus by contacting the Office of Student Life and Leadership in order to obtain approval. Posters, fliers, leaflets, and other printed and related promotional materials may not be affixed upon automobiles or other motor vehicles, trees, poles, doors, benches, sidewalks, walls, windows, ceilings, trash receptacles, streets, steps, or other fixtures or surfaces. Handouts and fliers are permitted under the following general conditions:

#### **V. Distribution of Materials**

- a. The distribution of material, leaflets and handbills and the circulation of petitions on campus shall be free and unhindered. Any material to be distributed should be in accordance with the applicable local, state, and federal laws.
- b. The passing out of materials cannot impede or block the flow of pedestrian or vehicular traffic. The distribution of material must be conducted in a courteous manner and not be disruptive to the ULM community or the orderly processes of the University.
- c. Forcing literature onto observers or passersby or affixing literature to automobiles, trees, grounds, fixtures, or other stationary objects on the campus shall constitute a violation of University regulations and will result in cessation of the activity by appropriate University authorities.
- d. Literature (fliers, brochures, information sheets, push cards) may be made available to interested persons during Public Forum activities.
- e. Recommended areas for distribution of materials are the Pedestrian Walkway, Bayou Park, the Quad, Scott Plaza and Student Union Building (SUB) Exterior Area - Northeast corner.
- f. Posters, fliers, leaflets, and other printed and related promotional materials may not be affixed upon automobiles or other motor vehicles, trees, poles, doors, benches, sidewalks, walls, windows, ceilings, trash receptacles, streets, steps, or other fixtures or surfaces.
- g. Passing or handing out fliers inside any academic or administrative building, residence hall or University facility is prohibited. Exceptions may be granted in cases where the material intended to be distributed is directly related to the mission or goals of the University. Only ULM divisions/departments, ULM programs and ULM RSO's may be granted approval. The Office of Student Life, in consultation with the President or designee, shall make a final decision regarding exceptions.
- h. The responsible party, and/or student(s), RSO's, ULM divisions/departments/programs will be responsible for the clean-up or removal of their fliers that litter campus grounds or facilities, regardless of the



individuals littering. The Office of Student Life will notify the party responsible for the materials and provide the location of the litter. The offending party will have 24 hours from the date of notice to clean up the litter. Should the offending party not act to remove the litter within the 24-hour period, accordingly the student(s) or RSO may be referred to the Office of Student Services (Student Conduct) and employee(s) to the Office of Human Resources for disciplinary action.

- i. Failure to adhere to this Policy may result in removal of the party distributing the material from the campus and action being taken by the University against the party (ies) responsible for the purchase, promotion, and/or distribution of materials.

## **VI. Chalking**

- a. Chalking on campus is limited to ULM divisions/departments, ULM programs and ULM RSO's, and is permitted only on the following designated paved sidewalk areas: SUB, Sandel, Walker, Brown Hall (front), and Band buildings, as well as the Quad and Bayou Park. (Chalking on/in academic buildings is prohibited).
- b. The substance used for chalking must be water-soluble and easily washable by water or rain.
- c. Chalking is prohibited on brick surfaces, walls, benches, glass, windows, doors (wood or glass), pilings, columns, windows, painted surfaces, trees, traffic signs, light posts, emergency call phones, fixtures, mailboxes, newsstands, ad dispensers, bus stops, utility boxes, motor vehicles, private property, and other objects.
- d. The Office of Student Life will notify the party responsible for improper chalking and provide the party with 24 hours to clean up the chalking in violation of this Policy. Should the offending party not act to remove the chalk within the 24-hour period, the party will be billed for all costs associated with the clean-up of the chalk.
- e. Maps and information specifying designated areas may be obtained through the Office of Student Life located in the Student Center Room 258.

## **VII. Free-Standing Signs (Sandwich Boards/A-signs/Greek Letters, and Stake Signs)**

The University of Louisiana Monroe believes that student organizations are integral to the holistic development of students' while pursuing a higher education. In order to successfully accomplish this mission to the University allows Student Organizations to hold events on campus in order to allow them to fulfill their respected mission and vision statements.

In order to make these events successful Student Organizations are allowed to publicize and promote their organizations on campus through various flyers, signs, boards, etc. as long as they are in compliance with the ULM Posting Policies and Procedures on campus.

All individuals or groups wishing to post materials on campus in display areas not assigned to them shall report to the Office of Student Life for approval. All materials selected for posting or standing must be approved and stamped. ULM is not responsible for the safety of any material placed on campus and reserves the right to remove and discard any materials or chalking not in compliance with this policy.

**The following is the appendix to the ULM Posting Policy and Procedures for free-standing signs.**

- a. All ULM divisions/departments, ULM programs or ULM RSO's wanting to place free standing signs on campus must register with the Office of Student Life (342-5287).
- b. Free-standing signs are limited to only ULM divisions/departments, ULM programs, and ULM RSO's. No commercial advertisements should be distributed in this way on the ULM campus.
- c. The placement of free-standing signs must be in accordance with Americans with Disabilities Act (ADA) codes, and is limited to the following grass/non-paved areas: Bayou Park (as long as the signs are at least 8ft away from any sidewalk), Grove (next to the tailgating area or tent), Walker Hall, Commons (as long as the signs are at least 8ft away from any sidewalk), and Front of the Coliseum next to the information board. **Placements outside the designated areas will require special permission from the Office of Student Life, in consultation with the President or designee.**

- d. The placement of free-standing signs on sidewalks, walkways or any paved areas is prohibited, except for emergency, safety, warning or directional signs placed by ULM Police department, other law enforcement/emergency officials, facilities management officials/Physical Plant, or University officials acting on behalf of the University to announce a matter directly related to the health, safety, or welfare of the university community.
- e. The maximum size for free-standing signs is 8 feet by 4 feet (tall or wide).
- f. The maximum number of free-standing signs that can be placed per ULM department, ULM program, or ULM RSO is as follows: 1) One A Signs/Sandwich Boards/Set of Greek Letters per organization 2) Ten Stake Signs
- g. Free-standing signs may be placed on campus for a set number of days determined by the Office of Student Life on an event by event basis.
- h. The ULM division/department, ULM program or ULM RSO will be responsible for the removal of all signs within 24 hours after the ending date/time of the event(s).
- i. Signs will be removed due to: harm posed to the university community, damage or deterioration by inclement weather, excessive postings, or space constraints.
- j. The Office of Student Life reserves the right to reduce display time, change space allocation, remove signage, and deny space when deemed necessary. The Office of Student Life's decision shall be final.
- k. The Office of Student Life will notify the party responsible for the signs that it has violated the ULM Posting Policy with a warning the first time a policy is violated. After two violations of the ULM Posting Policy by the same organization in an academic school year the Free Standing Sign privileges of the violating organization/s will be suspended for a full calendar year starting the date of the second violation.

#### **VIII. Banners**

- a. The use of banners is limited to only ULM divisions/departments, ULM programs, or ULM RSO's. The use of banners is restricted to special events recognized and supported by the University. (The Office of Student Life, in consultation with the President or designee, shall make a final decision regarding the placement of the banners taking into consideration safety, potential damage to buildings, property, trees and plants, and importance of the event or matter being advertised.)
- b. Any group wanting to place a banner in/on the SUB must contact the Office of Student Life for procedures and approval.
- c. Materials used to post banners must not cause alterations or damage to the original condition of the wall or facing.
- d. Any group wanting to place a banner in/on any other facility or location on-campus not specified in this Section, must obtain written permission from the Office of Student Life 10 (ten) calendar days prior to the event. (The Office of Student Life's decision in consultation with the President or designee, shall be final.)

#### **IX. University Special Events/Student Government Elections Provisions.**

- a. Special events include Student Government Elections, and University-Wide events (i.e., Homecoming, Mardi Gras elections, Week of Welcome, etc.).
- b. All material distributions for special events will use the Special Provisions Section. These materials must be registered and approved through the Office of Student Life at least five calendar days prior to the distribution of materials.

#### **X. Special Provisions**

The following are exemptions to the provisions outlined in Section IV of this Policy and are only allowed during special events. They are subject to approval by the Office of Student Life. Failure to adhere to any provision as outlined in the special events section will result in immediate removal of all materials, and the appropriate action being taken by the University.

### **A. Special Provisions for Distribution of Material**

- a. The passing out or handing out of literature, fliers, posters, advertisements, or any other material is permissible in outside/exterior common areas, except the steps and doorways of buildings and facilities.
- b. The handing out of material in residence halls, academic or administrative buildings, or the interior of any facility is prohibited.
- c. These provisions are permissible beginning seven (7) calendar days prior to the event and must end with the completion time of the event.

### **B. Special Provisions for Posters**

- a. Posters must be no larger than 24" x 44" in size.
- b. Only one poster per department/organization per event is allowed on each poster area.
- c. These special provisions are permissible, beginning seven calendar days prior to the event. Posters must be removed within 24 hours after the ending date of the event.

### **C. Provisions for Free-Standing Signs**

- a. Free-standing signs can be placed on-campus for a maximum of seven calendar days.
- b. All signs must be removed within 24 hours after the date of the event.
- c. The placement of free-standing signs is permissible only on the grass areas of campus. (see Section V for designated areas)
- d. The maximum number of free-standing signs that can be placed per organization is:
  - *Ten A Signs/Sandwich Boards/Greek Letters*
  - *Fifty Stake Signs maximum*

These provisions are permissible beginning seven calendar days prior to the special event, and must be removed within 24 hours after the ending date of the event.

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## **FREEDOM OF EXPRESSION POLICY (FREE SPEECH)**

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### **Policy Statement**

The University of Louisiana Monroe ("ULM" or "the University"), a public post-secondary institution of higher education within the University of Louisiana System ("UL System" or "the System"), is fully committed to free speech among students, faculty, staff, and visitors. To fulfill our primary role of discovering and disseminating knowledge, a free exchange of ideas is necessary. We pride ourselves on being bastions of free expression and believe a culture of intense inquiry and informed argument generates lasting ideas. This freedom comes with a responsibility to welcome and promote expression for all people, even in disagreement or opposition. The right is inclusive of peaceful protests and orderly demonstrations but does not allow any conduct that disrupts University operations or endangers the safety of others.

### **Purpose of Policy**

The purpose of the University's Freedom of Expression Policy is to: (i) provide for expressive activity to be conducted on public (outside) areas of the University campus in a manner consistent with First Amendment principles; (ii) establish procedures whereby a person aggrieved by a violation of this Policy on free expression may seek relief; and (iii) provide for reasonable time, place and manner (TPM) restrictions on expressive activity.

### **Applicability**

- This Policy applies to all ULM students, faculty, staff, administrators, and visitors engaging in and/or seeking to engage in Expressive Activities (as defined herein) in the Outdoor Areas of the University campus.
- This Policy does not apply to official University activities and/or University-sponsored activities.
- University Facilities and the interior of buildings or areas where access is restricted are not Public Areas under this Policy. Certain Facilities are made available for reservation in accordance with the University

Facility Use Policy and/or departmental facility reservation policies for a particular facility.

- This Policy applies to all campus locations of ULM.
- The Public Areas of campus are deemed by State law as traditional public forums and are open on the same terms to any speaker.

### **Definitions**

For purposes of this Policy, the definitions of key terms and other mandatory provisions shall remain consistent with those in Act 666 of the 2018 Regular Session codified at R.S. 17:3391.31.

- “Expressive Activities” include but are not limited to any lawful verbal or written means by which individuals or groups communicate ideas to one another, as provided by the First Amendment of the Constitution of the United States of America and by the Constitution of Louisiana, including all forms of peaceful assembly, protest, speech, distribution of literature, carrying signs, and circulating petitions. This expressly excludes commercial activities where individuals or groups are being compensated or attempting to advertise, market, or accrue financial gain to any individual, corporation, business, or organization.
- “Outdoor Areas” are outside areas of the University campus generally accessible to the majority of students, administrators, faculty, and staff, such as grassy areas, walkways, or other similar common areas, and do not include areas where access is restricted.
- “Public Areas” of the University campus mean all Outdoor Areas.
- “Student Organization” means an officially recognized group at the University, or a group seeking official recognition, comprised of admitted students.

### **Policy Procedures**

#### **A. Policy Points**

- The University strives to ensure intellectual freedom and free expression.
- It is not the proper role of the University to shield individuals from speech protected by the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana, and other applicable laws, including without limitation ideas and opinions they find unwelcome, disagreeable, or even deeply offensive.
- Public areas of the ULM campus are deemed public forums and open to expressive activities. Nothing in this policy shall be interpreted as limiting the rights of expression elsewhere on campus.
- Expressive activities by students, administrators, faculty members, staff members, and invited guests are protected.
- On Public Areas, students and faculty may assemble, distribute literature, and engage in spontaneous expressive activity as long as such activity is not unlawful and does not materially and substantially disrupt the functioning of the institution, subject to the requirements of this Policy.
- Any person who wishes to engage in noncommercial expressive activity on the University campus will be permitted to do so freely, as long as the person’s conduct is not unlawful and does not materially and substantially disrupt the functioning of the University.
- Any person lawfully present on the campus may protest and demonstrate here. However, protests and demonstrations that infringe upon the constitutional rights of others to engage in or listen to expressive activity by creating a substantial and material disruption to the functioning of the institution or to someone’s expressive activity shall not be permitted.

#### **B. Association and Assembly**

Students have the right to organize and join organizations to promote their common interests. These organizations are obligated to register with the Office of Student Life and Leadership via telephone at (318) 342-5287 for information regarding the use of Public Areas and are held to the policies and expectations outlined in the Student Organizational Handbook. Only approved organizations may enjoy the rights and privileges accorded by the University including the right to invite speakers to the campus to address the group of student body.

ULM will not deny a belief-based student organization any benefit or privilege available to any other student organization, or otherwise discriminate against a belief-based organization, based on the expression of the organization, including any requirement that the leaders or members of the organization:

- Affirm and adhere to the organization's sincerely held beliefs.
- Comply with the organization's standards of conduct.
- Further the organization's mission or purpose, as defined by the organization.

### C. Time, Place and Manner Regulations (TPMR)

Students and faculty have the freedom to discuss any topic that presents itself, as provided under the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana, and other applicable laws permit and within the limits of time, place and manner of expression that are necessary to achieve a significant University interest. TPMRs enforced by the University will be consistent with First Amendment principles -- content-neutral, serve a significant university interest and leave ample alternative channels for communication of information. In order to maintain safety, security, and order, the University reserves the right to limit activity by the following regulations regarding time, place, and manner of such activities. Any expressive activity conducted in violation the TPMR shall be grounds for mandatory cessation of such activities.

1. Group Expression. If an individual or group of individuals attract a group of 20 or more persons, then a representative from the group is encouraged to contact ULM Police as soon as circumstances reasonably permit. The University reserves the right to direct a group of 20 or more persons to another available Public Area in order to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic and other operations of the University. Any relocation must not be based on the content or viewpoint of the expression.
2. Equipment Limitations. Use of sound amplification systems and devices (artificial, electronic, instrumental, etc.) of any type is strictly prohibited except when and where authorized by the University for University-sponsored events only.
3. Demonstrations and protests should take place at least 150 feet from academic buildings during academic hours to avoid disrupting the academic functions of the university.
4. The interior of buildings may not be used for spontaneous expressive activity. Interior rooms and spaces must be reserved using that facility's reservation methods and be used for that facility's purpose.
5. Restricted areas of the University campus, or those areas not deemed a traditional public forum, may not be used for purposes other than for that facility's purpose.
6. Open Access Hours. Open access hours are from 6am to 12am. During the hours of 12am to 6am, access is generally restricted to students, faculty, staff, and invited guests.
7. Literature Distribution. Literature (fliers, brochures, information sheets, push cards) may be made available to interested persons during expressive activities subject to the TPM restrictions discussed herein.
8. Prohibited Activities. At a minimum, expressions, assemblies, or demonstrations may not:
  - a. Engage in provocations by fighting words or incitements to engage in immediate violence;
  - b. Make threats which demonstrate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals;
  - c. Interfere with the free and unimpeded flow of pedestrian and vehicular traffic on campus or the entry or exit into and out of University facilities, roadways, exterior patios, plazas, walkways, or gathering spaces;
  - d. Materially and substantially disrupt the educational mission and normal activities of the University;  
Express or exhibit obscenity as defined by law;

e. Advocate the deliberate violation of law by preparing the group addressed for imminent action and seeing it to such action.

f. Engage in commercial for-profit activities absent a prior written agreement with the University authorizing such activities.

g. Force literature onto observers or passersby or affix literature to automobiles, trees, grounds, fixtures, or other stationary objects on the campus shall constitute a violation of this policy and will result in cessation of the Public Forum activity by appropriate University authorities.

#### D. Reservation of Rights

1. Nothing in this Policy shall be interpreted as preventing the University from prohibiting, limiting, or restricting expression that the First Amendment of the Constitution of the United States of America does not protect, such as threats and expressions directed to provoke or likely to product imminent lawless actions, or from prohibiting harassment.
2. Groups or individuals engaging in the type of non-protected activities described herein or failing to comply with other university policies or applicable local, state, and federal laws may face immediate removal from the campus and other appropriate actions by University officials and University Police. The University may cancel a speaker's reservation when there is a clear and present danger that the appearance would threaten the orderly operation of the University.

#### E. Non-Endorsement/Ratification

Expressive activities permitted under this Policy do not imply official endorsement or approval by the University. Groups or individuals engaged in expressive activities are responsible for the content of the expression. Expressive activities that are directed to provoke and likely to produce imminent lawless actions, or are harassing, threatening, or bullying are not protected.

#### F. Supplementary Procedures

The Vice President for Student Affairs is encouraged and authorized to develop, publish and disseminate supplementary procedures to further support the implementation of this Policy and any such supplementary procedures shall be consistent with this Policy.

### **Enforcement, Grievance and Appeal Procedures**

Any person aggrieved by a violation of this policy may file a written appeal of the decision or action with the ULM Vice President for Student Affairs(VPSA), or designee, within fourteen (14) business days of the decision or action. The University shall provide a written response to the appellant with fourteen (14) business days of receipt of the appeal, unless good cause, additional time is needed to ascertain facts or speak with the appellant or relevant officials. The decision of the VPSA shall be final.

### **Policy Management**

The Office of Student Life and Leadership (in consultation with the Vice President of Student Affairs, Dean of Students, and any Free Expression Committee established by the University President) is charged with the administration of this Policy. Contact the Office of Student Life and Leadership via telephone at (318)-342-5287 for information regarding use of Public Areas.

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## **OFF-CAMPUS PARTIES, FUNCTIONS, RESIDENCES AND/OR SOCIAL EVENTS (RSO'S)**

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### **OFF CAMPUS PARTIES, FUNCTIONS, RESIDENCES and/or SOCIAL EVENTS (RSO'S)**

- A. Each student organization must have a designated faculty/administrative staff advisor throughout the school year in order to function as a Recognized Student Organization (RSO) All advisors (faculty/staff/alumni) must be registered in the Office of Student Life and Leadership and registered on Wingspan, the on-line RSO web-site. An advisor is required to be in attendance at all On-Campus after hour social events sponsored by their organization if alcohol is served. The advisor is strongly encouraged to attend any off-campus functions as well. It is also the responsibility of the faculty/staff advisor to abide by and to assist in ensuring that all of the members of the organization abide by University, State and Local laws and to assist the organization in maintaining an up to date constitution and officer's list on Wingspan.
- B. Student Organizations or groups, and their elected officers will assume complete responsibility for on & off-campus activities, including conduct of any and all participants attending such functions. Failure to accept and/or discharge this responsibility will subject the violating student organization or group to suspension of social privileges and/or revocation of University recognition.
- C. All construction affiliated with a student organization, including but not limited to props, walkways, decks and swimming pools, shall be in compliance with city and state building codes.
- D. All organizations scheduling activities where alcohol will be present must abide by the following guidelines:
  1. The possession, use and/or consumption of alcoholic beverages must be in compliance with any and all applicable laws of the state, parish and city.
  2. The elected officers will assume responsibility and/or hire University, City or local parish officers for checking proper ID's (driver's license) and providing wristbands or stamps to individuals who are 21 years of age and eligible to consume alcoholic beverages. These measures help to insure that only those of legal drinking age are served alcohol.
  3. No alcoholic beverages may be purchased through the chapter treasury nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization.
  4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor. (i.e. those under legal drinking age)
  5. No organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern/bar (defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
  6. No organization may sponsor, co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
  7. "Open Parties", meaning those with unrestricted access by non-members of the organization, shall be PROHIBITED. Private parties can be held on organization property or through leasing an off-campus facility. A guest list should be retained during "private parties" and kept on file through the end of each semester following the party.
  8. Organizations whose national policies require members to sponsor activities utilizing BYOB (Bring your own beverage) instead of licensed third-party vendors ***are required to bring the written policy from their National Office to have on file with the Coordinator of Student Development (SC Room 257)*** and are advised to strictly adhere to that policy and its mandates. BYOB does not release the organization from checking proper ID's and issuing wristbands. National organizations BYOB policies do not supersede University policies or state, local and city laws.
  9. No member shall permit, tolerate, encourage or participate in "drinking games".
  10. Organizations cannot require members to be present at an alcohol function.
  11. No alcoholic beverages of bulk quantity or common sources (kegs, cases, jungle juice, hard liquor etc.) may be purchased, accepted as a donation or used under any circumstances. **Beer and wine only will be allowed.** Providing a common source of

any alcoholic beverage – be it beer, alcoholic punch, or an open bar – implies that it is provided by or on behalf of the organization, regardless of who actually purchased it. In addition, no alcohol may be served from common source containers on organization property or at organizational events. This provision also applies to third party vendors.

12. Non-Alcoholic beverages (other than water) must be readily available and in sufficient quantities for members and their guest. The non-alcoholic beverages must be displayed in equal prominence along with the alcoholic beverages.
13. An ample supply of non-salty food must be provided at all events where alcohol is present and must be displayed in equal prominence along with the alcoholic beverage
14. Events must be centered on a theme; not alcohol. Organizations are strongly advised to select themes which are considered in good taste and which are not considered to be insensitive to any group.
15. No “cover charge” (door charge/walk-up charge) may be imposed at social events where alcohol is present. Only members and invited guest with ‘pre-ticket’ sales are authorized to attend.
16. Only licensed and insured third-party vendors may sell alcohol to participants at a social event. The organization is prohibited from such sales.
  - a. A fair market value for the alcoholic beverage must be collected by the vendor for each individual drink served and the student organization is not allowed to subsidize the sale.
  - b. One “price” for “all you can drink” is not allowed under any circumstances.
  - c. Only certified bartenders will be allowed to sell alcoholic beverages
  - d. Third party vendor must not be associated with the sponsoring organization.
17. Alcoholic beverages cannot be provided as free awards.
18. The possession, sale, and/or use of any illegal drugs or controlled substances is strictly prohibited.
19. Designated drivers are required for all events where alcohol is available. (a 20-1 ratio for attendees to drivers shall be used)
20. Organizations with designated housing must not exceed the fire marshals number for occupancy. (*Fire Marshals certificate of occupancy must be on file with the Office of Student Life and Leadership.*)
21. The expressed or implied consent of a person to any illegal actions shall not be considered an exception to this policy and is not defensible as a violation thereof.

- Special note: Philanthropic events held on or off-campus where a ULM organization is raising money for a specific cause must be registered and approved on *Wingspan*.

THE UNIVERSITY STRONGLY ENCOURAGES THE HIRING OF POLICE (UPD, CITY OR PARISH OFFICERS) AT ANY OFF-CAMPUS EVENT WHERE ALCOHOL IS PRESENT. On-campus events will require ULM Police to be present if alcohol is available.

