



LOUISIANA TECH UNIVERSITY
STUDENT HANDBOOK



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LOUISIANA TECH UNIVERSITY Division of Student Advancement

Students of Louisiana Tech University:

Embarking upon a college career is both exciting and challenging. The staff and personnel in the Division of Student Advancement are prepared to assist you in meeting these opportunities and challenges. You will find that the Student Advancement professionals are dedicated to developing the total intellectual, emotional, spiritual, physical, social, and occupational potential of all of our students. Annually publishing this Student Handbook is one way in which the Student Advancement staff can help students in their personal and educational development.

The purpose of the Student Handbook is to assist each student in having a successful college experience by providing information about campus life, services, programs, activities, and University policies. The staff and personnel in the Division of Student Advancement are eager and committed in helping you make a successful transition to university life. The information provided in this Handbook will serve as a valuable resource as you make this transition and as you meet the challenges and opportunities of college life. We have tried to provide information and to anticipate the questions that you may have during your years at Louisiana Tech University and ask that you use and keep this book as your personal resource.



Dickie Crawford
Vice President for Student Advancement

Code of Student Rights, Responsibilities, and Behavior 2023-24

Revised 03/19/2024

PREFACE

Disciplinary procedures at Louisiana Tech University have been established and detailed in this student handbook to assist the University and students to develop and maintain an atmosphere conducive to academic, spiritual, mental, physical, and social enrichment.

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INTRODUCTION

The Louisiana Tech University Code of Student Rights, Responsibilities, and Behavior has been developed to assist the University in protecting and maintaining its educational mission—a mission focused towards developing an atmosphere conducive to the academic, spiritual, mental, physical, and social growth of its students.

Upon enrolling at Louisiana Tech University, each student elects to be subject to each of these publications governing his/her relevant communities: (1) Louisiana Tech University STUDENT HANDBOOK, (2) Louisiana Tech University BULLETIN (catalog), (3) Louisiana Tech University VEHICLE REGULATIONS, (4) CAMPUS HOUSING LEASE, and other official University publications including departmental policy and class syllabi.

All Louisiana Tech University enrolled students are subject to official University publications and procedures. Individuals should be aware that these regulations are in effect during periods of non-enrollment should a student choose to re-enroll. All students are responsible for becoming familiar with all of the relevant publications listed above.

Louisiana Tech University students are citizens of several communities—city, parish, state, and national, as well as the University. Certain types of misbehavior and violations may subject a student to the concurrent jurisdiction of, and the imposition of, a sanction by both the University and civil authorities.

It is the intent of this document to create and maintain a system of order on campus which will foster the educational aims of the University and provide an opportunity for students to work toward goals of academic development, social maturity, spiritual enrichment, and personal improvement. The administrative or judicial procedures and the bodies or committees that have been established to hear cases

of misbehavior or violations, make referrals of cases, and hear appeals of decision for the accused are described in this publication.

Violations of any rule in this “Code” may subject the student to separation from the University.

SECTION ONE

TITLE

1.01

This “Code” shall be cited as the Louisiana Tech University *Code of Student Rights, Responsibilities, and Behavior*.

SECTION TWO

CODE AUTHORITY

2.01

This Code of Student Rights, Responsibilities, and Behavior is promulgated by the Office of the President of Louisiana Tech University under the power and authority delegated that office by the Board of Supervisors for the University of Louisiana System.

2.02

The authority of the Board of Supervisors for the University of Louisiana System and the President of the University to establish the kinds and types of behavior and standards contained in this “Code” is found in such Louisiana Revised Statutes, Acts, Concurrent Resolutions, etc., as the following:

Louisiana Revised Statutes—17:10; 17:3101 through 17:3109 (1969); 17:803 (1958); 17:3024 (1969); 32:233 and 32:234 (1962).

Acts—Act No. 68 (1894), Act No. 529 (1968). Concurrent Resolution No. 293 (1970) Title 1, OF THE DISTINCTION OF PERSONS, Act 37, Age of Majority (1972).

2.03

The Division of Student Advancement, by delegation of the President of Louisiana Tech University, is designated as the agency within the University concerned with student rights, responsibilities, and behavior as one of its functions. The Division, through the Vice President for Student Advancement, is responsible for recommending:

2.03:01 The kinds and types of non-academic behavioral standards necessary for creating and maintaining a system of order on campus, and

2.03:02 The procedure for determining, enforcement, and/or disposition of violation of:

- A. all behavioral standards adopted by the Board of Supervisors for the University of Louisiana System for the administration and operation of institutions of higher education under its supervision,
- B. all behavioral standards approved or issued by the President of the University, and
- C. all local, state, and federal laws.

2.04 Review

The Code of Student Rights, Responsibilities, and Behavior shall be reviewed each year. Students, faculty members, and administrators are a part of the review committee. Recommendations for revisions are submitted to the Vice President for Student Advancement for consideration and forwarding to higher authority.

SECTION THREE

DEFINITIONS

3.01

Terms and phrases when used in this “Code” have the following meanings:

3.01:01 “**UNIVERSITY**” means Louisiana Tech University (its main campus, branch, or any division thereof including trips, extension courses, etc.) over which the Board of Supervisors for the University of Louisiana System has control and responsibility.

3.01:02 “**STUDENT**” means any person registered for enrollment in any University course, undergraduate, graduate, post-baccalaureate, full or part-time, special, or extension; or any person on the University premises or University-leased premises for any purpose related to registration for enrollment.

3.01:03 “**ADMINISTRATOR**” or “**OFFICIAL**” means any person (including students) employed by the University and authorized by the Board of Supervisors for the University of Louisiana System or the University to act in a prescribed manner in accordance with the Louisiana Revised Statutes, Acts, and Concurrent Resolutions applying to Louisiana Tech University to carry out the behavioral standards approved and issued by the Board of Supervisors for the University of Louisiana System and/or the President of the University.

3.01:04 “**INSTRUCTOR**” means any person employed as a professor, associate professor, assistant professor, instructor, part-time instructor or graduate assistant to conduct classroom and laboratory activities. An individual may be both an instructor and a student. Determination of an individual’s status shall be made on the basis of the facts in each case.

3.01:05 “**STUDENT ORGANIZATION**” means an association of students or group which has complied with the formal requirement for University recognition through the Student Organization Committee.

3.01:06 “**GROUP**” refers to students who have not yet complied with the formal requirements of the University for recognition as an organization.

3.01:07 “**UNIVERSITY DOCUMENT**” means any written communication, form, or record maintained by the University.

3.01:08 “**MEMBER OF THE UNIVERSITY COMMUNITY**” means any University administrator or official, instructor, student, staff member, or employee of the University.

3.01:09 “**UNIVERSITY PREMISES**” or “**UNIVERSITY RELATED PREMISES**” means all land, buildings, facilities, and equipment owned, leased, on loan, or controlled by the University.

3.01:10 “**SHALL**” is used in the mandatory sense.

3.01:11 “**MAY**” is used in the permissive sense.

3.01:12 “**OFFICIAL RECORD**” or “**TRANSCRIPT**” means the official document maintained by the Office of the Registrar on which pertinent information is listed, such as student’s name, date and place of birth, parents’ names and address(es), high school from which he/she graduated, courses attempted at the University, grades and credits earned, and status achieved by the student. Notations of academic probation and suspension are a part of the official record or transcript.

3.01:13 “**STUDENT DISCIPLINARY RECORD**” means recordings by University administrators and officials of non-academic actions of the student(s) which are in violation of the University behavioral standards, and/or local, state, and federal laws. Disciplinary information which affects a student’s eligibility to continue or re-register in the University is also recorded on the official record or transcript (see Section Fourteen).

3.01:14 “**FIRST AID RECORD**” means the record of injuries and treatment maintained by the staff of the University Health Center.

3.01:15 “**CONFIDENTIALITY**” means the ethical, moral, and often legal responsibility not to divulge information of a personal nature that has been obtained in the course of a professional relationship, except:

- A. when necessary in the opinion of University administrators or officials to prevent an individual’s serious injury to himself/herself and/or to another/ other person(s);
- B. when deemed necessary by an administrator, official, instructor, or committees in carrying on the internal operations of the institution;
- C. when ordered by competent judicial authority to release (subpoena) such information; or
- D. when written permission to release information is given by an individual.

3.01:16 “**STUDENT PUBLICATIONS**” means written material edited and published by students for distribution to members of the University community including but not limited to brochures, newspapers, special interest magazines, college or departmental magazines, calendars, and entertainment brochures and pamphlets.

3.01:17 “**BEHAVIORAL STANDARDS**” means the policies, rules, regulations, directives, resolutions, and standards of the Board of Supervisors for the University of Louisiana System; the policies, rules, regulations, directives, and memoranda approved and/or issued by the President of the University; and local, state, and federal laws. “**CODE**,” “**BEHAVIOR**,” and “**BEHAVIORAL STANDARDS**” are terms used as having the same meaning.

3.01:18 “**BEHAVIOR**” means the attitudes and/or actions related to “Behavioral Standards.”

3.01:19 “**CODE**,” “**STUDENT CODE**,” AND/OR “**CODE OF CONDUCT**” are terms that shall be used in reference to the Louisiana Tech Code of Student Rights, Responsibilities, & Behavior.

3.01:20 “**HAZING**” means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

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

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- (i) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- (ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, 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.
- (iii) 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.
- (iv) 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.

For purposes of this Policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by a postsecondary education institution.

The expressed or implied consent of a person to any such actions shall not be considered an exception to this policy and is not defensible as a violation thereof.

Not only is hazing against University regulations, but Louisiana Law 17:1801 prohibits hazing in any form.

3.01.21 “**HARASSMENT**” is unwelcome conduct directed against a person based on one or more of a person's protected characteristics or status which is so severe, pervasive, and objectively offensive, and that it creates an intimidating, hostile or offensive environment. An intimidating, hostile, or offensive environment is one in which a student is effectively denied equal access to an institution's resources and opportunities.

3.01.22 “**STALKING**” is defined as 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.

3.01.23 “**COERCIVE BEHAVIOR**” is 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.

SECTION FOUR

STATEMENT OF RIGHTS

4.01 General Statement

The submission of an application for admission to Louisiana Tech University represents a voluntary and optional decision on the part of the prospective student to partake in the program and privileges offered by the institution in accordance with the behavioral standards of the Board of Supervisors for the University of Louisiana System and the University for the governing of the University and for the promotion of its stated purpose. Institutional approval of that application in turn represents the extension of a privilege to join the University community and to remain a part of it so long as the student fulfills the academic and behavioral expectations as published in the Louisiana Tech University Bulletin (catalog), Code of Student Rights, Responsibilities, and Behavior, and all other official University publications.

4.02 Student Rights

Each student is entitled to the essential rights central to all institutions of higher education which are held to include:

- 4.02:01** The right to expect an education of the highest quality.
- 4.02:02** The right to develop individual potential to the best of that person's ability.
- 4.02:03** The right to inquire, discuss, listen, and evaluate.
- 4.02:04** The right to express views relevant to the subject matter in the classroom and laboratory subject to the responsibility of the instructor to maintain order and present and explain the subject matter of the course.
- 4.02:05** The right to be free from discrimination on the basis of race, color, religion, sex, political affiliation, and national origin. The University will condone no practices or policies that discriminate against the disabled.
- 4.02:06** The right to receive a copy of publications, which contain behavioral standards promulgated by the University.
- 4.02:07** The right of freedom of speech and assembly subject to requirements for the maintenance of order and the protection of the rights of others.
- 4.02:08** The right to be interviewed on campus by any employing firm, agency, corporation, or organization whose qualifications for employment are acceptable to the University.
- 4.02:09** The right to communicate in a one-to-one relationship with administrators, instructors, counselors, advisers, and officials of the University.
- 4.02:10** The right of privacy including freedom from unreasonable and unauthorized search of person, personal property, and living quarters.
- 4.02:11** The right of confidentiality of the official record or transcript and disciplinary record.
- 4.02:12** The right to fair hearings and appeals when disciplinary sanctions are applied to the student.
- 4.02:13** The right to petition the appropriate University body for redress of grievances.
- 4.02:14** The right to confidentiality of information relating to personal views, beliefs, and political

associations, acquired by administrators, instructors, counselors, advisers, and officials of the University in the course of their work.

4.02:15 The right to publish and distribute subject to the standards of reasonable journalism and applicable regulations of the U.S. Constitution and Federal Communications Commission. Similar rights are afforded oral statements of views on student-operated radio and television stations.

4.03 These enumerated rights shall not be construed to deny or disparage legal rights of students both as members of the University community and as citizens of the city, parish, state, and nation. They shall neither be construed as legal power to disregard the rights and respect of property of others or to disrupt any scheduled University function, or to impede the free flow of pedestrian or vehicular traffic. Furthermore, they shall not be construed as legal power to deny the right of access to facilities or buildings by any member of the University community.

SECTION FIVE

STATEMENT OF RESPONSIBILITIES

5.01 General Statement

Students are obligated to be fully acquainted with and to respect and abide by the University's Code of Student Rights, Responsibilities, and Behavior which clarifies those behavioral standards considered essential in a continuing system of order.

5.02 Student Responsibilities

When an institution of higher education extends and a prospective student accepts the privilege to join the University community, the student is obligated to assume the responsibilities of a mature individual which are held to include the following:

5.02:01 To abide by the behavioral standards of the Board of Supervisors for the University of Louisiana System and the University as well as local, state, and federal laws.

5.02:02 To hold inviolate the rights of others in matters of expression and assembly.

5.02:03 To recognize that one's behavior reflects not only upon self but also upon the institution and its citizenry and is judged in this manner.

5.02:04 To follow the doctrine of common decency and acceptable behavior commensurate with the aspiration implied by a University education.

5.02:05 To respect the rights and property of others including University administrators, officials, instructors, staff, students, and guests.

5.02:06 To respect the property of the University and the various agencies housed on campus.

5.02:07 To refrain from using the name of the University in an official capacity without the express permission of an authorized administrator or official of the University except for the purpose of identifying affiliation.

5.02:08 To accept and recognize the financial responsibility inherent with the student's enrollment at the University and to fully comply with the University's fee policies, payment deadlines, refund

deadlines, and other financial and academic regulations as published in the University Bulletin, Quarterly Schedule of Classes and General Information (“The Racing Form”) and in the Quarterly Expense Sheet and their appropriate revisions.

5.03 University Responsibilities

The University community has the responsibility for creating and maintaining a system of order on campus, which includes the following:

5.03:01 Providing an environment that will enable a student to pursue academic endeavors.

5.03:02 Providing an environment, which permits all students the opportunity to pursue an education in which they can progress on their merit and ability, without regard to race, color, national origin, religion, or sex.

5.03:03 Expecting students to demonstrate habits, attitudes, and standards of behavior beyond those expected of citizens outside the academic community.

5.03:04 Displaying leadership in spiritual, mental, moral, and social activities.

5.03:05 Protecting and maintaining high academic standards.

5.03:06 Clearly setting forth rules, regulations, policies, and procedures that relate to students.

5.03:07 Providing due process for those accused of violations.

5.03:08 Providing students with information on the cost of attendance, other fees and charges, penalties, payment deadlines, refund deadlines, along with financial and academic regulations as published in the University Bulletin, Quarterly Schedule of Classes and General Information (“The Racing Form”) and the Quarterly Expense Sheet and their appropriate revisions. Policies for payment and collection of tuition and fees and all other student fees, charges, fines and penalties are the responsibility of the Office of the Comptroller unless specifically designated to another department.

SECTION SIX

BEHAVIOR

Presumption of Innocence Statement: Any student or organization accused of violating the Student Code of Conduct is presumed not responsible for violating policy until they or the organization formally acknowledges responsibility for the violation or responsibility is established via the outcome of an institutional hearing.

Any student or student organization accused of violating the Student Code of Conduct has the right to be represented, at their own expense, by an attorney or non-attorney advocate who may fully participate during any disciplinary proceedings used to address non-academic rules or policies.

6.01 Jurisdiction over Violations

Violations of campus behavioral standards that are not violations of local, state, and federal laws normally are handled within the University community and in accordance with established procedures of the University. Refer to the Louisiana Tech University Bulletin (catalog) for handling of violations of

academic misconduct. Also see the back of the Student Handbook for Louisiana Tech's Honor Code.

6.02 On-Campus Violations

Student actions on campus that violate University behavioral standards and local, state, and federal laws give rise to the possibility of dual jurisdiction and may be dealt with in one of the following ways:

6.02:01 The student may, in the case of minor violations and infractions, be subjected only to censures imposed by the University authority.

6.02:02 The student may be subjected to censures imposed by the civil authority and by University authority.

6.03 Off-Campus Violations

Students apprehended for off-campus violations of local, state, and federal laws are clearly within the jurisdiction of civil authority. The University has a responsibility to respond, in certain cases, to students who are involved in off-campus incidents.

The University's concern may extend to off-campus violations of local, state, and federal laws if an individual student or a recognized student organization's off-campus conduct adversely affects the normal educational function of the University or could injure or endanger the welfare of others in the University and would be in violation of University behavioral standards if the conduct had occurred on campus.

When a student is apprehended for violation of local, state, and federal laws, the University will not request special consideration for the student because of his or her status as a student. Such action promotes disrespect for the law, retards the growth of responsibility, and tends to create the erroneous impression that the University sees itself as sanctuary for lawbreakers. The University will, however, cooperate with local, state, and federal agencies in a program for the rehabilitation of the student unless the seriousness of the violation serves to place in doubt the general welfare of the University and members of the University community.

In such cases, an immediate hearing is held by the Vice President for Student Advancement (or his designee) to determine if interim suspension pending a full hearing will be imposed (see Section Thirteen for more information on interim suspension). The sanction is used if it is determined that the student's presence on campus would constitute clear danger to him/herself or to the safety of other persons or property on the premises of the University or would pose an immediate threat of disruptive interference with the normal conduct of the University's activities.

This process is used in all cases of violent felony arrests and other circumstances that the University feels meet the above-mentioned criteria.

Louisiana Tech University will cooperate with other universities and local, state, and federal agencies in the investigation, adjudication, and resolution of disciplinary and legal matters.

Actions taken under the conduct process are separate and apart from any law enforcement or other court process or proceeding, such as a civil lawsuit or criminal prosecution, that may relate to the same underlying factual incident. Louisiana Tech's jurisdiction does not depend on whether a responding student is criminally charged through the criminal justice system. The conduct process is not postponed while criminal or civil proceedings are pending unless otherwise determined by the conduct officer. Dismissal

of civil or criminal charges or acquittal in a case does not prevent Louisiana Tech from investigating and adjudicating an incident.

6.04 Enumeration of Behavioral Standards

The following enumeration of violations is merely illustrative and should not be taken to be all inclusive. Any student is subject to disciplinary action which may result in separation from the University whenever behavior is in violation of the Board of Supervisors for the University of Louisiana System and University behavioral standards and/or local, state, and federal laws.

6.04:01 Aiding, Abetting, or Concealing Violators - To help, encourage, support, or provide false information concerning a violator of the Code of Conduct or any local, state, or federal laws is prohibited.

6.04:02 Alcoholic Beverages - Students, recognized student organizations, or groups of students shall not dispense or possess alcoholic beverages on University property or at University sanctioned functions. Any student in a state of public intoxication or who, while intoxicated, disturbs the peace, operates a vehicle, or acts in a disorderly manner is subject to disciplinary action.

