

SUBJECT: LSUA Student Code of Conduct

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

I. INTRODUCTION

A. LSUA Mission, Vision, and Values

Vision

LSU of Alexandria will be recognized as one of the best undergraduate institutions in Louisiana.

Mission

LSU of Alexandria is committed to providing students the education, skills, development and other resources needed to establish the foundation for their future success. We create a welcoming environment that includes critical thinking, experiential learning, civic engagement and community partnerships.

Values

- **Truth:** LSUA is committed to the pursuit of truth, wherever it may lead.
- **Autonomy:** LSUA recognizes the broad freedom to design and execute a life plan consistent with one's principled beliefs.
- **Community:** LSUA is comprised of dedicated, caring individuals who treat each other as family and operate as a team.
- **Perspective:** LSUA strives to assist students and other members of its community to understand the diverse viewpoints and worldviews generated by the many cultures across the state, the nation and the globe.

B. Honor Code

As a community, LSUA is dedicated to a standard of character, exemplified in the Honor Code, for the betterment and furtherance of the university. Organized around the five core principles of honesty, open-mindedness, nobleness, originality, and responsibility, the code constitutes the core of every interaction, policy, and procedure. As a member of the LSUA community, we express our pride and commitment by striving to be:

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

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

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

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

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

C. Purpose

The Student Conduct Handbook is intended to uphold the values of the university and ensure an environment of acceptance, safety, and a quality education.

D. Student Rights

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

1. The right to the opportunity for an education.
2. The right to participate in any club or organization chartered or recognized by LSUA regardless of race, color, sex, religion, sexual orientation, national origin, age, disability, marital or veterans' status.
3. The right to know all LSUA rules, regulations, and policies by which students are governed.
4. The right to due process in all student disciplinary proceedings as defined in our student code of conduct.
5. The right to be accompanied by an advisor of the student's choice during all stages of the formal disciplinary process.
6. The right to use the appeals procedures when disciplinary action adversely affects the student.
7. The right to confidentiality of educational records consistent with 20 U.S.C. §1232, et seq.

E. Responsibilities

Membership in the LSUA community carries with it certain responsibilities and the obligation to abide by the policies, rules, regulations, and standards of LSUA. No student is compelled to be a participant in the University community. Each student shall abide by the laws of the United States and the State of Louisiana, all local laws and ordinances, and all policies, regulations, and rules of LSUA, including any directives from an

administrator, faculty member or staff member. Any student who violates any of these may be subject to disciplinary sanctions under this Code.

Summary action by way of an immediate disciplinary suspension and exclusion from University property may be imposed when the student's continued presence poses a threat to (i) the safety, security, or well-being of members or guests of the University community, (ii) University property, or (iii) the ability of the University to maintain normal operations and carry on its programs, services and activities free of disruption. Summary action may be taken by the Chancellor, Provost, Vice Chancellor for Enrollment and Student Engagement, or Vice Chancellor for Finance.

Specific responsibilities include the following:

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

F. Jurisdiction

Students are expected at all times and in all places to represent themselves in accordance with the university values delineated in The Honor Code. The Code of Conduct therefore applies to all students enrolled at LSUA. Students are responsible for their conduct and for comporting themselves appropriately. Misconduct can be investigated and appropriate action may be taken at any time, even after the awarding of a degree, if the misconduct occurred while the student was enrolled.

II. ACADEMIC MISCONDUCT

Academic Honesty, including plagiarism and other instances of cheating.

A. OVERVIEW

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

When faculty determine that academic dishonesty has taken place, they possess the authority to impose on the student(s) in question any penalty they deem appropriate, up to and including issuing a failing grade for the course. (More extensive penalties, such as suspension, may be imposed only by the university administration.) In all cases, faculty

must inform the Office of the Vice Chancellor for Enrollment and Student Engagement that the violation has occurred.

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

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

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

B. TIMELINE

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

C. PROCEDURES

A screening process will be in place to ensure that the formal request for an appeal has minimal merit. A three-person screening panel, consisting of the Vice Provost (or

designee), Vice Chancellor for Enrollment and Student Engagement (or designee), and the Vice President of Student Government (or designee). Only the unanimous agreement among the three members of the screening panel that the appeal is without merit will prevent it from going forward.

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

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

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

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

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

D. DEFINITIONS and CONCEPTS

1. Academic Dishonesty

The actions/behaviors that are acceptable in one class may not be acceptable in another class, and both teachers and students share the responsibility for communicating these limits for a particular class. While the specifics will vary among classes, the following fundamental definitions describe acts that constitute academic dishonesty.