### **ON CAMPUS PARTIES, FUNCTIONS, and/or SOCIAL EVENTS (RSO's)**

SPECIAL NOTE: ALL OF THE OFF-CAMPUS POLICIES WILL APPLY TO ON-CAMPUS EVENTS WITH THE FOLLOWING ADDITIONS:

1. Any student organization sponsoring a social event on-campus must have the event registered and approved on *Wingspan*.
2. A faculty/administrative staff or official alumni advisor(s) must be present for any on-campus, after hours' social event. (note: all advisors must be registered on *Wingspan*)
3. On-Campus events must end by 11p.m. Sunday through Thursday and events must end by 1:00 a.m. on Friday and Saturday. Any exceptions must be approved by the Director of Student Life and Leadership and



the Vice President for Student Affairs.

4. A minimum of three University Police will be required at on-campus events where alcohol is available. UPD will provide one officer to check proper identification (Driver's License) and issue wrist bands for those individuals who are 21 years old and legally eligible to consume alcohol if they choose to do so. These measures help to insure that only those of legal drinking age are served alcohol. UPD and the venue director will determine the actual number of officers needed for the event. Officers will be paid through University Payroll, not cash or check. UPD will also need an estimated number of attendees.
5. Alcohol beverage sales must cease 45 minutes before the conclusion of the event.
6. No ice chest are allowed inside the university venues by members or guest of an organization.
7. Only licensed and insured third party vendors may sell alcohol to participants at a social event. The RSO is prohibited from such sales.
8. Only certified Bar Tenders over the age of 21 will be allowed to sell or distribute alcoholic beverages.
9. NO BYOB parties allowed on-campus.

## **DEFINITIONS:**

**RECOGNIZED STUDENT ORGANIZATION** means an association of students or group which has complied with the formal requirement and has been approved for University recognition through Office of Student Life and Leadership. (RSO)

**MEMBER OF THE UNIVERSITY COMMUNITY** means any University administrator or official, instructor, student, staff member, or employee of the University.

**UNIVERSITY PREMISES or UNIVERSITY RELATED PREMISES** means all land, buildings, facilities, and equipment owned, leased, on loan, or controlled by the University. For organizational housing near the university (designated by the CLERY patrol area of UPD), it is understood by the University of Louisiana Monroe and local fraternity / organizational house corporations that fraternity / organizational houses are privately owned or leased facilities located on private property and are not on University property.

**BYOB** means "bring your own beverage"

**UPD** – University Police Department

**MPD** – Monroe Police Department

**OPSO** – Ouachita Parish Sheriff's Office

### **Alcohol Medical Amnesty Policy**

The purpose of the policy is to remove barriers and increase the likelihood that students who require emergency medical assistance as a result of high risk alcohol consumption will receive such assistance. This policy will provide an opportunity for a caring intervention that will not result in a disciplinary action from the Office of Student Services (Student Conduct).

The Medical Alcohol Amnesty Policy is a way for the University of Louisiana Monroe to reduce the harmful consequences caused by the abuse of alcohol. This policy is designed to promote responsible decisions when students are faced with medical emergencies requiring emergency medical attention. Emergency medical attention is defined as admittance to a hospital. This policy is in place to encourage students to not fear seeking the help of others when faced with a high risk alcohol intervention.

Students who qualify for medical amnesty will not receive any sanctions from the Office of Student Services (Student Conduct).

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The University of Louisiana Monroe does not condone under-age drinking but does recognize that it is occurring and has implemented this policy in hopes that it will encourage more students to make the appropriate decision to call for help when emergency medical attention is needed.

### **Qualifying for Medical Amnesty:**

There are three categories for who qualifies for medical amnesty and what is required of them for it to be granted. All categories apply to both on-campus and off-campus in regard to Student Conduct allegations. The three categories are described below:

### **Persons in need of Emergency Medical Attention:**

Students who receive emergency medical attention and are hospitalized directly related to the consumption or use of alcohol may be eligible to receive medical amnesty. Students will be referred to the Office of Student Services and if the students qualify for medical amnesty, no disciplinary actions will be issued from the Office of Student Services. Students may be referred to additional resources on our campus and will be required to follow through with the requirements in order to receive amnesty, such as meeting with our Substance Awareness Counselor within a short time after being hospitalized. The Office of Student Services has the authority to notify the parent(s) or legal guardian(s) of students under the age of 21 (who are claimed as dependents for income tax purposes) who receive medical amnesty of the situation which has triggered the use of the medical amnesty policy. Students who receive emergency medical attention may be granted medical amnesty only once while enrolled at the University of Louisiana Monroe. Any subsequent violation will result in a referral to Student Services.

### **Other Individuals Present:**

Students who help seek emergency assistance on behalf of persons experiencing alcohol related emergencies or lend a helping hand to the emergency situation are eligible to receive amnesty. Students may or may not be referred to the Office of Student Services. If students are referred, they may be granted amnesty and will not receive any disciplinary actions from the Office of Student Services. Students may be required to participate in an appropriate educational program or referred to additional resources on our campus in order to receive amnesty. In order to encourage students to be proactive in helping others, the University does not limit the number of times a student can seek amnesty while assisting others during an alcohol-related emergency.

### **Clubs/Organizations:**

A representative of a university recognized club or organization (RSO) hosting an event is required to seek medical assistance in a medical emergency to be eligible for medical amnesty as it applies to clubs/organizations. Representatives from the organization may be required to meet with the Office of Student Services or the Coordinator of Student Development. Clubs/organizations that qualify for medical amnesty will not be charged or sanctioned for violations of the University's alcohol-related policies, and the incident will not be noted on the club/organization's record. Organizations may be required to participate or organize an appropriate educational program to the organization and its members. Medical amnesty for a club/organization is granted to the club/organization only. Members of the organization must qualify for medical amnesty as described previously. Clubs/organizations may only be granted medical amnesty once per academic school year and only for appropriately recognized events of their organization.

### **Limitations of Medical Amnesty:**

Medical amnesty applies to incidents that require emergency medical attention and the student is taken to the hospital directly related to the consumption or use of alcohol. The policy does not apply to any type of drug related behavior including use, possession, or distribution. Additionally, the policy does not apply to other prohibited conduct, such as, but not limited to assault, theft, driving while impaired, property damage etc. If other prohibited conduct occurs, the student(s) will be held responsible by the University and the Office of Student Services (Student Conduct) for those violations.

Nothing in this policy shall prevent an individual who has enforcement obligations under state or federal law to report, charge, or take other action related to the possible criminal prosecution of any student.

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## REFUND POLICY

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

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

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

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

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

Refunds will be given through the 14th class day (for Fall and Spring terms) based on the Current Refund Schedule found on the Controller/Student Accounts Services website. 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 nonrefundable application fee. (Note: Meal charges are not assessed by Residential Life.)

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## STUDENT COMPLAINT POLICY

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

If you are filing a complaint...

STEP 1: You may submit the **online Incident Reporting form** by going to the ULM Home Page at [www.ulm.edu](http://www.ulm.edu). Go to the Students tab and click on the link noting "*Student Complaint Reporting Form*."

STEP 2: The Dean of Students or designee will review the information provided. On all matters, this Office will either investigate the complaint or will send it directly to the Department that is authorized to address the concerns.

### Procedures for Complaint Resolution:

In this policy a complaint or grievance is an allegation by a student that there has been, in an individual case, an arbitrary or discriminatory application of, or failure to act pursuant to the policies of the University of Louisiana Monroe in relation to students. The on-line complaint form is located at the ULM website ([www.ulm.edu](http://www.ulm.edu)).

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

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

Parties to a student complaint have the right to:

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

### **Parties to a student complaint have a responsibility to:**

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

### **Informal Complaints:**

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

### **Formal Complaints:**

Where it has not been possible to resolve a concern informally, a student may make a formal complaint. A student who wishes to make a formal complaint must submit it in writing on the prescribed incident form located on the Student Affairs website at: <https://publicdocs.maxient.com/incidentreport.php?UnivofLouisianaMonroe>. The written complaint must be submitted within thirty (30) calendar days after the occurrence of the action or matter.

The Division Vice President, Dean or Director who receives a complaint must acknowledge it in writing within three (3) working days to the complainant. He or she must also report the complaint to the relevant college, department, or division office and must maintain a file of all documentation in relation to the consideration of the complaint. The Division Vice President, Dean or Director must ensure that any staff member named in the complaint receives a copy as soon as practicable. The Division Vice President, Dean or Director must consider the complaint in accordance with the principles of fair play and must ensure that all parties to the complaint are accorded the full benefit of those principles. The process may include meetings with relevant staff and/or the complainant. The parties may, if they wish, be accompanied by a peer support person at the meeting. The

Department Head's or Dean's decision/resolution must be submitted in writing to the complainant within ten (10) working days.

If the complaint is in regard to a Division Vice President or a Division Vice President's office, it should be directed to the President's Office to be addressed by the President's designee and/or a committee appointed by the President. The decision or course of action taken by the President's designee and/or the appointed committee is final.

#### **Steps of Complaint Resolution:**

- Complainant submits grievance/complaint online (student to student, student to faculty, student to staff or other) within thirty (30) calendar days of alleged incident.
- The Office of Student Services receives the complaints and forwards to the appropriate Administrator/Supervisor.
- If the complaint is directed toward a Division Vice President or the Division Vice President's Office, the complaint or grievance will be forwarded to the Office of the President for resolution by the President's designee and/or committee. The President's decision is final.
- Department Head/Supervisor, Director or Dean must acknowledge to the complainant in writing, within three (3) working days that the complaint has been received from the Office of Student Services.
- Within ten (10) days the Supervisor, Director or Dean must make a decision and inform the complainant of the decision/resolution in writing.
- If the student wishes to appeal the decision of the Supervisor, Director or Dean, he/she has five (5) working days to submit his/her appeal in writing to the Division Vice President. The decision of the Division Vice President is final.
- The Division Vice President will communicate his or her decision in writing within ten (10) working days to the parties involved.

#### **Resolutions of Complaints:**

The Supervisor/Department Head or Dean who receives the complaint shall acknowledge it in writing to the complainant within three (3) working days and communicate his or her decision/resolution within ten (10) days of receiving the complaint. If the complaint involves a university policy or procedure and if, in the opinion of the relevant Supervisor/Department Head, or Dean, the complaint has substance, the Supervisor/Department Head or Dean must arrange for the relevant policy or procedure to be reviewed. If the resolution of the complaint involves a potential grievance for an employee, the Supervisor/Department Head or Dean must follow the appropriate procedures as outlined in the Employee or Faculty Handbook. If the Supervisor/Department Head or Dean does not have authority over the employee, then he or she may forward the complaint to the appropriate Supervisor.

#### **Appeals:**

Any party to a student complaint who is dissatisfied with a decision under this policy may appeal to the Division Vice President most directly related to the complaint. This appeal must be submitted in writing within five (5) working days of the letter communicating the decision. The Division Vice President, will consider the relevant documentation and may, at his or her discretion, consult the Dean or Director who made the decision. The Division Vice President may also interview any parties to the complaint to determine that the complaint process has been conducted in accordance with this policy and the outcome is appropriate; the Division Vice President may dismiss the appeal. Otherwise, he or she will decide the appeal in consultation with the relevant Dean or Director and any other parties. The Division Vice President will communicate his or her appeal decision in writing to the parties. The Division Vice President's decision is final. Faculty or staff members may confirm with the Office of Human Resources for any other steps available to them under university policy.

#### **Confidentiality:**

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

**Report to the Office of Student Services (Student Conduct):**

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

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**DRUG AND SUBSTANCE ABUSE PREVENTION POLICY**

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

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

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

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

**DRUG POLICY MANUFACTURE, DISTRIBUTION, POSSESSION, AND USE:**

The University of Louisiana Monroe prohibits the unlawful manufacture, distribution, possession, or use of illegal drugs or anabolic steroids or controlled substances and the possession of drug paraphernalia (such as roach clips, bongs, water pipes, cocaine spoons, etc.) by University students on University owned or controlled property or at University events as set forth by this policy and defined by Louisiana Law. Law as it applies to this section of the policy refers to Louisiana R.S. 40:961 through R.S. 40:1034. The range of penalties for violations of Louisiana Law cited above is fines up to \$1,000,000 and up to life imprisonment without parole depending on the drug involved and nature of the violation.

**Sanctions, Students Legal Aspects and Consequences:**

Any student who violates these laws is subject to prosecution and punishment by civil authorities as well as disciplinary action by the university. The university may proceed against and sanction a person for the same

conduct being handled by civil authorities.

### **Disciplinary Process:**

The University of Louisiana Monroe considers any violation of this drug policy a serious offense. The continued enrollment of students not immediately suspended for violations will be dependent on the student completing sanctions imposed on a case basis. Sanctions will be imposed by the university in accordance with disciplinary procedures set forth by the Code of Student Conduct. The sanctions imposed by the University may include but are not limited to suspension held in abeyance with conditions, summary suspension, removal from university housing, and permanent suspension from the University. The severity of the sanctions imposed will correspond with the severity and/or the frequency of violations as well as the individual's willingness to receive treatment and recommit to participation in a drug-free living and learning environment.

### **Trafficking in Illegal Drugs:**

**Because the distribution of illegal drugs is a threat and danger to the health and safety of the community, when reasonable cause exists as determined by authorized officials, the university will immediately suspend alleged offenders prior to a hearing, and in accordance with the Code of Student Conduct.**

### **Possession of Illegal Drugs and/or Drug Paraphernalia:**

Sanctions for possession of illegal drugs and/or drug paraphernalia will be determined on a case basis. Eligibility for Financial Aid.

### **Eligibility for Financial Aid:**

Any student found in violation of this drug policy jeopardizes their ability to receive financial aid for which they might otherwise be eligible as defined by the conditions set forth by certain grants (e.g. Pell Grant).

## **STANDARDS OF CONDUCT FOR STUDENTS**

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

### **Standards of Conduct for Students**

- A. Each student and/or guest assumes an obligation to obey all University rules and regulations made by properly constituted authorities.
- B. The "Standards of Conduct for Students" outlines behavior expected by the University. Standards of conduct covering all aspects of human behavior cannot be written; therefore, omission of an offense from the written "Standards of Conduct for Students" does not prohibit the University from bringing charges for that offense. Municipal, Parish, State and Federal statutes cover many types of behavior not specified in University regulations.
- C. Conduct regulations for students attending the University of Louisiana Monroe and for officially recognized student organizations are designed to create and to promote a wholesome educational environment. Student and student organization conduct in the environment of an institution of higher learning is expected to be exemplary at all times. Conduct regulations at the University require each student and student organization to exercise respect for Federal, State, Parish and Municipal laws and to conduct personal affairs and activities both on and off campus to reflect credit both to the student, to the student organization, and to the University. To promote this goal, the University does not permit the following activities:

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

<b>5.03:34</b>	Violation of University Drug Policy, to include: unauthorized or illegal possession, use, distribution, sale, manufacture, or transportation of narcotics.
<b>5.03:35</b>	Violation of University Alcohol Policy, and/or RSO Alcohol Policy.

Finally, to preserve the educational environment of the University community, a student or student organization may be formally charged with a violation of the ULM *Code of Student Conduct* and referred to a hearing in the Office of Student Services (Student Conduct) or the appropriate University Unit for possible disciplinary action

<b>5.03:50</b>	Formally charged by civil authorities with the commission of a felony of such nature that the student's or student organization's continued presence at the University is potentially dangerous to the health, safety, and educational environment of the University community; or
<b>5.03:51</b>	When there is a strong convincing evidence that the student or student organization against whom civil authorities have not brought charges or imposed penalties has committed a felony of such nature that the student's or student organization's continued presence at the University is potentially dangerous to the health, safety, and educational environment of the University community.

when as a result of misconduct the student or student organization is:

5.03:49	Convicted of a felony
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**Use of illegal drugs, and the illegal use of alcoholic beverages, is identified as “conduct which adversely affects the university community.” University regulations prohibit any unlawful possession, use, distribution, or sale of alcohol and other drugs by University students, faculty, staff, or guests to the University, on University-owned property and at all University sponsored activities.**

ULM students are also prohibited from the illegal use of drugs or alcohol whether on or off campus.

The legal age for the consumption of alcohol is 21 years of age. Any underage student consuming alcohol is violating standards for student conduct. Additionally, excessive alcohol use can lead to additional violations, such as driving while intoxicated or public intoxication.

Students living on campus (ULM Housing) should note that “The Office of Residential Life has a zero tolerance policy when it comes to illegal drug use or possession.”

#### **Drug Policy on Manufacture, Distribution, Possession, and Use:**

The University of Louisiana Monroe prohibits the unlawful manufacture, distribution, possession, or use of illegal drugs or anabolic steroids or controlled substances and the possession of drug paraphernalia (such as roach clips, bongs, water pipes, cocaine spoons, etc.) by University students as set forth by this policy and defined by Louisiana Law. Law as it applies to this section of the policy refers to Louisiana R.S. 40:961 through R.S. 40:1034. The range of penalties for violations of Louisiana Law cited above is fines up to \$1,000,000 and up to life imprisonment without parole depending on the drug involved and nature of the violation.



**Sanctions, Students Legal Aspects and Consequences:**

Any student who violates these laws or university policies is subject to prosecution and punishment by civil authorities as well as disciplinary action by the university. The university may proceed against and sanction a person for the same conduct being handled by civil authorities.

**DISCIPLINARY PROCESS:**

The University of Louisiana Monroe considers a violation of this drug policy a serious offense. Specifically, 5.03:34 (Section Five - Standards of Conduct for Students) - Violation of University Drug Policy, to include: Unauthorized or illegal possession, use, distribution, sale manufacture or transportation of narcotics, stimulants, depressants, barbiturates, sedatives, tranquilizers, hallucinogens, drug paraphernalia, marijuana or /or other similarly known drugs and/or chemicals.

The continued enrollment of students not immediately suspended or dismissed for violations will be dependent on the student completing sanctions imposed on a case basis. Sanctions will be imposed by the university in accordance with disciplinary procedures set forth by the Code of Student Conduct. The sanctions imposed by the University may include but not limited to the following; conditional enrollment, removal from university housing, temporary suspension, counseling, fines, drug testing and permanent suspension/dismissal/expulsion from the University. The severity of the sanctions imposed will correspond with the severity and/or the frequency of violations. Accordingly, consideration of sanctions may also be administered based on the individual's willingness to receive treatment and recommit to participation in a drug-free living and learning environment.

**TRAFFICKING IN ILLEGAL DRUGS:**

Because the distribution of illegal drugs is a threat and danger to the health and safety of the community, when reasonable cause exists as determined by authorized officials, the university may immediately suspend alleged offenders prior to a hearing, and in accordance with the Code of Student Conduct.

Possession of Illegal Drugs and/or Drug Paraphernalia:

Sanctions for possession of illegal drugs and/or drug paraphernalia will be determined on a case basis.

Eligibility for Financial Aid:

Any student found in violation of this drug policy jeopardizes their ability to receive financial aid for which they might otherwise be eligible as defined by the conditions set forth by certain grants (e.g. Pell Grant).

Important Information:

Drug Free Schools and Communities Act Section Five: Standards of Conduct for Students

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

Louisiana law R.S. 14:93.11 states that:

1. It is unlawful to sell alcoholic beverages to any person under 21 years of age, and
2. Violation of this statute shall result in a fine of not more than one hundred dollars or imprisonment for not more than six months, or both. Lack of knowledge of the person's age shall not be a defense.

Louisiana law R.S. 14:93.13 states that:

1. It is unlawful for any person other than a parent, spouse, or legal guardian as specified in R.S.14:93.10 (2)(a)(ii), to purchase on behalf of a person under 21 years of age any alcoholic

- beverage, and
2. Whoever violates the provisions of this Section shall be fined not more than five hundred dollars or imprisoned for not more than thirty (30) days, or both.

## **Drugs**

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

### **POSSESSION OF MARIJUANA**

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

### **SCHEDULE I DRUGS**

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

### **SCHEDULE II DRUGS**

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

### **SCHEDULE III DRUGS**

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

### **SCHEDULE IV DRUGS**

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

### **SCHEDULE V DRUGS**

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

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

## **Censures for Personal Use/Abuse of Drugs/Alcohol**

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

6.01:02	University Community Service
6.01:03	Discretionary Sanctions
6.01:04	Disciplinary Probation

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

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

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

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

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

The lines of communication between the Office of Student Services and the ULM Counseling Center remain open and are often the source by which students are referred. When it is deemed necessary, based on the counselor's opinion that outside referral be made, the ULM Counseling Center then takes on the role of secondary caregiver working in conjunction with either the attending counselor, therapist, psychiatrist, or doctor. Some places of referral are local Alcohol Anonymous groups, Monroe Alcohol and Drug Abuse Clinic, Northeast Louisiana Behavioral Health Services and any other sanctioned groups who might meet the student's needs.

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

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

The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program.

All members of the ULM community are encouraged to review the information on the following pages. This information is distributed on an annual basis.

Students, faculty, and staff may request information on the Drug-Free Schools and Campuses Act by contacting the Dean of Students at 318-342-5230

## **HEALTH RISKS:**

Specific serious health risks are associated with the use of alcohol and illicit drugs. Some of the major risks are listed below.

### **Alcohol and Other Depressants (barbiturates, sedatives, and tranquilizers)**

Addiction and accidents can occur as a result of impaired ability and judgment. Alcohol poisoning and overdose is also possible when used with other depressants. Damage to a developing fetus, heart and liver may also occur.

### **Marijuana**

Marijuana impairs short-term memory concentration, learning, thinking, and physical coordination. It may exert a toxic effect on brain nerve cells and thus produces euphoria and memory loss. Marijuana joints appear to produce approximately the same lung damage and potential cancer risk as smoking 5 times as many cigarettes. Use can increase the risk of emphysema as well. It also can interfere with judgment, attention span, concentration, and overall intellectual performance. It may cause psychological dependence and compromise the immune system. Marijuana impairs driving ability.

### **Cocaine**

Use can cause addiction, cardiovascular system damage including heart attack, brain damage, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

### **Nicotine**

Tobacco smoke contains thousands of chemical compounds, many of which are known to cause cancer. Nicotine, which is a central nervous system stimulant, produces an increase in heart and respiration rates, blood pressure, adrenaline production and metabolism. People can rapidly become physically and psychologically dependent on tobacco. Compromises the immune system.

### **Inhalants**

Inhalants are a diverse group of chemicals that easily evaporate and can cause intoxication when their vapors are inhaled. Most inhalants are central nervous system depressants. Use of these drugs slows down many body functions. High doses can cause severe breathing failure and sudden death. Chronic abuse of some of these chemicals can lead to irreversible liver damage and other health problems.

### **Prescription Drug Abuse**

Prescription drug abuse may cause adverse reactions, dependency, withdrawal, and overdose.

## **TREATMENT OPTIONS:**

A variety of resources exist for alcohol and other drug prevention education, counseling and referral. For detailed information concerning these resources available from the University and community agencies, students may contact the ULM Counseling Center at 318-342-5220. Faculty and staff members may contact the Department of Human Resources 318-342-5140.