6.04:03 Breach of Regulations Relating To Student Housing - Participating in raids of University residence halls, violating closing hour restrictions, violating visiting hours and occupancy rules and regulations of the University, or any other breach of Housing regulations is prohibited.

6.04:04 Destruction, Misuse, Damage, or Defacing of Property - Participating in activities that destroy, misuse, damage or deface private, personal, or University property is prohibited. Violations involving destruction or damage will require the violator(s) to replace or repair to the satisfaction of the rightful owner all destroyed, misused, damaged, or defaced property.

6.04:05 Disrespect for Authority - Failure to comply with instructions and directions of University officials or law enforcement officers acting in the performance of their duties or failure to comply with such instructions and directives—including identification by ID card—is prohibited. Verbal, written, and/or electronic harassment of any faculty, staff member, or student employee while performing duties assigned by the university is in violation of this section.

6.04:06 Dogs, Cats, and Other Animals - No person, being the owner or keeper, or harboring or having charge shall permit dogs (other than the official school mascot), cats, and other animals to enter University buildings, structures, or facilities. The term “animals” as used in this section, shall include all kinds of animals: mammals, fowl, reptiles, and amphibians. This shall not apply to seeing-eye dogs when accompanied by their masters nor shall it apply to animals used for approved research or observation in classroom, laboratory, farm, or clinical facilities (laboratory animals however are not allowed in residence halls).

6.04:07 Failure to Register Meetings or Assemblies – Use of University facilities for scheduled meetings, assemblies, or events must comply with Campus Speech and Demonstration Policy 1311 and University Facilities Policy 4105.

6.04:08 False Reporting of Emergency - Making false reports of a bomb, fire, or other emergency in any building, structure, or facility on University premises or University-related premises by means of activating a fire alarm, emergency phones, or by any other manner is prohibited.

6.04:09 Falsification, Forgery, and/or Dishonesty - Furnishing false or misleading information,

altering any University material, misusing one's name or forging the name of another in any manner, using identification cards, meal tickets, etc. of another is prohibited. Allowing unauthorized use of identification cards, meal tickets, etc. is also prohibited. Repeat violations of the Louisiana Tech Honor Code will be addressed as a violation of this section of the code.

6.04:10 Gambling - Gambling inconsistent with state and local law on the campus is prohibited. In addition, student athletes are also subject to NCAA requirements regarding gambling activities.

6.04:11 Group Offenses - Organizations, groups, clubs, societies, or other segments of the University community are responsible for compliance with the behavioral standards of the University and with local, state, and federal laws. Upon satisfactory proof that the organization did not discourage or did not take reasonable steps to prevent violations of University behavioral standards, local, state, federal laws, the organization may be subjected to permanent or temporary suspension of recognition, social probation, denial of use of University facilities, or other similar sanctions. The determination that the organization is liable to disciplinary censure under the above paragraph, and determination of the censure to be imposed, shall be made by the appropriate judicial body subject to the approval of the Student Organizations Committee, at a hearing held for that purpose (see regulations governing student organizations). The University requires (in case of appropriation of and/or damage to property) that the property be repaired or replaced to the satisfaction of the original owner and that the individual or group responsible provide written evidence of such by a designated date (also see regulations governing student organizations).

6.04:12 Unauthorized Selling of Books - Selling of books belonging to another person, organization, firm or institution, with or without permission, is considered theft.

6.04:13 Unauthorized Use of Telephones - Charging or permitting to be charged any long distance telephone call or telegraph message to any telephone on University premises without proper authorization is considered theft.

6.04:14 Unauthorized Visits to Other Campuses - Louisiana Tech University neither condones nor authorizes visits to other college or university campuses for the purpose of defacing property or creating disturbances. University officials will cooperate with any other university or law enforcement agencies.

6.04:15 Interference or Failure to Comply with Emergency Procedures - Intentionally interfering with emergency procedures prescribed for any building, structure, or facility on University premises, or failing to follow prescribed emergency procedures such as willful disregard of the emergency alarm signal is prohibited.

6.04:16 Late and Delinquent Payments - For regulations pertaining to late and delinquent payments refer to the Louisiana Tech University Bulletin (catalog) and Section 5.02:08 of this code.

6.04:17 Lewd, Indecent, or Obscene Behavior - Lewd, indecent, or obscene behavior or activity as defined by law is not condoned by the University. In the event that an interpretation of lewd, indecent, or obscene behavior is needed, the Behavioral Standards Committee shall be called upon to review the behavior or activity against prevailing legal standards and University policy.

6.04:18 Obstruction or Disruption - Participating in activities that obstruct or disrupt any University function, mission, or process—including but not limited to instruction, administration, meetings, ceremonies, or recognized student activities, or violating the rights of others—is prohibited.

6.04:19 Physical and/or Mental Abuse - Participating in activities that endanger or attempt to endanger the physical and/or mental health, safety, and rights of members of the University community or guests of the University is prohibited. This includes, but is not limited to, fighting or violence, harassment, and stalking. (See section 3.01:21 for categories of harassment and 3.01.22 for a definition of stalking.)

6.04:19A 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.

6.04:19B Hazing - Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

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

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- (v) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- (vi) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, 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.
- (vii) 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.
- (viii) 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.

For purposes of this Policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by a postsecondary education institution.

6.04:20 Possession and/or Use of Guns, Firearms, Knives, Explosives, Electroshock Devices such as: Tasers, Stun Guns, and Other Weapons - Possession of and/or exploding of fireworks and other explosives and possession and/or discharging of shotguns, rifles, pistols, air rifles, BB guns, paint guns, sling shots, bows and other lethal or damaging weapons on campus by student(s) unless authorized by the Vice President for Student Advancement is prohibited. Possession includes, but is not limited to, one's person; University residence hall room; office, academic, administrative, or maintenance building; or vehicle. Exception for paintball markers: Paintball markers are allowed only in the North University Park All Zone Parking Lot and inside the Lambright Sports Center. Only reballs are allowed on campus for use in Club Sports and Intramurals. Paintballs are not allowed on campus. Paintball markers must be carried in a locked case until in the Blue Gym inside Lambright Sports Center. See the Intramural and Sports Club Handbooks for further details about paintball markers.

6.04:21 Possession and/or Sale of Drug Paraphernalia and Possession, Sale and/or Consumption of Narcotics, Depressants, Stimulants, Hallucinogens, or Solvents - The University prohibits the possession and/or sale of drug paraphernalia as well as possession, consumption, ingestion, injection, or inhalation (without prescription or medical authorization) of substances that have the capacity to change a person's mood, behavior, or mind, or modify and relieve pain, such as, but not limited to marijuana, opiates, amphetamines, barbiturates, hallucinogens, psychedelics, or solvents. See Drug Free Schools and Communities Act & Associated Standards statement on page 70 for additional details.

6.04:21A Drug Traffic Loitering - Knowingly or intentionally remaining in an office, room, or vehicle (or within 6 feet of a vehicle) where one knows or reasonably should have known that the office, room, or vehicle contains drug paraphernalia or illegal drugs as defined above is prohibited by the University. Knowingly being in the company of an individual who is in possession of illegal drugs or drug paraphernalia also constitutes Drug Traffic Loitering and is prohibited by the University.

6.04:22 Emotional, Psychological and/or Medical Disorders – When a student's behavior is deemed to be a danger to self or others or disruptive to the University community, the University may take the necessary action to protect the student in question and any other persons. Such action may include mandatory withdrawal from the University, disciplinary action, and/or notification of the student's parents or guardians (even if the student is 18 years or older). In the case of behavior indicating danger to self or others or disruption to the University community, the University reserves the right to require the student to provide documentation of a psychological and/or medical evaluation assessing the student's state and validating the individual's readiness to return to the University environment. Such documentation will be submitted to the Vice President for Student Advancement and will be used to determine the terms of reinstatement of the student. Danger to self or others may include but is not limited to suicidal attempts, gestures, or ideation, repeated intentional self-injury, threats or acts of assault and behaviors which necessitate unusual measures to monitor, supervise, treat, protect, or restrain said student to ensure his/her safety and safety of others. Disruptive behavior is that which causes emotional, psychological, or physical distress to students, faculty, or staff and which necessitates unusual measures to monitor, supervise, treat, protect or restrain the said student. Students who refuse or are unable to cooperate with recommended assessment and/or treatment or those whose psychological or physical condition suggests a disorder (such as eating disorder or psychosis) that is observed to deteriorate to the point of permanent disability or inability to function in the university environment may also be deemed a danger or disruption to the University community. Included in this description are students whose physical or psychological disorder requires specialized services beyond those available on campus or in the local community and whose condition will deteriorate without additional resources.

6.04:23 Raiding University Facilities - Raiding of University-owned or University-operated facilities is a serious breach of behavior and will not be condoned by the University. Individual students or groups of students who in any way disrupt the normal operation for which the facility is being used, or who interfere with, block, or impede the flow of pedestrian traffic will be notified by an official of the University that they are in violation of the behavioral regulations of the institution.

6.04:24 Starting Fires or Other Acts of Arson - Starting fires or other acts of arson in or on University owned or University- controlled property, facilities, and equipment without proper authorization is prohibited.

6.04:25 Tobacco - Summary/Purpose: Act 211 of the 2013 Louisiana State Legislative session directs all public post-secondary educational institutions to develop smoke-free policies for its campuses. Nothing in this law prohibits institutions from developing a tobacco-free policy. Therefore, Louisiana Tech University has approved this policy to provide notice of and guidelines about the tobacco-free and smoke-free environment at the University.

Smoking and the use of all tobacco products, including but not limited to cigarettes, cigars, cigarillos, pipe, hookah-smoked products, e-cigarettes, and oral smokeless or spit are prohibited at all times, and at all locations of Louisiana Tech University including University-owned or leased facilities, properties, and grounds. This prohibition includes but is not limited to the following:

- The interior of all University-owned buildings;
- All external University property or grounds, including sidewalks, parking lots, recreational areas and partially enclosed areas such as walkways, breezeways, patios, porches, gazebos, tents, and bus shelters;
- Within any State-owned vehicles, including buses, vans, shuttles, golf carts, and all other University vehicles; and
- All indoor and outdoor athletics venues and facilities.

Smoking policies at the Louisiana Tech Barksdale instructional site are set by the Department of Defense and can be found on the [Tech Barksdale website](#).

This policy applies to all faculty, staff, students, visitors, and contractors. The University also prohibits littering the campus with remains of any tobacco products. Additionally, the University-controlled advertising, sale, or free sampling of tobacco products is prohibited on campus, regardless of the vendor.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and athletic events using University-owned facilities, grounds, and properties are required to abide by Louisiana Tech University policies. Therefore, organizers of such events are responsible for communicating to attendees the policies of the University and for enforcing this “tobacco-free/smoke-free” policy.

Communication: Persons will be informed of this policy through-

- Signs posted in appropriate areas throughout the university
- Various University web-sites including Human Resources, Alumni Affairs, Athletics, Health Center, Counseling Center, and others
- E-mail communication to all employees and students
- The Louisiana Tech University Catalog
- Faculty/Staff Policies and Procedures
- Student Code of Conduct
- Athletics Policy & Procedures Manual
- Student Organization Handbook
- College and/or program guidebooks and manuals
- Other University publications and communications.

Respect and Responsibility: The success of this policy depends on the thoughtfulness, consideration, and cooperation of users and non-users of tobacco products. All members of the University community share in the responsibility for adhering to and enforcing this policy. Courtesy and consideration shall be exercised when informing violators of the policy. Any complaint should be brought to the attention of the appropriate University authorities. Anyone who complains shall be protected against retaliation.

Enforcement: Enforcement of this policy will depend on the cooperation of all faculty, staff, and students not only to comply with the policy, but also to encourage others to comply, in order to promote a healthy environment in which to work, study, and live. Civility and respect are expected by all members of the University community in regards to this policy. Violations of the policy should be referred to the appropriate administrative office for review and action: for academic employees, the Office of Academic Affairs; for staff, the Office of Human Resources; and for students, the Office of Student Affairs. Violations may also result in a citation by law enforcement in accordance with state law.

Smoking Cessation Programs: The University Health Center and Counseling Services offer a range of smoking cessation and support programs for all members of the University community who desire to quit smoking. Additional information may be found at 1-800-QUIT-NOW (1-800-784-8669)

6.04:26 Unauthorized Alteration or Use of Emergency or Safety Equipment –

Unauthorized use or alteration of fire-fighting equipment, safety devices, or other emergency or safety equipment is prohibited.

6.04:27 Unauthorized Appropriation and/or Possession of Property - Appropriation of or attempts to appropriate private, personal, organizational, or University property without the consent of the owner is prohibited. Possession of stolen property on campus whether or not appropriated on or off campus shall be a violation of this section of the code of conduct.

6.04:28 Unauthorized Demonstrations and Mass Gatherings - Disrupting the normal operation of the University or interfering with, blocking, or impeding the normal flow of pedestrian or vehicular traffic or interfering with the educational pursuits of members of the University community is prohibited. (See 3.01:20 for further information on University speech and demonstration regulations.)

6.04:29 Unauthorized Entry - Entry without authorization into University-owned or University-controlled facilities or property or property of individuals is prohibited.

6.04:30 Unauthorized Possession - Possession of examinations, equipment, property, or supplies of the University or members of the University community or of a guest of the University and the possession of keys and/or making or causing to be made any key or keys for any building, laboratory, facility, or room of any building of the University without authorization is prohibited.

6.04:31 Unauthorized Soliciting, Advertising, Selling, and Distribution of Material - No person may solicit, advertise, or sell, or distribute commercial material of any nature on University-owned or University-controlled property without approval. Soliciting is defined in this policy as directly requesting donations, contributions, or other payment from individuals or groups for the purpose of commercial gain. This does not include speech or conduct protected by the First Amendment, which is regulated under Policy 1311 – Campus Speech and Demonstration Policy. Request for approval should be in writing and directed to (a) Director of Housing for the areas of residence halls and apartments, (b) the Director of Student Activities for the Student Center, (c) the Director of Recreational Services for the Lambright Sports Center; (d) the Assistant Vice President of Administrative Services for all academic facilities, Prescott Library, maintenance areas, etc.; (e) the Director of Athletics for intercollegiate athletic fields; (f) and the Superintendent of Maintenance for all other outside areas. For other facilities, request approval from their respective managers.

6.04:32 Violation of Campus Privileges - A student who has resigned or has been suspended or

expelled must leave the campus within 24 hours after their relations with the University have been severed. The student who does not leave the campus within the allotted 24 hours or obtain written permission from the Vice President for Student Advancement to remain on campus will be subject to further disciplinary action and prosecution to the fullest extent of the law.

6.04:33 Violation of Disciplinary Sanctions - Violation of the disciplinary sanctions of the Vice President for Student Advancement or his agent will subject the student to further disciplinary action(s). This includes sanctions imposed by the Honor Council.

6.04:34 Unauthorized Parades, Spirit Activities, Etc.- Parades, spirit activities, etc., that require the use of the streets must be registered with the Director of Student Development at least 24 hours prior to the event.

6.04:35 Drug Testing - All NCAA or Intercollegiate student-athletes will be drug-screened at the beginning of each school year, and then randomly at other times during the year, for preventing the use and abuse of illegal drugs.

6.04:36 Discrimination - Discrimination occurs when an individual, or group of individuals, is treated adversely because they belong to a protected class of individuals that is protected from discrimination by a federal or state statute or University policy. Prohibited discrimination is defined as any act that either in form or operation, and whether intended or unintended, discriminates against individuals within a protected class. Protected classes include the following: age, race, color, ancestry, national or ethnic origin, religion, veteran status, sex, sexual orientation, disability, and genetic information.

6.04:36A Harassment - Harassment is a specific form of discrimination. It is unwelcome behavior directed at a person that a reasonable person would perceive to be sufficiently severe or pervasive to create an intimidating, hostile, or offensive environment for academic pursuits, employment, or participation in University-sponsored activities.

6.04:36B Sexual Harassment - All allegations of sexual harassment (including, sexual assault, dating violence, domestic violence, stalking, and sexual exploitation) will be forwarded to the Director of Title IX Compliance / Title IX Coordinator (Mortissa Harvey; phone: 318-257-5911; email: mharvey@latech.edu) for review to determine if the case falls within the scope of Title IX's jurisdiction. If the case does not fall within Title IX's jurisdiction (**Process A**), then it may fall under Power-based Violence (**Process B**). See University Policies 1436 – Power-based Violence and Title IX for specific details and procedures associated with these policies. These policies can be found at the following location: <https://www.latech.edu/administration/policies/p-1445/>.

Process A and the procedures below apply **only** to qualifying allegations of sexual harassment (including, sexual assault, dating violence, domestic violence, stalking, and sexual exploitation involving students, staff, administrator, or faculty members) within the scope of Title IX's jurisdiction.

The Title IX Regulations of 2020 have defined in detail the complaints of sexual harassment that fall under the jurisdiction of Title IX and require a specific protocol for addressing and resolving a grievance. Specifically Sexual Harassment as defined by Title IX is conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome conduct of a sexual nature, whether verbal or physical; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education

program or activity; or (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Process B applies to Power-based violence, which includes dating violence, domestic and family abuse, nonconsensual observation, sexual assault, sexual exploitation, sexual harassment, stalking, and unlawful communication when jurisdiction does not fall within **Process A**, as determined by the Director of Title IX Compliance / Title IX Coordinator. See Policy 1436 for definitions of Power-based violence.

Louisiana Tech University offers all students the opportunity for an educational experience free of discrimination or harassment of any kind. Appropriate avenues are available to hear concerns or grievances through the Title IX Office, the Office of Student Conduct and Academic Integrity or Louisiana Tech Counseling Services.

6.04:37 Sexual Assault - Sexual assault is defined as any sexual act directed against another person, either forcibly or nonforcibly and/or against that person's will where the victim does not give or is physically or mentally incapable of giving “effective consent.”

“Effective Consent” shall be informed, freely and actively given, and shall include mutually understandable words and actions. “Effective Consent” cannot be given by a minor and people who are physically and/or mentally incapacitated. This would include, but is not limited to, individuals who are under the influence of alcohol and/or other drugs.

6.04:38 Misuse or Abuse of Computer Equipment, Programs, Data, Video, or Audio - Unauthorized use of computing resources or use of computing resources for unauthorized purposes is prohibited. This may include, but is not limited to, such activities as accessing or copying programs, records, or data belonging to the University or another user without permission; attempting to breach the security of another user’s account or deprive another user of access to the University’s computing resources; knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks; using the University’s computing resources for financial gain; allowing non-university personnel access to university computing resources; displaying images or text that is obscene, unlawful, or otherwise in violation of University policy, in use of university computing services; transporting copies of University programs, records, or data to another person or computer site without written authorization; attempting to illegally download copyrighted material including music, television programs, software, and movies; and attempting to destroy or modify programs, records, or data belonging to the University or another user.

6.04:39 Violation of Local, State, or Federal Laws - Violating any local, state, or federal laws shall be a violation of this Code.

6.04:40 Breach of University Regulations - Violating any University rules, procedures, or policies related to conduct, order, operations, or safety is a violation of this code. This code applies to all areas of the University, including but not limited to: Student Advancement, Academic Affairs, Administrative Affairs, University Advancement, and Athletics, including each area’s subdivisions and departments.