2. Cheating

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

3. Fabrication or Other Misconduct in Research

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

4. Plagiarism

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

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

5. Facilitating Academic Dishonesty

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

III. BEHAVIORAL MISCONDUCT

A. OVERVIEW

The Vice Chancellor for Enrollment and Student Engagement (hereafter “Vice Chancellor”) may initiate an investigation based on receipt of information from any source that a student may have violated the Student Code of Conduct. After an investigation, the accused student will attend a preliminary hearing (meeting) with the Vice Chancellor, at which the student is presented with evidence and given an opportunity to admit, deny, or explain any allegations of misconduct.

Upon a finding that the accused student is deemed responsible for behavioral misconduct, the Vice Chancellor may or may not impose a sanction. Students who disagree with the Vice Chancellor’s decisions of responsibility or sanctions imposed may appeal through a student conduct hearing. Members of the conduct hearing committee will uphold or overturn the original decision of responsibility and may reduce, increase, or maintain the original sanction(s) set forth.

B. TIMELINE

1. Vice Chancellor communicates to the accused student the nature of the accusation and instructs student to schedule a meeting.
2. Within five business days, the accused student must schedule the meeting, though the meeting itself may occur after that five-day period.
3. The Vice Chancellor will make determinations regarding responsibility and sanctions, and communicate these findings to the student, within five business days of the meeting.
4. Any student wishing to appeal must do so in writing to the Office of the Vice Chancellor for Enrollment and Student Engagement within 10 university business days of receiving the Vice Chancellor’s decisions of responsibility and sanction.
5. The screening panel reviews the student’s formal appeal and notifies the student of its decision within 5 university business days.
6. Hearing panel convenes (if case is received from screening panel) within 15 university business days of being given the case.

7. Office of the Vice Chancellor for Enrollment and Student Engagement informs the student and instructor of the Hearing Panel's decision within three university business days.

C. PROCEDURES

A screening process will be in place to ensure that the formal request for an appeal has minimal merit. The screening process will be conducted by a three-person panel, consisting of a designee from the Division of Enrollment and Student Engagement, the Provost (or designee), and the Vice President of Student Government (or designee). Only the unanimous agreement among the three members of the screening panel will permit the appeal to go forward. Should there not be unanimous agreement among the three members, the appeal will be deemed without merit and will be prevented from going forward.

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

- The allegation of behavioral misconduct is false.
- The student disagrees with the sanctions put in place by the Vice Chancellor for Enrollment and Student Engagement.

The appeal hearing will be convened by a designee of The Division of Enrollment and Student Engagement and will consist of five members: two students, one faculty members, one representative from the Division of Academic Affairs, and one representative from the Division of Enrollment and Student Engagement. The procedure for an appeal will be as follows:

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

The appeal panel will determine: (1) whether the initial finding of responsibility is upheld; (2) whether the original sanctions should be reduced, increased, or upheld.

D. DEFINITIONS AND CONCEPTS

A Student or Registered Student Organization (RSO) may be charged with Behavioral Misconduct for any of the following acts or omissions:

1. Alcohol. Unlawful or unauthorized possession, use, distribution, delivery, or sale of alcohol and/or public intoxication; consumption that endangers oneself; or operating a vehicle while intoxicated or under the influence of alcohol.
2. Coercive Behavior. An act by an individual or a group that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, regardless of consent, which tends to or which is intended to demean, disgrace, humiliate or degrade a Student, which includes but is not limited to forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of a Student. Examples of coercive behavior include, but are not limited to, line-ups, scavenger hunts and personal servitude.
3. Complicity. Attempting to commit, knowingly permitting, encouraging, or assisting others with the commission or attempted commission of any act, omission or conduct prohibited under this Code.
4. Computer Misuse. Unauthorized access or entry into a computer, computer system, network, software, or data; alteration of computer equipment, software, network or data; failing to comply with laws, license agreements, and contracts governing network, software and hardware use; using University computing resources for prohibited activities; using University computing resources for unauthorized solicitation or commercial purposes or any violation of LSUA computer policies.
5. Disorderly Conduct. Behavior that impairs or interferes with the orderly functions or processes of the University or the reasonable safety, security, or use of members of the University community.
6. Disruption/Obstruction. Disruption or obstruction of teaching, research, administration, Accountability proceeding, or other University activities and/or the performance of duties of University personnel or contractors.
7. Drugs. Possession, use, public intoxication, sharing, furnishing or distribution of illegal drugs, intoxicants, controlled substances, drug paraphernalia or prescription medication contrary to a valid prescription. (see LSUA Policy Statement 227).
8. Endangerment. Physical abuse or force against one's self, another individual, or group, or the reasonable apprehension or threat of such harm; conduct that

endangers the health, safety, or well-being of one's self or another person or group.