### **Community Resources:**

New Day Recovery  
1416 Natchitoches St,  
West Monroe, LA  
71291 318-855-8773

Palmetto Addiction Recovery Center

86 Palmetto Rd,  
Rayville, LA 71269  
318-728-2970

Rayville Recovery  
307 Hayes St.  
Rayville, LA 71269  
318-728-5488

St. Francis Medical Center - North  
3421 Medical Park Dr.  
Monroe, LA 71203  
318-966-1946

St. Francis Medical Center - Downtown  
309 Jackson St.  
Monroe, LA 71201  
318-966-4000

University Health - Conway  
(formerly LSU/EA Conway Medical Center)  
4864 Jackson St.  
Monroe, LA 71201  
318-330-7000

Glenwood Medical Center  
503 McMillan Rd.  
West Monroe, LA 71291  
318-329-4200

Affinity Walk-In Clinic  
2408 Broadmoor Blvd, Suite 2  
Monroe, LA 71201  
318-807-0525

**Confidential Resources:**  
ULM Counseling Center  
Across from Madison Hall  
1140 University Avenue  
318-342-5220

Marriage and Family Therapy  
Clinic Strauss Hall # 112  
318-342-5678  
mft@ulm.edu

ULM Health Clinic  
(Affinity) Across from  
Madison Hall 1140  
University Avenue  
318-342-1651

### **INDIVIDUAL ASSESSMENT AND COUNSELING FOR ULM STUDENTS:**

- Early intervention, assessment, education, and referral
- Educational sessions for those concerned about alcohol or other drug use
- Student Services (Mandatory) referrals
- Substance Abuse Subtle Screening Inventory (SASSI) – personalized screen for substance dependence disorder
- Harm reduction training

### **Educational Programs:**

- Speakers on a wide variety of topics related to drug and alcohol use
- Substance Abuse Workshops
- Alcohol, drug, and marijuana use programs

### **Events:**

- Alcohol and drug awareness activities
- Health Fairs
- Drunk Driving Awareness & Driver Safety Activities (Drunk Goggles)

### **University Resources:**

- ULM Health Clinic (Affinity) - 318-342-1651 Medical and counseling services
- Counseling and Testing Services - 318-342-5220 Professional, confidential consultation/screenings and counseling services
- ULM Police Department - 318-342-5350 Presentations on legal aspects of alcohol and other drug use and related issues
- Dean of Students - 318-342-5230 Address Student Code of Conduct, enforces policies and procedures, and provides students with resources necessary to resolve personal disputes.
- Human Resource Department - 318-342-5140 Services, guidance, education, and training (faculty and staff), counseling referrals, enforces policies and procedures for staff; assistance with disciplinary action for staff; Online resources, education and training.

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### **S M O K E L E S S   T O B A C C O   P O L I C Y**

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The use of smokeless tobacco is not permitted in auditoriums, classrooms, laboratories, other instructional support areas or in any posted area on the ULM campus. It is also not permitted in varsity sports practice, training, medical, or meeting facilities. Those students who use smokeless tobacco are advised to dispose of waste containers appropriately in large trash bins located throughout the campus.

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### **T H E   L I E W   F A M I L Y   I N T E R N A T I O N A L   S T U D E N T   C E N T E R   P O L I C I E S / P R O C E D U R E S**

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The International Student Center is the community center for international students on the University of Louisiana Monroe campus. It provides a central place for students to spend time learning, socializing, and relaxing while feeling more closely connected to campus. The building contributes directly to the educational mission of ULM by providing encouragement and opportunities for participation in educational, cultural, and recreational activities.

Policies and procedures guide the management of the International Student Center and are designed to ensure

that the property and facilities of the Center are used for the educational, cultural, and social benefit of the community. All uses inconsistent with these purposes are prohibited. For more in depth information please refer to the **policy** located at: ([http://www.ulm.edu/international/documents/center\\_agreement.pdf](http://www.ulm.edu/international/documents/center_agreement.pdf)).

**Application Form** ([https://webservices.ulm.edu/wsforms/viewform.php?fid=ISC\\_overnight\\_stay\\_app](https://webservices.ulm.edu/wsforms/viewform.php?fid=ISC_overnight_stay_app)) - Request for Overnight Visit

### **General Information and Facility Use Policy**

([http://www.ulm.edu/international/documents/center\\_agreement.pdf](http://www.ulm.edu/international/documents/center_agreement.pdf)) - Building Hours, Building Access, Check-in list, General Information, Meditation/Prayer Room, Parking, Use of Facilities/Kitchen

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## **TITLE IX - SEXUAL MISCONDUCT**

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### **Title IX – Sexual Misconduct**

Title IX of the 1972 Education Amendment Act prohibits discrimination on the basis of sex and states the following:

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

ULM does not discriminate, or tolerate discrimination, against any member of its community on the basis of sex (including pregnancy, sexual orientation, or gender identity) in matters of admissions, employment, or in any aspect of the educational programs or activities it offers.

Sometimes, sex discrimination involves exclusion from activities, such as admission, athletics, or employment. Reports of sex discrimination that are not based on sexual misconduct should be reported to the Title IX Coordinator and will be resolved through the appropriate University process as determined based on the specific facts of the report. Other times, sex discrimination can manifest as an incident of sexual misconduct. ULM's Sexual Misconduct Policy defines sexual misconduct as follows:

Sexual Misconduct is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. For the purpose of this Policy, sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, quid pro quo harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent of the persons depicted therein, as well as dating violence, domestic violence, and stalking.

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### **Notice/Reports of Sexual Discrimination, Sexual Misconduct or Retaliation**

Reports may be submitted in person, by phone, in writing, electronically, or anonymously and may be submitted by complainants, third parties or bystanders to the Title IX Coordinator.

Treina Kimble - Special Projects Officer and Title IX Coordinator Office Location: University Library Suite 612  
Phone: (318) 342-1004 Email: [kimble@ulm.edu](mailto:kimble@ulm.edu)

Individuals may submit a report of sex discrimination, sexual misconduct, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence or stalking (on the basis of sex) and retaliation 24 hours a day by completing ULM's on-line form at the following link: [Sex Discrimination and Sexual Misconduct Report Form](#)

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If the university is notified of sex discrimination and/or sexual misconduct, we will:

1. Take immediate and appropriate steps to investigate the report/incident
2. Take prompt action to end the prohibited conduct and resolve the situation
3. Take appropriate steps to prevent recurrence of future incidents

**Confidential Advisors** are available to help. Confidential Advisors are designated individuals who have been trained to aid a person involved in a sexual misconduct complaint in the resolution process as a confidential resource.

If the incident or situation is criminal in nature, immediately contact **University Police Department** or the local police where the incident occurred. The University Police Department is located at Filhiol Hall, 3811 DeSiard Street, 318-342-5350 or 911 for emergencies.

ULM has adopted policies and procedures to be in compliance with the federal and state requirements related to Title IX, the **Violence Against Women Act (VAWA)** and the **Campus Sexual Violence Elimination (SAVE) Act**.

### **Amnesty**

Individuals who participate in the reporting/investigation process, whether as the complainant or as a witness, are expected to provide truthful information in accordance with the University's Standards of Conduct. It is the policy of the University to provide amnesty for any student who reports in good faith, sexual violence. The University shall not sanction the student for a nonviolent student conduct violation, such as underage drinking, that is revealed in the course of such a report.

### **Retaliation**

Retaliation is defined as acts or attempted acts for the purpose of interfering with any report, investigation, or proceed, or as retribution or revenge against anyone who has reported Sex Discrimination or Sexual Misconduct or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under the Sexual Misconduct Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. Title IX prohibits Retaliation as does ULM's Sexual Misconduct Policy. Retaliation should be promptly reported to the Title IX Coordinator.

See ULM's Sexual Misconduct Policy at the following link: <https://webservices.ulm.edu/policies/download-policy/509>

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## **VIOLENCE AGAINST WOMEN ACT (VAWA)**

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The **Violence Against Women Act of 1994 (VAWA)** is a United States federal law (Title IV, sec. 40001-40703 of the Violent Crime Control and Law Enforcement Act of 1994, H.R. 3355) signed as Pub.L. 103-322 by President Bill Clinton on September 13, 1994 (codified in part at 42 U.S.C. sections 13701 through 14040).



On March 7, 2013, President Obama signed The Violence Against Women Reauthorization Act (“VAWA”), which establishes improved responses to violence against women. VAWA mandates higher education institutions to educate students and/or the university community in helping to prevent gender based violence. This act also imposed that additional rights were provided to campus victims of domestic violence, dating violence, sexual assault, and stalking.

ULM is committed to fostering a safe environment free from sexual misconduct, including but not limited to sexual assault, dating violence, domestic violence, and stalking. The University expects all relationships or associations be established upon mutual respect, open communications, and clear consent.

ULM will present primary prevention and awareness programs for new students and new employees, in addition to on-going awareness campaigns related to prevention of sexual assault dating violence, domestic violence, and stalking for all students and employees.

The Everfi’s Preventing Sexual Assault Course was selected as an online interactive awareness learning program to educate students on the topics of sexual assault and interpersonal violence.

The Green Dot Bystander program was chosen as the bystander intervention program to educate students on ways to proactively help others while ensuring their own safety and well-being. Training for all university employees will be provided on dating violence, domestic violence, sexual assaults, and stalking. This training will be based on the requirements under VAWA, Title IX and the Clery Act.

ULM strongly encourages all individuals to report incidents of sexual assault, dating violence, domestic violence, and stalking to University officials and police. Individuals may report incidents to the ULM Campus Police or the Title IX Coordinator, Treina Kimble, tel. (318) 342-1004, email: [kimble@ulm.edu](mailto:kimble@ulm.edu), Library 6<sup>th</sup> floor, Suite 612. Individuals may also make confidential reports to designated Confidential Advisors.

The University will provide resources to support persons who have been victims of sexual assault, dating violence, domestic violence, and stalking.

If an individual reports to you that they are a victim of a crime please follow the procedures provided in the Sexual Misconduct Policy. Provide the individual with an informational resources brochure and complete the ULM Sexual Misconduct online report. For more information on Title IX and VAWA please refer to the Title IX website.

The University will provide programs that promote awareness and avert domestic violence, dating violence, sexual assault, and stalking on campus and in our community. Initial programming will be directed at all new students and employees, followed by on-going programs directed to all students and employees in culturally relevant training including:

- Awareness programming on dating violence, domestic violence, stalking and sexual assault.
- Risk-reduction strategies designed to promote healthy behaviors/relationships and recognize early warning signs of abusive behavior.
- Prevention programs to avert acts of dating violence, domestic violence, sexual assault and stalking.
- Safe and positive Bystander intervention education and training.
- On-going University prevention and awareness campaigns.

All training provided in the above areas is to be recorded through the Title IX Coordinator in care of VAWA and is to be reported in the Annual Security Report through the ULM Campus Police Department.

**Purpose**

The University of Louisiana Monroe (ULM) is committed to promoting and maintaining a healthy environment for students, faculty, staff, and visitors. The University is committed to ensuring our campus tobacco-free to promote healthy living.

**Scope**

This policy applies to all University students, faculty, staff, contractors, and visitors (the general public). The policy applies to all buildings and property that are owned, leased, or rented by the University of Louisiana Monroe. For the purposes of this policy, “tobacco use” includes but is not limited to, personal use of any tobacco product, whether intended to be lit or not, which shall include smoking, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco.

This policy does not apply to scientific research conducted by the University. In some cases, researchers may use tobacco plants and / or tobacco products to conduct scientific research projects.

**Policy**

Tobacco use is not allowed on any property or in any building that is owned, leased, or rented by the University of Louisiana Monroe (ULM). Students, faculty, staff, contractors, and visitors must extinguish and properly dispose of tobacco products prior to entering University property or exiting their vehicle. While individuals may consume tobacco products in their own personal motor vehicle on University property, this tobacco use must not cause a negative impact on others or result in a complaint by others. Improper disposal includes but it is not limited to:

- a. Littering (e.g., discarded cigarette butts, throwing cigarette butts out of windows.)
- b. Anything that creates a hazard (e.g., discarded lit butts, emptying spittoon contents on walkways or grounds, etc.,).

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

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

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

**Implementation and Compliance**

- The University shall develop a plan for communicating this policy with students, faculty, staff, and visitors.
- This policy shall be included in the student, faculty, and staff handbooks, new employee and student orientation programs, in admissions application materials and other campus documents where appropriate.
- The University shall provide a comprehensive marketing and signage effort to ensure that all University visitors, vendors, guests, and other people arriving on University property are aware of the tobacco-free policy.
- Violators of this policy shall be issued a verbal reminder of the policy and a referral to cessation resources.
- Additionally, existing disciplinary policies may be used as appropriate.

This policy specifically applies to all student residential facilities. The ULM Residential Life department shall be responsible for ensuring this policy is adhered to by all residents. Violations of this policy in residential facilities shall be addressed in accordance with Residential Life policies and procedures.

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## T R A F F I C , P A R K I N G A N D A P P E A L S

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The following information pertaining to traffic are only portions of a complete booklet of Traffic and Parking Regulations. A copy of the booklet may be obtained at the University Police Department at 3811 DeSiard Street. The Traffic and Parking Regulations have been adopted by the Traffic and Parking Committee. They are designed for safer and maximum utilization of space and for a more orderly flow of vehicular traffic on campus. The operation of a vehicle on the ULM campus is a privilege granted by the institution. Serious or excessive violations can result in the loss of this privilege as well as disciplinary action. ULM assumes no responsibility for the care or protection of any vehicle or its contents at any time, including the time it is parked in any campus parking area. The Traffic Code of the City of Monroe establishing rules and regulations for vehicular traffic of all kinds is applicable. The Traffic Regulations are applicable to all faculty, staff, students and visitors who operate vehicles on the campus and are enforced every day of the year regardless of classes not being in session.

**Each and every motor vehicle operated on campus by a person in ANY WAY connected with the University MUST be registered with the University Police Department immediately. The following information and documents will be needed when registering vehicles at the University Police Department:**

<b>A</b>	<b>Vehicle Registration Certificate</b>
<b>B</b>	<b>Valid Driver's License</b>
<b>C</b>	<b>Vehicle Use Fee Payment Receipt</b>
<b>D</b>	<b>ULM Identification Card</b>

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

Student registration is valid for the entire year if you register your vehicle in the fall, pay your fees and state that you desire yearly registration. Otherwise, the vehicle must be registered each semester and summer. Refunds will not be given for vehicle registration fees.

If a student wishes to register a bicycle, the student must fill out appropriate papers with the University Police Department. Bicycles shall be driven on roadways only; they are not to be operated on sidewalks at any time. All bicycles driven and kept on the ULM campus should additionally adhere to rules published in the Traffic and Parking Regulations Booklet.

Any appeals to Traffic and Parking citations, fines, and fees will be made through the Director of University Police in accordance with the ULM Collegiate Due Process System.

### **University Parking and Traffic Appeals**

The University Parking and Traffic Appeals Committee are constituted primarily for the purpose of the hearing appeals of students who have been issued citations for violations of the ULM traffic and parking requirements. The decision of the board is final.

#### **Composition:**

The Parking and Traffic Committee is composed of 2 full time Faculty, 2 full time Staff and 2 full time Student members. Faculty, Staff and Student members are appointed by the Vice President of Student Affairs. Final approval of all members of the Appeals Committee will be through the Vice President of Student Affairs.

#### **Quorum:**

A quorum will consist of at least 3 members of the Appeals Committee.

**Voting:**

A simple majority vote of the committee will rule. The Chairperson will not vote unless a tie must be broken.

**Service:**

Each member of the Appeals Committee will be appointed at the beginning of the Fall Semester and serve for a period of two years; members may be re-appointed for an additional 2 years by the Vice President of Student Affairs. Upon approval by the Vice President of Student Affairs, the re-appointments will follow the above stated procedures.

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## TRAVEL ABROAD POLICY

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**Introduction:**

The Travel Abroad Policy is designed to aid and assist faculty and staff in the most appropriate way to secure safe travel abroad with students and other clients. This policy is to be adhered to by each college with a study abroad program within the 48 contiguous states, to include Alaska, Hawaii and the U. S. Territories as officially recognized by the U. S. Department of State.

**Responsibility of the Deans:**

Each College Dean/Vice President is responsible for communicating this policy to faculty and staff who administer, travel and/or teach in the study abroad program.

**Responsibility of the Faculty/Staff Member:**

Faculty and staff administering study abroad programs must initiate the appropriate travel documents found on the web at [www.ulm.edu/forms](http://www.ulm.edu/forms) under the Student Affairs Section. Each document must be completed by students and copies filed in the following offices:

1. Vice President for Student Affairs
2. Vice President for Academic Affairs
3. College Dean
4. Department Chair

**Statement of Student Responsibilities:**

Students participating in study abroad program must adhere to all established policies and procedures set forth by the University of Louisiana Monroe. In addition, students are reminded that the ULM *Code of Student Conduct* also governs their behavior on and off campus. It is the intent of this policy to provide the most appropriate mechanism to govern study/travel abroad in as safe a manner as possible.

**Traveling Abroad:**

It is imperative that faculty register with the U. S. Embassy or Consulate (in the traveled country) to make the presence and whereabouts of faculty and students known in case the Consulate should need to make contact. If a disaster occurs within the traveled country, the Consulate can assist in evacuation, if necessary. However, the Consulate cannot assist in any way if they do not have a point of contact for visitors in their country. For additional international travel information on travel warnings, Consulate information, safety and health issues, emergencies and crises, and public announcements, visit the U.S. Department of State at [www.travel.state.gov](http://www.travel.state.gov).

**In Case of an Emergency:**

The faculty/staff member should notify the Embassy or Consulate in the traveled country and the University Police Department, who will contact the Vice President for Student Affairs. The Vice President for Student Affairs will contact student's families and provide information to them as it becomes available.

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## V. SAFETY AND SECURITY

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### WEAPONS ON CAMPUS POLICY

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Carrying a firearm, or dangerous weapon, by a student or non-student on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful and violators shall be subject to criminal charges and campus discipline, as stated in the University of Louisiana System Board of Supervisors' "Weapons on Campus Policy," dated October 29, 1999. The University of Louisiana Monroe, as a member of the University of Louisiana System, is designated as a "firearm-free zone" pursuant to Louisiana law R.S. 14:95.6.

**Definitions pursuant to Louisiana law R.S. 14:95.2 include:**

- A. School means any elementary, secondary, high school, vocational-technical school, college, or universities in this state.
- B. Campus means all facilities and property within the boundary of the school's property.
- C. Non-student means any person not registered an enrolled in that school or a suspended student who does not have permission to be on the school campus.
- D. School bus means any motorbus being used to transport children to and from school or in connection with school activities.
- E. Firearm or dangerous weapon pursuant to R.S. 14.2(2) includes gas, liquid or other substance or instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm.

**Pursuant to Louisiana law R.S. 14:95.2(A):**

- A. Carrying a firearm, or dangerous weapon by a student or non-student on school property, at a school-sponsored or affiliated function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one's person, at any time while on a school campus, on school transportation, or at any school-sponsored or affiliated function including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus.
- B. Whoever commits the crime of carrying a firearm by a student or non-student on school property or in a firearm-free zone shall be referred to the appropriate law enforcement agency for prosecution. School officials must report the detention of a student or seizure of a firearm to a law enforcement agency within seventy-two hours.
- C. Lack of knowledge that the prohibited act occurred on or within one thousand feet of school property shall not be a defense.
- D. Provisions of this law do not apply to:
  - 1. A school official or employee acting during the normal course of his employment or a student acting under the direction of such school official or employee.
  - 2. A student enrolled or participating in an activity requiring the use of a firearm including but not limited to any ROTC function under the authorization of a university.
- E. If a person is arrested for carrying a concealed weapon on campus by a university or college police officer, the weapon shall be given to the sheriff, chief of police, or other officer to whom custody of the arrested person is transferred as provided by R.S. 17:1805(B).

**Pursuant to Louisiana law R.S. 14:95.4:**

- A. The local governing authority which has jurisdiction over zoning matters in which each firearm-free zone is located shall publish a map clearly indicating the boundaries of each firearm-free zone.
- B. The firearm-free zone map shall be made an official public document and placed with the clerk of court

for the parish or parishes in which the firearm-free zone is located.

- C. The commissioner of higher education with the approval of the Board of Regents, shall develop a method by which to mark firearm-free zones, including the use of signs or other markings suitable to the situation.
- D. Signs or other markings shall be located in a visible manner on or near each school and on and in each school bus indicating that such area is a firearm free zone and that such zone extends to one thousand feet from the boundary of school property.
- E. It is unlawful for any person to cover, remove, deface, alter, or destroy any sign or other marking identifying a firearm-free zone and whoever violates the provisions shall be referred to the appropriate law enforcement agency for prosecution.

**Any person who wishes to possess a firearm sanctioned by the state law and university policies while on school property, school transportation, or at any school-sponsored or affiliated function, must first register such weapon with the University Police Department before bringing the firearm on school property, school transportation, or to any school-sponsored or affiliated function.**

**Possession of a firearm, when in violation of state laws, the University of Louisiana System policy, or the University policy, shall be grounds for suspension, dismissal or expulsion from the University and/or other specified censures.**

The ULM “Standards of Conduct for Students” are designed to provide for the health and safety of the student body and to promote a wholesome educational environment for the University community.

To promote this goal, the University specifically does not permit the possession of, display of, use of, or attempt or threat to use firearms, ammunition, explosives, fireworks, or other dangerous weapons, substances or materials of any kind on University property or at any University-approved activity.

To preserve a wholesome educational environment and to safeguard the rights and well-being of its citizens, the University reserves the right to initiate searches and seizures, with probable cause relative to person, on campus living quarters, papers, effects, and other personal student properties on the campus.

Student found in violation of the “Weapons On Campus Policy” may be censured by the appropriate authority that may include:

- Administrative Withdrawal
- Dismissal from the University
- Suspension from the University
- Expulsion from the University
- Bar from readmission to the University

**ULM is designated as a**

**“FIREARM-FREE ZONE”.**

**Weapons, (shotguns, rifles, pistols) or any instrument, which, in the manner used, is calculated likely to produce death or great bodily harm are not permitted on campus. This includes residence halls, suites, apartments, vehicles, or on your person.**

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## THE UNIVERSITY POLICE

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In its continuous effort to provide the best security and safety measures possible, the University Police Department provides a variety of law enforcement services and functions for the campus and surrounding areas.

An active, police presence is established with 24-hour patrol protection for the main campus, parking lots, and residence halls. The University Police Department also provides regular patrol on streets throughout the University campus and all areas adjacent to the campus. This includes making initial response to fraternity houses located near the main campus.

All ULM police officers are highly trained law enforcement personnel and are commissioned by the Department of Public Safety, State of Louisiana. Louisiana Revised Statute 17:1805 vests University Police Officers with full law enforcement powers, authority, and responsibilities identical to the local police or parish sheriff. Each officer must successfully complete the Louisiana Commission on Law Enforcement Police Officer Standards and Training course. All officers receive specialized training in first aid, firearms, defensive tactics, legal update, criminal investigation, collection and preservation of evidence, and traffic investigation.

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

### A. Campus Oriented Policing:

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

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

### ESCORT SERVICE

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

Programs available through this section are Crime Prevention and Awareness, Sexual Assault Presentations, Identify Your Property, and Abuse of Alcohol and Other Drugs and Controlled Substances.

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

The University Police Department assists Physical Plant personnel by reporting potential safety and security hazards on a regular basis. Students, faculty and staff may also report any safety and security hazards by

calling 342-5170 or 342-5350. Proper lighting and building security are major factors in determining crime on campus. The University Physical Plant Director maintains the University buildings and grounds with a concern for safety and security. The physical plant director, or his representative, inspects campus facilities regularly, authorizes repairs as quickly as possible affecting safety and security, and responds to reports of potential safety and security hazards, such as broken locks and windows.