6.05 Behavior Referred to the Behavioral Standards Committee

Certain behaviors that, upon review, present a clear and present danger to the University community will be dealt with swiftly and seriously. Given preponderance of evidence that this behavior occurred, the case may be reviewed immediately by the University’s Behavioral Standards Committee. These behaviors may

include but are not limited to the following:

6.04:01	Aiding, Abetting, or Concealing Violators (Dependent upon offense)
6.04:08	False Reporting of Emergency
6.04:09	Falsification, Forgery, and Dishonesty
6.04:12	Unauthorized Selling of Books
6.04:13	Unauthorized Use of Telephones
6.04:19	Physical and/or Mental Abuse
6.04:20	Possession and/or Use of Guns, Firearms, and Explosives
6.04:21	Possession and/or Sale of Drug Paraphernalia and Possession, Sale, and/or Consumption of Narcotics, Depressants, Stimulants, Hallucinogens, or Solvents
6.04:24	Starting Fires or Other Acts of Arson
6.04:26	Unauthorized Alteration or Use of Emergency or Safety Equipment
6.04:27	Unauthorized Appropriation and/or Possession of Property (Theft)
6.04:33	Violation of Disciplinary Sanctions
6.04:36	Discrimination
6.04:36A	Harassment
6.04:38	Misuse or Abuse of Computer Equipment, Programs, or Data
6.04:40	Breach of University Regulations

SECTION SEVEN DISCIPLINARY COMMITTEES & FUNCTIONARIES

7.01 Vice President for Student Advancement

Most violations and infractions of the University behavioral standards are dealt with by the Vice President for Student Advancement or his representatives, including University Police, Student Conduct & Academic Integrity, and Residential Life officials. (See Section Eight for procedures and censures of the Vice President for Student Advancement.)

7.02 The Behavioral Standards Committee

The Behavioral Standards Committee is a disciplinary committee composed of student, faculty, and staff members. This committee has a dual function: it is the disciplinary agent of the University in cases referred to it by the Director of Student Conduct & Academic Integrity or his/her representative; it has appellate jurisdiction over students and is empowered by the Vice President for Student Advancement. (See Section Nine for composition, procedures, and censures of the Committee.)

7.03 The Honor Council

The Honor Council is an academic disciplinary committee composed of student, faculty, and staff members. This committee has a dual function: it is the disciplinary agent of the University in cases referred to it by the Director of Student Conduct & Academic Integrity or his/her representative; it has appellate jurisdiction over students, who have violated the Honor Code, and is empowered by the Vice President for Student Advancement. (See Sections One through Ten of the Academic Honor Code for composition, procedures, and censures of the Honor Council.)

7.04 The Student Organizations Committee

The Student Organizations Committee is a disciplinary committee composed of student, faculty, and staff members. This committee has a dual function: it is the disciplinary agent of the University in cases referred to it by the Director of Student Conduct & Academic Integrity or his/her representative; it has appellate jurisdiction over recognized student organizations and is empowered by the Vice President for Student

Advancement. (See Section Nine for composition, procedures, and censures of the Committee.)

7.05 The Administrative Review Board

The Administrative Review Board is a committee of four members vested with appellate jurisdiction only. Specifically, this board hears only appeals of decisions rendered by the Behavioral Standards Committee, Honor Council and the Student Organizations Committee. (See Section Ten for composition and procedures of the Board.)

7.06 The President of the University

By virtue of the powers vested in him by the Board of Supervisors for the University of Louisiana System, the President is the highest disciplinary functionary at the University. He is, therefore, the highest appellate authority only after all other University appeals have been exhausted.

SECTION EIGHT

VICE PRESIDENT FOR STUDENT ADVANCEMENT

House Bill NO. 364: “Due Process and Protection Act”

As detailed in **House Bill NO. 364, “Due Process and Protection Act,”** any student or recognized student organization accused of violating Student Conduct rules is entitled to the following:

1. Right to be informed of their rights.
2. Right to receive notice of the alleged violation.
3. Right to be informed of the evidence the institution used to make the charge.
4. Presumption of innocence.
5. Access to an administrative file that contains all non-privileged documents pertaining to the allegation.
6. Elimination of conflicts of interest among counselors, investigators, institutional prosecutor, and adjudicators.
7. Right to appeal.
8. Right to legal counsel at your own expense, or a non-attorney advocate.
9. Right to examine and cross-examine witnesses.
10. Private right of action against the institution to recover actual damages.

See the following link for the complete bill: <https://legiscan.com/LA/text/HB364/2022>

8.01 Disciplinary Procedures

In the event that a student is reported for a violation or infraction of the rules and regulations of the University, or of local, state, or federal laws, the following procedures apply:

8.01:01 It is the responsibility of the Vice President for Student Advancement or his representative to notify the accused of the alleged violation in writing. The written notice will include the section(s) of the Student Conduct rules alleged to have been violated and any evidence used in making the charge(s).

8.01:02 If, in the opinion of the Vice President for Student Advancement or his representative, the violation or infraction warrants disciplinary censure, the Vice President for Student Advancement or his representative may impose on the violator any one or any combination of censures provided in Section 8.02.

8.01:03 If the Vice President for Student Advancement or his representative refers the matter to the Behavioral Standards Committee (BSC) for its hearing, the following procedure will be effectuated:

- A. The Vice President or his representative will assemble and submit a packet of all relevant incident reports and supporting materials to the BSC for review;
- B. The accused student will be afforded an initial meeting with the Conduct officer to review all incident reports and supporting materials and ask questions prior to the scheduled BSC meeting;

8.02 Measures of Discipline

The Vice President for Student Advancement or his representative may use various measures of discipline, depending upon the seriousness of the situation, some of which are as follows:

8.02:01 Counseling - Establishes a series of sessions with the student in an effort to help him or her better understand the importance of (a) assuming the responsibility of a mature citizen, (b) being able to adjust to the behavioral standards of the University community of which he or she chose to be a member, and (c) being considerate of other people and their rights.

8.02:02 Reprimand - Consists of a letter, which becomes a matter of record of an incident of behavior that does not meet the standards of residence hall or community living.

8.02:03 Suspension of Social Privileges - Prohibits the student from attending or participating in activities sponsored by the (a) Union Board, (b) Louisiana Tech Concert Association, (c) Student Center, (d) Intercollegiate Athletic Department, and/or (e) the Intramural Department.

8.02:04 Community Service - Assigns the student to perform or complete a specific task for a specific number of hours within a specific time period.

8.02:05 Restriction of Residence Hall/Apartment Privileges - Restricts the student from privileges such as visitation or use of electronic equipment in his or her residence hall room/apartment.

8.02:06 Suspension of the Use of a Motor Vehicle on Campus - Prohibits the student from having or operating a motor vehicle on campus and/or permitting someone else to operate a motor vehicle he or she owns or has in his or her possession.

8.02:07 Residence Hall Probation - Specifies a period of time in which the student is given an opportunity to prove that he or she can abide by the residence hall/apartment rules and regulations.

8.02:08 Administrative Probation - Specifies a period of time in which the student is given an opportunity to prove that he or she can abide by the behavioral standards of the University.

8.02:09 Replacement and/or Repair to Property - Provides that the student must produce written evidence by a designated date that he or she has replaced and/or repaired to the owner's satisfaction any unauthorized damaged or appropriated property.

8.02:10 Areas Placed Off-Limits - Restricts the student from certain areas or facilities.

8.02:11 Relocation - Moves the residence hall resident/apartment resident to a different location in

the residence halls/apartments or requires student to vacate residence halls/apartments.

SECTION NINE

THE BEHAVIORAL STANDARDS COMMITTEE

9.01 Composition

9.01:01 General Roster - The Behavioral Standards Committee shall be selected from a roster composed of the following:

- A. Twelve (12) faculty members appointed by the Vice President for Academic Affairs;
- B. Twelve (12) staff members appointed by the Vice President for Student Advancement;
- C. Six (6) SGA upperclassmen and six (6) upperclassmen appointed by the President of the University (These upperclassmen must have completed 60 hours); and
- D. Four (4) chairpersons appointed by the Vice President for Student Advancement.

9.01:02 Special Called Roster - Each hearing shall include faculty members, staff members, two students, and a chairperson. The members shall be scheduled in advance from the general roster of the Committee members, as provided in this section.

9.01:03 Quorum - The presence of a chairperson and six members from the general rostrum with at least one member from each area shall constitute a quorum; and, with a quorum present, the Committee may perform any of its functions and exercise any of its powers.

9.01:04 Recusal – Serving Committee members associated with the case being considered may excuse themselves. The accuser or the accused may petition for the recusal of a committee member.

9.01:05 All hearings will be closed except to those involved in the hearings.

9.02 Disciplinary Procedures - These procedures will apply when a student is referred to the Behavioral Standards Committee for infractions or violations of University behavioral standards and/or local, state, and federal laws. The purpose of the hearing is to determine if University behavioral standards have been violated.

9.02:01 The student will be given written notification at least ten (10) business days before the date set for the hearing. For purposes of this section, the day after the date of notification shall be the first day of the ten-day delay period. The notification will include the charges against them; the date, time, and place of the meeting of the hearing board; the right to review evidence and a list of witnesses presented at the hearing; and the right to bring witnesses on their behalf.

9.02:02 Both the accuser and the accused will be informed that he or she may bring one representative (either personal or legal counsel) who may attend and advise the student and present the student's case. The representative or the attorney may "fully participate" by making opening and closing statements, examining evidence, and cross-examining witnesses. The student shall give the Committee notice in writing of his or her plans to bring a representative.

9.02:03 The student will be notified that he or she can present evidence or witnesses on their behalf, that he or she will have a reasonable opportunity for questioning witnesses appearing against him or her, and that he or she may be present during all phases of the hearing except during the Committee deliberation.

The student will be notified of his/her right to review all of the evidence that will be presented on behalf of the University.

9.02:04 The Committee shall be empowered to hear or not to hear such witnesses and evidence as it may deem relevant and fair, including but not limited to, any information made as part of the original report.

9.02:05 The Vice President for Student Advancement or their representative will be present at this hearing.

9.02:06 Once a date, time, and meeting place of the hearing have been established, the student duly notified, and a Committee quorum convened, the hearing may be held even though the student or his personal representative or both of them fail to appear. However, if in the opinion of the Chairperson of the Behavioral Standards Committee, there is just cause for delay of the hearing, the Chairperson may reschedule it for a later date. For purposes of this section, “just cause” means any eventuality that would prevent the student from receiving a fair hearing.

9.02:07 The Office of Student Conduct and Academic Integrity shall record the meeting.

9.02:08 Victims of acts of violence reviewed by the Committee may request to be informed of the Committee’s decision. In cases of power-based violence/sexual misconduct both the victim (complainant) and the accused (respondent) will automatically be notified in writing of the Committee’s decision.

9.03 **Censures Recommended by the Behavioral Standards Committee** - Censures which may be recommended and/or imposed by the Behavioral Standards Committee for violations and infractions of University standards and/or local, state, and federal laws include, but are not limited to, the following:

9.03:01 **Administrative Probation** - A precautionary measure that carries the provision that continued enrollment depends on strict compliance with University behavioral standards, and local, state, and federal laws. Administrative probation shall be for a definite period of time. See Section 8.02 also.

9.03:02 **Suspensions** - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. While on suspension, the student is denied access to University owned or leased grounds, facilities, equipment, computer networks, vehicles, and all University planned, promoted, or sponsored activities. Any suspended student found in violation is subject to arrest for trespassing. In the case where a student is a member of a student organization that is officially recognized by the University, he/she is prohibited from attending the student organization’s activities on or off campus. Suspensions may be imposed at the end of the current quarter with credit for the quarter’s academic work or immediately with no academic credit for the quarter during which the suspension is imposed.

9.03:03 **Expulsion** - Separation of the student from the University permanently. The former student is denied access to University owned or leased grounds, facilities, equipment, computer networks, and vehicles, and all University planned, promoted, or sponsored activities.

Any expelled student found in violation is subject to arrest for trespassing.

In the case where the former student was a member of a student organization that is officially recognized

by the University, the former student is prohibited from attending the student organization's activities on or off campus.

9.03:04 Ban During Appeal Process - In extreme circumstances, the Behavioral Standards Committee has the authority to ban a student from all activities and facilities of the University during the appeal process. Any student banned during the appeal process shall contact the Director of Student Conduct for assistance in preparing for the appeal and in receiving permission to come on campus for the Administrative Review Board hearing. See Section Thirteen (13) Interim Safety Measures for additional details.

Partial bans, which are not limited to but could include permission to attend class, are within the authority of the Behavioral Standards Committee.

Any student found in violation of this ban will be subject to arrest for trespassing.

9.03:05 Restitution, Counseling, and/or Community Service - When the Behavioral Standards Committee determines that violations or infractions result in the loss of and/or damage to property, the student will be given written notice by the Chairperson that they must provide written evidence to the Vice President for Student Advancement or their designee within a time period specified by the Committee that damaged or lost property has been replaced and/or repaired to the owner's satisfaction. When the Committee recommends community service or counseling, it is the responsibility of the student to provide written notification to the Vice President for Student Advancement within a time period specified by the Committee that the requirements have been completed.

SECTION TEN

ADMINISTRATIVE REVIEW BOARD

10.01 Composition

The Administrative Review Board shall consist of the following:

- A. The Vice President for Student Advancement or their designee as chairperson;
- B. The University Provost or their designee; and
- C. The Dean of the College in which the student is registered or their designee.

10.02 Procedures of the Administrative Review Board

10.02:01 Quorum - The presence in person of two members of the Administrative Review Board (or their duly appointed representative) shall constitute a quorum.

10.02:02 All hearings will be closed except to those involved in the hearings.

10.02:03 Other Procedural Matters - For other procedural matters relating to the Administrative Review Board, see Section 11.02 of this handbook.

SECTION ELEVEN

APPEALS

11.01 Procedures for Appeal

A student (both the alleged and the victim) may issue a written appeal of a decision by the Vice President for Student Advancement or their designee, the Behavioral Standards Committee, or Administrative Review Board if any of the following apply:

- A. new evidence
- B. contradictory evidence
- C. no due process
- D. disproportionate sanctions

Students initiating the appeal process should be aware that an appeal can result in the appeal being: A) being granted, B) being denied, C) a new hearing ordered, or C) the sanction(s) reduced or modified. Students who face a suspension or expulsion sanction and are appealing should attend classes until otherwise notified by the university.

11.01:01 Prerequisite to All Appeals - The appeals provided in 11.02, 11.03, 11.04, 11.05, 11.06, and 11.07 of this section shall not be made until the complaining student has exhausted all prior appeals.

11.02 From an Administrative Action of the Vice President for Student Advancement Directly Affecting an Individual Student

Any student may appeal an administrative action of the Vice President for Student Advancement or their designee when the action directly affects such student in his individual capacity. The complaining student must notify in writing the Chairman of the Behavioral Standards Committee of his intention to lodge an appeal within ten (10) business days after the date of the Vice President’s or their designee’s written decision has been given to the student. The appeal must be submitted in writing, and must identify the reason(s) for appealing (see 11.01). Late notices of intent to appeal will be accepted or rejected by the Chairperson of the Committee after hearing the student’s reason for late submission. The entire record of previous proceedings and the evidence presented before the Behavioral Standards Committee shall be automatically transmitted to the Administrative Review Board. The student may, at their discretion, submit additional written evidence, which is relevant to the issue before the Board.

The Chairperson of the Behavioral Standards Committee shall proceed according to Section 9.02. In appeals from administrative actions of the Vice President for Student Advancement or their designee, the Behavioral Standards Committee shall hear and decide the merits of the accusation and the censure imposed. The Vice President for Student Advancement or their designee will be present at this hearing.

11.03 From a Recommendation of the Behavioral Standards Committee

Within ten (10) business days after written notice of a decision of the Behavioral Standards Committee has been given, the aggrieved student shall have the right to appeal to the Administrative Review Board. To do so, the student shall give written notification to the Vice President for Student Advancement of their intention to appeal to the Administrative Review Board. The appeal must identify the reason(s) for appealing (see 11.01). The Vice President for Student Advancement shall, within a reasonable time, set a date, time, and place for review of the decision of the Behavioral Standards Committee and notify the student thereof. Late notices of intent to appeal will be accepted or rejected by the Chairperson of the Committee after hearing the student’s reason for late submission. The entire record of previous proceedings and the evidence presented before the Behavioral Standards Committee shall be automatically transmitted to the Administrative Review Board. The student may, at their discretion, submit additional written evidence, which is relevant to the issue before the Board.

The Vice President for Student Advancement or their representative will be present at this hearing. The Administrative Review Board may take any one of the following actions:

- A. grant the appeal
- B. deny the appeal;
- C. order a new hearing; or
- D. reduce or modify the sanction(s).

11.04 From a Recommendation of the Administrative Review Board

Within ten (10) business days after receipt of notice of a decision of the Administrative Review Board, the complaining student shall have the right to appeal to the President of the University. To do so, the student shall give written notification to the Vice President for Student Advancement of his/her intention to appeal to the President of the University. Late notices of intent to appeal will be accepted or rejected by the Vice President for Student Advancement after hearing the student's reasons for failure to comply with the preceding sentence. The entire record of the prior proceeding and all evidence previously presented shall be automatically transmitted to the President of the University. The student may, at his/her discretion, submit additional written evidence, which is relevant to the issue or issues before the President. The President of the University may, at their discretion, take any one of the following actions:

- A. grant the appeal
- B. deny the appeal;
- C. order a new hearing; or
- D. reduce or modify the sanction(s).

11.05 From Expulsion from the University for the Commission of “Disruptive Acts”

Any student who has been expelled from the University for the commission of “disruptive acts” pursuant to Revised Statute 17, Sections 3101-3109 or Chapter 23 of the Louisiana Revised Statutes shall have the right to appeal the decision by which such action was taken. Such appeals shall be made to the Board of Supervisors for the University of Louisiana System. The procedure for this appeal is described in the regulations of the Board of Supervisors for the University of Louisiana System.

11.06 From a Decision of the President to Expel or Suspend

A decision of the President to suspend or expel a student for a year or more may be appealed by that student to the State Board of Supervisors for Colleges and Universities. The procedure for the appeal is described in the regulations of the Board of Supervisors for the University of Louisiana System and this documentation can be found in Student Advancement (Keeny Hall 305).

SECTION TWELVE

EFFECTUATION OF CENSURES

12.01 Censures other than Suspension and Expulsion

In cases where the decision or recommendation of the disciplinary body or functionary is other than to suspend or expel the student, the censure shall take effect from the time the student is informed by the appropriate official.

12.02 Censures of Suspension and Expulsion

In cases where the decision or recommendation of the disciplinary body or functionary is to suspend or expel the student, the censure shall be effective the date of the recommendation of the Behavioral Standards Committee. It becomes official after:

12.02:01 The President of the University or their duly appointed representative approves and signs the document that the student has been informed in writing of the decision or recommendation of the President or their duly appointed representative.

12.02:02 Any student who is suspended from the University will be refunded a portion of his or her registration fees according to the following: a 90 percent refund if suspended before or on the Friday immediately following fee payment, 70 percent one week after that date and 40 percent two weeks after.