9. Failure to Comply. Defying the order or instruction of a University official, other authorized person on behalf of the University or any University policy, contract, mandate or rule. This includes emergency protocols put in place during times such as, but not only, a natural disaster or a pandemic.
10. False Information. Providing false information to a law enforcement officer, to the University or a University official, or making an intentional or reckless misrepresentation which creates an unfair advantage or is reasonably likely to damage, mistreat or harm another.
11. Forgery. Altering, falsifying, or otherwise misrepresenting documents to the University or relating to any University official or office.
12. Harassment. Repeated, persistent, severe, pervasive, or objectively offensive action directed toward a specific individual or individuals with the intent or effect to harass, harm, or alarm, through oral, written, graphic, physical, or social media contact. Harassment includes attempted or threatened physical contact or an act that creates the reasonable apprehension of unwanted contact, or any repeated pattern of verbal communications or nonverbal behavior, without invitation or over an individual's objection, which includes but is not limited to making telephone calls, emails, electronic communications, or sending letters or pictures.
13. Hazing. Hazing means an act by an individual or a group that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, regardless of consent:
 - a. Endangers the physical health or safety of a person or would cause a reasonable person severe emotional distress;
 - b. Results in the destruction or removal of public or private property;
 - c. Involves the consumption of alcohol or drugs;
 - d. Involves the consumption of substances to excess or placement of substances on the body;
 - e. Involves sexual activity;
 - f. Involves violation of federal, state or local law or University policy; or
 - g. Disrupts the academic performance or class attendance of a person.

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

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

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

- Physical brutality, such as whipping, beating, paddling, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
 - Physical activities, such as sleep deprivation, exposure to the elements or extreme conditions, imprisonment, confinement, or calisthenics;
 - Consumption of food, liquid, or any other substance, including but not limited to alcoholic beverages or drugs, that subjects the person to an unreasonable risk of harm or that may adversely affect the physical health or safety of the person;
 - Placement of substances on the body of a person;
 - Kidnapping or dropping a person off campus without return transportation;
 - Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
14. Identity Misuse. Illegal or unauthorized use of an identification card, password, access code or number; including, but not limited to permitting another Student or non-Student to use a University or government issued identification card; alteration or sale of an identification card.
15. Improper Sales & Solicitation. Unauthorized or prohibited solicitation, sale, fundraising, canvassing, distribution or posting of any written material, email, web, or printed material, including but not limited to any offer to sell or purchase an identification card for improper use or any offer to sell or purchase academic materials which, if used, would result in academic misconduct.
16. Offensive Behavior. Lewd, indecent, or obscene conduct, in a public place including but not limited to nudity, indecent exposure, or sexually explicit behavior that would reasonably be offensive to others. Offensive behavior also includes unsolicited lewd, indecent or obscene conduct transmitted electronically or over social media and directed to an individual.
17. Property Misuse. Intentional or reckless destruction, defacement or damage to University property or to the property of any individual or group.
18. Residential Life. Violating, attempting to violate, or assisting the violation of any contract, rule, policy, and/or handbook of the Department of Residential Life.

19. Safety. Tampering with or unapproved activation of any safety equipment and/or warning system; setting or causing a fire on Campus; engaging in dangerous activities contrary to posted or verbal warnings.
20. Sexual Harassment. Any “sexual harassment” as defined in PM-73, the University Title IX and Sexual Misconduct Policy, as amended.
21. Sexual Misconduct. Any sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the full consent of another individual, or that occurs when another individual is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. Sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, allowing a third party to observe sexual behavior without all parties’ consent, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting, or disclosure of intimate photos, or videos without the express consent of all persons depicted therein, dating violence and domestic violence, the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury, or inhibits an individual’s ability to consent and causes a person to engage in unwelcome sexual activity.
22. Stalking. Repeated, unwanted conduct toward or contact with another individual, including but not limited to, following someone, lying in wait, persistent presence around an individual, contacting an individual verbally, electronically, via social media or third party over the individual’s objection, or threats to an individual or to the individual’s family, friends or property, that would cause a reasonable person fear or substantial emotional distress.
23. Theft. Using, depriving, removing or possessing the property and/or services of the University or another individual without entitlement or authorization.
24. Trespassing. Unauthorized entry or use of any property or facility.
25. Unauthorized Surveillance. Creating, making, possessing, storing, sharing, or distributing unauthorized video, digital, or photographic images of a person taken in a location in which that person has a reasonable expectation of privacy.
26. Violating a Rule of the University. Violating, attempting to violate, or assisting in the violation of any contract, rule, policy, bylaw, and/or regulation of the University.

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

APPROVED:



Paul Coreil, Ph.D., Chancellor

08/01/2020

Date