During the times that the University buildings are closed, only faculty, staff and designated students are allowed entry with proper authorization.

#### **B. Relations with Other Law Enforcement Agencies:**

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

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### **C R I M E   S T A T I S T I C S**

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

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

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

Click on the following link to review Crime Statistics.

**<http://www.ulm.edu/police/crime-statistics>**



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## VI. ULM CODE OF STUDENT CONDUCT

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### CODE OF STUDENT CONDUCT

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- **Section One: Introduction**
- **Section Two: Hearing Panels**
- **Section Three: Statement of Rights and Responsibilities**
- **Section Four: Procedures Due Process Principles**
- **Section Five: Standards of Conduct for Students**
- **Section Six: Censures (Disciplinary Sanctions)**
- **Section Seven: Hearing Procedures Guidelines**
- **Section Eight: Appeal Procedures**
- **Section Nine: Student Records**
- **Section Ten: Organization Chart of ULM Collegiate Due Process**

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### SECTION ONE - INTRODUCTION

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#### 1.1 PURPOSE

The *ULM Code of Student Conduct* is promulgated by the Office of the Vice President for Student Affairs at the University of Louisiana Monroe under the power and authority of the University of Louisiana System Board of Supervisors.

The Board of Supervisors has the constitutional authority to operate the colleges and universities under its control in the State of Louisiana.

Each institution shall establish rules and regulations governing student conduct and shall have a written Code of Student Conduct that includes the policies and regulations, and due process procedures governing students. The Code shall be published and distributed regularly to the students and be readily available at designated offices on campus. A student may appeal to the Board of Supervisors if the sanction is one of the suspension from the university for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the university level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the institutional level, the appeal must be within 30 calendar days of the institution's decision. The Board's review is limited to a determination of compliance with established and appropriate procedures at the Institutional level. The student shall be notified of the Board's decision.

The President of the University of Louisiana Monroe has delegated administrative responsibility for student conduct to the Vice President for Student Affairs.

In keeping with the university's legal right and responsibility to protect its educational purposes and to protect all members of the university community, the university has drafted disciplinary procedures designed specifically to protect not only the academic environment of the campus but also the health and safety of all members of the university community. These objectives are accomplished through the establishment and enforcement of reasonable standards for academic and personal conduct. As such, the university has the legal right to refuse student status to individuals who do not meet these standards and to impose reasonable disciplinary censures on students who are found responsible of violating these standards.

#### **Authority for Discipline**

The ULM Dean of Students, his/her staff or designee and certain committees, to whom this responsibility has been delegated, have the authority to enforce all regulations approved and stated in university documents and to administer disciplinary procedures. The ULM *Code of Student Conduct* is applicable to currently, continuing and formerly enrolled students as well as individuals seeking admission to the University. Applicants and formerly enrolled students may be subject to disciplinary review by the Office of Student Services (Student Conduct) without right to appeal to the Conduct Standards Committee.

## 1.2 DEFINITIONS

<b>1.02:01</b>	<u>Academic</u> - related to University approved courses, course instruction, University approved research, classes both on or off-campus, class attendance, classroom behavior affecting class participation, and all course and class activities to include tests, field trips, and other recognized/approved requirements.
<b>1.02:02</b>	<u>Academic Unit</u> - refers to the Vice President for Academic Affairs, the Academic Deans, the Academic Department Heads, and the academic faculty members and/or instructors who are either full-time or part-time University employees.
<b>1.02:03</b>	<u>Business Day</u> - a day on which classes are not typically held (due to scheduled student holidays or semester breaks), but all offices are open for regular business.
<b>1.02:04</b>	<u>Class Day</u> - a day on which classes or reading periods are regularly scheduled or on which final examinations are given. These days are those listed in the current ULM Catalog.
<b>1.02:05</b>	<u>The Code</u> - reference to the ULM or due process procedures.
<b>1.02:06</b>	<u>Complaint</u> - a written or oral statement of the essential facts constituting a violation of a University regulation or rule.
<b>1.02:07</b>	<u>Corporate Act</u> - a united act involving an unspecified number of students belonging to and acting in the name of a University approved student organization.
<b>1.02:08</b>	<u>Full-Time Faculty</u> - any faculty member who is not on a part-time appointment.
<b>1.02:09</b>	<u>Full-Time Student</u> - a student enrolled in the University for 12 or more academic semester hours during regular semester sessions and for 4 or more academic semester hours during summer sessions.
<b>1.02:10</b>	<u>Good Standing</u> - the term used to describe students who have not been censured for serious violations of University regulations and who are not presently under an academic or disciplinary probationary status. Students who are presently under an academic or disciplinary probationary status or who have been previously suspended either for academic or disciplinary reasons are not considered to be in good standing with the University.
<b>1.02:11</b>	<u>Graduate</u> - the term used to describe students who have earned a bachelor's degree from any accredited institution.
<b>1.02:12</b>	<u>Hearing Panel</u> - A group of University administrators, students, and/or faculty or staff members hearing cases arising from student violations of University policies (i.e. the Conduct Standards Committee, the Student Organization Judicial Committee, the Student Sexual Harassment Committee, the Administrative Review Board, and all Appeals Committees).
<b>1.02:13</b>	<u>Non-Academic</u> - related to all activities outside of the academic classroom and outside of the recognized/approved academic areas of the University which are necessary to meeting degree requirements.
<b>1.02:14</b>	<u>Normal University Communication Channels</u> - the use of any university employee or written format to contact a student.

<b>1.02:15</b>	<u>Part-Time Student</u> - a student enrolled with the university for less than 12 academic semester hours during regular semester sessions and for less than 4 academic semester hours during summer sessions.
<b>1.02:16</b>	<u>Person Bringing the Charge</u> - a student or university employee who alleges that another student or university employee has violated university policies, procedures, rules and/or regulations.
<b>1.02:17</b>	<u>Residence Hall</u> - a university-owned student housing unit.
<b>1.02:18</b>	<u>Staff Member</u> - any university employee, either classified or non-classified, who is not a member of the faculty or who may have administrative duties along with minimal teaching responsibilities.
<b>1.02:19</b>	<u>Student</u> - for the purpose of the Code of Student Conduct, any person who is <ul style="list-style-type: none"> <li>• admitted or re-admitted to ULM;</li> <li>• enrolled or has an active student record at ULM; and/or</li> <li>• eligible for continued enrollment in the semester or summer session that immediately follows successful completion of the previous semester courses.</li> </ul>
<b>1.02:20</b>	<u>University</u> - The University of Louisiana Monroe.
<b>1.02:21</b>	<u>University Administrator</u> - reference hereinafter is to any of the following: Vice President for Student Affairs, Dean for Student Affairs, Coordinator of Student Services, Vice President for Academic Affairs, Academic Deans, Department Heads, Director of Student Life & Leadership, or their designated representative.
<b>1.02:22</b>	<u>University Employee</u> - any person employed by the university for any purpose on either a full-time or part-time basis.
<b>1.02:23</b>	<u>University Official</u> - any person employed by the university and assigned administrative, professional, or paraprofessional responsibilities (i.e. Graduate Assistants, Resident Assistants in the residence halls, etc.)
<b>1.02:24</b>	<u>University Premises or Related Premises</u> - all land, buildings and facilities owned, leased, or controlled by the university.
<b>1.02:25</b>	<u>University Unit</u> - reference hereinafter is to any of the following: a University Administrator, the Conduct Standards Committee, the Student Organization Judicial Committee, the Decision Maker Panel (Sexual Misconduct), the Parking and Traffic Appeals Committee, the Housing Appeals Committee, the Appeals Panel (Sexual Misconduct), appropriate Academic Unit, the Academic Appeals Committee, the Administrative Review Board, or the University President.
<b>1.02:26</b>	<u>Upper-class</u> - the term used to describe students who have successfully completed 30 or more academic semester hours.

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

1. Appropriate University Unit reviews a case.
2. Appropriate University Unit renders a decision concerning the case.
3. The student or student organization may, under certain circumstances, initiate an appeal of the decision of the appropriate University Unit.

The course of due process varies depending on the nature of the student case.

## **2.02 Hearing Panels**

Most hearing panels conduct investigations, and as such, all information, even hearsay, is admissible since the hearing panels are not conducting criminal or civil proceedings.

### **ULM Hearing Panels**

**Residential Life Judicial Committee:** The purpose of this committee is to hear appeals from Residence Students who have been censured by the Residential Life Judicial Officer. The decision of this committee is final.

**Student Organizational Judicial Committee:** The purpose of this appeal committee is to hear disciplinary cases on student organizations (not individual students), whereas charges or sanctions have been rendered from an initial hearing with the Dean of Students or designee. Appeals from this committee are to the Vice President for Student Affairs and his/her decision shall be final.

**Housing Appeals Committee:** The purpose of this appeal committee is for individual students who have been denied permission by the appropriate university administrator to live off-campus or who have been denied the right to reside in University residence halls for any reason. The decision of this committee is final.

**Parking and Traffic Appeals Committee:** The purpose of this committee is primarily for hearing appeals of students who have been issued citations for violations of the ULM Traffic and Parking regulations. The committee's decision is final.

**Conduct Standards Committee:** The purpose of this panel is to serve as an appellate body for hearings regarding non-academic appeals of major violations of the ULM *Code of Student Conduct*. The hearing will be closed, and extend directly from decisions made by the Dean of Students, Student Conduct Officer, and the Medical Assistance Committee and usually involve possible dismissal, suspension or expulsion of a student. A student's appeal that satisfies the standards written in the Appellate Process shall have their appeal reviewed by the Conduct Standards Appeal Panel. Their decision is final.

**Decision-maker Panel:** The purpose of the Decision-maker Panel is to hear and make determinations on allegations of sexual misconduct and retaliation (associated with reports/complaints of sexual misconduct) following the processes detailed in the Sexual Misconduct Policy and Procedures.

**Medical Assistance Committee:** The purpose of the committee is to focus on a caring and preventative approach through collaboration with faculty, staff and / or by utilizing university services, and other resources to support the students who are in need, stress, distress, or in a mental health crisis. The committee develops success plans for students that may include disability support, treatment requirements, and academic assistance as well as providing recommendations for medical withdrawals and other measures accordingly when the student's behavior substantially disrupts normal university activities. Appeals are made to the Administrative Appeals Panel, which is final.

**Appeal Panel (Sex Discrimination and Sexual Misconduct):** The purpose of the Appeal Panel is to hear and

make determinations on appeals coming from complaints of sexual misconduct or retaliation (associated with reports/complaints of sexual misconduct) that have already been through a determination with the Decision-maker Panel. The appeal will follow the processes detailed in the Sexual Misconduct Policy and Procedures.

#### **2.02:01 Conduct Standards Committee**

The Conduct Standards Committee is an appellate body which conducts hearings for non academic appeals of major violations of the ULM Code of Student Conduct. The hearing will be closed and all cases handled by this committee are directly extended from decisions made by the Dean of Students, Student Conduct Officer or designee, or Medical Assistance Committee. Their decision is final unless the student meets the requirements for a final appeal to the Board of Supervisors (8.02:04).

##### **A. Composition**

The Conduct Standards Committee is composed of full-time faculty or staff members and full-time graduate or undergraduate student members. Faculty members are appointed by the Vice President for Student Affairs upon the recommendation of the Vice President for Academic Affairs. Staff members are appointed by the Vice President for Student Affairs. One faculty or staff member shall be appointed by the Vice President for Student Affairs as the Chairperson, and a Vice Chairperson shall be appointed in like manner. Student members are appointed by the Vice President for Student Affairs upon the recommendation of the Student Government Association President, University Department Heads, or other ULM recognized organization presidents.

##### **B. Quorum**

A quorum shall consist of five members, at least three representing faculty and staff, with one of these members presiding as Chairperson.

##### **C. Voting**

A simple majority vote of this Committee will rule.

##### **D. Service**

Each member will serve for a one-year period. Members will normally be appointed at the beginning of each fall semester; re-appointments will require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, re appointments will follow the procedure stated above.

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

The Student Organization Judicial Committee (SOJC) shall function as an appellate body for student organizational appeals. The purpose of this committee is to hear appeals from a determination rendered or penalties imposed from an initial hearing with the Dean of Students regarding an organization which has been found responsible for violating the Code of Student Conduct or university policies.

The university's established procedures provide specific grounds upon which students or organizations can appeal the imposed charges, sanctions or both. This committee will hear appeals from the student organization's representative and render a decision accordingly to the preponderance of evidence standard of being found responsible or not responsible. If found responsible, the committee is authorized to accept the Dean of Student's recommendations for sanctions, reduce the sanctions or impose new sanctions.

Individual students found in violation of the Code of Student Conduct will have an administrative hearing with the Dean of Students. If the student is found responsible and penalties imposed, he/she will have the opportunity to go before the Conduct Standards Committee for an appeal.

The SOJC may also recommend to the University administration actions to be considered and possibly initiated against a university employee involved in the student organizations misconduct.

##### **A. Composition**

The Student Organization Judicial Committee is composed of faculty, staff members and students. The two

(2) faculty members are appointed by the Vice President for Academic Affairs. Two (2) staff members

are appointed by the Vice President for Student Affairs. The two (2) student members are appointed by the Vice President for Student Affairs upon the recommendation of the Office of Student Life and Leadership.

**B. Quorum**

A quorum shall consist of five members, at least three representing faculty or staff, with one of these members presiding as Chairperson.

**C. Voting**

A simple majority vote of this committee will rule. The Chairperson will not vote in proceedings unless a tie vote must be broken.

**D. Service**

Each committee member will serve for a one-year period. Members will normally be appointed at the beginning of each fall semester; re-appointments will require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, re-appointments will follow the procedure stated above.

For more information on student organizational appeal procedures, see Section Eight - Appeal Procedures, specifically, 8.05:01, Student Organization Judicial Committee.

### **2.02:03 Housing Appeals Committee**

The Housing Appeals Committee is a Division of Student Affairs committee, constituted for the purpose of hearing appeals of individual students who have been denied permission by the appropriate University Administrator to live off campus or who have been denied the right to reside in University residence halls for any reason. The decision of this committee is final.

**E. Composition**

The Housing Appeals Committee is composed of full-time Division of Student Affairs staff members and full-time student members. Staff members are appointed by the Vice President for Student Affairs. One staff member shall be appointed by the Vice President for Student Affairs as the Chairperson, and a Vice Chairperson shall be appointed in like manner. Student members are appointed by the Vice President for Student Affairs upon the recommendation of the Student Government Association President, University Department Heads, or other ULM recognized Organization Presidents.

**F. Quorum**

A quorum shall consist of five members, at least three representing staff, with one of these members presiding as Chairperson.

**G. Voting**

A simple majority vote of this committee will rule. The Chairperson will not vote in proceedings unless a tie vote must be broken.

**H. Service**

Each committee member will serve for a one-year period. Members will normally be appointed at the beginning of each fall semester; re-appointments require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, re-appointments will follow the procedure stated above.

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

The University Parking and Traffic Appeals Committee are constituted primarily for the purpose of hearing appeals of students who have been issued citations for violations of the ULM traffic and parking requirements. The decision of the board is final.

**A. Composition**

The Parking and Traffic Committee is composed of 2 full time Faculty, 2 full time Staff and 2 full time Student members. Faculty, Staff, and Student members are appointed by the Vice President of Student Affairs. Final approval of all members of the Appeals Committee will be through the Vice President of Student Affairs.

**B. Quorum**

A quorum will consist of at least 3 members of the Appeals Committee.

**C. Voting**

A simple majority vote of the committee will rule. The Chairperson will not vote unless a tie must be broken.

**D. Service**

Each member of the Appeals Committee will be appointed at the beginning of the Fall Semester and serve for a period of two years; members may be re-appointed for an additional 2 years by the Vice President of Student Affairs. Upon approval by the Vice President of Student Affairs, the re-appointments will follow the above stated procedures.

**2.02:05 Academic Appeals Committee**

The Academic Appeals Committee serves as an appeals committee for cases related to grades and other academic matters and for cases arising out of student violations of the ULM Cheating-Plagiarism Code or cases involving disruption of classes.

**A. Composition**

The Academic Appeals Committee is composed of four (4) full-time faculty members and three (3) full-time students. Faculty members are appointed by the Vice President for Academic Affairs. One faculty member shall be appointed by the Vice President for Academic Affairs as the Chairperson, and a Vice Chairperson shall be appointed in like manner. Student members are appointed by the Vice President for Academic Affairs upon the recommendation of the Student Government Association President, University Department Heads, or other ULM recognized Organization Presidents.

**B. Quorum**

A quorum shall consist of five members, at least three of whom must be faculty with one of these members presiding as Chairperson.

**C. Voting**

A simple majority vote of the committee will rule. The Chairperson will not vote unless a tie vote must be broken.

**D. Service**

Each member of the Academic Appeals Committee will serve for a one-year period. Members will normally be appointed at the beginning of each fall semester; re-appointments will require a written request of the faculty or student member to the Vice President for Academic Affairs. Upon approval by the Vice President for Academic Affairs, re-appointments will ensue.

**2.02:06 Appeal Panel (Sex Discrimination & Sexual Misconduct)**

Appeal Panel: The purpose of the Appeal Panel is to hear and make determinations on appeals coming from complaints of sexual misconduct or retaliation (associated with reports/complaints of sexual misconduct) that have already been through a determination with the Decision-maker Panel. The appeal will follow the processes detailed in the Sexual Misconduct Policy and Procedures.

The Appeal Panel is an appellate body that receives and address appeals from complaints of sexual misconduct brought by a student against another student or employee

**A. Composition**

The Appeal Panel is composed of trained individuals (employees or contracted professionals). Members of the panel are appointed by the University President.

**B. Quorum**

A quorum shall consist of three members, with one of the members presiding as Chair.

**C. Voting**

A simple majority vote of the Panel will rule. The chair is a voting member.

### **2.02:07 Academic Vice President Appeals Panel**

The Academic Vice President Appeal Panel is a closed hearing for academic appeals, extending directly from decisions rendered by the Academic Appeals Committee.

#### **A. Composition**

This Board is composed of four members- Vice President for Academic Affairs or his designated representative, the Vice President of Student Affairs or his designated representative, the College Dean or his designated representative under which the appealing student is presently registered according to the Registrar's Office and one student representative selected by the President. The Vice President for academic appeals shall serve as the chair person for this panel.

#### **B. Quorum**

The presence of three members, or their designated representatives, shall constitute a quorum.

#### **C. Voting**

A simple majority vote of this Board will rule. When only a quorum of three members is satisfied, the three seated members shall concur on the final action of the Panel. The decision of this panel is final.

### **2.02:08 Residential Life Judicial Committee**

The RLJC is a Residential Life committee, composed of student members who live in campus residence halls. This committee was created for the purpose of hearing appeals from residential students who have been censured by the appointed Residential Life Conduct Officer.

#### **A. Composition**

The RLJC is a nine-month disciplinary committee composed of residence hall students. Students must be full-time and have earned at least 15 semester hours. All members must be in good standing with the university and have a cumulative GPA of 2.2. Students that fall below a 2.0 GPA in any semester will not be allowed to serve on this committee. Students will be nominated and elected by their respective residence hall to serve on this committee. One student elected by the RLJC shall serve as Chairperson, overseeing hearings and filling out the necessary paperwork in conjunction with each hearing. The committee members will also elect a Vice-Chairperson. Alternate members shall be selected in like manner to fill vacancies occurring for hearings.

#### **B. Quorum**

A quorum shall consist of five members with one of these members presiding as chairperson.

#### **C. Voting**

A simple majority vote of this committee will rule. The Chairperson will not vote in proceedings unless a tie vote must be broken.

#### **D. Service**

Each committee member will serve for a nine-month period (Fall & Spring semesters). Members will normally be selected at the beginning of each fall semester; re-appointments will require a written request of the member to the Residential Life Conduct Officer with the approval of the University Conduct Officer.

### **2.02:09 Medical Assistance Committee**

The Medical Assistance Committee is a closed committee created to hear and resolve cases related to a student's mental, emotional or psychological health condition.

#### **A. Composition**

- Clinic Manager, ULM Student Health Center or designee (when available)
- Director of the ULM Counseling Center or designee
- Director of the ULM Student Success Center or designee
- Director of Residential Life or designee



- Two (2) Mental Health Professionals from ULM Faculty or Staff
- Two (2) faculty or staff members from Health Sciences or College of Pharmacy
- Psychologist or designee of the School of Behavioral and Social Sciences
- Dean of Students (nonvoting)

**B. Quorum**

A quorum will consist of three (3) members or their designated representatives, with one-member presiding as chairperson.

**C. Voting**

A simple majority vote of this panel will rule. The chairperson of this panel will not vote in proceedings unless a tie vote must be broken.

**D. Appeals**

The decision of this panel may be appealed to the Conduct Standards Appeal Committee (closed hearing).

**2.02:10 Decision-maker Panel**

The Decision-maker Panel is a group of trained individuals who ears and make determination on complaints of alleged misconduct brought by a student against another student or employee.

**A. Composition**

The Decision-maker Panel is composed of trained individuals (employees or contracted professionals). Members of the panel are appointed by the Title IX Coordinator in consultation with the University President.

**B. Quorum**

A quorum shall consist of three members, with one of the members presiding as Chair.

**C. Voting**

A simple majority vote of the Panel will rule. The chair is a voting member.

**2.03 Membership Qualifications**

**2.03.01 Good Standing**

Students appointed to serve on the Student Organization Judicial Committee, the Conduct Standards Committee, and / or one of the Appeals Committees must be in good standing with the University, as approved by the Office of Student Services (Student Conduct), must have earned a minimum of 24 cumulative semester hours, and must have and maintain a minimum cumulative grade point average of 2.2 based on a 4.0 system.

**2.03:02 Service Conditions**

Faculty and student members of the ULM hearing panels will serve one year appointments unless otherwise approved. Faculty and student members may be replaced during their appointments for justifiable reasons such as resignation, incapacity, change of status or irregular attendance. Furthermore, hearing panels may remove a member for malfeasance in the performance of hearing panel responsibilities.

If a member can no longer serve, the member shall notify the particular hearing panel chairperson of the member's immediate resignation. Replacements are made and approved by the Vice President for Student Affairs or the Vice President for Academic Affairs as appropriate.

**2.03:03 Chairpersons' Responsibilities**

All hearing panel chairpersons shall, with the assistance of the Office of Student Services (Student Conduct), instruct members on student disciplinary policies, rules and hearing procedures. Chairpersons shall conduct all proceedings in a spirit of fair play, but any chairperson's decisions may be overruled by a simple majority vote of the particular hearing panel.

## SECTION THREE -

### STATEMENT OF RIGHTS AND RESPONSIBILITIES

#### 3.1 General Statement of Student and Student Organization Rights

Student application for admission into the University of Louisiana Monroe is voluntary, and students who are granted admission subsequently participate in all of the University's programs and privileges. University approval of an application represents an invitation to join the university community and to remain a part of this community as long as the student fulfills both the academic and behavioral standards published in the *University of Louisiana Monroe Catalog*, the *Student Handbook*, the *ULM Code of Student Conduct*, the *ULM Student Organization Handbook*, and all other officially promulgated university publications including departmental publications. Thus, each student admitted to the University of Louisiana Monroe voluntarily accepts responsibility to adhere to academic and behavioral standards set forth by the university and the University of Louisiana System Board of Supervisors; however, each student is entitled to the inherent rights associated with higher education institutions.