No refund will be given if suspended two weeks after the Friday following fee payment. Any student suspended or expelled must vacate the university within 24 hours of the action unless the sanction is being appealed. In extreme circumstances, the Behavioral Standards Committee may choose to have the student vacate the campus immediately and be banned during the appeal process (see section 9.03:04).

SECTION THIRTEEN

IMMEDIATE SAFETY MEASURES

13.01 When the President or their designee has reasonable cause to believe that a student or students have violated behavioral standards, and there is reasonable cause to believe that there exists substantial risk of injury to student or students; to any member or guest of the University community; or the University's property, etc., the President or their designee may take reasonable measures necessary to ensure the physical safety of community members by making adjustments to student housing arrangements, imposing conditions of mutual no-contact between the accused student and the alleged victim, ban a student from campus, and in extreme cases suspend or expel a student.

Within seventy-two hours of the alleged violation being deemed an immediate threat, written notice of the immediate safety measures that explains the institution's reasons for enacting the measures must be supplied to the student.

Within seven (7) business days of notice of interim measures, unless otherwise waived by the accused student, an interim measure hearing to determine whether there is substantial evidence that the student poses a risk to the physical safety of a member of the campus community and that the interim measure is appropriate to mitigate that risk.

SECTION FOURTEEN

DISCIPLINARY RECORDS

14.01 Disciplinary Records

Disciplinary records mean records of University administrators and officials of non-academic actions of student(s) who are in violation of the University behavioral standards, and/or local, state, and federal laws.

A. The University shall maintain for every student who has received any disciplinary sanction under Section Eight or Nine of the University's Code of Student Rights and Responsibilities a written disciplinary record that shall reflect the nature of the charge, the penalty assessed, and any other pertinent information. Files for suspensions, expulsions, and violent offenses are maintained indefinitely. All other files are maintained for a minimum period of seven years.

B. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential. The involved student may view the contents of his or her personal record in the Office of Student Conduct upon appointment. The University follows the guidelines set forth in the Family Rights and Privacy Act of 1974 in the handling of student disciplinary records.

14.01:01 The Division of Student Advancement will not release individual student discipline records other than to authorized University officials, except upon written authorization by the individual or upon subpoena. The Division of Student Advancement will release directory information from the University records of a student without authorization or subpoena unless a student requests in writing that information not be released.

SECTION FIFTEEN**OTHER STANDARDS OF CONDUCT****15.01 Academic Misconduct**

For rules and regulations pertaining to academic behavior, refer to the Louisiana Tech University Bulletin (catalog) and the Louisiana Tech Honor Code.

15.02 Misconduct Within Residential Facilities

For rules and regulations pertaining to behavior while living on campus, refer to the campus lease, which can be found on the Residential Life website as well as on the housing portal.

15.03 Vehicle Regulations

For rules and regulations pertaining to vehicle registration, parking, and operation, refer to the pamphlet "Louisiana Tech Vehicle Regulations."

SECTION SIXTEEN**NOTICES****16.01**

Standards promulgated pursuant to this Code of Student Rights, Responsibilities, and Behavior and amendments thereto shall not become effective before publication.

16.02 Commitment to Non-discrimination

Louisiana Tech University is committed to the principle of providing the opportunity for learning and development of all qualified citizens without regard to race, sex, religion, color, national origin, age, disability, or veteran status for admission to, participation in, or employment in the programs and activities which the University sponsors or operates.

The institution's educational programs, activities, and services offered to students and employees are administered on a nondiscriminatory basis subject to the provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Americans with Disabilities Act of 1990.

The following have been designated to address inquiries regarding the non-discrimination policies:

Mortissa Harvey, Director of Title IX Compliance/Title IX Coordinator

Wyly Tower 1536
P.O. Box 3168
(318) 257-5911
mharvey@latech.edu

Annie Jantz, 504/ADA Coordinator

Student Advancement Office, 305 Keeny Hall
P.O. Box 3164
(318) 257-2445
ajantz@latech.edu

Information concerning the provisions of the Section 504 and ADA and the rights provided there under are available from the ADA coordinator.

Sheila Trammel, Age Discrimination
Human Resources Office, 152 Keeny Hall
P.O. Box 3173
(318) 257-2235
strammel@latech.edu

Information concerning the provisions of the ADA and the rights provided there under are available from the Age Discrimination Coordinator.

For information on minority student services, contact the Office of Multicultural Affairs on the 2nd floor of the Student Center (phone: 257-2077). For more information on international student services, contact the International Student Affairs in Tolliver Hall (phone: 257-4321).

SECTION SEVENTEEN

TESTING AND DISABILITY SERVICES

17.01

In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and all amendments thereof, the office of Testing and Disability Services (Wyly Tower 318, 318-257-4221) provides information and services to students with disabilities. The student with a disability is anyone who has a physical or mental impairment that substantially limits one or more major life activities. Eligible students must register with TDS and provide current documentation from a case-appropriate professional. Students can find more information and registration information at <http://www.latech.edu/ods/>, or contact one of the following professionals:

Stacy C. Gilbert, Dean of Student Services and Academic Support
305 Keeny Hall
(318) 257-2445
stacyc@latech.edu

Stacy Lolley, Director of Testing and Disability Services
318 Wyly Tower
(318) 257-4221
slolley@latech.edu

Annie Jantz, Coordinator of Special Programs and Assistant to the VP for Student Advancement
504/ADA Coordinator
305 Keeny Hall
(318) 257-2445
ajantz@latech.edu

Campus Speech and Demonstration Policy

Policy 1311 – Campus Speech and Demonstration Policy

Revision Date: 2018

Responsible Office: Executive Vice President & Vice President for Student Advancement

Reference: **Policy 4105 – Facilities Usage Policy**

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

Public Areas

The “Public Areas” of Campus mean all Outdoor Areas. The “Outdoor Areas” mean outside areas 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. The Public Areas of campus are deemed by State law as traditional public forums and are open on the same terms to any speaker. 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 University. Any person lawfully present on campus in a Public Area may protest or demonstrate there. 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. University Facilities are not Public Areas under this policy. Certain Facilities are made available for reservation in accordance with Policy 4105 – Facilities Usage Policy. Further, this policy does not apply to University-sponsored activities.

Time, Place, and Manner Limitations

In order to maintain safety, security, and order, the University reserves the right to limit such activities by the following regulations regarding time, place, and manner of such activities. Except as allowed by law, the University shall not apply these restrictions in a discriminatory manner toward the content of the view being expressed or the speaker, or in any manner that otherwise infringes on any form of speech or conduct that is protected by the First Amendment. The Public Areas of campus are generally available from 9:00 am to 7:00 pm, Monday through Friday, and 11:00 am to 4:00 pm Saturdays and Sundays.

Large Group Expression:

If an individual or group of individuals attracts a group of 20 or more persons, then a representative from the group is encouraged to contact the Student Activities Office or University 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.

The following equipment limitations and prohibited activities apply to all expressive activity in Public Areas:

Equipment Limitations:

No musical instrument or sound amplification equipment of any kind, including stereo speakers, turntables, stationary or mobile public address systems are allowed on Public Areas without the advance approval by the office of the Vice President for Student Advancement.

Prohibited Activities:

Expressions, assemblies, or demonstrations may not:

- Engage in provocations by fighting words or incitements to engage in immediate violence;
- Make threats which demonstrate a serious expression of intent to commit an act of unlawful violence to a particular individual or group of individuals;
- 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;
- Materially and substantially disrupt the normal activities of the University;
- Express or exhibit obscenity as defined by law;
- Advocate the deliberate violation of law by preparing the group addressed for imminent action and seeing it to such action.
- Engage in commercial or for-profit activities absent a prior written agreement with the University authorizing such activities.

Enforcement:

Administration, enforcement, and appeals: These regulations shall be administered and enforced by the office of the Vice President for Student Advancement, the University Police, and such other University officials as shall be designated.

Visitors to the campus and all others violating these regulations regarding time, place, and manner of speech and demonstration will be subject to immediate eviction or removal from the campus without further warning by appropriate University agents or officials and may be subject to appropriate legal action.

Individual students violating these regulations may, upon written complaint to the office of the Vice President for Student Advancement, be subject to action by the University Behavioral Standards Committee.

Student organizations violating these regulations may, upon written complaint to the office of the Vice President for Student Advancement, be subject to action by the University Student Organizations Committee.

Non-Endorsement:

Nothing in this policy is intended nor should be understood as an endorsement or approval by Louisiana Tech University of any speech or demonstration, an invitation or license to speak or demonstrate, or the granting of any right or permission to speak or demonstrate on campus beyond the rights existing under federal and state law. For more information, contact the office of the Vice President for Student Advancement.

Appeals:

Any person aggrieved by a violation of this policy may file a written appeal of the decision or action to the Vice President for Student Advancement or his or her designee within fourteen (14) calendar days of the decision or action. The Vice President for Student Advancement shall provide a written response to the appellant within fourteen (14) days of receipt of the appeal unless, for good cause, additional time is needed to ascertain facts or speak with the appellant or relevant officials. If additional time is needed, such time shall not exceed an additional fourteen (14) days and a notice of additional time needed shall be delivered to the appellant in writing before expiration of the original fourteen (14) day response time. The decision of the Vice President for Student Advancement shall be final.

Superseding Policy:

This policy supersedes and nullifies any provision in the policies and regulations of the University that restricts speech on campus and is therefore inconsistent with this policy on free expression.

**POLICY & PROCEDURES
FOR ADDRESSING POWER-
BASED VIOLENCE & TITLE IX
VIOLATIONS**

INTRODUCTION

Louisiana Tech University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect. Students, faculty, and staff members of the University have the right to access and benefit from educational and other programs and services of the University free from any form of sexual violence, harassment, or exploitation. Louisiana Tech University does not tolerate sexual misconduct or harassment of any kind.

Gender-based discrimination, sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence & stalking), and all other forms of sexual misconduct are prohibited by federal and state law, including Act 472 of the 2021 Legislative Session of the Louisiana Legislature (Act 472), Title IX of the Education Amendments of 1972 (Title IX) and Title VII of the Civil Rights Act of 1964 (Title VII), the Violence Against Women Act (VAWA), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and other applicable laws.

Sexual discrimination, sexual misconduct and power-based violence cases may be adjudicated under the University's Power-Based Violence procedures or Title IX procedures based on jurisdiction.

Click the link to review the University's policies and procedures regarding [Power-Based violence and Title IX](#).

REPORTING OPTIONS

Reports of sex discrimination, sexual misconduct, and power-based violence as well as questions regarding Title IX and concerns about non-compliance should be directed to the Title IX Coordinator. 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.

Mortissa Harvey – Title IX Coordinator
Office Location: Wyly Tower 1536
Phone: 318.257.5911
Email: mharvey@latech.edu

Individuals may file a report of sex discrimination, sexual misconduct, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, stalking (on the basis of sex) or retaliation by completing the following online form:

[Sex Discrimination and Sexual Misconduct/Power Based Violence Report Form](#)

If the University is notified of sex discrimination and/or sexual misconduct, we will:

- Take immediate and appropriate steps to investigate the report/incident
- Take prompt action to end the prohibited conduct and resolve the situation
- Take appropriate steps to prevent recurrence of future incidents

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the

University's education program, including measures designed to protect the safety of all parties or the University's educational environment, and/or deter power-based violence, including sexual harassment, sex discrimination, and/or retaliation.

The Title IX Coordinator promptly makes Supportive Measures available to the parties upon receiving a Report.

The University will maintain the privacy of the Supportive Measures, provided that privacy does not impair the University's ability to provide the Supportive Measures. The University will act to ensure a minimal academic impact on the parties to the extent possible in providing Supportive Measures. The University will implement measures in a way that does not unreasonably burden the other party. These actions may include, but are not limited to:

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

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement. An employee's or student's failure to comply with the terms of Supportive-Measure directives is a separate violation of the University Code of Conduct.

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.

Contact Information for obtaining a Confidential Advisor:

During Office Hours:
Counseling Services
Keeny Hall 310
318.257.2488

After Office Hours:
Campus Police will notify a counselor on your behalf

If the incident or situation is criminal in nature, immediately contact the **University Police Department** or local police where the incident occurred. The University Police Department is located at South Hall, 1104 Hergot Avenue, 318.257.4018.

A Student Guide
for Making Decisions
about Alcohol
and Other Drugs



Louisiana Tech University

Office of the Vice President for Student Advancement

Louisiana Tech Students,

Alcohol and other drug abuse has reached epidemic levels on many of our nation's college campuses resulting in the waste of America's most treasured resource: her youth. Realizing the gravity of this situation, President George Bush signed into effect the Drug-Free Schools and Community Act Amendments of 1989 (Public Law 101-226) on December 12, 1989. Therefore, Louisiana Tech has adopted an alcohol and drug-free campus. This law requires colleges and universities not only to adopt and implement programs to prevent illicit use of drugs and the abuse of alcohol on campuses, but also to necessitate the distribution of relevant information specified in these five standards:

- I. Louisiana Tech University's code of conduct concerning unlawful use of alcohol and other drugs.
- II. A description of local, state, and federal alcohol and other drug sanctions.
- III. A description of the health risks associated with alcohol and other drug abuse.
- IV. A description of vicinity drug and alcohol counseling, treatment or rehabilitation programs.
- V. Louisiana Tech University's alcohol and other drug policy governing violations.

Please read and review the following pages concerning Louisiana Tech University's responses to these standards. Every student and employee of the University plays an important role in helping maintain a learning and living environment that is free of alcohol and other drug abuse.

Sincerely,

Vice President for Student Advancement

Drug Free Schools and Communities Act

Federal law, including the Drug Free Schools and Communities Act, continues to prohibit marijuana. In compliance with the federal Drug Free Schools and Communities Act, Louisiana Tech University prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. **This prohibition applies even if an individual has been issued a Medical Marijuana prescription or identification card, permitting that individual to possess a limited amount of marijuana for medicinal purposes; those with medical marijuana cards are not permitted to use medical marijuana on campus.** These prohibitions cover any individual's actions which are part of any university activities, including those occurring while on University property or while representing the University away from the campus.

STANDARD I

Louisiana Tech University adheres to all local, state, and federal laws pertaining to the use of alcohol and other drugs and will not tolerate violations thereof. Louisiana Tech University prohibits the unlawful possession, use, or distribution of alcohol and other drugs on University property or as part of University activities.

Individuals with specific concerns or questions related to this University's standards of conduct as they apply to the unlawful possession, use, and distribution of alcohol and other drugs should refer to Louisiana Tech University's CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND BEHAVIOR, Section Six, codes 6.04:02 and 6.04:21. This document is made available to each student at <http://www.latech.edu/students/student-conduct/>.

STANDARD II

There are many local, state, and federal laws, which pertain to the illegal consumption, use, and distribution of alcohol and other drugs. The consequences of illegal use of these substances could result in a criminal record that may have a devastating effect on your educational plans and career pursuits. Review this synopsis of local, state, and federal alcohol and other drug laws. You may be surprised to learn the penalties for alcohol and other drug offenses. This information does not constitute legal advice. For additional information or legal advice, refer to the appropriate statutes, and/or consult with an attorney. You may report illegal drug activity through Tech Crime Stoppers at 257-4018. Please help us provide a safe educational environment.

STANDARD III

Alcohol and other drugs can have a devastating effect on the body. Short-term effects of even casual drug use can be noted immediately; indeed, even small doses of a drug can have a disastrous impact. But even more alarming are long-term effects — that damage the heart, lungs, muscles, bones or skin— which will not be evident for years and possibly will be permanent. Be informed, be aware. That which you inflict on your body may shorten your life or tragically alter your lifestyle.

LOCAL LAWS (RUSTON)

Is it illegal to drink alcohol beverages in public?

Yes. (Section 5.4) Maximum \$500 fine and/or 60 days in prison.

Is it unlawful to appear intoxicated in public?

Yes. (Section 11-103A) Maximum \$500 fine and/or 60 days in prison.

LOUISIANA STATE DRUG LAW

At what age can I legally possess alcoholic beverages?

You must be 21 years of age or older to legally purchase or possess alcoholic beverages (\$100 maximum fine and/or six months sentence and driver's license suspended for 180 days). (R.S. 14:93.12)

May I drink & drive or have open alcoholic beverage while I am driving?

NO. (R.S. 32:300) It is unlawful for the driver or passengers of a motor vehicle that is being operated on a public highway or right-of-way to possess or consume from an open alcoholic beverage container in the vehicle.

What can happen if I sell drugs to someone under 18 years old?

10-30 years in prison. (R.S. 40:981)

What can happen if I sell drugs to an elementary, high school, or college student?

Your prison term can be increased by 150% and your fine doubled! (R.S. 40:981.1)

Can my car or house be seized and forfeited if used in drug trade?

Yes. (R.S. 32:550)

What are the federal penalties for distribution of drugs?

The maximum penalty is life in prison and a \$4 million fine. (Refer to chart for additional information.)

DRIVING WHILE INTOXICATED

STATUTORY PENALTIES (RS 14.98)

FOR 1ST, 2ND, 3RD, AND 4TH OFFENSE DWI *

(BAC 0.02 under age 21 & 0.08 for 21 and over)

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
Fine	\$300-\$1000	\$750-\$1000 forfeiture of vehicle	\$2000 & possible forfeiture of vehicle	\$5000 & possible
Imprisonment	10 days to 6 months	Mandatory 48 hrs. plus 30 days to 6 months	1 to 5 yrs. with or w/o hard labor	10 to 30 years with hard labor
Suspended Sentence	4 days comm. service or 2 days jail + substance abuse and driver improvement program	30 days community service. 15 days in jail, plus substance abuse and driver improvement program	45 days in jail plus substance abuse and driver improvement program	n/a

- These statutory penalties do not include other costs such as bondsman's fees, wrecker fees, attorney's fees, court costs, increased insurance costs, motor vehicle office fees, substance abuse program fees, or driver improvement program fees.

For a 1st Offense DWI, there is more than just getting ticket.

Here are 25 reasons not to drive while intoxicated

1. Embarrassed while you take a field sobriety test on a public street.
2. Take a breath test to determine your blood alcohol content.
3. Arrested on criminal charge of DWI (on your record permanently)
4. Handcuffed and placed in police car
5. Fingerprinted
6. Photographed
7. Jailed
8. Your name may possibly appear in newspapers and on radio news broadcasts
9. Pay bondsman to put up a bond
10. Pay lawyer for handling case
11. Appear in court for arraignment
12. Spend more time in court if trial is held (miss work or school)
13. Attend pre-sentence interview
14. Court Appearance
15. If convicted, pay Fine and Court Costs
16. Work four eight hour days free labor for community service program
17. Attend substance abuse program
18. Attend driver improvement classes
19. Have a DWI conviction on your driving record for a minimum of 5 years
20. After conviction your name may possibly appear in newspaper
21. Have your license revoked for a minimum of 90 days
22. Insurance rates may double on your car
23. Some job applications require you to list your DWI arrest.
24. Some employers will not hire you to operate vehicles because of the high insurance rate caused by your DWI conviction
25. If accident was involved, you may face additional court action

SYNOPSIS OF STATE AND FEDERAL DRUG PENALTIES (RS 40:966-970 AND US CODE 21:841)

DRUGS	OFFENSE	MAX. STATE FINE	MAX. FEDERAL FINE	IMPRISONMENT	
				STATE	FEDERAL
Schedule I					
Hallucinogens (phencyclidine-"PCP", "angel dust", "acid", "STP", "ecstasy", "designer drugs")	Distribution/Manufacturing	\$50,000	\$4 million	5-50 yrs.	10 yrs.-life
Narcotics (opiates; heroin -"junk", "smack", "H", "scag")	Possession	\$5000	\$1 million	4-10 yrs	0-20 yr
Depressants					
Cannabis (marijuana-"grass", "pot", "weed")	Distribution	\$100,000	\$ 4 million	5-30 yrs	10 yrs-life
Stimulants	Possession	\$2000	\$ 1 million	6 mon-20 yrs	Fed. Code
Schedule II					
Narcotics (raw opium, morphine) "M", "dreamer"	Distribution	\$50,000	\$4 million	2-30 yrs	10 yrs-Life
Stimulants (amphetamines-"speed", "uppers", "bennies", "pep pills", "crank", "crystal", "ice", Cocaine- "coke", "snow", "crack", "rock")	Manufacturing	\$500,000	\$4 million	10-30 yrs	10 yrs-Life
	Possession	\$5000	\$1 million	0-5 yrs.	0-20 yrs
Depressants (methaqualone-"soapers", "quads", "ludes".					
Schedule III					
Stimulants					
Depressants (barbiturates- "barbs", "goof balls", "downers", "blues".	Distribution	\$15,000	\$250,000	0-10 yrs	0-5 yrs.
Narcotics (nalorphine)	Possession	\$5000	Refer to Federal Code	0-5 yrs.	Fed. Code
Schedule IV					
Depressants (barbiturates and 32 other drugs)	Distribution	\$50,000	\$250,000	0-30 yrs.	0-3 yrs.
	Possession	\$5000	Refer to Federal Code	0-10 yrs.	Fed. Code
Schedule V					
Narcotic drugs containing non-narcotic active medicinal Ingredients (buprenorphine)	Distribution	\$5,000	\$100,000	0-5 yrs.	0-1 yrs.
	Possession	\$5000	Refer to Federal Code	0-5 yrs.	Fed. Code

This chart is a synopsis and does not constitute legal advice. For additional information, consult the applicable law or legal counsel.
 Note: The actual drugs contained in each schedule in state law differ in some instances from drugs contained in each schedule under Federal law.

Alcohol and the College Experience

Facts You Need to Know

The following information contains highlights from the National report, A Call to Action: Changing the Culture of Drinking at U.S. Colleges. The report was developed by the National Institutes of Health National Advisory Council on Alcohol Abuse and Alcoholism Task Force on College Drinking. (www.collegedrinkingprevention.gov)

A Snapshot of Annual High-Risk College Drinking Consequences

- * **Death:** Over 1,825 students ages 18-24 die from alcohol related unintentional injuries including motor vehicle accidents.
- * **Injury:** 599,000 students ages 18-24 are unintentionally injured under the influence of alcohol.
- * **Assault:** More than 690,000 students ages 18-24 are assaulted by another student who has been drinking.
- * **Sexual Abuse:** More than 97,000 students ages 18-24 are victims of a sexual assault or date rape in which alcohol is involved.
- * **Unsafe Sex:** 400,000 students ages 18-24 have unprotected sex and more than 100,000 report having been too intoxicated to know if they consented to sex.
- * **Academic Problems:** About 25% of college students report academic consequences of their drinking including missing class, doing poorly on exams and receiving lower grades overall.
- * **Health Problems and Suicide Attempts:** More than 150,000 students develop an alcohol related health problem and 1.2 and 1.5 percent of students indicate that they tried to commit suicide within the past year due to drinking.
- * **Drunk Driving:** 2.1 million students between the ages 18 and 24 drove under the influence of alcohol last year.
- * **Vandalism:** About 11 percent of students report that they have damaged property while under the influence.
- * **Police Involvement:** About 5% of 4-year college students are involved with the local or campus police as a result of their drinking and an estimated 110,000 students between the ages of 18 and 24 are arrested for an alcohol-related violation such as public drunkenness or driving under the influence.

High-Risk Drinking Patterns

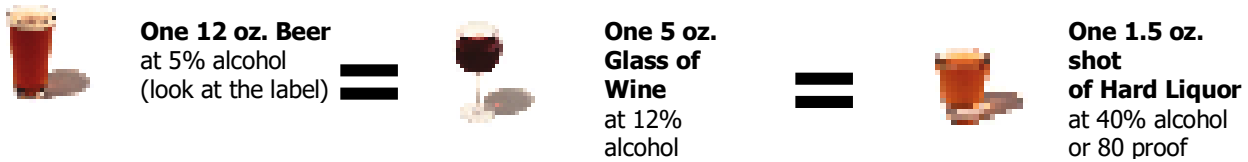
High-risk college student drinking includes the following:

- * Underage drinking
 - * Drinking and driving or other activities where the use of alcohol is dangerous.
 - * Drinking when health conditions or medications make use dangerous.
 - * Binge Drinking; that is, 5 drinks in a row per occasion for males and 4 for females*
- *To avoid binge drinking and its consequences, students are advised to track the number of drinks they consume over a given period of time.

*Moderate drinking by persons of legal drinking age is defined as no more than 2 standard drinks per day for men and 1 drink per day for women.

What is a standard drink?

A standard drink contains approximately 14 grams (0.6 fluid ounces) of pure alcohol. Below are approximate standard equivalents. Unfortunately, although the standard drink amounts are helpful for following health guidelines, they may not reflect customary serving sizes.



Female students are affected differently than males by high risk drinking. Women are affected differently due to several biological factors:

1. Women have less water in the body than men. Women have 51% as opposed to men having 61%. This means that women have less capacity to dilute alcohol in their body.
2. Women also have less of the enzyme dehydrogenase, the enzyme that metabolizes alcohol before it passes into the bloodstream.
3. Variations in the hormonal levels prior to menstruation can cause women to become intoxicated faster. This is especially evident during the days just before the commencement of the periods. Women who regularly take estrogen-added medications like birth control pills often experience extended effects of intoxication since the medication slows down the rate at which the body is able to eliminate the alcohol content.

Key Findings from students at Louisiana Tech University (CORE conducted 2021 with 343 respondents)

- * 78% of students consumed alcohol in the past year.
- * 61.8 % of students consumed alcohol in the past 30 days.
- * 57.9% of underage students consumed alcohol in the previous 30 days.
- * 35.8% of students reported binge drinking in the previous two weeks.

The following is a partial list of effects common to alcohol and other drugs:

- * Impairs motor coordination (e.g., the ability to walk/drive)
- * Impairs memory (e.g., blackouts and ability to recall class work)
- * Impairs judgment and decision making (“People under the influence do not make the best decisions”)
- * Impairs impulse control (e.g., increase the odds of doing things you will regret)
- * Impairs sexual function (e.g., causes impotence and decreases vaginal lubrication)
- * Significant mood swings (e.g., depression, irritability and aggressiveness)
- * Can directly cause death

Signs of Alcohol Poisoning and Overdose

Symptoms listed above can be indicators of an overdose. While these symptoms might not seem like a big deal to you, the distance between these symptoms and death is surprisingly small. An alcohol overdose can quickly turn life threatening. It is important to be aware of the risk signs and to know what to do in order to save the individual’s life.

If you have any concern at all that someone may be in danger from an overdose, call for help. Don’t be embarrassed or worried about the person getting in trouble, just do it. You might save the person’s life.

Signs of a life threatening overdose

- * **Try to wake the person.** If the person is passed out of semi-conscious and does not respond, there may be a serious problem.
- * **Check the person's skin.** If the skin is cold, clammy, pale, or bluish this is a sign of circulatory problems.
- * **Listen to the person's breathing.** Check for a rate that is irregular, or too slow/shallow.

TAKE ACTION

- * Call 911 or Campus Police (4018). Tell them that you are concerned someone has overdosed.
- * Stay with the person until help arrives.
- * Lay the person on his/her side. This will prevent choking should the person vomit.
- * Once help arrives, tell them everything. Try to give as much information as you can recall regarding the situation, such as what the person was using and when they had their last drink/ drug

In cases of alcohol poisoning, many students agree, they would rather have an angry friend than a dead one.

Key Findings from students at Louisiana Tech University (CORE conducted 2021 with 343 respondents)

- * 29% of students used marijuana in the past year.
- * 15.8% of students are current marijuana users.
- * 10.9% of students have used an illegal drug other than marijuana in the last year.
- * 6% of students are current users of illegal drugs other than marijuana.

ONLINE RESOURCES

- * National Institute on Alcohol Abuse and Alcoholism
www.niaaa.nih.gov
- * Centers for Disease Control and Prevention
www.cdc.gov
- * National Highway Traffic Safety Administration
www.nhtsa.gov
- * Substance Abuse and Mental Health Services Administration
www.samhsa.gov

For campus resource information contact:

Helena Kemp, M.Ed., M.A.
Counselor/Coordinator of Alcohol & Other Drug Education
Counseling Services, 310 Keeny Hall
(318) 257-2488

STANDARD IV

To report the sale of alcohol to those under age 21 - Call 1-877-807-6237 (1-877-80SOBER)

Drug and Alcohol Counseling, Treatment, or Rehabilitation Programs and Information

NATIONAL HOTLINES

Alcoholism & Drug Abuse Hotline

National Institute on Drug Abuse Hotline
Open 24 hours, 1-800-252-6465
8 am to 2 am, Monday through Friday
11am to 2am, weekends
1-800-662-4357

Ruston

Description of Services

Alcoholics Anonymous

1501 White St.
251-1269

Open meeting every night at 8 pm except Tuesday;
Noon meeting daily, Monday through Sat; Sunday-10pm;
Saturday night potluck supper 7 pm (Support Group);
Teen AA, Sundays at 8 pm

314 W. California Ave.
513-9111

Ruston Addictive Disorders

206 East Reynolds Dr., Suite H
Ruston, LA 71270
251-4125

Appointments available 7 days a week and after business hours.

Emerson Center

Rick Emerson, MSW, LCSW
301 E. Alabama
251-9100

Five-week, day treatment program,
plus once-a-month follow-up counseling
Individual/family outpatient drug abuse counseling

Louisiana Tech University Counseling Services

Keeny Hall 310
257-2488

Free assessment for referral
After-care support and counseling

Professional Counseling Services of Ruston

101 Reynolds Dr.
255-9210

Focus: Mix of mental health and substance abuse services
Services provided: Substance abuse treatment
Type of care: Outpatient

Ruston Behavioral SHA

602 E. Georgia Ave.
251-4125; Fax 251-5000

Focus: Substance abuse treatment services
Services provided: Substance abuse treatment
Type of care: Outpatient

AROUND THE AREA

Monroe/ West Monroe Area

Cheneyville

Edgefield Recovery Center

10631 Hwy. 71 North
Cheneyville, LA 71325
(318) 279-2751

Glenwood Regional M.C. Behavioral Health Unit

6200 Cypress St.
West Monroe, LA 71291
(318) 329-4525
1 (800) 807-0951

Office of Behavior Health of Monroe

2513 Ferrand St.
Monroe, LA 71202
(318) 362-3270

Palmetto Addiction Recovery

86 Palmetto Rd.
Rayville, LA 71269
1 (800) 203-6612
(318) 728-2970

Southern Oaks Addiction Recovery

1416 Natchitoches St.
West Monroe, LA 71291
(318) 362-5430

New Day Recovery

1426 Natchitoches St.
West Monroe, LA
318-855-8773

Shreveport/Bossier Area

Alcoholics Anonymous

2800 Youree, Ste. 362
Shreveport, LA 71130
(318) 865-2172

Center for Behavioral Health, Shreveport

1303 Line Ave. #600
Shreveport, LA 71101
(318) 425-3400

Core Center for Recovery

635 Stoner Ave.
Shreveport, LA 71101
(318) 424-4357
gambling@shreve.net

Brentwood

1006 Highland Ave.
Shreveport, LA 71101
(318) 678-7500
www.brentwoodhospital.com

Center for Children & Families

864 Olive St.
Shreveport, LA 71104
318-222-0759

Willis Knighton

2520 Bert Kouns, Ste. 100
Shreveport, LA 71118
(318) 212-5072

Center for Psychological Services, Inc.

Dr. Gary Milford
2520 Line Ave.
Shreveport, LA 71104

Council on Alcoholism & Drug Abuse

2000 Fairfield Ave.
Shreveport, LA 71104

New Day Recovery

6240 Greenwood Rd.
Shreveport, LA 71119
318-562-6320

Caddo & Bossier Center

527 Crockett St.
Shreveport, LA 71101
(318) 222-1767

STANDARD V

It shall be the policy of Louisiana Tech University to maintain a working and living environment free of the unlawful use of alcohol and other drugs. Louisiana Tech University will impose sanctions against students and employees found in violation of University policies and standards of conduct or in violation of local, state, or federal law. These sanctions may include suspension/expulsion from the University or termination of employment and referral to proper authorities for violation of applicable laws and standards of conduct.

A Guide To Student Organizations

INTRODUCTION

NOTICE

It should be noted that these guidelines are a supplement to The Code of Student Rights, Responsibilities, and Behavior, which governs the activities of individual students of the University. The purpose of the supplement is to comply with Section 5.03.06 of that code, which states that the University is responsible for clearly setting forth rules, regulations, policies, and procedures that relate to student life.

On the Louisiana Tech campus, there are many types of student organizations to meet the needs of students. Some organizations honor and recognize students who have attained achievement in scholarship, etc., while other organizations are service, fellowship, or social-oriented. Governing, religious, professional, departmental, service, and special interest groups are also available. The principal aim of each student organization is to further the development of its members through wholesome activities and to promote the welfare of the University.

Louisiana Tech University assumes no legal responsibility or liability for the activities of student organizations. The University merely extends recognition and certain services to the organization.

Student organizations cannot contractually obligate the University nor do they represent the University. The University accepts no legal responsibility for the organization's activities.

STRUCTURE AND OPERATION OF STUDENT ORGANIZATIONS

I. Forming a Student Organization

Please contact the Office of Student Activities for specific details by phone at 318-257-3479 or by email at studentorgs@latech.edu. Individuals interested in forming a student organization should be able to follow these basic steps:

A. Each proposed organization should identify all students interested in joining the organization. Each organization must have a minimum of ten members to be considered for official recognition. Each organization must enlist a Louisiana Tech University employee (faculty or staff) to serve as advisor. In the event of the resignation of an advisor, a new advisor shall be named and the Student Activities Office notified within one month.

B. Leaders of the proposed organization should consult with a representative of the Office of the Director of Student Activities for specific instructions.

C. The group of students should write a constitution and bylaws for the proposed organization.

D. The following general outline for proposed constitution and bylaws is to be followed by student groups seeking University recognition.

1. Name of the organization
2. Purpose of the organization
3. Definition of membership
 - a. Define special memberships; e.g., alumni, associate, etc.
 - b. Clearly state qualifications for all types of memberships.
4. Listing of officer positions
5. Listing of officer duties.

- a. Please note that in duties of treasurer, at least two officers should cosign for any expenditures.
6. Clear and workable method of officer election
7. Clearly established meeting times and a method of notifying membership of special meetings.
8. Statement that Robert's Rules of Order will be followed.
9. Listing of voting procedures.
 - a. This can be as simple as a statement that voting procedures will follow Robert's Rules of Order.
10. A method for amending the constitution
 - a. Please note that an organization's constitution must state that no changes in the constitution will go into effect until approved by the Louisiana Tech Student Organizations Committee.
11. Method of selection of faculty advisor.

Faculty Advisor section must contain the following:

The faculty advisor shall not exercise care, custody, and/or control over the funds of the organization; however, it is within the guidelines and purview of the faculty advisor to review, on a regular basis, any and all aspects of the banking procedures/guidelines/activities of the organization (including, but not limited to, cancelled checks, bank statements, check books) in order for the organization to maintain its mission and purpose as an officially recognized organization on the campus of Louisiana Tech University. It is also understood that the organization's bank account cannot use Louisiana Tech's name, tax identification number or logo in any form or fashion.
12. Listing of standing committee names and responsibilities.
13. Statement that the organization will abide by the rules and regulations of Louisiana Tech University.
14. Anti-hazing statement.
15. All pages of the constitution must be numbered.
16. The date of the most recent revision must be listed.

The constitution of every student organization seeking recognition by the University must contain a statement that the organization and its members agree to uphold and abide by the rules and regulations of Louisiana Tech University.

E. The proposed organization shall submit one typed original copy of the constitution and bylaws (on 8 1/2 x 11-inch bond paper) to the Subcommittee on Student Organizations through the Office of the Director of Student Activities. A cover sheet for the document shall contain the following information:

1. Name of the proposed organization
2. Name, address, and telephone number of the person submitting the document
3. Name of faculty or staff member working with the proposed organization
4. Date the document was presented to the Director of Student Activities

Upon receiving the constitution and bylaws from the organization's representative, the Director of Student Activities representative will provide a receipt for the material and arrange for review of the material by the Student Organizations Committee.

F. Following notification by the Director of Student Activities of the receipt of a list of officers, a copy of the membership roll, and a complete set of the official documents approved by the Student Organizations Committee, the organization is considered an official student organization and is entitled to function as a regular part of the University community.

II. Re-establishing Recognition

Student Organizations that have been recognized in the past by the University shall follow the same guidelines as listed in “Forming of New Student Organization.” Groups with past indebtedness to the University shall be required to pay all debts prior to the reestablishment of recognition.

In addition, groups attempting to reorganize that have faced previous disciplinary action by the Student Organization Committee shall be required to appear before the full Student Organizations Committee to apply for recognition.

III. Changing Constitution

Any proposed changes must be included in a revised copy of the complete constitution and submitted to the Office of the Director of Student Development. Following the action of the committee, the organization will be notified by the Director of the committee’s decision. No change in a student organization’s and/or bylaws can become effective until officially approved.

IV. Violation of Constitution and /or General Violations

If a student organization violates provisions of its constitution and/or bylaws (as on file in the Office of the Director of Student Development), the Student Organizations Committee will recommend the appropriate disciplinary action against the organization, which may include but is not limited to (a) warning; (b) probations; (c) revocation of University recognition; (d) restrictions.

GENERAL GUIDELINES

REVIEW OF CONDUCT AND ACTIVITIES

Activities of each student organization are subject to review by the Vice President for Student Advancement and/or the Student Organizations Committee, in addition to the review exercised by Councils, Associations, Departments, Colleges, or other groups to which the student organization may be related.

Review of specific activities—e.g., direct violations of University or Departmental policy or guidelines outlined within this manual, such as, but not limited to hazing, unacceptable social behavior, harassment, public disturbances, etc.—may be brought before the Student Organizations Committee by any individual, association, organization, or private interest provided the following procedure is followed:

A. The activity is clearly defined by this manual or other University publications as an unauthorized activity or violation of policy.

B. When possible, the following should apply: The possible violations of the policies defined

within should be provided in a typewritten statement to the Office of the Vice President for Student Advancement. The report should be accurate with locations, times, and as many witnesses as possible, and should be signed by the individual presenting the alleged violations. This individual should also provide his/her contact information in the report. Anonymous reports will be investigated as vigorously as possible.