These rights include:	
<b>3.01:01</b>	The right to submit an application to the university and be accepted according to the university's published requirements. No applicant shall be denied admission because of race, religion, sex, political affiliation, national origin, physical or mental disability, age
<b>3.01:02</b>	The right to expect a quality education.
<b>3.01:03</b>	The right to develop one's individual potential.
<b>3.01:04</b>	The right to be free from discrimination on the basis of race, religion, sex, political affiliation, national origin, physical or mental disability, age or veteran status.
<b>3.01:05</b>	The right to freedom of speech and assembly, which are subject to university requirements for the maintenance of order and the protection of rights and privileges of other members in the university community. This includes expression and discussion of views relevant to subject matter in the classroom; however, such expression and discussion is subordinate to the responsibility of the instructor and is not to disrupt routine classroom activity nor infringe on the learning process of other class members.
<b>3.01:06</b>	The right to inquire, discuss, listen and evaluate.
<b>3.01:07</b>	The right to be interviewed on campus by any employing firm, agency, corporation or organization whose qualifications for employment are met by the university. The student shall however inform the appropriate university department of the employing firm's presence on the
<b>3.01:08</b>	The right to pursue an education without undue interference.
<b>3.01:09</b>	The right to appropriately communicate one-on-one with administrators, instructors, counselors, advisors, staff and other University Officials.
<b>3.01:10</b>	The right to confidentiality of official records, transcripts, disciplinary records and other educational records consistent with the "Family Educational Rights and Privacy Act of 1974" (the Buckley Amendment).
<b>3.01:11</b>	The right to invite and hear speakers on topics of student choice subject to the approval of both student elected or appointed representatives and University Officials.
<b>3.01:12</b>	The right to belong to university approved/recognized student organizations which shall be open to qualified students without respect to race, religion, sex, political affiliation, national origin, physical or mental disability, age or veteran status restriction of any kind.
<b>3.01:13</b>	The right to confidentiality of information relating to personal views, beliefs and political associations acquired by administrators, instructors, counselors, advisors, staff and other University Officials in the course of their work.

<b>3.01:14</b>	The right to publish and distribute subject to the standards of reasonable journalism and applicable regulations/statements of the U.S. Constitution and the Federal Communications Commission. Similar rights are afforded oral statements of views on student operated radio and television stations.
<b>3.01:15</b>	The right of access to university facilities through university approved/recognized student organizations for business meetings, special meetings and programs open to the public; student organizations are responsible for reserving university facilities through the Office of Student Development.
<b>3.01:16</b>	The right of students or university approved/recognized student organizations to use the university name only when identifying the University affiliation; <u>using the university name or logo without the express permission of an authorized University Administrator or University Official is strictly prohibited.</u>
<b>3.01:17</b>	The right to petition the appropriate University Unit or body for redress of grievances.
<b>3.01:18</b>	The right to fair hearings and appeals.
<b>3.01:19</b>	The right of privacy including freedom from unreasonable and unauthorized search and seizures relative to person, personal property, papers, effects and on-campus living.
<b>3.01:20</b>	Students and student organizations may have other rights which are written into University-approved policies.
<b>3.01:21</b>	The right to be free from harassment, threats, stalking, violence, hazing, etc.

### **3.2 General Statement of University Rights**

As a multipurpose, senior institution of higher education committed to preserving a wholesome educational environment and safeguarding the rights and well-being of its citizens, the university retains certain rights to include:

<b>3.02:01</b>	The initiation of searches and seizures, with probable cause relative to person, on-campus living quarters, papers, effects and other personal student properties on the campus. Such searches and seizures shall proceed with the knowledge, approval and/or supervision of administrators and officials from the Office of Student Services (Student Conduct), the Office of Student Affairs and/or the University Police Department. The student shall be present, if reasonably possible, during the search. If, in the opinion of a University Official, a law or a University regulation is being violated, entry into a student room may be made without prior notice to the student.
<b>3.02:02</b>	The entry into student rooms without notice, in cases of emergency where imminent danger to life, health, safety or property is reasonably feared and where routine repair and maintenance is necessary.
<b>3.02:03</b>	The use of a student's personal telephone by university representatives in the course of emergency situations and within the confines of responsibilities and duties.
<b>3.02:04</b>	The suspension of a student's education or housing for just cause either for academic, disciplinary or behavioral reasons (students may be removed from university housing during the appeal process if deemed necessary for health and safety concerns). When students are unable to effectively pursue their academic work, or when their behavior is disruptive to the normal educational process of the university or is detrimental to themselves and other university community members due to drug and/or alcohol abuse or psychological disturbance, they may be administratively withdrawn, temporarily suspended or dismissed from the university involuntarily. In some cases, a student may be permanently banned from the university campus, individual areas or buildings, Residence Halls/Apartment Buildings, parking lots and/or university owned facilities or property.

**During Interim of Initial Hearing and Prior to Conduct Standard's Appeal Hearing or the Title IX Appeals Hearing:**

If the student's continued presence at the University is potentially dangerous to the health and safety of the educational environment, the university administrators of the Office of Student Services (Student Conduct) and/or the Title IX coordinator, have the right during the interim of the investigation, initial hearing to 1) ban the student from all buildings with the exception of those in which his/her classes are being held for an indefinite period of time and/or 2) mandate off-campus housing 3) administer a forfeiture of rights and privileges and/or 4) place the student on a provision status.

### **During an Official Hearing Information:**

An alleged victim's or witness(s) name(s), may elect to remain anonymous to the alleged student offender during the initial university hearing or in the event of the Title IX Appeals Hearing or Conduct Standards Appeals Hearing regarding an incident that involves physical or sexual assault or a violent act or commission of an act that may be considered harmful or of unlawful behavior. In the event of a Conduct Standards Appeals Hearing or a Title IX Appeals Hearing, university officials, committee members, and alleged offender(s) may question the alleged victim or witnesses via telephone call from a secure location approved by the Office of Student Services (Student Conduct) administrator.

<b>3.02:05</b>	The assignment of a minimum grade of zero for a questionable work submitted by a student found responsible of academic cheating or plagiarism. This failing grade shall be imposed for a first offense of cheating or plagiarism. For a second offense, the student shall receive a minimum grade of "F" in the course. For a third offense, the student shall be suspended from the University for an indefinite period. For such offenses, the student, instructor, instructor's Department Head, the student's College Dean, and the Office of Student Services (Student Conduct) shall be notified of the censure within five class/business days of the decision.	
<b>3.02:06</b>	The assignment of cases involving student violations of university regulations to the appropriate University Administrator, hearing panel or appellate panel by either the Office of Student Services (Student Conduct) or the appropriate Academic Unit.	
<b>3.02:07</b>	The suspension, dismissal, expulsion, withdrawal of rights and privileges, or withdrawal of official University recognition of any student organization for violation of University of Louisiana System Board of Supervisors or University policies, rules, and regulations, and for violation of federal, state, parish or municipal laws.	
<b>3.02:08</b>	Generally, an administrative withdrawal, a temporary suspension, temporary withdrawal, temporary withdrawal of official University recognition, forfeiture of rights and privileges, provisional status, including but not limited to placing a "HOLD" on the student's account, removable from ULM housing or dismissal from the University will be made when students or student organization members exhibit behavior posing a significant threat of danger or physical harm to themselves or others in the University community. Behaviors which are considered as posing a significant threat to the University community shall include but are not limited to the following acts enumerated briefly below and fully stated in the "Standards of Conduct for Students," Section 5.03 of this Code:	
	<b>5.03:02</b>	Firearms, etc.
	<b>5.03:03</b>	Arson, etc.
	<b>5.03:05</b>	Fire and Emergency Equipment, etc.
	<b>5.03:07</b>	False Reporting of Fire or Other Emergency, etc
	<b>5.03:08</b>	False Reporting of Unlawful Explosive, etc.
	<b>5.03:09</b>	Rioting, etc.
	<b>5.03:14</b>	Visitation of Other College Campuses, etc.
	<b>5.03:18</b>	Vandalism
	<b>5.03:23</b>	Threat or Commission of Physical Violence, etc.

<b>5.03:24</b>	Hazing, etc.
<b>5.03:29</b>	Unauthorized occupation of any University Facility, etc.
<b>5.03:34</b>	Unauthorized or Illegal Possession, etc.
<b>5.03:36</b>	Falsification, Forgery, Alteration, etc.
<b>5.03:39</b>	Theft, etc.
<b>5.03:46</b>	Unauthorized Access to or Misuse of University Computers, etc.
<b>5.03:49</b>	Convicted of a felony, etc.
<b>5.03:50</b>	Formally Charged by Civil Authorities with the Commission of a Felony, etc.
<b>5.03:51</b>	When there is Strong Convincing Evidence, etc.
<b>5.03:52</b>	Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, and Sexual Exploitation as defined in the University Sexual Misconduct Policy.
Other behaviors necessitating such university action may include the interference with the rights of other students, staff, or faculty of the university or with the exercise of any university- sanctioned activity or function.	
<b>3.02:09</b>	<p>In cases of psychological disturbance, additional university action, other than administrative withdrawal, temporary suspension or dismissal, may include but is not limited to:</p> <p>Notifying parents, guardians or significant others even though the student is 18 years or older. Initiating the action necessary to have the student restrained in the custody of persons or institutions qualified to deal with acute or chronic psychological disruptions. Placing the student in the custody of an institution may subject the student to medical care, medical procedures and costs for which the university is not responsible or liable. Following such behavior, the university reserves the right to remove an individual from the residence hall, require the student to have a licensed psychiatrist, psychologist or counselor provide a certified psychological or psychiatric evaluation stating that the student is competent to return and adjust to the university environment. Such documentation must be provided to the Office of Student Services (Student Conduct) and to the University Counseling Center. Upon receipt of this evaluation and the student's written request for reinstatement, the University will assess the submitted documentation and decide reinstatement. The University reserves the right to deny the student readmission into the University until such time that the student's request and the certified evaluation qualifying the student's competence is approved and meets the standards of reasonableness by the university.</p>
<b>3.02:10</b>	The university's jurisdiction over all violations of conduct standards which occur on or off the university campus. Student actions on campus that violate both university behavioral standards and federal, state, parish and municipal laws will be adjudicated by both the appropriate University Administrator or University Unit and the appropriate civil authorities.

<b>3.02:11</b>	<p>The imposition of administrative withdrawal, temporary suspension, provisional status, forfeiture of rights and privileges, removable from residence hall or dismissal of a student arrested for a violent felony. When reasonably possible, the appropriate University Administrator <u>will</u> impose one of these censures. Within a reasonable time period and depending on the student's status with civil authorities, the university <u>may</u> hold a hearing before a Conduct Standards Committee which will determine if the student's presence on the campus constitutes:</p> <ul style="list-style-type: none"> <li>• A threat of danger to self,</li> <li>• A threat of danger to others of the University community,</li> <li>• A threat of danger to property on the University premises, or</li> <li>• An immediate threat of disruptive interference with the normal conduct of the University's activities.</li> </ul>
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Once a determination is made, the Conduct Standards Committee may impose an appropriate censure(s).

<b>3.02:12</b>	To remove a student employed by the university from a position, with or without pay, during the course of an investigation by the University or by civil authorities. Student employees hired through the Residential Life Department and housed in Residential Life facilities (Hall Director apartment, Resident Assistant room, etc.) may be physically removed (to include personal possessions) from the University's residential facilities or moved into another residential assignment during the course of an investigation.
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### 3.2 General Statement of Student and Student Organization Responsibilities

When a student is admitted to the University of Louisiana Monroe or when a student organization is officially approved by the University, the student and student organization are then obligated to learn, respect and abide by all of the University's policies and to assume responsibility for the consequences of one's own actions. Moreover, the student and student organization are obligated to assume the responsibilities of a mature individual or a law-abiding student organization respectively:

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

<b>3.03:14</b>	To inform all student organization members of the Hazing Policy, Privacy Act and other relevant organization information on a semester to semester basis.
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### **3.3 General Statement of University Responsibilities**

As the University affords students the opportunity for continued education and increased knowledge, the University therefore assumes responsibilities that include:

<b>3.04:01</b>	Providing an environment suitable to the pursuit of academic excellence.
<b>3.04:02</b>	Displaying leadership through all activities, functions and operations in the areas of academics, business and student affairs.
<b>3.04:03</b>	Protecting and maintaining high academic standards at all levels.
<b>3.04:04</b>	Establishing policies, procedures, rules and regulations relative to student life and consistent with other institutions of higher education.
<b>3.04:05</b>	Requiring students and student organizations to demonstrate habits, attitudes and behavioral standards consistent with socially acceptable mores of the community at large.
<b>3.04:06</b>	Providing students and student organizations with due process when violations of University policies have occurred.
<b>3.04:07</b>	Recognizing student organizations for any lawful, educational-related purpose upon the submission of a constitution and by-laws, the name of a faculty/staff adviser and an alphabetical list of members. The aforementioned must be submitted to the Department of Student Life who forwards these documents to the Office for Student Affairs for approval.
<b>3.04:08</b>	Denying or reasonably limiting a student or student organization the right of access to University facilities when the student or student organization has previously committed physical abuse or vandalism of facilities. In such cases, the University will also demand restitution for damages from the student(s) or student organization.
<b>3.04:09</b>	Maintaining student information and academic records vital to the student organization or vital to the student's education and to University research and policy formulation.
<b>3.04:10</b>	Exercising discretion in recording and disseminating information about all students and student organizations to ensure that privacy is maintained.

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## SECTION FOUR - PROCEDURAL DUE PROCESS PRINCIPLES

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### 4.1 Due Process Rights of Student and Student Organization

<b>4.01:01</b>	Due process protection is afforded all students and student organizations of the University of Louisiana Monroe. Due process requires that the University set forth all of its policies, rules, and regulations governing student and student organization conduct in properly promulgated publications. This form of due process requires that University regulations affecting student and student organization conduct and censures for student and student organization misconduct be based on the principle of equal treatment without regard to race, religion, sex, national origin, political affiliation, age, physical or mental disability, or veteran status.
<b>4.01:02</b>	The ULM <i>Code of Student Conduct</i> is the University's principal statement of conduct regulations for students and student organizations. Although University departments may establish and declare behavioral standards for students and student organizations, those standards must correspond with the <i>Code</i> . When a student's or student organization's misconduct violates both departmental regulations and regulations as stated in the ULM <i>Code of Student Conduct</i> , then due process procedures for the students and student organizations must follow the Code. After the student's or student organization's case is reviewed and a decision of responsibility rendered, <u>both</u> the department and the appropriate University Unit <u>may</u> apply censures; however, under no circumstances may departmental censures be imposed in lieu of censures applied in proceedings with the appropriate University Unit.
<b>4.01:03</b>	All University disciplinary censures imposed on a student or student organization must be outlined in the ULM <i>Code of Student Conduct</i> . The appropriate University Unit or Department may not impose censures not stated in this document.
<b>4.01:04</b>	Students or student organizations who are accused of violating conduct regulations, to include departmental codes, shall have the right to require that their case be considered in accordance with the provision of the ULM <i>Code of Student Conduct</i> . This does not mean that students or student organizations may not voluntarily accept departmental discipline.
<b>4.01:05</b>	Students or student organizations who have reason to believe that they are being unjustly accused and/or disciplined, or threatened with discipline, by a University employee without the full protection offered by the ULM <i>Code of Student Conduct</i> should immediately seek advice or counsel from the Office of Student Services (Student Conduct).

### 4.2 Procedural Due Process Rights

Procedural due process requires that a disciplinary procedure be established for determining the responsibility of all students or student organizations charged with violations of specific conduct regulations. Additionally, due process requires that the procedure meet the test of fairness and reasonableness. Students charged with sexual misconduct will follow the procedures outlined in the Sexual Misconduct Policy and Procedures.

<b>4.02:01</b>	<p><b>Rights of the Student or Student Organization Charged with Misconduct</b></p> <p><b>A.</b> To be informed of the specific charge(s) made against the student or student organization.</p> <p><b>B.</b> To be given the opportunity to prepare a defense when appearing before the University Unit, Conduct Standards Committee, Student Organization Judicial Committee. Adequate time for preparation of defense will range from 24-72 hours. Circumstances may dictate the time-frame.</p> <p><b>C.</b> To have the charge(s) reviewed by the appropriate University Administrator or University Unit.</p> <p><b>D.</b> To be presented evidence on which the charge(s) is based. When documented</p>
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or physical evidence is to be presented at the hearing with the Conduct Standards Committee, Student Organization Judicial Committee, or the Title IX Committee (Appeals) or through an Appeal Committee, the charged student or charged student organization has the right to inspect physical evidence and to review copies of these documents at a reasonable time before the hearing in the Office of Student Services (Student Conduct) or through the Title IX Coordinator (see Sexual Misconduct Policy and Procedures). Release of documentation is subject to FERPA (Family Educational Rights and Privacy Act). In such hearings, the student or student organization charged is also entitled to a list of witnesses who will testify against the charged student or student organization. Names may be withheld in cases of sexual assault, violence and significant threats to the university community. The charged student or student organization is responsible for collecting this information from the person(s) bringing the charge. The student or student organization may request assistance from the Office of Student Services (Student Conduct) in obtaining needed information.

**E.** When two or more students are charged with the same or related violations arising from the same circumstances, one or more students may present a written request for a separate hearing even though the normal hearing procedure includes having all charged students attend the same hearing. The request should be submitted to either the appropriate University Unit such as the Divisions of Student Affairs or Academic Affairs or to Office of Student Services (Student Conduct) or to the Title IX Coordinator for a decision. The request should state why a separate hearing is necessary. When two or more student organizations are charged with the same or related violations arising from the same circumstances, separate hearings are not allowed except in situations where the hearing panel will not adequately and effectively adjudicate the case due to the large numbers of members involved.

**F.** To be presumed not responsible until proven responsible and to have the specified University Unit decide responsibility based on a reasonable standard of proof (Preponderance of Evidence) presented during the hearing. The responsibility rests with the person(s) bringing the charge(s).

**G.** To retain specific University student and student organizational rights while the charge(s) is being considered. In special circumstances, the appropriate University Administrator or the specified University Unit may suspend some of a student's or student organization's rights or may enact any of the following Removal from ULM Housing— Administrative Withdrawal, Temporary Suspension, Suspension from the University, Dismissal from the University, or Expulsion from the University— when the student's or student organization's alleged act of conduct is considered a significant threat to the University community and warrants such intervention. (See 3.02:08 of this Code.)

**H.** To appeal decisions and recommendations rendered by the appropriate University Administrator or other specified University Unit as outlined in the "Appeals Procedures," of the ULM Code of Student Conduct.

**I.** To reasonably request assistance either from the Office of Student Services (Student Conduct), or the Title IX Coordinator (Sexual Misconduct), at least 24-48 hours prior to a non- administrative hearing, when bringing students or University employees as witnesses on behalf of the charged student. The Office of Student Services (Student Conduct) or the Title IX Coordinator cannot, however, summons non-University individuals. No more than five (5) witnesses may be called by the charged student(s) or student organization for a hearing. The charged student(s) or student organization must present a written request, with reasonable justification, to the Office of Student Services (Student Conduct) or through the Title IX Coordinator (Sexual Misconduct) if needing an additional witness.

4.02:02	<p><b>Rights of the Student or Student Organization Members During a Hearing</b></p> <p><b>A.</b> To appear alone or with any one other person of the student's or student organization member's choice to advise and assist the student or student organization at a hearing. The person chosen to advise or assist the student or student organization member may be a relative, a fellow student, a friend, a teacher, an attorney or an ombudsman. The adviser shall not have voice and shall not address the appropriate University Administrator, the Conduct Standards Committee, the Student Organization Judicial Committee, or an Appeal Committee; the adviser also does not have the right to examine or cross-examine the person(s) bringing the charge or the witnesses. The adviser is not to act as an agent for the student or student organization; advisers must limit their activities to only advising the student or student organization <u>privately</u>.</p> <p><b>B.</b> To reject with good cause any one member, with the exception of the Chairperson, of the Conduct Standards Committee, Student Organization Judicial Committee, Administrative Appeal Panel, or Appeals Committees, from a hearing. Such action must be made immediately after the introduction of the members of the hearing panel and should take the form of a request to the Chairperson "for a brief recess to consider a procedural question." During the recess, the student or student organization members will present reasons to the Chairperson for this action.</p> <p><b>C.</b> To present evidence and to argue in his/her or their own defense.</p> <p><b>D.</b> To be confronted and/or cross-examined by the person(s) bringing the charge(s) or the appropriate University Administrator or University Official.</p> <p><b>E.</b> To conduct a reasonable cross-examination, when possible, of the person(s) initiating the charge(s).</p> <p><b>F.</b> To conduct a reasonable cross-examination, when possible, of the witnesses appearing at the hearing and giving testimony. Preferably, witnesses will give oral testimony whenever reasonably possible; however, the University Administrator or appropriate Academic Unit may have to submit written statements by witnesses in the absence of witnesses at a hearing. Such absences may result from an inability to participate in a hearing due to other responsibilities, conflicting schedules, or a reasonable decision by the appropriate University Administrator to secure the safety or to protect the rights of witnesses. Written statements, previously written memorandum, University documents, letters and other written materials may be introduced as evidence even though the author is not present. The members of the hearing panel may attach whatever weight or significance to these written documents as they deem appropriate.</p> <p><b>G.</b> To have evidence of a prior formal charge or finding of responsibility for violating the <i>ULM Code of Student Conduct</i> excluded as evidence during the hearing panel's deliberation of responsibility on the present charge(s). If a student or student organization has been found responsible, however, such evidence is allowed and must be admitted when the hearing panel is deliberating on the censure(s) to be imposed.</p>
4.02:03	<p><b>Rights of the Student or Student Organization Members Found Responsible</b></p> <p><b>A.</b> To have censures imposed that are commensurate with the violation charged.</p> <p><b>B.</b> To request a "Notice of Disciplinary Censure" or a summary of a non-administrative hearing, excluding the proceedings consisting of the deliberation of responsibility and the deliberation on the censure to be imposed, subject to the limitations imposed by the provisions of the "Family Educational Rights and Privacy Act of 1974" (the Buckley Amendment). The summary will be provided at a reasonable cost to the student or student organization.</p>

<b>4.02:03</b>	<p>C. To review a copy of non-administrative taped hearing procedures, in the Office of Student Services (Student Conduct), the Residential Life Office (Residential Conduct) or through the Title IX Coordinator (Sexual Misconduct), excluding the deliberations of responsibility and the censure to be imposed, for the sole purpose of preparing an appeal. Videoed and/or recorded hearing procedures cannot be used for any civil or criminal proceedings unless subpoenaed. The student or student organization must submit a written request to the Office of Student Services (Student Conduct) or the appropriate Academic Unit asking to review a copy of the video and/or recording; this request must state that the purpose is for filing an appeal and that the student or student organization assumes full responsibility for how the recording or video information is to be used.</p> <p>D. To appeal the decision of the University Administrator or University Unit, the student or student organizational appeal must satisfy the appellate standards or grounds and the appellate process outlined in Section Eight, “Appeal Procedures” of this Code. The student or student organization is respectfully reminded that the appeal procedure is not intended to grant a new hearing at a higher level.</p>
<b>4.02:04</b>	<p>In Absentia Consideration of Charges</p> <p>A. Charged students or charged student organizations who have received an oral or written summons from an approved University Administrator or University Official to appear for an administrative hearing by the appropriate University Administrator and who fail to keep an administrative appointment or who fail to appear without just cause within 24 hours or one class/business day shall forfeit the right to present their case and will have said charges considered in absentia by the appropriate University Administrator. Thereupon, the University Administrator will render a decision on the student charge(s). University students who reside in University residence halls, suites or apartments and who are censured in absentia will receive notification from the appropriate University Administrator through the appropriate residence hall staff or by e-mail. University students who reside off campus and who are censured in absentia will be sent notification from the appropriate University Administrator through first class mail to the student’s current local university e-mail, or home mailing address found in the University Records, Banner or Registrar’s Office. Student organizations will be sent notification through their University adviser as documented in the Office of Student Life and Leadership.</p> <p>B. A student or student organization who is notified orally or in writing to appear before the Conduct Standards Committee, the Student Organization Judicial Committee, the Title IX Committee (Appeals) or an Appeals Committee, and who fails to appear for the hearing without just cause shall forfeit the right to respond before the hearing panel and to be present during its deliberations. In cases of failure to appear, the Chairperson of the hearing panel shall enter a plea of “No Plea” for the student or student organization, and the charge(s) against the student or student organization shall be heard in absentia.</p> <p>C. A student or student organization who with just cause fails to appear for an administrative hearing or a hearing of an approved University Unit shall submit to the Office of Student Services (Student Conduct), the Vice President for Student Affairs, and/or the appropriate Academic Unit a written statement addressing the student’s or student organization’s reasons for failure to appear and requesting consideration for another hearing. If these University Officials determine that the student’s request shows just cause, the student’s right to appear for a hearing will be reinstated. In cases where the student or student organization needs with just cause to have a hearing postponed, the same University Officials will determine just cause and will postpone the hearing, thereby protecting the student’s or student organization’s right to appear for a hearing.</p> <p>D. If a student or a student organization voluntarily chooses to leave without just cause while an administrative hearing or hearing is in session, shall forfeit the right to respond and the hearing will be heard in absentia.</p>

## Section Five

- **Acts Contrary to Individual Rights**
- **Acts Contrary to Orderly Activities**
- **Acts Contrary to Property Rights**
- **Acts Contrary to Public Health and Safety**
- **Acts Contrary to Stated Policy**
- **Acts of Dishonesty Misuse or Unauthorized Possession**

### **Other Acts of Misconduct**

#### **Standards of Conduct for Students**

##### **5.01**

Each student and/or guest assumes an obligation to obey all university rules and regulations made by properly constituted authorities.