If a student organization violates provisions of its constitution and/or the Student Organization Agreement (on file in the Office of the Director of Student Activities), the Vice President for Student Advancement or his designee may issue a directive to the agent of the student organization detailing the concerns of the University and the appropriate course of action to resolve the matter. The agent of the student organization may request that the behavior or the sanction that was imposed by the Vice President's Office be reviewed by the Student Organizations Committee. This procedure is outlined in the Student Organization Relationship Agreement found in this manual.

HAZING

Hazing, defined in Section 3.01:20 not only violates University policy, but it is a crime punishable by up to a ten thousand dollar fine and five-years imprisonment (See LA RS 14:40.8). Additionally, the University is required by law to expel from the University anyone who commits an act of hazing for at least one quarter (See LA RS 17:1801). Any known or suspected incident of hazing by any member of a student organization must be reported to the University as soon as possible. Reports of hazing can be submitted to the Student Conduct and Academic Integrity Office via the Incident Report form at <https://cm.maxient.com/reportingform.php?LouisianaTech>, in person in the Student Conduct office in Keeny 333 or by phone at 257-3396. If the observed hazing incident is urgent or potentially life threatening, then University Police should be immediately contacted at 257-4018.

RETAINING RECOGNITION

An organization's recognition status is valid for (1) academic school year. Every Fall Quarter, the organization's student leader must re-apply for recognition status to remain an active, registered student organization. Deadlines and procedures for registration will be announced by the Department of Student Activities at the beginning of Fall Quarter.

- A. There will be up to one mandatory meeting for student organizations to attend per quarter. At least one representative from each organization, preferably an officer of the organization, must be in attendance at all scheduled mandatory meetings.
- B. An organization must have a minimum voting membership of ten (10) student members by the end of the quarter during which its recognition is first granted and for every quarter thereafter. Any exception to this regulation must be approved by the Student Organizations Committee.
- C. The organization may not have any outstanding debts to any department of the University.
- D. Each organization shall have a faculty advisor. In the event of the resignation of an advisor, a new advisor shall be named within one month. Notification of this new advisor will be made to the Director of Student Activities in Tolliver Hall.

SIGNS AND POSTERS

All signs, posters, and other material to be displayed by student organizations in Tolliver Hall and the Student Center must be approved by the Department of Student Activities. To gain approval, you can email the file to studentorgs@latech.edu or bring a physical copy to Tolliver Hall. All approvals will be made according to content and viewpoint-neutral guidelines.

In addition to posting in locations with prior approval, Louisiana Tech encourages both individual students and student organizations to exercise their First Amendment rights by posting printed materials on the bulletin board designated for general posting without approval, located on the 3rd floor in the library. Materials will only be removed if they violate local, state, or federal law, or university policy.

In order that defacing or possible damage to the outside of buildings or other structures (such as light standards and trash cans) or parts of the landscape (such as trees and shrubs) may be avoided, no signs shall be affixed to any University structure or landscaping on any occasion. Anyone desiring to post material within a building at any place besides those so designated for posting must first secure special permission from the University faculty or staff member in charge of the building; otherwise, such materials will be removed.

There are special occasions when banners may be posted outside the Student Center. Organizations seeking permission to do this should contact the Director of Student Activities.

Any documents advertising events that are displayed on campus, (whether physical or digital), must have the name of the organization included on the document. Documents advertising events that do not include the organization's name will be removed.

ACTIVITIES

Unauthorized Soliciting, Advertising, Selling, and Distribution of Material

Students, student organizations, groups of students, solicitors, agents, salesmen, etc., may not solicit, advertise, sell, or distribute material of any nature on University-owned or University-controlled property without approval. Request for approval should be in writing and directed to (a) the Director of Residential Life for the areas of on-campus residence; (b) the Director of Student Activities for the Student Center, Tolliver, and Centennial Plaza; (c) the Vice President of Financial Affairs / Comptroller for all academic facilities, Library, maintenance area, etc.; (d) the Director of Athletics for intercollegiate athletic fields; and (e) the Superintendent of Maintenance for all other outside areas. Requests for approvals for other University facilities should be directed to the appropriate facilities manager.

Organization Membership and Advisors

Only individuals who are affiliated with the University as students, faculty, or staff may become actives, pledges, or members of student organizations. Organizations may elect, in compliance with their constitutions, honorary and alumni members: however, these members may not vote or hold office. Each organization must have a faculty/staff advisor to be eligible for recognition by the University.

Social Events

- I. Only organizations which are officially recognized by Louisiana Tech University may schedule an event on campus. Inactive organizations or organizations on probation or suspension cannot sponsor activities on the Louisiana Tech University campus.
- II. All functions of an essentially social nature sponsored by student organizations on the campus of Louisiana Tech must be registered and approved. To register an event, the organization must complete the facility reservation form available at forms.latech.edu.

The facility reservation form details the planned activity and notifies the organization's advisor, the manager of the facility in which the event is planned, University Police, and the Director of Student Activities.

- a. All functions including meetings must be registered through this site and approved at least two weeks prior to the event.

- b. Failure to register an event may result in review by the Student Organizations Committee.

III. On-Campus Parties, Functions, and/or Social Events:

- A. A University representative is required to be in attendance at on-campus parties, functions, and/or social events sponsored by student organizations for their membership and invited guests. The representative must be a full-time member of the University faculty or administrative staff.

- B. One (1) University representative and one (1) or more law enforcement officers as deemed appropriate by the Chief of University Police (officers to be employed at the expense of the sponsoring organization) are required to be in attendance at on-campus parties, functions, and/or social events sponsored by student organizations and open to the University community.

- C. Student Organizations exist to meet the needs of the students of Louisiana Tech University. Events sponsored by recognized student organizations should be within the role, scope, and mission of the sponsoring organization. No activity may be sponsored by a recognized student organization on the Tech campus whereby students of other universities or the general public are active participants (i.e., dances, skating parties, swimming parties, etc.) It is permissible for a student organization to sponsor an event where the general public is admitted as spectators (i.e., lectures, talent shows, pageants, concerts, etc.) provided the activity meets the role and scope of that organization. When the event is open to the public, as well as the University community, one (1) University representative and two (2) or more University law enforcement officers—to be employed at the expense of the sponsoring organization as deemed appropriate by University Police—are required to be in attendance.

- D. When an event is canceled, it is the responsibility of the student organization to cancel all services it has contracted (e.g., University Police, Food Service, services from Buildings and Grounds, and facility reservation). Failure to do so will result in charges and fees to the organization.

- E. Louisiana Tech University is recognized by the federal/state government as a alcohol- and drug-free zone, in accordance with the Drug-Free Schools and Community Act Amendments of 1989 (Public Law 101-226). No student organization will be permitted to sponsor events whereby alcohol is served on the Louisiana Tech University campus.

IV. Off-Campus Parties, Residences, Functions, and/or Social Events

- A. Student organizations or groups will assume complete responsibility for off-campus

activities, including the 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.

B. 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.

C. All organizations scheduling off-campus 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. 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 chapter. At all chapter parties in which alcohol is present, the members of the organization and their guests are responsible for bringing their own alcoholic beverages (BYOB). Any violation of the “BYOB” intent will be disciplined as such. A cash bar with a licensed and insured vendor may be substituted for “BYOB.” A fair market value for the alcoholic beverage must be collected by the vendor, and the student organization is not allowed to subsidize the sale. The student organization is responsible for insuring that all applicable laws of the state, parish, city, and the University are followed and that the proper permits and licenses are obtained prior to the event.
3. No alcoholic beverages of bulk form (keg, jungle juice, etc.) may be purchased or used. Kegs of beer will not be allowed. A keg is considered a common source of alcohol. 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.
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. The possession, sale, and/or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES is strictly prohibited.
6. No organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern 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.
7. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
8. OPEN PARTIES where alcohol is present—meaning those with unrestricted access by non-members of the organization without specific invitation—shall be prohibited. Private parties can be held on organization property or through leasing a facility. A guest list should be retained during “private parties” and kept on file for three (3) weeks following.
9. No member shall permit, tolerate, encourage, or participate in “drinking games.”
10. The University strongly encourages the hiring of police or security personnel at any event where alcohol is present.

V. University Activities Calendar

A University Activities Calendar is available so that student organizations may check to determine

what activities have already been scheduled in an effort to arrive at an optimum date for their event. Registering an event is the responsibility of the leadership of the student organization involved.

USE OF UNIVERSITY FACILITIES

I. Before an organization may use a campus facility, a member of the organization must complete the facility reservation form located online at forms.latech.edu. Each facility on the campus has guidelines for use. The manager of the desired facility will insure that the planned activity is in compliance with University regulations.

A. Once the facility reservation is submitted by an applicant, the advisor of the organization will be automatically notified to verify that the organization has permission to host the function. Once the advisor verifies with their e-signature, the manager of the facility will be notified and the facility manager will verify that the facility is available and that there are no conflicts with reserving the space. Once the facility manager signs, University Police will be notified. University Police will evaluate any safety concerns and determine the number of officers that should be present, if any. Once University Police e-signs the form, the Director of Student Activities will be notified to verify that the organization is in active and good standing with the University. Once the Director of Student Activities e-signs the form, the applicant will be notified that the form has been completed.

B. The facility reservation form simply allows all necessary offices to verify and approve the function and the intent to use a space. The form does not guarantee the reservation. It is the responsibility of the applicant/organization to make contact with the facility manager to discuss any additional paperwork that is required to finalize the reservation.

C. It is good practice to contact the facility manager before completing the facility reservation form to check availability of the space and to notify them that you plan to submit the form online.

II. The scheduling of classes will take precedence over all other uses in a campus facility. Reservations or requests for a facility or space in a facility used for academic and non-academic purposes will honor academic needs as first priority between 8 am and 5 pm, Monday through Friday, and will be handled on a first-come, first-served basis within those categories. (This does not restrict non-academic use when academic work is not officially scheduled.)

III. The University may honor the request of another group for space already assigned if:

A. Suitable alternate space is available for the group making the initial request;

B. No other suitable space is available for the second group requesting the space.

IV. Organizations using University facilities other than during the regular custodial day will be charged overtime rates for services necessary for readying the facility for regular use.

V. Cancellation of reserved dates should be made promptly by notifying the Student Activities Office and the person in charge of the facility via email.

VI. If, after an organization has reserved University space, it is decided that the intended use of the University facilities is not in the best interest of the University, the University reserves the right to cancel the reservation.

VII. Any organization decorating a building on the campus must receive the approval of the person in

charge of the facility, subject to review by the Director of the Physical Plant.

VIII. If a student organization incurs a debt to the University, it should be paid promptly. If all indebtedness to the University is not cleared at the end of each quarter, the student organization will lose University reservation privileges for the next quarter. Continued failure to pay debts to the University could result in loss of University recognition.

IX. Please be sure that all signs and posters advertising events have been properly authorized by the Office of Student Activities. All signs and posters without proper authorization will be taken down and discarded.

FUNDRAISING EVENTS

I. Recognized student organizations may sponsor fund-raising events for which they sell tickets, sell products, charge admission, or solicit funds on University premises. Clearance for sponsoring fund-raising events is obtained as follows:

A. Secure approval for fundraising events from the Student Activities Office. This should be approved by the Director of Student Activities at least two weeks prior to the scheduled event.

B. Register the event properly by completing the registration blank for student activities, and if applicable, the request form for use of college facilities.

II. An organization shall not contract for entertainment, secure the use of a facility, purchase tickets for sale, or pursue a fundraising event until such event has been properly registered.

III. Only recognized student organizations may register fundraising events on the campus. The student organization registering the event will assume the entire responsibility for the event. An individual or group of individuals not representing a recognized student organization will not be permitted to register or sponsor fundraising events on the campus.

IV. Using credit card sales as a fundraiser is not allowed on the campus of Louisiana Tech University.

FRATERNITY HOUSING

Fraternities are an integral part of the University's student life. There is a time-honored tradition to allow an on-campus housing exemption to those students participating in Greek life, providing that both the student and the fraternity are in good standing with the University.

Fraternities that are a part of the Interfraternity Council are allowed to have a predetermined number of residents live at their fraternity house, provided the student has a minimum of 30 hours and a minimum 2.0 GPA. Each quarter every eligible fraternity shall submit a house list to the Dean of Student Life two weeks prior to fee payment. The house list will include the name and campus-wide identification number for every student living at the fraternity house. Attached to the house list will be a Fraternity Residence Approval Form completed by each resident and signed by the president of the fraternity.

It is the responsibility of the president and house manager of each fraternity to make sure that the house

list is complete and that the students living at their house are eligible to do so.

Any student living in the fraternity house having less than 80 hours is required to purchase a meal plan.

Fraternities that are found to have submitted inaccurate house lists face being fined the amount of room and board that is owed to the University. The individual student involved shall also be liable for payment of these fees. Any fraternity found in violation a second time during a one-year period will face the fines as listed above and will lose the privilege granted by the University for fraternity housing. After a one-year period, the fraternity may petition the University for reinstatement of residence facilities following the procedures listed below.

Any fraternity wishing to join the Interfraternity Council shall petition the University for permission to have students live at its facility. This petition should be made to the Dean of Student Life. Exemptions are not automatic and will be reviewed on a case-by-case basis. Any fraternity wanting to increase its housing capacity shall petition the Dean of Student Life for an increase in its allowed exemptions.

GRADE RELEASES

Interfraternity, National Pan-Hellenic, and Panhellenic-recognized organizations that require chapter grade reports to maintain affiliation and recognition with a national organization will request these reports through the Dean of Student Life each quarter in writing. Any other organization that is a recognized student organization may request grade releases through the Office of the Registrar. The written request will include the name, social security number, and signed student consent form from each individual member allowing the University to release each student's GPA to a named chapter representative for the sole purpose of academic verification of GPAs to the national organization. Use of student information not listed as directory information under FERPA regulations for purposes other than those listed on the release form are not allowed. Violations can be referred to the Student Organizations Committee.

STUDENT ORGANIZATIONS RELATIONSHIP AGREEMENT

INTRODUCTION

Inherent in any organization, such as a University, is a basic philosophy of operation. This philosophy leads to a system of values and beliefs that the University develops over time. These values and beliefs themselves then become the guiding principles to be followed in the decisions and actions of the institution.

Louisiana Tech University is a community of scholars whose members include its students, faculty, and administrators. The mission of the University is to provide excellent educational opportunities for qualified students within the State of Louisiana and from the region, nation, and foreign countries. The University emphasizes quality academic instruction and promotes a high degree of interaction among students, faculty, and the University community.

At Louisiana Tech University the development of the whole person is of paramount concern. It is for this reason the University assists students in the development of student organizations. These organizations

have been created to extend the educational opportunities beyond the main campus and beyond traditional curricula.

In order to define the collective responsibilities of student organizations, to preserve necessary order, and to protect the integrity of the institution, the following relationship agreement has been established between the respective agents of the University and the recognized student organizations.

The responsibilities and regulations included herein are directed toward meeting both the mission and educational needs of Louisiana Tech University and the mission and educational needs of its student organizations. These needs are best addressed by defining the responsibilities and expectations inherent in any responsible student organization found in a University community. The regulations and responsibilities included in this agreement are not to be regarded as a comprehensive code of conduct. Instead, the purpose of this agreement is to define the expectations that Louisiana Tech University has for the educational benefits of any student organization and to denounce any behavior by members of any student organization that violates or interferes with the basic purpose and process of the educational mission of the University or with the rights of any member of the University community.

DEFINITIONS

Terms and phrases when used in this agreement have been defined within or may be found in the Code of Students Rights and Behavior:

“Student Organization”	A group or association of students which has complied with the formal requirements for University recognition.
“Group”	Students who have not yet complied with the formal requirements of the University for recognition as an organization.
“Faculty Advisor”	Member of the University faculty or administrative staff, employed by the University, who has agreed to work with the student organization and to assist the members in the governance of its organization as provided in the organization’s constitution. The advisor should be free to act separately from the agent of the University. It is also the individual responsibility of the faculty advisor to abide by and to assist in ensuring that all of the members of the organization abide by University, state, and local laws. The behavior of a faculty advisor as related to the student organization is subject to review by the University’s Student Organizations Committee.
“Authority”	The authority referred to in this document is promulgated by the Office of the President of Louisiana Tech University and the power and authority delegated that office by the Board of Supervisors for the University of Louisiana System.
“Agent of University”	The individual designated by the University to represent the University in all matters pertaining to student organizations.
“Agent of Student Organization”	The individual designated by the student organization to represent the student organization in all matters affecting the organization and the

University. This individual must be a full time member of the student organization and must be a full time student at the University. Official recognition of the agent of the organization will be the president, vice president, treasurer, in that order, unless official written notice is received to the contrary by the Department of Student Life.

“Student Organizations Committee”

The governing committee for ALL matters involving student organizations. The authority of the committee is based on Section 6.04:11 of the Louisiana Tech University Code of Student Rights, Responsibilities, and Behavior.

“Administrative Review Board”

The appeal committee for all recognized student organizations. This committee is the final level of appeal for all decisions of the Student Organizations Committee. The composition of this committee, authority, and what constitutes a quorum are defined within.

“Administrative Suspension”

Temporary suspension of all activities, official meetings, gatherings of a group for any other reason than to conduct business pertinent to the successful operation of the organization and to resolve whatever issue prompted the suspension of the group’s activities. This sanction is in the authority of the Vice President for Student Affairs. This suspension may not exceed ninety days without the consent of the University’s Student Organizations Committee.

“Constitution”

The basic laws and principles of a student organization that determine the powers and duties of the organization and guarantees certain rights to the students within the organization.

“Implicate”

To involve the University community or any of its members in a manner other than what has been specified in this agreement. To implicate the University is not permissible and will be handled through the code of authority defined herein.

“Agreement”

Formal requirements for University recognition as a student organization (defined).

LENGTH OF CONTRACT

The length of the Student Organizations Contract with the University is from October 15 to October 14 of each year.

RESPONSIBILITIES OF THE UNIVERSITY

The University has the responsibility for creating and maintaining a system of order on campus that includes the following:

Providing an environment that will enable each member of a student organization to pursue academic

endeavors;

Requiring that student organizations demonstrate habits, attitudes, and standards of behavior, which will enhance both the mission of the University and the mission of the student organization;

Providing opportunities whereby members of student organizations are afforded the opportunity to display leadership in spiritual, mental, moral, and social activities;

Protecting and maintaining high academic standards;

Setting forth clearly stated rules, regulations, policies, and procedures that relate to student organizations;

Providing due process for those organizations accused of violations.

RESPONSIBILITIES OF THE STUDENT ORGANIZATION

When an institution of higher education extends and a prospective group of students accepts the privilege to join the University community, the student organization is obligated to assume the responsibilities of a mature individual which are held to include the following:

To abide by the organization's constitution and bylaws that were presented and approved by the University.

To abide by the behavioral standards of the Board of Supervisors for the University of Louisiana System and the University, as well as abide by local, state, and federal laws;

To hold inviolate the rights of others in matters of expression and assembly;

To recognize that one's behavior reflects not only upon one's self, but also upon the organization, the institution and its citizenry and is judged in this manner;

To follow the doctrine of common decency and acceptable behavior commensurate with the aspiration implied by a University and by the organization;

To respect the rights and property of others within the University community;

To respect the property of the University and the various agencies housed on campus;

To refrain from using the name of the University in an official capacity without the express written permission of an authorized administrator or official of the University except for the purpose of identifying affiliation;

To hold harmless the University of all responsibility in negotiation of contracts, lease agreements, and the payment of any debt or other obligations;

To insure internal control within the organization;

To obtain a member of the University faculty /staff to serve as an advisor to the student organization;

- To assist the University in the investigation of matters pertaining to University policy or local or state laws;
- To notify the University in writing of a change in leadership within seven days of change;
- To provide the University with an accurate, up-to-date roster of presiding officers and faculty advisors;
- To attend the mandatory student organization meeting each Fall;
- To provide the e-mail address of the President and have this account checked twice weekly.

PRIVILEGES OF STUDENT ORGANIZATIONS

- To associate with the name of Louisiana Tech University.
- To use University facilities for meeting, social events, and recreational activities.
- To participate in structured recreational activities with other recognized student organizations.
- To recognize for membership the respective student organizations in all elections, pageants, and awards offered to the student body.
- To receive professional advising from the Student Affairs Staff.
- To utilize the business support services of the institution.
- To receive programming support from various Student Affairs departments.

AUTHORITY OF THE STUDENT LIFE OFFICE

The Vice President for Student Advancement or their agent has the authority to direct the activities of a student organization in an effort to correct the inappropriate behavior of the organization's membership and/or immediately suspend that activity or student organization which is interfering with the operation of the University community or which is not in keeping with the mission of the University or the student organization. This administrative suspension shall be for a period not to exceed ninety days and will be subject to the review of the University's Student Organizations Committee.

Any activity which leads an individual to believe that the University is condoning an activity, behavior, or belief that is found to be offensive to a group or an individual within the University community is subject to suspension until further review by the University's Student Organizations Committee.

OFF-CAMPUS VIOLATIONS

Students apprehended for off campus violations of local, state, and federal laws are clearly within the jurisdiction of civil authority. The University's concern may extend to off-campus violations of local, state, and federal laws if the individual student, a student organization, or group of students uses the University's name to falsify its position or to associate it with a cause not appropriate to the mission of the University or when it serves to reflect on the quality of citizenship of the individual, organization, or group.

Student organizations or groups will assume complete responsibility for off-campus activities including the 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 review by the University's Student Organizations Committee.

STUDENT ORGANIZATIONS COMMITTEE PROCEDURES

As detailed in **House Bill NO. 364, "Due Process and Protection Act,"** any student or recognized student organization accused of violating Student Conduct rules is entitled to the following:

1. Right to be informed of their rights.
2. Right to receive notice of the alleged violation.
3. Right to be informed of the evidence the institution used to make the charge.
4. Presumption of innocence.
5. Access to an administrative file that contains all non-privileged documents pertaining to the allegation.
6. Elimination of conflicts of interest among counselors, investigators, institutional prosecutor, and adjudicators.
7. Right to appeal.
8. Right to legal counsel at your own expense, or a non-attorney advocate.
9. Right to examine and cross-examine witnesses.
10. Private right of action against the institution to recover actual damages.

See the following link for the complete bill: <https://legiscan.com/LA/text/HB364/2022>

All disciplinary hearings will be closed except to those involved in the hearings. Other meetings of the Student Organizations Committee are open. Any request to the Student Organizations Committee to consider changes in the guidelines to the student organization contract or student organization manual must be submitted in writing to the Office of Student Conduct and Academic Integrity or the Chairperson of the Student Organizations Committee.

Recusal Policy

Any alleged party may request the recusal of any faculty, staff or student member participating in the Student Organizations Committee (SOC) hearing process on the grounds of personal bias or conflict of interest by submitting a written statement to the Vice President for Student Advancement or his designee stating the exact nature of the request and the reason(s) the SOC board member cannot be impartial. The designee may not be the same individual responsible for adjudicating the conduct allegation. The written request, which must be signed and dated, should be submitted at least four business days prior to the hearing. The Vice President for Student Advancement or their designee will determine whether to honor the request or not. All involved parties will be notified accordingly.

Composition

Chair - Faculty/Staff member appointed by the Vice President for Student Advancement
Faculty representative
Interfraternity Council president
Panhellenic president
NPHC president

Student Government Association president
Union Board president
IFC Advisor
Panhellenic advisor
NPHC advisor
Dean of Inclusion Initiatives & Student Success
Chief of University Police
Two University staff members appointed by the Vice President for Student Advancement

Quorum

The presence in person of five members of the Student Organizations Committee consisting of chair, two student representatives and two faculty/staff representatives (or their duly appointed representative) shall constitute a quorum. The chair of the committee will vote only in the event of a tie vote.

Authority of the Committee

Measures of Discipline - The Student Organizations Committee may use various measures of discipline, depending upon the seriousness of the situation, some of which are as follows:

Counseling - Establishes a series of private conferences with the student organization in an effort to help the membership better understand the importance of (a) assuming the responsibility of a mature citizen, (b) being able to adjust to the behavioral standards of the University community of which they as a student organization chose to be a member, and (c) being considerate of other people and their rights.

Reprimand - Consists of a letter, which becomes a matter of record of an incident of behavior that does not meet the acceptable standards of conduct by a student organization at the University.

Suspension of Social Privileges - Prohibits the student organization from sponsoring and/or attending any activities, or participating in activities sponsored by, but not limited to, the (a) Union Board, (b) Louisiana Tech Concert Association, (c) Student Center, (d) Intercollegiate Athletic Department, and (e) the Intramural Department.

Probation - Specifies a period of time in which the student organization is given an opportunity to prove that it can abide by the behavioral standards of the University.

Replacement and/or Repair to Property - Provides that the student organization must produce written evidence by a designated date that he/she has replaced and/or repaired to the owner's satisfaction any unauthorized damaged or appropriated property.

Areas Placed Off-Limits - Restricts the use of certain areas or facilities by the student organization.

Suspension of a Student Organization - the suspension of a student organization's contract and all the rights and privileges thereof for a specified period of time, thus prohibiting any group of students requesting recognition of the University under the same name or constitution during the period of suspension.

Recognition - To approve or disapprove official recognition.

APPEALS

Administrative Action of the Student Organizations Committee

Any student organization may appeal an administrative action of the Student Organizations Committee. The respective agent for the student organization shall notify in writing the Chair of the Administrative Review Board (ARB) of its intention to lodge an appeal within ten (10) business days after notice of the committee's decision. Late notices of intent to appeal will be accepted or rejected by the Chairperson of the Board after hearing the agent's reasons for late submission. The entire record of the prior proceedings and all evidence previously presented shall be automatically transmitted to the ARB.

Composition

- Vice President for Student Advancement or designee (Chair)
- Representative from Division of Administrative Affairs
- Representative from the Division of Academic Affairs
- Representative from the Division of Alumni Affairs

Quorum

The presence in person of three members (2 members and Chair) of the Administrative Review Board (or their duly appointed representative) shall constitute a quorum.

Any decision that has brought about an appeal will remain in effect until the final appeal is resolved.

Procedures for Appeals

A student organization may issue a written appeal to a decision if any of the following apply:

- A. new evidence
- B. contradictory evidence
- C. no due process
- D. disproportionate sanctions

The Administrative Review Board (ARB) may, at its discretion, take any of the following actions:

- A. grant the appeal
- B. deny the appeal;
- C. order a new hearing; or
- D. reduce or modify the sanction(s).

FINAL APPEAL TO THE PRESIDENT

From a Recommendation of the Administrative Review Board

Within ten (10) business days after receipt of notice of a decision of the Administrative Review Board, the complaining student organization shall have the right to appeal to the President of the University. To do so, the organization shall give written notification to the Vice President for Student Advancement of its intention to appeal to the President of the University. Late notices of intent to appeal will be accepted or rejected by the Vice President for Student Advancement after hearing the organization's reason for late submission. The entire record of the prior proceedings and all evidence previously presented shall be automatically transmitted to the President of the University. The organization may, at its discretion, submit

additional written evidence, which is relevant to the issue or issues before the President. The Vice President for Student Advancement or their representative will be present at this hearing. The President of the University may, at his discretion, take any one of the following actions:

- A. grant the appeal
- B. deny the appeal;
- C. order a new hearing; or
- D. reduce or modify the sanction(s).

It should be noted that this agreement is designed as a supplement to the Code of Student Rights, Responsibilities, and Behavior, which governs the activities of individual students of the University. The purpose of the supplement is to comply with Section 5.03.06 of that code, which states that the University is responsible for setting forth clearly stated rules, regulations, policies, and procedures that relate to student life.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association, or “SGA,” has the greatest student representative authority on campus. The Student Government Association receives a \$4.50 per student per quarter student-assessed fee. The organization is student run and uses the quarterly assessment to positively impact Tech students. SGA is the governing body for the Student Association of which all students are members.

Composition

The student body president, vice-president, secretary, treasurer, and cabinet heads form the Executive Branch of SGA. They are in charge of carrying out or executing all programs and projects.

The Legislative Branch is made up of the Student Senate. The Senate is composed of college senators, elected by students enrolled in the respective colleges; class senators and presidents, elected by students of each class; and ex-officio members from BSU, NPHC, United Campus Ministries, and underrepresented groups like AWS, Residential Life, Panhellenic, IFC, Union Board, ISA, and KLPI. Their responsibilities include representing their constituents by voting on bills, resolutions, and appropriations, and serving on various committees.

The Judicial Branch of our government is the Supreme Court, which is composed of nine student justices, who insure that SGA follows its constitution and bylaws.

There are other non-elected positions in the SGA. The position of Member-at-large provides an opportunity for students to get involved with less responsibility.

Services

The Student Government Association provides or supports these various services for Louisiana Tech students’ help and convenience:

Free Computer Test Sheets
Access Phones Outside Residence Halls
Emergency Student Loans

Microwaves in Tolliver Hall
Bike Racks
Escort Golf Carts

Recreation

The SGA also provides these recreational facilities and activities:

Homecoming Activities
The Dog Haul

Honors

The SGA recognizes outstanding achievement by Tech students and enjoys honoring them with these presentations:

Who's Who Among Colleges and Universities
Memorial Scholarship(s)

Leadership

The SGA promotes good relations among students, faculty, and staff. SGA aids Tech in freshman recruitment and also represents the students on these committees and more:

Student Advisory Council	Food Service Committee
Administrative Council	Student Organizations Committee
Athletic Council	Technology Fee Committee
Parking and Traffic Committee	Student Activities Committee
Instructional Policies Committee	Honor Council
Graduate Council	University Fee Committee
Library Advisory Committee	Student Organizations Grant Committee
Behavioral Standards Committee	

Through its involvement in campus life directly and indirectly, the SGA is the voice of student opinion respected by students, faculty, and administrators.

Organizational Assistance

Campus organizations may request monetary matching funds assistance for various programs or conferences. The SGA can vote to provide a maximum of \$200 to an organization to help with associated expenses. To find out how to request this assistance, come by the SGA Office in Tolliver Hall.

How to Get Involved

Freshman and Graduate Class elections are held during the fall each year. In order to participate, candidates must pick up an election packet in the SGA Office at the beginning of the fall quarter. Also, applications for the Supreme Court are available at this time. In the spring quarter each year, elections are held to fill the positions of all other class officers, the college officers, and the SGA Executive Officers for the following academic year. After the new president is elected, he or she accepts applications and appoints members to the cabinet.

For further information on any of our programs or services, please call 257-4565 or come by the SGA office in Tolliver Hall. Our hours are from 8 a.m. - 5 p.m. M-F.

UNION BOARD

History of the Union Board

The Louisiana Tech University Union Board was established in 1940 as the Student Union. Its goal was

“to promote a well-rounded campus program, to assure personal development for every student, and to build campus spirit for a great Tech.” Since then the Union Board has grown to be a respected and influential student organization.

The Union Board is allocated a budget of \$10 per student per quarter, received from the Student Assessment Fee. It uses this money to provide Tech students with quality entertainment, concerts, the Miss Tech Pageant, Spring Fling, its annual Talent Show, comedians, dances, and many special events. The Union Board consists of 80 members. Any member that attains five quarters seniority automatically becomes a Lifetime Member.

Union Board’s members have diverse interests and backgrounds and work for the benefit of the students. UB not only provides entertainment, but also presents opportunities to its members so they may acquire the skills necessary to achieve the highest limits in their personal and professional lives.

The Union Board consists of Tech students and is subdivided into different committees: Special Events, Publicity, Miss Louisiana Tech, Fall Fling, Spring Fling, & Talent Show. The Union Board also has SGA and KLPI representatives. The following activities are sponsored and hosted by the UB:

Concerts UB provides concerts for students at discount prices. Performers in the past have included top names such as Stroke 9, Tonic, Stavin’ Chain, The Goo Goo Dolls, Run DMC, Cowboy Mouth, Robert Bradley’s Blackwater Surprise, Trace Adkins, Better Than Ezra, Brooks and Dunn, the Eagles, ZZ Top, Cheap Trick, Chicago, Rick Springfield, Billy Squire, Vanilla Ice, Chicago, Alabama, Amy Grant, Martina McBride, Clay Walker, Ricky Van Shelton, Nickelback, The Wallflowers, Three Doors Down, Saliva, and Michelle Branch, Switchfoot, and Ben Folds.

Talent Show UB’s annual Talent Show showcases Tech’s campus talent who compete for prizes.

Special Events Union Board sponsors numerous live acts throughout the school year. Past entertainment has included comedians such as Chris Rock, Tracy Morgan, and Mitch Hedberg, as well as magicians, hypnotists, and other performing artists.

Miss Tech The Miss Tech Pageant is also produced by the Union Board. On this special evening Tech’s representative for the Miss Louisiana Pageant is chosen from an array of beautiful and talented young women.

Spring Fling Spring Fling is an annual carnival held on campus. It includes a midway of games, prizes, boiled crawfish, and live music.

Tech the Halls Tech the Halls is an annual event to celebrate the holiday season. Games, caroling, holiday food, and a special appearance by Santa himself highlight this program.

Tech-R-Treat Tech-R-Treat is an annual event to celebrate Halloween with costume contests, trick-or-treating, and a spooky trail through Hideaway Park.

Mardi Gras Mambo Mardi Gras Mambo is an annual celebration of one of Louisiana’s favorite holidays with a parade and games.

KLPI

89.1 FM

Your campus radio station

Request line	257-3689
Business line	257-4851
Music	257-4852

Free promotions for all student organizational events

DJ positions available for all student volunteers

KLPI is the Louisiana Tech University owned campus radio station. It broadcasts 24 hours a day on 89.1 FM. The station is allocated a budget of \$2.50 per student per quarter, received from the Student Assessment Fee, plus money derived from ads sold to outside businesses. This money is used for the purchase of equipment, salaries for the Executive Staff, and for the day-to-day operation of the station. The station operates in accordance with all FCC regulations.

RADIO TECH: KLPI is run by the KLPI student organization. It is open to any student enrolled at Louisiana Tech University. KLPI was established to create and maintain interest in radio as a medium of communication. Its function is to provide a programming service primarily for Louisiana Tech University and secondarily for the broadcast area. In addition, participants in the group's activities obtain actual experience in the operation of a radio station.

To view a full list of recognized student organizations at Louisiana Tech University, visit <https://www.latech.edu/student-organizations/>.

Hazing Awareness & Prevention Manual

In accordance with Acts 635, 637, and 640 of the 2018 Regular Session of the Louisiana Legislature (“Louisiana Hazing Laws”), the Louisiana Board of Regents has adopted a Uniform Policy on Hazing Prevention applicable to all Louisiana public postsecondary education institutions. The policy aims to enhance the Legislature’s efforts to establish statewide mandatory requirements and is designed to help public postsecondary institutions create and maintain safety for all students who participate in the institutions’ activities, programs, groups, teams, organizations, and PanHellenic associations.

Louisiana Tech University is committed to provide a supportive, educational environment that promotes our students’ mental and physical well-being, safety and respect for one’s self and others. Involvement in student organizations and engagement in University sanctioned activities should be determined by the free will of each student and should not be impeded or impacted by the act of hazing.

Hazing in any form is strictly prohibited at Louisiana Tech University and all reasonable measures to prevent hazing will be enforced. This manual will outline the definition of hazing, the current laws against hazing, penalties for violations of the laws against hazing, information regarding the potential dangers of hazing, and measures that you can take to help Louisiana Tech University eliminate hazing.

1. Definition of Hazing

Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

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

Some examples of hazing include but are not limited to the following acts:

- (i) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- (ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, 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.
- (iii) 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.
- (iv) 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.

2. Laws and Penalties for Hazing

Act No. 635 of the 2018 Regular Session of the Louisiana Legislature is an act to amend and reenact R.S. 17:1801 and to enact R.S. 14:40.8, to create the crime of criminal hazing.

Criminal Hazing

It shall be unlawful for any person to commit an act of hazing.

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.

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 2 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.

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 an organization that 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 hazing another person, the organization may be subject to the following:

(a) Payment of a fine of up to ten thousand dollars.

(b) Forfeiture of any public funds received by the organization.

(c) Forfeiture of all rights and privileges of being an organization that is organized and operating at the education 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

(2) A national or parent organization that receives a report alleging the commission of an act or acts of hazing may conduct a timely and efficient investigation to substantiate or determine the veracity of the allegations prior to making a report to law enforcement. The investigation shall be completed no later than fourteen days after the date on which the report was received alleging the commission of an act or acts of hazing.

Act No. 640 of the 2018 Regular Session of the Louisiana Legislature prohibits hazing at Louisiana's public postsecondary institutions.

Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational 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.

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 quarter. 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 activities.

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. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the institution with which it is affiliated.

3. Impacts and Dangers of Hazing (source: HAZINGPREVENTION.ORG)¹

IMPACT ON PERSON BEING HAZED

The media is full of stories reporting one of the worst possible consequences of hazing: death. While death is the worst possible outcome, there are far more examples of less severe but still life-altering consequences. One study has shown that 71% of those who are hazed suffer from negative consequences. These consequences may include but are not limited to:

- Physical, emotional, and/or mental instability
- Sleep deprivation
- Loss of sense of control and empowerment
- Decline in grades and coursework
- Relationships with friends, significant others, and family suffer
- Post-traumatic stress syndrome
- Loss of respect for and interest in being part of the organization
- Erosion of trust within the group members
- Illness or hospitalization with additional effects on family and friends

IMPACT ON THOSE WHO HAZE

Those who are leading or participating in the hazing may unintentionally trigger the memory of a traumatic event in the victim's past that could result in devastating consequences. Those who are accused of engaging in the hazing behaviors may face suspension or expulsion, and legal action which may include misdemeanor or felony charges and/or jail time.

Personal impact: In addition to being accountable to the organization, the College, the state criminal process, and civil litigation, those that haze may experience the following:

- Decline in grades and coursework
- Relationships with friends, significant others, and family suffer
- Loss of connection to alums through the organization
- Media scrutiny
- Damage to one's personal reputation
- Warped sense of leadership
- Feelings of shame and guilt

¹ HazingPrevention.Org, Hazing and Its Consequences, <https://hazingprevention.org/home/hazing/hazing-and-its-consequences/> (last visited July 2018).