##### **5.02**

The “Standards of Conduct for Students” outlines behavior expected by the University. Standards of conduct covering all aspects of human behavior cannot be written; therefore, omission of an offense from the written “Standards of Conduct for Students” does not prohibit the University from bringing charges for that offense. Municipal, Parish, State and Federal statutes cover many types of behavior not specified in University regulations.

##### **5.03**

Conduct regulations for students attending the University of Louisiana Monroe and for officially recognized student organizations are designed to create and to promote a wholesome educational environment. Student and student organization conduct in the environment of an institution of higher learning is expected to be exemplary at all times. Conduct regulations at the University require each student and student organization to exercise respect for Federal, State, Parish and Municipal laws and to conduct personal affairs and activities both on and off campus to reflect credit both to the student, to the student organization, and to the University. To promote this goal, the University does not permit the following activities:

#### **Acts Contrary to Public Health and Safety**

<b>5.03:01</b>	Throwing any object from a university facility or vehicle; to include intentionally throwing any object onto the competing surface of an athletic event. This also includes littering.
<b>5.03:02</b>	Possession of, display of, discharge of, use of, sale of, or attempt or threat to use firearms, ammunition, explosives, fireworks, or other dangerous weapons, substances or materials of any kind on University property or at any university approved activity.
<b>5.03:03</b>	Any act of arson or setting a fire on university property without proper authority.
<b>5.03:04</b>	Swimming, floating, or wading in the bayou on university property. Fishing in the bayou from a bridge on university property.
<b>5.03:05</b>	Tampering with or removing from its proper location, fire extinguishers, hoses, or other fire or emergency equipment, except when done with reasonable belief of real need for such equipment.

<b>5.03:06</b>	Failure to comply with Traffic and Parking regulations for automobiles, motorcycles, bicycles, skates, skateboards, roller-blades, or any other vehicles and regulations for pedestrians; misuse or theft of staff or student parking decals. This standard includes storing or parking a gasoline-powered motorcycle, motorbike, moped or a container containing gasoline or other highly flammable liquids inside university building.
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#### **Acts Contrary to Orderly Activities**

<b>5.03:07</b>	Falsely reporting a fire or other emergency; falsely setting off a fire alarm; unauthorized use of emergency exits.
<b>5.03:08</b>	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 cosponsored by the University.
<b>5.03:09</b>	Rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid University personnel, buildings or other university property.
<b>5.03:10</b>	Participation in harassment, in any group demonstration, sit in or disorderly conduct which disturbs the orderly activities and processes of the University or infringes on the rights of other students or University personnel.
<b>5.03:11</b>	Sitting, obstructing or placing items such as books, purses, drink containers, etc., in hallways, stairways, walkways, or building entrances or exits.
<b>5.03:12</b>	Documented obstruction, disruption or interference of teaching, research, administration, disciplinary procedures or University-authorized activities or events.
<b>5.03:13</b>	Documented interference with the right of access to university facilities or with any other lawful rights of any person on campus.
<b>5.03:14</b>	Visitation of other college or university campuses or industrial sites, or any other property (private, public, or corporate) for the purpose of defacing or destroying said institutions or property or of disrupting the normal activities of such said institutions or property.
<b>5.03:15</b>	Abusive, drunken, violent or excessively noisy behavior or expression on university property or at university-authorized activities.
<b>5.03:16</b>	Intentionally delaying, obstructing or resisting persons who identify themselves as Residential Life staff members, faculty members, University Administrators, University Police Officers or other law enforcement officials, fire officials, or other University employees in the performance of their duty.

#### **Acts Contrary to Property Rights**

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

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

<b>5.03:20</b>	Discriminatory behavior against any member of the University community.
<b>5.03:21</b>	Engaging in oral or written speech that is directed to inciting or producing imminent lawless action and/or is likely to incite or produce such action (including e-mails, text messaging and voice mail).

<b>5.03:22</b>	Lewd, indecent, or obscene/offensive behavior on or off University property; this standard includes similar behavior when utilizing telephones, answering machines, computers, or computer-generated materials and sound systems.
<b>5.03:23</b>	The threat or commission of physical violence and/or against any person on or off university property or at any university-authorized event or other conduct which threatens the health or safety of any person. This standard includes violence purposed to influence an employee's official action, and it includes intimidation and threats made toward the person bringing the charge or witnesses involved in any university disciplinary hearing. This may include cyber stalking as defined in 5.03:53.
<b>5.03:24</b>	<p>HAZING is defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against an individual that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution, including but is not limited to the following:</p> <p>A. The person knew or should have known that the act endangers the physical health or safety of the other person or causes severe emotional distress.</p> <p>B. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.</p> <p>(See the <a href="https://webservices.ulm.edu/policies/download-policy/753">Hazing Policy</a> for more in-depth information and definitions <a href="https://webservices.ulm.edu/policies/download-policy/753">https://webservices.ulm.edu/policies/download-policy/753</a> )</p>
<b>5.03:25</b>	Disrespect or inappropriate behavior at any time when dealing with students and university personnel, and the general public. This includes various degrees of obscenities and profanities; e-mails, text messaging and voice mail.
<b>5.03:26</b>	Harassment, of any member of the university community. Stalking or the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury (including e-mails, text messaging and voice mail).

#### **Acts Contrary to Stated Policy**

<b>5.03:27</b>	Failure to comply with University of Louisiana System Board of Supervisors or University rules and regulations related to any areas within their jurisdiction, including but not limited to: library, residence halls, dining services, traffic, automobile usage, conduct on and off campus, conduct in the classroom, organizational activities, and use of building and physical plant.
<b>5.03:28</b>	Failure of residence hall students, their guests or visitors to comply with those rules governing conduct of students residing in residence halls.
<b>5.03:29</b>	Unauthorized occupation of any university facility; unauthorized visitation in campus residence halls.
<b>5.03:30</b>	Failure to produce identification when requested by a University Police Officer, a residence hall staff member, or other identified University Official.
<b>5.03:31</b>	Improper move-out or check-in of the university residence hall system.
<b>5.03:32</b>	Unauthorized establishment of an off-campus residence.
<b>5.03:33</b>	Failure to answer a university summons or to appear for a disciplinary hearing as outlined in this <i>Code</i> .

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

<b>5.03:34</b>	Violation of University Drug Policy, to include: Unauthorized or illegal possession, use, distribution, sale, manufacture or transportation of narcotics, stimulants, tranquilizers, hallucinogens, marijuana and/or other similarly known drugs and/or chemicals, possession of drug paraphernalia.
<b>5.03:35</b>	Violation of University Alcohol Policy and/or RSO Alcohol Policy.
<b>5.03:36</b>	Falsification, forgery, alteration or misuse of university documents, records, identification cards or meal tickets; furnishing false information to the university with the intent to deceive.
<b>5.03:37</b>	Dishonesty or illegal gambling in any form on university property or at any university-approved activity.
<b>5.03:38</b>	Passing a worthless check or money order to the university or to a member of the University– community acting in an official capacity.
<b>5.03:39</b>	Theft, larceny, shoplifting, embezzlement or the temporary taking of the property of another.
<b>5.03:40</b>	Bribing any university employee.
<b>5.03:41</b>	Giving false testimony or other evidence at any official hearing of the university or giving false information to any faculty or staff member acting in the performance of his/her duties.
<b>5.03:42</b>	Academic Cheating and/or Plagiarism ( <u>Cheating and Plagiarism Policy</u> ).
<b>5.03:43</b>	Violation of censures imposed by the Office of Student Services (Student Conduct) or any other specified University Unit.
<b>5.03:44</b>	The commission of acts or attempted acts on or off university property, at university-authorized events or on any property owned, leased, or occupied by any formal or informal organizations associated with, approved by, or identified with the University, including without limitation, any athletic club, academic club, social club, fraternity, sorority or other society, which acts or attempted acts constitute a violation of federal, state, parish or municipal law.
<b>5.03:45</b>	Giving, taking or acquiring possession of, without permission, any academic (tests, research papers, notes, books, periodicals, or etc.,) or personal information, passwords, confidential documentation, or financial materials from an office, student worker or employee of the University. This would include copyright violations and security access to university systems.
<b>5.03:46</b>	<p>Unauthorized access to or misuse of university computers, computer systems, networks or services. This includes services such as university email, Facebook, Instagram, Snapchat, etc. Violations may include but not limited to: <i>abuse of university computing equipment, or any breach of security regarding university computers; Incidental personal use of a Warhawks email that inaccurately creates the appearance that the university is endorsing, supporting, or affiliated with any organization, product, service, statement, or position; communications that are threatening, discriminatory, or disruptive; failure to adhere to the Technology Acceptable Use Policy; failure to meet ethical conduct and safety standards; failure to comply with applicable laws.</i></p> <p>Note: Students using computer resources at the University must have an account issued to them and must abide by the terms and conditions stated on the account authorization form. All admitted students automatically have an account issued upon admission approval and therefore are required to use this University assigned account for computer resources at the University. All students must abide by the terms and conditions stated in the <a href="http://ulm.edu/computingcenter/use-policy.html">Technology Acceptable Use Policy</a> found at <a href="http://ulm.edu/computingcenter/use-policy.html">http://ulm.edu/computingcenter/use-policy.html</a>.</p>

<b>5.03:47</b>	Failure to comply with directions of University Officials acting in the performance of their duties.
<b>5.03:48</b>	Attempting to commit, aiding, planning, or inciting others to commit, or attempt to commit any act of misconduct set forth above.
Finally, to preserve the educational environment of the University community, a student or student organization may be formally charged with a violation of the ULM <i>Code of Student Conduct</i> and referred to a hearing before the appropriate University Administrator or the appropriate University Unit for possible disciplinary action when as a result of misconduct the student or student organization is:	
<b>5.03:49</b>	Convicted of a felony.
<b>5.03:50</b>	Formally charged by civil authorities with the commission of a felony of such nature that the student's or student organization's continued presence at the University is potentially dangerous to the health, safety, and educational environment of the University community; or
<b>5.03:51</b>	When there is strong convincing evidence that the student or student organization against whom civil authorities have not brought charge or imposed penalties has committed a crime of such nature that the student's or student organization's continued presence at the University is potentially dangerous to the health, safety, and educational environment of the University community.
<b>5.03:52</b>	Sexual misconduct, dating violence, domestic violence, stalking, sexual assault, sexual harassment, non-consensual sexual contact, sexual exploitation and/or as defined in the university <u>Sexual Misconduct Policy</u> .
<b>5.03:53</b>	<p>Cyberstalking</p> <p>Use in electronic mail or electronic communication of any words or language inflict bodily harm to any person or to such person's child, sibling, spouse or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person.</p> <p>2. Electronic mail or electronic communication to another person repeatedly, whether or not conversation ensues, for the purpose of threatening, terrifying, bullying or harassing any person.</p> <p>3. Electronic mail or electronic communication to another and to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct or criminal conduct toward the person electronically mailed or of any member of the person's family or household with the intent to threaten, terrify or harass. Knowingly permit an electronic communication device under the person's control to be used for the taking of an action as noted in 5.03:45, and 46.</p>



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**SECTION SIX - CENSURES (DISCIPLINARY CENSURES)**

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## 6.01

The appropriate University Administrator, the appropriate Academic Unit, the Conduct Standards Committee, the Student Organization Judicial Committee, the Administrative Appeal Panel, the Title IX Coordinator, the Decision Making Panel, and Appeal Panel, or the Appeals Committees, either prior to or after a hearing, may impose or recommend one or more of the following penalties for a student or a student organization:

<b>6.01:01</b>	<u>Reprimand</u> – A written letter or oral expression of strong disapproval from the appropriate University Unit to the student or student organization on whom this penalty is imposed. <u>Reprimand</u> will NOT become part of the student’s permanent disciplinary record in the OFFICE OF STUDENT SERVICES (STUDENT CONDUCT). Students may <u>NOT</u> appeal this Censure; the hearing officer’s decision is final.
<b>6.01:02</b>	University Community Service – Service hours that are assigned by the appropriate University Unit for a student or student organization who has violated university regulations and who is subsequently required and thus obligated to perform service to either the University community as a whole and/or its departments, to designated university student organizations. The student or student organization is required to present written notification to the appropriate University Unit that the designated service has been satisfactorily completed.
<b>6.01:03</b>	Discretionary Censures – If the student or student organization is found responsible for violations of the ULM <i>Code of Student Conduct</i> , the following censures may be applied: a) Notification of parents and/or guardians; b) Letter of apology; c) Conflict resolution session(s); d.) University programming.
<b>6.01:04</b>	Disciplinary Probation – A specified period of testing imposed on a student or student organization during which further violations of regulations may result in suspension from the University. The student or student organization shall be automatically removed from probation when the period expires.
<b>6.01:05</b>	Indefinite Disciplinary Probation – An unspecified period of testing imposed on a student or student organization during which further violations of regulations may result in suspension/dismissal from the University. This probation shall remain in effect until removed by the appropriate University Unit.
<b>6.01:06</b>	Counseling – Students or student organization members whose behavior on the University campus would suggest that personal or educational difficulties require counseling will be directed to either the ULM Counseling Center, the Office of Student Services (Student Conduct) designee or by a specified University Unit for a period of time to be designated by the counselor(s). In cases where the University is not qualified or equipped to handle severe personal, psychological or emotional problems, the designated University counseling unit then will work with the student and an off-campus agency to meet the student’s needs. Based on the review and advisement of the Director of the Counseling Center, the student may be required to be evaluated by an off-campus licensed mental health professional. Accordingly, the evaluation results will be reviewed and a determination made for continued enrollment by the advisement of the ULM Counseling Center Director and the Office of Student Services designee.
<b>6.01:07</b>	Withholding of Transcript or Diploma – May be imposed upon a student who fails to pay a debt owed to the University or who fails to clear provisional admission. The penalty terminates upon payment of the debt or clearance of provisional admission.
<b>6.01:08</b>	Bar Against Readmission – May be imposed on a student who has left the University with disciplinary action pending, or disciplinary issues that requires a student to be removed from future registration for an indefinite period of time, or who fails to pay a debt owed to the University.

<b>6.01:09</b>	Restitution – Reimbursement for damage to or misappropriation of university property or personal property. Reimbursement may take the form of appropriate service to effect repair or of monetary compensation. The student(s) or student organization is required to provide written evidence to the appropriate University Unit, within the time period required by that Unit, that damaged or lost property has been replaced and/or repaired to the owner’s satisfaction.
<b>6.01:10</b>	Forfeiture of Rights and Privileges – This sanction is an adaptable penalty in that the appropriate University Unit may recommend limitations to fit a particular case. For the purpose of modifying behavior, reasonable forfeiture of privileges may be imposed.
<b>6.01:11</b>	Suspension of Eligibility for Official Athletic or Non-Athletic Extracurricular Activities – During the stated period of suspension, this censure may prohibit the student on whom it is imposed from joining a registered student organization and/or attending its meetings or functions and/or from participating in an official athletic or non-athletic extracurricular activity. During this period, a student organization will be prohibited from participating in non-athletic extracurricular activities. A suspension may be imposed under this subsection for more than one calendar year.
<b>6.01:12</b>	Failing Grade – To be assigned to a student for a work in question or as the final grade for a course in which the student is found responsible of academic cheating or plagiarism.
<b>6.01:13</b>	Cancellation of Registration – The cancellation of a student’s current enrollment and/or future registration(s) by the University.
<b>6.01:14</b>	Suspension from Class – Student found responsible of classroom disruption, falsification of documents, or excessive absences may be suspended from that class either for a specified period of time or for the remainder of the semester.
<b>6.01:15</b>	Suspension from a School or Degree Program – A student may be suspended from re-entering a specified school or degree program for violations of stated university policy. This suspension is for a specified period of time.
<b>6.01:16</b>	Permanent Dismissal from a School or Degree Program
<b>6.01:17</b>	Suspension from an Academic College – A student may be suspended from a particular College for a specified period of time for violations of stated university policy.
<b>6.01:18</b>	Permanent Dismissal from an Academic College
<b>6.01:19</b>	Suspension from the University – This suspension is for a specified period of time, and the student or the student organization may apply for readmission to the University subsequent to expiration of the specified period. During this period of suspension, the student is banned from the University. A notation will be placed on the student’s transcript “ <i>Student is eligible to return (semester) (year)</i> ” when a student is “suspended for disciplinary reasons” for a specified period of time. The transcript indicates which semester the student will be eligible to return.
<b>6.01:20</b>	<p>Temporary Suspension – To be imposed on a student or student organization by either the appropriate University Administrator or other appropriate University Unit in the event of a significant threat of continuing danger to persons or property or the ongoing threat of disrupting the academic process.</p> <p>Notice may be given for a hearing in the event that this censure is imposed or recommended. In certain circumstances, the Office of Student Services (Student Conduct) designee may impose a university or residence hall suspension <b>prior to an appeal hearing</b>. Living on campus is a privilege, not a right.</p>

	<p><b>The University reserves the right to terminate this privilege, at any time, for inappropriate behavior by a student.</b></p> <p>1. Interim suspension may be imposed:</p> <ul style="list-style-type: none"> <li>a) To ensure the safety and well-being of members of the University community or preservation of University property;</li> <li>b) To ensure the student's physical or emotional safety or well-being; or,</li> <li>c) If the student poses a threat of disruption of or interference with normal University operations.</li> </ul> <p>2. During the interim suspension, the University Unit or Office of Student Services (Student Conduct) Administrator may deny the student access to any or all of the following: residence halls, university campus, facilities, classes and/or all other university activities and/or privileges for which the student might otherwise be eligible.</p>
<b>6.01:21</b>	Permanent Dismissal from the University and <b><i>Banned from the University</i></b> – A notation will be placed on a student's transcript " <i>Student is ineligible to enroll,</i> " when the student is permanently dismissed from the university for disciplinary reasons.
<b>6.01:22</b>	Expulsion from the University – Permanent separation from the University and <i>banned from the University</i> .
<b>6.01:23</b>	Payment of Fines and/or Loss of Driving Privileges on Campus and/or Disciplinary Action – May result from citations issued by the University Police Department. (See current University Traffic Regulations.)
<b>6.01:24</b>	Administrative Charge or Payment of Monetary Penalty – This sanction may be imposed on a student or student organization violating any University regulation(s) or failing to meet published University standards.
<b>6.01:25</b>	Mandatory On-Campus or Off-Campus Housing – This sanction shall be imposed on students found responsible of violating the stated University of Louisiana System Board of Supervisors policies or University residential policy standards for any reason.
<b>6.01:26</b>	Drug Testing – This sanction may be imposed on students found responsible of drug-related violations of stated University policy. Drug testing which is paid for by the student may be required of students as a condition for remaining at the University while under other serious sanctions. The drug testing agency will be selected and assigned by the University.
<b>6.01:27</b>	Temporary Withdrawal of Official University Recognition–To be imposed by the appropriate University Administrator or University Unit on a student organization in the event of a threat of continuing danger to persons or property or the ongoing threat of disrupting the academic and educational processes of the University. Notice may be given for a hearing in the event that this censure is imposed or recommended.
<b>6.01:28</b>	Withdrawal of Official University Recognition – To be imposed by the appropriate University Administrator or University Unit on a student organization which is no longer permitted to exist at ULM for either a specified or an indefinite period of time.
<b>6.01:29</b>	Provisional Status – A University registration flag to be imposed on a University applicant's or a currently enrolled or prior enrolled student's records housed in the University Registrar's Office. This flag is imposed for alleged violations of the Code of Student Conduct, and the flag may be removed following a hearing by the appropriate University Administrator or other specified University Unit.
<b>6.01:30</b>	Administrative Withdrawal – The appropriate University Administrator may remove a student with good cause from the University campus by withdrawing the student from the University's official enrollment in the Registrar's Office.

<b>6.01:31</b>	University Ban – n individual may be banned permanently or for a specific period of time from the ULM Campus or from individual building(s) or events.
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## SECTION SEVEN - HEARING PROCEDURES GUIDELINES

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The University of Louisiana Monroe Hearing Procedures Guidelines are herein formulated as a systematic procedure to assure consistency in the adjudication of student or student organization violations of the University of Louisiana Monroe “Standards of Conduct for Students.” These guidelines should be utilized as appropriately determined by given situations.

### 7.01 Hearing Foundations

<b>7.01:01</b>	All hearings are closed to the public.
<b>7.01:02</b>	In cooperation with the Vice President for Student Affairs, the Office of Student Services (Student Conduct) is primarily responsible for the administration and assignment of student and student organization discipline. Sexual Misconduct will be addressed through the Title IX Coordinator.
<b>7.01:03</b>	Discipline related to academic matters <i>is the responsibility of the appropriate Academic Unit</i> which may be the Vice President for Academic Affairs, the appropriate Academic Dean, the appropriate Academic Department Head and/or the appropriate academic faculty member or instructor.
<b>7.01:04</b>	The appropriate University Administrator or University Unit may dispose of any violation without a hearing under this document.
<b>7.01:05</b>	The appropriate University Administrator or University Unit may take action other than by judicial proceedings in any case of student conduct involving health, emotional, and psychological problems which cause students to be a significant threat to themselves or other persons.
<b>7.01:06</b>	The appropriate University Administrator or University Unit may reasonably decide a student or student organization case in absentia and render appropriate sanctions to be imposed on the student or student organization when the student(s) or student organization members fails without just cause to appear for an appointed hearing. The University Unit may administer a <i>forfeiture of rights and privileges</i> or a <i>provisional status</i> . The student(s) or student organization will be informed in writing by the appropriate University Administrator of the hearing in absentia.
<b>7.01:07</b>	Specified student violations of the “Standards of Conduct for Students,” Section Five of this <i>Code</i> , which may be considered more serious. The following sections of the “Standards of Conduct for Students,” which are briefly stated below, will have an administrative hearing or be referred to a particular hearing committee unless the violation involves a student organization.
	5.03:02 Firearms, etc.
	5.03:03 Arson
	5.03:05 Fire and Emergency Equipment
	5.03:07 False Reporting of Fire or Other Emergency, etc.
	5.03:09 Rioting, etc.
	5.03:10 Disorderly Conduct
	5.03:13 Intentional Interference
	5.03:14 Visitation of Other College Campuses, etc.
	5.03:15 Abusive, Drunken, Violent, or Excessively Noisy Behavior

	5.03:16	Intentional Delaying, Obstructing, etc.
	5.03:17	Trespassing
	5.03:18	Vandalism, etc.
	5.03:19	Unauthorized Entry or Use of University Facilities
	5.03:23	Threat or Commission of Physical Violence, etc.
	5.03:24	Hazing
	5.03:34	Unauthorized or Illegal Possession, etc.
	5.03:36	Falsification, Forgery, Alteration, etc.
	5.03:39	Theft
	5.03:43	Violation of Censures
	5.03:44	Commission of Acts or Attempted Acts, etc.
	5.03:46	Unauthorized Access to or Misuse of University Computers, etc.
	5.03:49	Convicted of a Felony
	5.03:50	Formally Charged by Civil Authorities with the Commission of a Felony, etc.
	5.03:51	When there is Strong Convincing Evidence, etc.
	5.03:52	Sexual misconduct, dating violence, domestic violence, stalking, sexual assault, sexual harassment, non-consensual sexual contact, sexual exploitation and/or as defined in the university <i>Sexual Misconduct Policy</i> .
<b>7.01:08</b>	A corporate act committed by a student organization and which constitutes a violation of the "Standards of Conduct for Students" will be referred to the Dean of Students or designee, in the Office of Student Services for an initial hearing. Administrative hearings for student organizations may occur, however, when the organization violates Student Organization Handbook policies promulgated by the Department of Student Life and Leadership or when the organization violates the rules, regulations or policies of its governing council in which it holds membership.	

## **7.02 Charging a Student or Student Organization with a Violation of the ULM Code of Student Conduct.**

<b>7.02:01</b>	An instructor, administrator, University Police Officer, student organization adviser, other university employee, student staff member or a student who has evidence to justify an academic or non-academic violation of the "Standards of Conduct for Students," shall present non-academic evidence to the Office of Student Services (Student Conduct), or matters involving sexual misconduct to the Title IX Coordinator for consideration and resolution as defined in the Sexual Misconduct Policy and Procedures and academic evidence to the appropriate Academic Unit. Whether the physical evidence is or is not surrendered, a written report concerning the student's or student organization members' alleged violation(s) should be presented to the Office of Student Services (Student Conduct), Title IX Coordinator or the appropriate Academic Unit; however, the initial contact may be in person or by phone.
<b>7.02:02</b>	The appropriate University Administrator, which is the Office of Student Services (Student Conduct) for NON-ACADEMIC MATTERS and the appropriate Academic Unit for academic matters, will discuss the circumstances and evidence surrounding the alleged violation with the person bringing the charge, and will advise that person on actions that may be taken under the Code.
<b>7.02:03</b>	When there is an alleged instance of academic cheating or plagiarism, the instructor shall initiate the investigation, with or without the knowledge of other members of the appropriate Academic Unit. The instructor shall further call the Office of Student Services (Student Conduct) to determine whether the student has a record of previous academic offenses.

<b>7.02:04</b>	After reviewing the evidence supporting the alleged academic or non-academic violation, an administrator of the Office of Student Services (Student Conduct), or the Title IX Coordinator or the appropriate Academic Unit will discuss the charge with the involved student(s) or student organization members (preferably a representative of that organization's executive council, the organization's university adviser, and/or the members involved in the alleged violation).
<b>7.02:05</b>	If the evidence is sufficient to justify such action, the student(s) or student organization members will be informed that the University is bringing formal charges under the Code.
<b>7.02:06</b>	The student(s) or student organization will be informed of his or her rights or the student organizations' rights as outlined in Section Four of the Code.
<b>7.02:07</b>	In NON-ACADEMIC MATTERS, the student(s) or student organization's case will be assigned by the Office of Student Services (Student Conduct) to be handled administratively in the responsible department. If the case is assigned to a hearing unit, the student(s) or student organization will have an administrative hearing at which time written notification of formal charges of a violation(s) of the Code of Student Conduct is made.
<b>7.02:08</b>	Students and student organizations may also make use of an adviser, as provided under Section 4.02:02, A of the Code of Student Conduct.

### **7.03 Administrative Disposition of a Student Violation**

<b>7.03:01</b>	When the appropriate University Administrator receives information that a student has allegedly violated any University rule, regulation or policy, the Administrator shall investigate the alleged violation and request a conference with the involved student(s).
<b>7.03:02</b>	The appropriate University Administrator shall read the charge(s) or report of the alleged violation(s) before the student(s) who will then be given the opportunity to state his or her case and present witnesses on his or her behalf in a closed hearing.
<b>7.03:03</b>	After hearing the student(s) case and gathering all relevant information, the appropriate University Administrator shall: dismiss the allegation or proceed administratively by imposing a sanction, with written notice and reasons, against the student(s) as authorized by Section Six of the Code.
<b>7.03:04</b>	In administratively managing a student violation, the student(s) and the appropriate University Administrator will sign a "Notice of Disciplinary Censure" stating the section(s) of the "Standards of Conduct for Students" which have been violated, the specific offense and the terms of the sanction(s) imposed. The signature of the student on this document in no way denies the student the right of appeal; the signature does show that the student and the appropriate University Administrator have conferred on the matter and sanctions have been applied in accordance with the <i>Code</i> . The student, however, does reserve the right to refuse signature of this notice if so choosing. When this occurs, the appropriate University Administrator shall so note the decision of the student in the place designated for the student signature. Failure of the student to sign does not hinder the immediate initiation of the censure(s) imposed.
<b>7.03:05</b>	Through the "Notice of Disciplinary Sanction," the student is informed of the appeal procedures.
<b>7.03:06</b>	If the student(s) wishes to appeal in writing the decision of the University Administrator and the student's appeal satisfies the standards written in the Appellate Process, the University Administrator shall then refer the case to the appropriate University Official, the Conduct Standards Committee or the appropriate Appeals Committees. The written appeal shall be submitted within three (3) class/business days from the date of the decision being appealed. Failure to submit a written letter of appeal within that time period will result in forfeiture of the right to appeal.

## 7.04 Hearing Panel Guidelines Overview

<b>7.04:01</b>	The Chairperson of the hearing panel shall preside over the hearings of the Conduct Standards Committee, Student Organization Judicial Committee, the Appeals Committees, or the Title IX (Appeals) Committee. In the absence of the Chairperson, the appointed Vice Chairperson shall preside over a hearing.
<b>7.04:02</b>	The appropriate University Administrator will summons the charged student(s) or charged student organization, as well as any other student(s), to appear before a hearing panel handling an alleged violation by giving, hand carrying or mailing to the student or student organization a written notice, by certified mail return receipt requested, if this course is necessary, to the student's local address as found in the Office of the Registrar. Any student or student organization members failing, without just cause, to comply with a summons is subject to disciplinary action through the Office of Student Services (Student Conduct).

## Structure of a Hearing Panel

<b>7.04:04</b>	Conduct Standards Committee (Appeals), Dean of Students (or designee), the Student Organization Judicial Committee, Title IX Coordinator, Decision-maker Panel and Appeals Panel, conduct formal hearings on cases of student or student organization misconduct under the ULM <i>Code of Student Conduct</i> referred to it by the Office of Student Services or the appropriate Academic Unit.
<b>7.04:05</b>	In accordance with Section Two of the Code, each hearing panel shall be specifically composed of: A. Faculty or staff members as provided for in the Code. B. Student members as provided for in the Code. C. One faculty or staff member or one student member (on Student Hearing Panels) serving as hearing panel Chairperson as provided by the Code.
<b>7.04:06</b>	When, in the judgement of the Office of Student Services, or appropriate Academic Unit, subject matter of a proceeding makes it advisable to have the services of persons with special technical expertise (such as cases involving computer systems or the sciences), the Vice President for Student Affairs or Vice President for Academic Affairs may appoint such persons to serve as non-voting members of the panel.
<b>7.04:07</b>	A quorum for each hearing panel has been set by Section Two of the Code.
<b>7.04:08</b>	The appropriate University Administrator or hearing panel Chairperson will bring an appointed recorder to oversee the taped proceedings of the hearing, if necessary.

## Hearing Panel Procedures

Panels associated with Sexual Misconduct will adhere to the procedures outlined in the Sexual Misconduct Policy and Procedures

<b>7.04:09</b>	The Chairperson of a hearing panel is delegated the authority, and is charged with the responsibility, to conduct the hearing in a manner which will protect: A. The due process rights of the charged student(s) or student organization. B. The rights of the persons bringing the charge(s). C. The rights of all witnesses. D. The rights of all hearing panel members. E. The rights and prerogatives of the University.
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<b>7.04:10</b>	<p>Prior to considering the charges against the student(s) or student organization, the Chairperson of the hearing panel shall:</p> <ul style="list-style-type: none"> <li>A. Introduce the members of the hearing panel.</li> <li>B. Outline the procedures that the panel will follow.</li> <li>C. Announce the hearing panel will be closed to the public and the proceedings will be taped.</li> <li>D. Stress the importance of the confidentiality of the proceedings.</li> <li>E. Formally announce that the University is committed to the principles of procedural due process protection for its students and student organizations. Accordingly, each student or student organization is presumed not responsible until proven responsible, and the hearing panel shall decide responsibility on the basis of a reasonable standard of proof presented during the hearing.</li> <li>F. Announce that the student(s), student organization members, the person(s) bringing the charge(s), and the University Administrator or University Official, when necessary, may make an immediate request to the Chairperson for a brief recess to consider rejection, with good cause, of any one member of the hearing panel, except the Chairperson, for any reason.</li> <li>G. Announce that the advisor to the student(s) or student organization has no voice in the proceedings and cannot act as an agent for the student(s) or student organization members.</li> <li>H. Announce that legal rules and procedures for civil or criminal court hearings do not apply to the hearing. Furthermore, legal rules of evidence also do not apply to the hearing.</li> <li>I. Announce that all testimony and questions shall be restricted by the Chairperson to information dealing directly with the alleged violation(s), except during the censure phase.</li> <li>J. Announce that the Chairperson has the responsibility and the authority to call hearing recesses and to grant a continuance in lengthy hearings.</li> </ul>
<b>7.04:11</b>	The Chairperson shall read and clarify the charge(s) specifying the violation(s) of the “Standards of Conduct for Students.” For appeal cases, the Chairperson shall read and clarify the student’s or student organization’s appeal.
<b>7.04:12</b>	The Chairperson of the hearing panel will ask the charged student(s) or student organization members to present a plea to the charge(s). The Chairperson will inform the student(s) or student organization members that he/she or the organization may plead responsible, not responsible, or may elect not to enter a plea. In appeal cases where the student(s) or student organization has previously admitted responsibility to the charge(s) and is appealing only the censure(s) imposed, such a plea is not required; however, the student(s) or student organization will state instead that an appeal for reconsideration or modification of the censure(s) is being made.
<b>7.04:13</b>	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official presents the details of the case or the student violation(s) of the <i>ULM Code of Student Conduct</i> .
<b>7.04:14</b>	<p>The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may call witnesses into the hearing. Student witnesses shall be warned by the hearing panel Chairperson that:</p> <ul style="list-style-type: none"> <li>A. Furnishing false evidence is a violation of 5.03:41, of this Code,</li> <li>B. That the witness must leave the hearing upon completion of his or her testimony, and</li> <li>C. All hearing testimony is confidential and is to remain within the confines of the hearing.</li> </ul> <p>Non- student witnesses will be requested by the Chairperson to adhere to socially acceptable and ethical standards of furnishing truthful evidence; these witnesses are reminded as well concerning B and C above.</p>
<b>7.04:15</b>	The witnesses will present testimony separately.
<b>7.04:16</b>	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may cross-examine the witnesses.



<b>7.04:17</b>	The charged student(s) or student organization members may cross-examine the person(s) bringing the charge(s) and/or the witnesses.
<b>7.04:18</b>	The hearing panel members may question the person(s) bringing the charge(s), the appropriate University Administrator or University Official, and/or the witnesses, but that questioning shall occur in an orderly manner as directed by the Chairperson.
<b>7.04:19</b>	The charged student(s) or charged student organization members will then present his/her or their case.
<b>7.04:20</b>	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may cross-examine the charged student(s) or charged student organization members.
<b>7.04:21</b>	The hearing panel members may question the charged student(s) or charged student organization members.
<b>7.04:22</b>	The charged student(s) or charged student organization members may call witnesses.
<b>7.04:23</b>	The witnesses shall be warned by the hearing panel Chairperson prior to testimony concerning A, B, and C of 7.04:14.
<b>7.04:24</b>	The witnesses will present testimony separately.
<b>7.04:25</b>	The charged student(s) or charged student organization members may cross-examine the witnesses.
<b>7.04:26</b>	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may cross-examine the witnesses.
<b>7.04:27</b>	The hearing panel members may question the witnesses.
<b>7.04:28</b>	The charged student(s) or charged student organization members may present rebuttal evidence and final arguments or remarks.
<b>7.04:29</b>	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official shall have the last summation since the standard of proof rests with the person(s) bringing the charge(s) or with the University respectively.
<b>7.04:30</b>	All persons except hearing panel members shall leave the room before the hearing panel members deliberate on the case. Then a vote by secret ballot shall be taken on the responsibility of the charged student(s) or charged student organization regarding the alleged violation(s) or on reconsideration of the censure(s) imposed. The Chairperson shall refrain from voting unless a tie vote needs to be broken. A simple majority vote rules.
<b>7.04:31</b>	The charged student(s) or charged student organization members, the person(s) bringing the charge(s), and the appropriate University Administrator or University Official are recalled into the hearing room. The Chairperson shall inform all parties of the decision rendered by the hearing panel.
<b>7.04:32</b>	If the student(s) or student organization is found not responsible, the hearing is then adjourned. If in the reconsideration of the censure(s) the hearing panel decides in favor of the formerly imposed censure(s), the Chairperson shall then inform the student(s) or student organization of the right to appeal the decision to the appropriate University Unit. The Chairperson shall also inform the student(s) or student organization that such an appeal shall be made in writing and submitted to the appropriate University Administrator or University Unit. For appeal time lines, refer to Section Eight, 8.02, "Appellate Process," of this Code.

<b>7.04:33</b>	If the student(s) or student organization is found responsible, recommendations are then heard from the person(s) bringing the charge(s), the appropriate University Administrator or University Official, and the student(s) or student organization members as to what censure(s) should be reasonably imposed. The appropriate University Administrator or University Official and the student(s) or student organization members may introduce any evidence such as the student's or student organization's discipline or academic records in support of censure recommendations. Following these presentations, the Chairperson shall excuse all parties other than the hearing panel members from the room.
<b>7.04:34</b>	The hearing panel members shall deliberate on the censure(s) appropriate for the student's or student organization's violation of University conduct standards. The hearing panel members shall then vote by secret ballot on an appropriate censure(s) to be imposed on the student(s) or student organization. The Chairperson shall refrain from voting unless a tie vote needs to be broken. A simple majority vote rules.
<b>7.04:35</b>	The student(s) or student organization members, the person(s) bringing the charge(s), and the appropriate University Administrator or University Official shall be recalled into the room, and the Chairperson shall notify the student(s) or student organization members of the hearing panel's decision.
<b>7.04:36</b>	Finally, the student(s) or student organization members shall be informed of the right to appeal by the Chairperson. (where applicable)

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## SECTION EIGHT - APPEAL PROCEDURES

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### 8.1 Grounds for Appeal

Appeals associated with sexual misconduct will be addressed as defined in the Sexual Misconduct Policy and Procedures.

8.01:01	Students or student organizations availing themselves of the right of appeal are reminded of the nature and purpose of an appeal. The purpose of the appeal procedure is to provide the opportunity for questioning the appropriateness of actions or recommendations resulting from a ULM <i>Code of Student Conduct</i> hearing. <u>The appeal procedure is not intended to grant a new hearing at a higher level.</u> Furthermore, all student organizational cases are not eligible for an appeal. Individuals are also advised to refer to 7.03:06, of this <i>Code</i> .
8.01:02	An appeal hearing will be granted only if the student or student organization can show one of the following: A. A procedural error has occurred. B. New evidence has been secured. This evidence must be supported by documentation which will be reasonably reviewed by the appropriate University Administrator or University Unit. C. The sanction(s) is disproportionate to the violation. Clear and convincing reasons must be given to show that the sanction(s) does not meet the test of reasonableness and fairness. D. The hearing conclusion is unsupported. E. The appeal is granted following an administrative hearing.
8.01:03	The following guidelines for writing an appeal are established: A. The appeal must be a written letter or memorandum addressed to the appropriate University Administrator. This appeal must be signed and dated by the student or student organization representative making the appeal. B. This letter should clearly state the specific actions or recommendations that are being appealed, e.g., the findings of the University Administrator or hearing panel, the sanction(s) imposed or recommended by a University Administrator or hearing panel, or both the findings and the sanction(s) of a University Administrator or a hearing panel. C. This letter should clearly present specific reasons, grounds or justifications to support the appeal. (Refer to 8.01:02, A, B or C of this <i>Code</i> .)

### 8.2 Appellate Process

8.02:01	The student or student organization wishing to file an appeal must submit the written appeal to the appropriate University Administrator or University Unit within three (3) class/business days of the initial hearing. The class/business day following the hearing shall count as Day One. Students who are censured in absentia must submit a written appeal within three (3) class/business days of the date the censure(s) is imposed. A student or student organization censured in absentia will receive prompt notification of the censure(s) imposed by the appropriate University Administrator or University Unit; however, failure to receive the notification within three (3) class/business days of the date the sanction(s) is imposed will not extend the deadline for submitting a written appeal, if the case meets the standards of appeal. Failure to submit a written appeal, under any circumstances, within the aforementioned time-period will result in the forfeiture of appeal privileges.
8.02:02	When the student or student organization desires to make appeals of subsequent decisions rendered following the initial appeal, the student then is given three (3) class/business days to submit a written appeal. The class/business day following the hearing shall count as Day One. Failure to present a written appeal within this time period will result in the forfeiture of appeal privileges.

<b>8.02:03</b>	The route of appeal given to students or student organizations is outlined in Section Ten of the <i>ULM Code of Student Conduct</i> .
<b>8.02:04</b>	In the majority of appeals, the final University voice is the Conduct Standards Committee who will subsequently send written notification of a decision to the student. A student who for any cause, fails to reasonably accept or receive the Conduct Standards Committee's written notification within 48 hours of the official mailing date designated by the U. S. Post Office on the envelope is subject to the immediate imposition of the applicable University censure(s). In an appeal where the student has received a censure of Suspension from the University for at least one academic year or has received a censure of greater severity, the student may choose to make a procedural appeal, via the University President, to the University of Louisiana System Board of Supervisors. This procedural appeal to the Board of Supervisors must be made within thirty (30) calendar days of the President's decision, and failure to submit a procedural appeal within that time period will result in forfeiture of appeal privileges to the Board of Supervisors. The Board of Supervisors review of an appeal is, however, limited to a determination of compliance with established and appropriate procedures at the University; following this review, the Board of Supervisors will notify the student or student organization of a decision.
<b>8.02:05</b>	When a student or student organization is not clear on the route or receiving office for an appeal, the student or student organization is advised to submit academic written appeals to the Vice President for Academic Affairs for delivery to the appropriate University Administrator or University Unit and non-academic written appeals to the Vice President for Student Affairs for delivery to the appropriate University Administrator or University Unit.
<b>8.02:06</b>	The appropriate University Administrator or University Unit has the right and the authority granted by this <i>Code</i> to take any one of the following actions in an appeal: A. Approve the sanction(s) of the preceding University Administrator or University Unit. B. Approve and amend by additional action the sanction(s) of the preceding University Administrator or University Unit. C. Completely or partially disallow the censure(s) of the preceding University Administrator or University Unit.

### 8.3 Academic Appeal Procedures

<b>8.03:01</b>	Refer to the "Procedure for Appealing a Grade" found in the Student Handbook under ACADEMICS AND PROCEDURES..
<b>8.03:02</b>	Refer to the "Appeal Procedures for Ruling on Cheating and Plagiarism" found in the front section of the <i>Student Handbook</i> under "Cheating and Plagiarism," ACADEMICS AND PROCEDURES.

### 8.4 Residential Life Judicial Committee

<b>8.04:01</b>	The Residential Life Judicial Committee, composed of all resident student members, hears only appeals of resident hall violations imposed by the Resident Hall Judicial Officer. The Residential Life Judicial Committee will render the final decision in these cases.
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### 8.5 Student Organization Judicial Committee

<b>8.05:01</b>	The Student Organization Judicial Committee, composed of faculty, staff and students hears only organizational appeals of imposed charges, sanctions or both, issued in an initial hearing, with the Dean of Students. The Conduct Standards Committee will render the final decision in these cases.
<b>8.05:02</b>	When in the sole discretion of the university, an allegation against a student organization gives reasonable cause to believe that the organization represents a threat to the safety, security, or welfare of the university community and/or an obstruction to accomplishing the university's lawful mission, immediate action may be warranted. Under such circumstances, the Dean of Students and/or designee has the authority to temporarily suspend all or some activities of the accused organization until the appeal process has concluded.
<b>8.05:03</b>	The university's established procedure for considering alleged violations of university regulations by individual students is outlined in the Student Code of Conduct. The fact that alleged individual student misconduct grows out of participation in an activity sponsored or engaged in by a registered student organization does not negate the individual student's accountability under the provisions of the Student Code of Student Conduct. The fact that individual students are held accountable for actions taken while participating in an organization's activity does not negate the accountability of the organization for its actions. The university does hold student organizations accountable for acts or omissions taken by the organization that violate the misconduct provisions of the code.

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**SECTION NINE - STUDENT RECORDS (FERPA)**

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**9.1 Model Notification of Rights Under FERPA for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

<b>9.01:01</b>	The right to inspect and review the student's education records within forty-five (45) days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
<b>9.01:02</b>	The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
<b>9.01:03</b>	<p>The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.</p> <p>One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.</p> <p>A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)</p>
<b>9.01:04</b>	The right to file a complaint with the U. S. Department of Education concerning alleged failures by the University of Louisiana Monroe to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

**9.2 Maintenance of Records**

Various units at The University of Louisiana Monroe maintain records relating to students which fall into the following general categories:

<b>9.02:01</b>	Academic records from schools previously attended
<b>9.02:02</b>	Degrees awarded
<b>9.02:03</b>	Academic work
<b>9.02:04</b>	Grades and other faculty evaluations
<b>9.02:05</b>	Applications for admissions
<b>9.02:06</b>	Biographical and identifying information (including name, social security number, sex, marital status, date of birth, residency and citizenship status, ethnic background, academic major and reported prior military service)
<b>9.02:07</b>	Medical data
<b>9.02:08</b>	Current student status
<b>9.02:09</b>	Accounts relating to fees
<b>9.02:10</b>	Scores of results on various standardized tests and interest/attitude inventories
<b>9.02:11</b>	Applications and other data relating to financial aid
<b>9.02:12</b>	Academic advisor notes
<b>9.02:13</b>	Attendance data
<b>9.02:14</b>	Letters of recommendation
<b>9.02:15</b>	Class rolls
<b>9.02:16</b>	Academic and disciplinary offenses
<b>9.02:17</b>	Applications for employment, and
<b>9.02:18</b>	Counseling records

The official academic records keeper at the University of Louisiana Monroe is the University Registrar. Other University offices maintaining student records are the Deans of the Colleges, Academic Department Heads, Academic Advisors, Office of Student Services (Student Conduct), Career Services, Financial Aid, Controller, Counseling Center, International Students and Veterans Affairs, University Police, Student Health Center, Graduate Office, Student Affairs, Library, Athletics, and Public Affairs.

### **9.3 Access to Records**

In general, the records maintained by the University are available only to the student, to university personnel with legitimate educational interests and to other institutions with the consent of the student. The University adheres to the General Education Provisions Act or the Family Educational Rights and Privacy Act Compliance Guidelines for the University of Louisiana Monroe, September, 1976. However, information may be released by the institution to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. Records may also be furnished in compliance with a judicial order or pursuant to a subpoena or with the consent of the student. The education records of a deceased student are not released; exceptions to this policy should be submitted in writing to the University Registrar.

A student or the parent(s) of a confirmed, tax-dependent student may inspect and review all records pertaining to him/her within forty-five (45) days of making a written request for same, except for:

Student may sign a consent form and/or waiver to release personal identifiable records to parents, guardians or acting parents.	
<b>9.03:01</b>	Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student)
<b>9.03:02</b>	Financial records of the student's parents or any information contained in these records

<b>9.03:03</b>	Confidential letters and recommendations put in the files prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended and
<b>9.03:04</b>	Confidential recommendations relating to admission, applications for employment, or honors, if the student has waived his or her right to review such records. Where a particular record cannot be reviewed by a student without revealing confidential information relating to other students, the records custodian will inform the student, upon written request, of the contents of the record pertaining to that student.

#### **9.4 Correction of Education Records**

Students have the right to request that records be corrected if they believe that such records are inaccurate, misleading, or in violation of their privacy rights. Listed below are the procedures for the correction of records:

<b>9.04:01</b>	A student must ask the appropriate official of the University of Louisiana Monroe to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his or her privacy rights.
<b>9.04:02</b>	The University may comply with the request or may decide not to comply. If the University decides not to comply, the student will be notified of the decision and advised of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
<b>9.04:03</b>	Upon request, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
<b>9.04:04</b>	The hearing will be conducted by a disinterested party; however, the person(s) may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney who has no voice in the hearing; an attorney may only quietly advise the student in a hearing.
<b>9.04:05</b>	The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
<b>9.04:06</b>	If the University decides that the information is inaccurate, misleading, or in violation of the student's rights of privacy, the University will amend the record and notify the student, in writing, that the record has been amended.
<b>9.04:07</b>	If the University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the University will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
<b>9.04:08</b>	The statement will be maintained as a part of the student's education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, the University must also disclose the statement.

#### **9.5 Cost**

The University of Louisiana Monroe may charge a reasonable fee for copying education records provided the fee assessed does not effectively prevent the parents and/or students requesting the copies from exercising their right to inspect and review the requested records.



## 9.6 Directory Information

The following items of information from student records may be released by the University without the consent of the student unless the student has notified the University Registrar, in writing, that the student objects to such release:

<b>9.06:01</b>	<b>Name</b>
<b>9.06:02</b>	<b>Address(s)</b>
<b>9.06:03</b>	<b>Telephone number</b>
<b>9.06:04</b>	<b>Awards and scholarships received</b>
<b>9.06:05</b>	<b>Date of birth</b>
<b>9.06:06</b>	<b>Dates of attendance</b>
<b>9.06:07</b>	<b>Degrees and dates received</b>
<b>9.06:08</b>	<b>Current schedule of classes (to ULM, local, state, and federal law enforcement agencies only)</b>
<b>9.06:09</b>	<b>Classification (e.g., freshman, senior)</b>
<b>9.06:10</b>	<b>Level (e.g., undergraduate, graduate)</b>
<b>9.06:11</b>	<b>College and major</b>
<b>9.06:12</b>	<b>E-mail address</b>
<b>9.06:13</b>	<b>Full- and part-time status</b>
<b>9.06:14</b>	<b>Academic honors</b>
<b>9.06:15</b>	<b>Most recent institution attended, including high school</b>
<b>9.06:16</b>	<b>Participation in recognized activities and sports</b>
<b>9.06:17</b>	<b>Photographs (if available– to ULM, local, state, and federal \ law enforcement agencies only)</b>
<b>9.06:18</b>	<b>Weights and height of members of athletic teams</b>

## 9.7 Disciplinary Records

<b>9.07:01</b>	<b>Maintenance</b>  The University shall maintain a written disciplinary record for every student who has been charged with any disciplinary violation, and such record shall reflect the nature of the charge, the censure imposed and/or any other pertinent information. All disciplinary records shall be maintained by the University for a period of five to seven years; after that time, disciplinary records may be destroyed. However, a record of suspension, dismissal or expulsion from the University for disciplinary reasons may remain on file indefinitely in the Office of Student Services (Student Conduct). Disciplinary records shall be separate from the student's academic records and shall be treated as confidential. All information stored on the ULM Student Conduct Management System becomes a permanent student record until it is purged from the system.
<b>9.07:02</b>	<b>Release of Records</b>

	<p>The contents of a student's disciplinary record may not be revealed except upon court subpoena, the written request of the accused or charged student, the request of the appropriate University hearing panel or a University Official, or as designated in accordance with ULM's published Family Educational Rights and Privacy Act Compliance Guidelines or the General Education Provisions Act.</p>
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<b>9.07:03</b>	Academic Transcripts
	<p>In disciplinary cases where the appropriate University Unit imposes or recommends a censure of suspension, dismissal or expulsion from the University, the Office of Registrar may note these censures on the student's official academic transcript. At the end of the period of a suspension or upon readmission to the University following suspension, dismissal, or expulsion, the student may petition in writing the Office of Student Services (Student Conduct) to have this notation removed from the academic transcript. Upon the request of the Office of Student Services (Student Conduct), the Registrar may remove the notation from the academic transcript; however, the record of suspension and dismissal, along with the record of expulsion, shall remain on the student's records in the Office of Student Services (Student Conduct). A notation of expulsion may be permanently affixed to the student's academic transcript.</p>

<b>9.07:04</b>	Expunging of Records
	<p>Students who have been found responsible of one or two less serious violations of university rules and regulations and who have exhibited a pattern of appropriate behavior beyond the violations may petition the Office of Student Services (Student Conduct) to expunge these disciplinary records prior to graduation from the University. The student must present a written letter to the Office of Student Services (Student Conduct) requesting consideration for expunging the record at least one to four weeks prior to graduation. A determination will be made by the Office of Student Services (Student Conduct) and/or the appropriate university official, and the student will be notified by email, telephone or by appointment.</p>

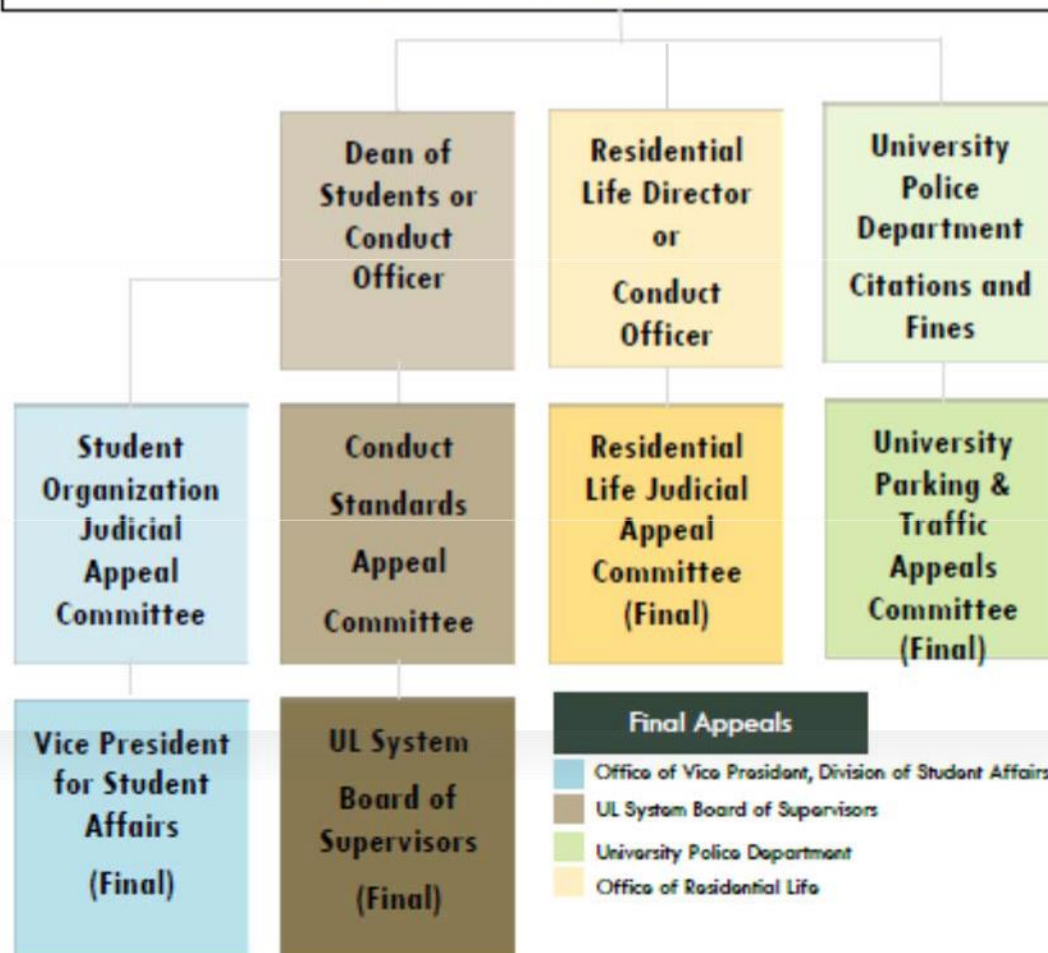
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SECTION TEN -

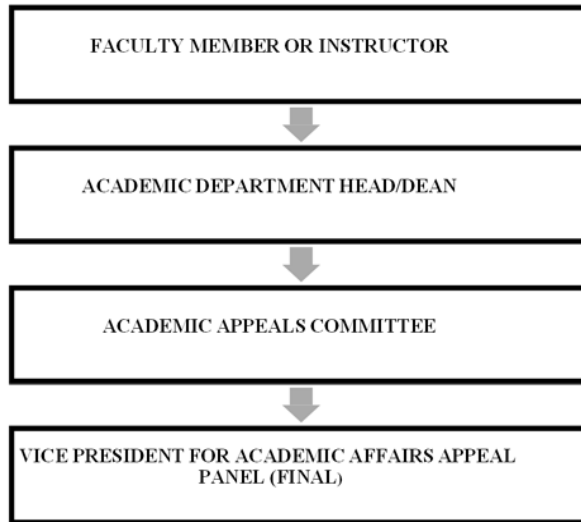
ORGANIZATIONAL STRUCTURE AND DUE PROCESS

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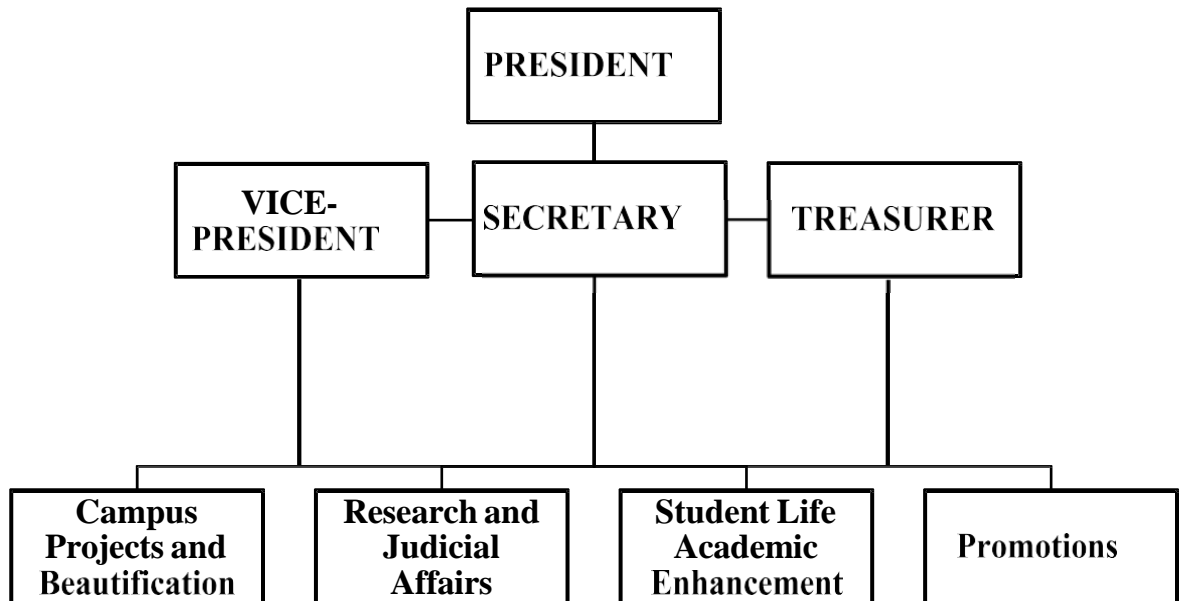
## ORGANIZATION CHART OF ULM COLLEGIATE DUE PROCESS



### ORGANIZATIONAL CHART FOR ULM ACADEMIC DUE PROCESS



### ORGANIZATIONAL STRUCTURE OF THE STUDENT GOVERNMENT ASSOCIATION



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## VII. STUDENT GOVERNMENT ASSOCIATION

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“STUDENTS SERVING STUDENTS”

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### **What is the SGA?**

The Student Government Association (SGA) is the governing voice who is responsible for meeting the needs of the ULM students.

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

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

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

### **How is the SGA organized?**

The SGA is divided into two branches: executive and legislative. The executive branch, which is composed of the President, Vice-President, Treasurer, and Secretary, is elected by the student body at the end of the spring semester. To qualify for an executive office, you must have served on the Senate for one to two semesters and have completed 15 – 60 + credit hours. You must also have a cumulative 2.5 grade point average.

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

- 0 - 300 1 senator
- 301 - 600 2 senators
- 601 - 900 3 senators
- 901 - 1200 4 senators
- 1201 - 1500 5 senators

When and if enrollment exceeds 1500 per college, representation will be calculated according to fall semester enrollment numbers.

Two graduate students shall be elected at large from the fee-paying student body.

Three freshmen who fit all membership qualifications are elected from each college during the Fall semester.

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

Applications for Senate positions are available online and in the SGA office Student Center 151 at the beginning of Fall semester for Freshmen and in March or April for upperclassmen, depending on the academic schedule. Mass emails and advertisements will be placed once the applications are available.

The voting members of the SGA, the Senate, work through four departments: Student Life and Academic Enhancement, Campus Projects and Beautification, Research and Student Conduct, and Promotions. The SGA is run by the students and is advised by the Director of Student Life and Leadership.

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

As a Senator, you must work one office hour each week, attend weekly SGA meetings, and attend weekly department meetings. You are also expected to work at any SGA-sponsored functions, join committees, and volunteer as needed to help improve campus.

### **Why become a senator?**

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

### **Services and Activities**

- Voice of the Students to the Administration
- Elections for SGA, CAB, Homecoming Court
- Free Scantrons
- Spring Fever Activities
- Tuition Waivers for Officers
- Mardi Gras Ball, King, Queen, and Court
- Lunch with the President, ULM Administration and Cabinet
- The Lyceum Series
- Annual Halloween Ball
- Student Forums
- Represent students' views by serving on essential University Committees (STAP), Parking, Food Service, Judicial, Student Involvement and Scholarships
- Student Referendums
- Campus Safety
- Student, State and National Governmental Forums
- Reclaim the Campus
- Campus Clean-Up
- Holidays at ULM
- SGA Student Bus Trips

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## VIII. EQUAL EMPLOYMENT OPPORTUNITY POLICY

### Introduction

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

### Policy Statement

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

The University of Louisiana Monroe's policy fully embraces equality of opportunity for all employees by affirming that the University will take affirmative action to assure that applicants receive fair consideration for employment and that employees are treated fairly during employment including recruiting, advertising, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, forms of compensation, tenure, selection for training, and all other employment practices.

Complaints involving this policy should be made verbally or in writing to any University official, to the employee's immediate supervisor, or to the University's EEO Coordinator. Complaints will be handled in accordance with the university's Anti-Discrimination and Harassment Policy.

### Non-Discrimination Policy

The University of Louisiana Monroe does not discriminate on the basis of race, color, national origin, age, retirement status, religion, sex, sexual orientation, citizenship, Vietnam era or veteran status, sickle cell trait; pregnancy, childbirth or related medical conditions, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Equal Pay Act of 1963; Executive Order 11246 of 1965; the Age Discrimination in Employment Act of 1967; Title IX of the Educational Amendments of 1972; the Rehabilitation Action of 1973; the Americans with Disabilities Act of 1990; the Americans with Disabilities Amendment Act of 2008; the Vietnam Era Veterans Readjustment Assistance Act of 1974; the Immigration Reform and Control Act of 1986; Title II of the Genetic Information Nondiscrimination Act of 2008; and the Louisiana Employment Discrimination Law.

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## **IX. ULM FIGHT SONG, ALMA MATER AND CREED**

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### **THE ULM FIGHT SONG**

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**Cheer for the Warhawks,  
With their fighting spirit bold.  
We will keep our banners waving,  
For the old Maroon and Gold.  
Our battle cry rings to the sky,  
Our goal is victory.  
But win or lose, we'll stand by you,  
and ever loyal we will be.  
U-L-M  
Go Hawks Go!**

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### **THE ULM ALMA MATER**

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**By the bayou's tranquil water,  
Where friendships thrive and grow,  
proudly stands our alma mater  
ever home for us to go.**

**Here cypress stand in splendor  
and gracefully they touch the breeze.**

**Though friends may leave and lives may change  
faithful we shall always be.**

**Shining bright the bayou's gem ever  
loyal to ULM.**

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### **ULM CREED**

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**Unity • Leadership • Motivation**  
**We believe that students, faculty, and staff should  
strive to strengthen the bonds between our  
University and community.**  
**Lead through service and learning.**  
**Be motivated to grow in intellect and integrity**  
**ULM...Where learning makes a difference.**



## DIRECTORY OF INFORMATION

**Main Line:** ULM's Main Line is 318-342-1000 for directory information. From on-campus, dial "1000"

**Phone Directory:** Use the [ULM Search](#) (select tab "Departmental Search") to locate personnel or departmental phone numbers. **Remember:** Dial #9 for an off-campus call and the last four numerals for an on-campus call.

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### Important Websites & Telephone Numbers:

- **Activity Center** (Recreational Services, Gym Facilities, Cardiovascular Area, Group Exercise, Intramurals, Etc.) 318-342-5312 or <http://www.ulm.edu/recserv/>
  - **Auxiliary Enterprises** ( Off-Campus Housing Exemption Request, Campus Dining Services, Bookstore, Beverage & Vending Machines, Etc. ) 318-342-3460 or <http://www.ulm.edu/auxiliary/>
  - **Career Center** (Career Counseling and Workshops, Resume Writing, Interview Skills, Job Fairs and Events, Etc.) 318-342-5338 or <http://www.ulm.edu/careerconnections/>
  - **Counseling Center** (Personal and Academic Counseling, Coordinates Disability Services, Workshops, Provides Crisis Intervention Services) 318-342-5220 or <http://www.ulm.edu/counselingcenter/>
  - **eULM** (Online Degrees, Courses, Tuition, Important Dates, Etc.) 318-342-3347 or <http://www.ulm.edu/onlinedegrees/>
  - **Event Services**, (Reservations for Bayou Pointe, Hangar, Student Center, Terrace, University House, Delano House) 318-342-1900 [Reservation Request Form](#), [Website](#) at [ulm.edu/eventservices/](http://ulm.edu/eventservices/)
  - **Financial Aid** (Aid, FASFA Information & Deadlines, Etc.) 318-342-5320 or <http://www.ulm.edu/financialaid/>
  - **Library** (Computer Labs, Electronic Resources, Reference Desk, Etc.) 318-342-1063 or <http://www.ulm.edu/library/>
  - **Residential Life Office** (Room Reservations/Changes, Work Orders, Etc.) 318-342-5240 or <http://www.ulm.edu/reslife/>
  - **Registrar** (Registration, Enrollment Status, Transcript, Etc.) 318-342-5262 or <http://www.ulm.edu/registrar/>
  - **Student Account Services** (Billing, Payment Plans, Lift Holds, Etc.) 318-342-5124 or [http://www.ulm.edu/controller/sas\\_billing.html](http://www.ulm.edu/controller/sas_billing.html)
  - **Student Success Center** (Academic Advising, Technological Support, Etc.) 318-342-3667 or <http://www.ulm.edu/studentsuccess/>
  - **Student Life and Leadership** (Recognized Student Organizations, Flyer Approval, Outdoor Facilities, Student Events, Etc.) 318-342-5287 or <http://www.ulm.edu/studentlife/>
  - **Title IX Coordinator** (Incident Reporting for Sexual Misconduct Complaints, Harassment, Stalking, Acts of Sexual Violence and Sexual Assault Etc.) 318-342-1004 or <http://www.ulm.edu/titleix/>
  - **University Police Department** (Emergency, Incident Reporting, Escort Services, Unlock Cars, Boost Batteries, ULM Safe (Smartphone App) and Parking, Etc.) 318-342-5350 or <http://www.ulm.edu/police/home>
  - **ULM Affinity Health Clinic** (Appointments, Immunizations, Lab Services, Flu Clinics, Women's Health, Etc.) 318-342-1615 or <http://www.ulm.edu/healthclinic/>
  - **WIDs Office** (Meal Plan Options, ID Cards, Warhawk Express, Voter Registration Forms, Etc.) 318-342-5002 or <http://www.ulm.edu/warhawkcard/>
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- **Graduate School:** Dr. Sushma Krishnamurthy, Dean of Graduate School, 318-342-1036 or [www.ulm.edu/gradschool/index.html](http://www.ulm.edu/gradschool/index.html)
  - **College of Arts, Education & Science:** Dr. John Pratte, Dean, 318-342-1238 or <http://www.ulm.edu/caes/>
  - **College of Business & Social Sciences:** Dean's Office, 318-342-1100 or <http://www.ulm.edu/cbss/>
  - **College of Health Sciences:** Dr. Donald Simpson, Dean, 318-342-3312 or <http://www.ulm.edu/chps/>
  - **College of Pharmacy:** Dr. Glenn Anderson, Dean, 318-342-1600 or <http://www.ulm.edu/pharmacy>
  - **University Library:** Megan Lowe, Director of the Library, (Computer Labs, Electronic Resources, Reference Desk, Etc.) 318-342-1050 or <http://www.ulm.edu/library/>
  - **Office of Student Services:** Pamela Jackson, Dean of Students, 318-342-5230 (Student Conduct, Incident Reporting, Student Disciplinary Records, Academic Cheating/Plagiarism Records, Student Complaints, Welfare Concerns, Etc.). For online reporting go to <https://publicdocs.maxient.com/incidentreport.php?UnivofLouisianaMonroe>