IMPACT ON THE ORGANIZATION

When a team, club or chapter participates in hazing, not only are individuals affected, but the organization also suffers. Individuals and their organization may be accountable to the national offices as well as institutional and local governing boards. Depending on the organization, the consequences can be quite significant. A local chapter of a Greek Life organization might be suspended from campus for a number of years, whereas a sports team could forfeit their season or a club could be disbanded. In addition, the following outcomes may result when members of an organization participate in hazing:

- Loss of reputation within the campus community, local area and nationally
- Loss of recognition for the organization, team or club and/or other privileges revoked
- Civil damages may be levied against the organization
- Organization's officers may be held responsible
- A gradual erosion of the true meaning and values of the organization

4. What You Can Do

Hazing is everyone's responsibility. Knowing the definition of hazing and the policies and laws is the first step. If you suspect a hazing incident, you have the responsibility to act. If you are involved with an organization that you feel like is committing an act of hazing, report the incident to the advisor and president of your organization and report the incident to the Department of Student Activities.

Additionally, reports of hazing can be submitted to the Student Conduct and Academic Integrity Office via the Incident Report form at <https://cm.maxient.com/reportingform.php?LouisianaTech>, in person in the Student Conduct office in Keeny 333 or by phone at 257-3396.

Finally, hazing can be life threatening. If you suspect that an act of hazing is creating an emergency, don't hesitate. Contact Tech Police at 257-4018 or call 911.

Notification of Rights Under

FERPA

(Family Educational Rights and Privacy Act)

for Post Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

(1) The rights to inspect and review the student's educational records within 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 the request should be addressed.

(2) The right to request the amendment of the student's educational 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.

(3) 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:

a. 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 Trustees; 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. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

b. Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

c. Release of Records to Parents of Students over 18 - Code of Federal Regulation 34 C.F.R. 99.31(a) (8) provides that a parent of a student who is claimed as a dependent [pursuant to the Internal Revenue Code definitions, Section 152-Attachment 2] may obtain access of student educational records without the student's consent.

d. Release of Records to Parent of Student Under the Age of 21- 34 C.F.R. 99.31 (a) (15) authorizes an institution to release educational records without permission of the student to the parent(s) if a student is under 21 years of age is found in violation of federal, state, local law or university rules regarding possession of alcohol and/or illegal drugs and procedure once completed and adjudicated, educational records may be released to a parent.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Louisiana Tech University to comply with the requirements of FERPA. The

name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. Directory Information is that personally identifiable student information not generally considered harmful or an invasion of privacy if disclosed. Prior consent of the student is not required for disclosure of directory information unless the student has specifically requested, in writing, that Louisiana Tech University not disclose this information. The Office of Student Affairs manages these privacy requests. Student Affairs publishes a quarterly list of privacy requests that is distributed to each college.

The following elements are considered to be Directory Information at Louisiana Tech University: name, date and place of birth, local address, permanent address, telephone listing, classification, major field of study, date of attendance at Tech, degrees, honors and awards received, most recently attended educational institution, current class schedule, photos, e-mail address, participation in Tech activities and sports, weight and height of members of Tech athletic teams. NOTE: Social Security Numbers, Student Numbers, and student PIN numbers are NOT Directory Information.

Facilities Usage Policy

LOUISIANA TECH UNIVERSITY

Facility Usage Policy

Louisiana Tech University facilities and properties are utilized to fulfill the primary mission of the University. Beyond the traditional instruction, research, public service, and athletic-related activities, certain University facilities and properties are made available for use by recognized student organizations through a reservation system operated by the Student Activities Office, Division of Student Affairs. Procedures and policies for student use of facilities and properties are established by the Division of Student Affairs and coordinated with the University department having primary oversight of the specific facility or property. All scheduling of facilities and properties must be made and approved through the Student Activities Office in Tolliver Hall or through the Aramark Food Service Office in the Student Center at least two weeks prior to the event. To maintain safety, security, and order, to ensure orderly scheduling of campus facilities, and to preclude conflicts with academic and curricular activities, Louisiana Tech University reserves the right to limit such activities by the following regulations regarding time, place, and manner of such activities.

In order to fulfill its public service mission, Louisiana Tech University may allow the use of certain facilities and properties by public and non-public groups provided there is not a conflict with University scheduled events and that the usage and event does not detract from the University's mission. In addition, the University requires that all non-university groups must provide proof of liability and workmen's compensation insurance, an indemnification agreement, and cost reimbursement sufficient to cover the operational cost of the facilities or property utilized. Proof of liability insurance and the indemnification agreement must be filed and approved by the Student Activities Office before any facility or property can be approved for outside use.

The Student Activities Office will assist the scheduling and use of University facilities and properties directly with the departments responsible for the specific facility or property. Because of the uniqueness of each facility, scheduling needs, etc., the department having oversight for each facility will establish usage policies and charges specific to their facility and property. Charges for usage are to be sufficient to cover the cost for use of the particular facility and must be paid in advance unless satisfactory arrangements are made in advance for direct billing to a responsible party. Collections for usage charges are to be made by the department having oversight of the facility and must be promptly deposited with the Office of the Comptroller. Invoices will be issued by the department having oversight of the facility and will be processed and collected through the Comptroller's Office. Louisiana Tech University reserves the right to reduce or waive charges where a compelling public need or interest is served, such as emergency shelter, high school graduation ceremonies, high school academic or athletic events, and charitable events.

The University reserves the right to assign alternate space if there is a conflict with class activities or if it is in the best interest of the University to take such action.

The University Space Utilization Committee, in consultation with the Internal Auditor, will periodically review policies and charges related to usage of University facilities and properties and will make recommendations to the President. A separate policy section will be established for each specialized facility and will become a part of this overall Facilities Usage Policy.

Academic Honor Code

Academic Honor Code

SECTION ONE: PREAMBLE

Academic integrity at Louisiana Tech University is based upon and encompasses the Tenets of Tech: integrity, respect, honesty, fairness, leadership, loyalty, enthusiasm, caring, hope, pride, confidence, excellence, commitment, and knowledge. Through the active pursuit of academic integrity, the University strengthens the value of the education and degrees that students seek to earn. Conversely, misconduct tarnishes the reputation of Louisiana Tech University and discredits the accomplishments of current students as well as graduates. Consequently, the University expects that all members of its academic community will demonstrate honesty and integrity in all academic relationships.

The purpose of the Honor Code is to articulate and support the interests of Louisiana Tech University in maintaining the highest standard of conduct in academic affairs. This policy has been developed to provide students and faculty with guidelines to determine what behaviors violate the Honor Code and procedures for dealing with behaviors alleged to be in violation of the Code.

SECTION TWO: HONOR CODE STATEMENT

Being a student of a higher standard, I pledge to embody the principles of academic integrity.

SECTION THREE: HONOR CODE VIOLATIONS

Acts that will be considered violations of the honor code are grouped in the categories that follow. It will be considered a violation of the Louisiana Tech University Honor Code to commit or to attempt to commit any offense as outlined below:

3.1 Cheating - Cheating is defined as the act of giving unauthorized assistance to or receiving unauthorized assistance from another individual for the purpose of completing academic requirements. This includes, but is not limited to, the completion of homework, tests, projects, or research assignments. Some examples of cheating are:

3.1.1. During an examination, having direct access, referring to information not specifically allowed by the instructor or receiving information from another student or another unauthorized source. Also included would be allowing another student to copy one's paper.

3.1.2. Representing another person's work or any part thereof, be it published or unpublished, as one's own, which is referred to as "plagiarism."

3.1.3. Copying another's entire paper and claiming it as one's own.

3.1.4. Copying a part of a paper or another source and claiming it as one's own.

3.1.5. Copying information from a source word for word without using citations.

3.1.6. Copying information from a source but changing the words around without using citations.

3.1.7. Obtaining, distributing, or referring to a copy of an examination which the instructor and/or department have not authorized to be made available for such purpose.

3.1.8. Submitting work that has been previously or is being concurrently used in a different class by oneself or by another student. Special permission must be obtained from the instructor or professor if a student wishes to utilize or develop further any work prepared for another class.

3.1.9. Misrepresentation of data for any purpose will represent a violation of the standards of the honor code.

3.2 Falsification - Falsification is defined as altering official University documents, forging signatures of University officials or any other individual, or any other attempt to misrepresent

official institutional documents or records. This also includes the alteration of grades or any other records related to the academic performance of students, whether another student's or one's own. This shall also include submitting any false records in order to gain admission to the University. Violations include not only falsification of records but also oral and written misrepresentation of truth in any kind of communication with University officials. This violation will result in automatic referral to the Office of Student Conduct.

3.3 Stealing/Unauthorized Access - This violation includes acquiring unauthorized access to property, information, or materials that belong to another person. These materials or property may belong to a faculty member, a staff member, the university, or another student and can be acquired in any form, including electronic information. This violation will result in automatic referral to the Director of Student Conduct & Academic Integrity.

3.4 Handling or Using Unauthorized Devices and/or Violating Behavioral Testing Instructions – This violation includes but is not limited to using or handling cell phones, PDAs, MP3 players, or unauthorized calculators when use of the device has been prohibited by the instructor. This violation could also include unauthorized communicating during an exam or looking at someone else's test paper.

It will also be considered a violation of the Louisiana Tech Honor Code to assist, attempt to assist, or conspire to assist another student in committing the offenses as outlined above. A second reported offense may result in referral to the Behavioral Standards Committee.

SECTION FOUR: HONOR CODE VIOLATION INITIAL ACTION

Upon a determination by University faculty or staff that there has been a violation of the Honor Code, he/she may invoke sanctions without referral to the Honor Council. The student will have the option to accept the penalty without a hearing or to request that the matter be referred to the Honor Council for an appeal. If the student accepts the sanction without appeal, it shall be the responsibility of the instructor to report the violation and sanctions imposed to the Honor Council through the Office of Student Conduct & Academic Integrity.

On other occasions, the instructor may feel that there was a possible Honor Code violation and will have the option to refer the matter directly to the Honor Council for appropriate action.

Should a student wish to report a violation of the Honor Code, he or she should notify the instructor or the Director of Student Conduct & Academic Integrity, as is appropriate.

SECTION FIVE: THE HONOR COUNCIL

The Honor Council shall be comprised of the following:

- A. Three faculty members appointed by the Provost; and
- B. Two staff members appointed by the Vice President for Student

Advancement;

- C. Five students with three being upperclass undergraduates appointed by the SGA President and 2 graduate students appointed by the Dean of the Graduate School; and
- D. Chairpersons appointed by the Provost and the Vice President for Student Advancement.

Quorum - The presence of a chairperson and six members with at least two student members; and, with a quorum present, the Committee may perform any of its functions and exercise any of its powers.

Recusal - Any member of the Committee who is involved or associated with the case being considered may excuse himself or herself. The accuser or the accused may petition for the recusal of a committee member.

All hearings will be closed except to those involved in the hearings.

SECTION SIX: HONOR COUNCIL PROCEDURES

These procedures will apply when a student is referred to the Honor Council for infractions or violations of University Honor Code. The purpose of the hearing is to determine if an Honor Code violation has occurred.

The student will be given written notification at least five (5) business days before the date set for the hearing. The notification will include a statement of the alleged academic misconduct; the date, time, and place of the meeting of the hearing board; a statement of the right to review evidence and a list of witnesses presented at the hearing; and a statement of the right to bring witnesses on his/her behalf.

Both the accuser and the accused will be informed that the student may bring one representative (either personal or legal counsel) who may attend and advise the student but may not present the student's case. The representative or the attorney, when applicable, has no standing in the proceedings but may provide advice to the respective student in a quiet manner that is not disruptive to the proceedings. The student shall give the Council notice in writing of his/her plans to bring a representative.

The student will be notified that he/she can present evidence or witnesses on his/her behalf, that the student will have a reasonable opportunity for questioning witnesses appearing against him/her, and

The Council shall be empowered to hear or not to hear such witnesses and evidence as it may deem relevant and fair, including, but not limited to, any information made as a part of the original report.

The Vice President for Student Advancement or their representative will be present at this hearing to present the case to the Honor Council.

Once a date, time, and meeting place of the hearing have been established, the student has been duly notified, and a Council quorum has been convened, the hearing will be held even if the student or his/her personal representative or both of them fail to appear. However, if in the opinion of the Chairperson of the Honor Council, there is just cause for delay of the hearing, the Chairperson may reschedule it for a later date. For purposes of this section, "just cause" means any eventuality that would prevent the student from receiving a fair hearing.

SECTION SEVEN: HONOR COUNCIL SANCTIONS

7.03 Censures Recommended by the Honor Council

7.03:01 Academic Sanctions can include but are not limited to any combination of the following:

7.03:01(a) Assignment of an "F" grade in the course.

7.03:01(b) Assignment of a failing grade or score on the assignment or examination in question.

7.03:01(c) Assignment of additional work in the class to provide evidence of the student's academic knowledge of the material.

7:03:01(d) Participation in the University SMART HABITS Academy. The purpose of this seminar is to provide an educational venue for students to build academic skills and to address college adjustment issues and academic integrity.

7:03:02 Administrative Probation - A precautionary measure which carries the provision that continued enrollment depends on strict compliance with University academic standards. Administrative probation shall be for a definite period of time.

7:03:03 Referral to Behavioral Standards Committee - The Honor Council may refer a student to the Behavioral Standards Committee if the committee members deem that the violation is beyond the scope of the Honor Council. Any sanction involving referral to the Behavioral Standards Committee is not appealable. Due process is guaranteed through the Behavioral Standards Committee process.

7:03:04 Suspension Recommendation - The Honor Council may refer the case to the Behavioral Standards Committee with a recommendation for suspension or expulsion.

The Honor Council may determine that the evidence of an alleged violation is not compelling enough to find the student in violation. In such an instance, the student is to follow the normal grade appeal process.

SECTION EIGHT: APPEALS

Procedures for Appeal

A student may issue a written appeal of a decision by the instructor, the Honor Council, or Administrative Review Board if any of the following apply:

- A. procedural error
- B. new evidence
- C. unsupported conclusion
- D. disproportionate sanctions

Students initiating the appeal process should be aware that an appeal can result in upholding the original sanction(s), reducing the sanction(s), or increasing the sanction(s). Students who face a suspension or expulsion sanction and are appealing should continue to attend classes until otherwise notified by the University.

Prerequisite to All Appeals - An appeal shall not be considered until the complaining student has exhausted all prior appeals.

Appeal of Instructor's Sanction(s)

Any student may appeal a sanction levied by an instructor for an honor code violation. The student must appeal (through the Office of Student Conduct & Academic Integrity - 333 Keeny Hall) within four (4) business days after notice of the instructor's decision has been mailed or verbally given to the student. Late notices of appeal will be accepted or rejected by the Dean of the College under which the course was taught after hearing the student's reasons for failure to comply with the preceding sentence. In appeals regarding administrative actions of the instructor of record, the Honor Council shall hear and decide the merits of the accusation and the censure imposed as if the matter were being brought before it initially. The instructor of record will be present at this hearing.

Important Notice: The student should continue to attend class and complete **all** required coursework, when applicable, while appealing the instructor's sanction(s). The aforementioned is extremely important if the student intends to later pursue the grade change appeal process, which is a separate process from the Honor Council appeal process. The grade change appeal process is handled by the respective college. For example, if the Honor Code violation happened in a

marketing class, then the grade change appeal would be handled by the College of Business through the dean's office.

Appeal of Honor Council's Recommendation

Within four (4) business days after notice of a decision of the Honor Council, the aggrieved student shall have the right to appeal to the Administrative Review Board. To do so, the student shall give written notification to the Vice President for Student Advancement of their appeal to the Administrative Review Board. The Vice President for Student Advancement shall, within a reasonable time, set a date, time, and place for review of the decision of the Honor Council and notify the student thereof. Late notices of appeal will be accepted or rejected by the Vice President for Student Advancement after hearing the student's reasons for failure to comply with the preceding sentence. The entire record of proceedings and the evidence presented before the Honor Council shall be automatically transmitted to the Administrative Review Board. The student may, at his/her discretion, submit additional written evidence which is relevant to the issue before the Board. The Vice President for Student Advancement or his/her representative will be present at this hearing. The Administrative Review Board may take any one of the following actions:

- A. approve the recommendation submitted by the Honor Council;
- B. amend and approve the recommendation; or
- C. return the recommendation for further study.

SECTION NINE: ADMINISTRATIVE REVIEW BOARD

The Administrative Review Board shall consist of the following:

- A. The Vice President for Student Advancement or his/her designee, as chairperson;
- B. The Provost or his/her designee; and
- C. The Dean of the college in which the student is registered or his/her designee.

Quorum - The presence in person of two members of the Administrative Review Board (or their duly appointed representative) shall constitute a quorum.

All hearings will be closed except to those involved in the hearing.

SECTION TEN: EFFECTUATION OF CENSURES

In cases where the decision or recommendation of the disciplinary body or functionary is other than a recommendation to the Behavioral Standards Committee to suspend or expel the student, the censure shall take effect from the time the student is informed by the appropriate official.

Censures other than Suspension and Expulsion Recommendations

In cases where the recommendation of the Honor Council to the Behavioral Standards Committee is to suspend or expel, the case shall be referred immediately to the Behavioral Standards Committee for appropriate action.

Failure to Comply:

Any student receiving sanctions from the Honor Council and failing to fulfill the requirements set forth within the prescribed time period shall be referred to the Behavioral Standards Committee.

Policy on Classroom Behavior

Policy on Classroom Behavior

Introduction

The goal of Louisiana Tech University and its faculty and students is to foster a dynamic environment of higher learning where all students develop analytical skills, learn to think critically and communicate effectively, promote inquiry, pursue knowledge, and prepare for productive careers. Behavior in the classroom that impedes teaching and learning and creates obstacles to this goal is considered disruptive and therefore subject to sanctions. The purpose of these sanctions is to create and protect an optimum learning experience for all students. The sanctions should not be considered punitive, either by the student or by the instructor. Disagreement expressed in a civil fashion, eccentricity, idiosyncrasy, and unconventional behavior are not, per se, disruptive to the classroom experience. These sanctions are intended only to preserve the classroom as a place to pursue knowledge, exchange ideas, and share opinions in an atmosphere of tolerance. Students have the responsibility of complying with behavioral standards. Faculty members have a professional responsibility to set reasonable limits on the expression of opinions while treating students with dignity, respect, and understanding while guiding classroom activities. At the classroom level, clear guidelines for behavior and early intervention are the foundation for an intellectually stimulating experience for students and instructors alike. Instructors are encouraged to include in their syllabi guidelines for classroom behavior. Instructors who state these guidelines early and enforce them at the first appearance of disruptive behavior prevent minor episodes of classroom misconduct from escalating into serious confrontations and help transgressors to avoid the more serious consequences of such actions. The instructor has ultimate control over classroom behavior and may dismiss or remove from the classroom any student engaged in disruptive behavior.

Guidelines for Classroom Discipline

1. In the case of an incident involving a disruptive student, the instructor of record for the course will communicate with the student as soon as possible after the first incident of disruptive behavior to clearly address the inappropriate behavior, review the classroom rules, and instruct the student on the behavior that is required in the future. The instructor will document this conversation.
2. If the disruptive behavior continues, as soon as possible, the instructor will provide a written warning to the student identifying the prohibited behavior that occurred, the rules that were violated, and the behavior that is required in the future. The warning could include notice that any subsequent violations of the classroom rules may result in one or more of the following sanctions: removal from the class, grade of F on an assignment, grade of F in the course, or referral to the Office of Student Conduct and Academic Integrity.
3. If the disruptive behavior continues or is serious, the instructor will document the disruptive behavior and notify the Office of Student Conduct and Academic Integrity using the following report: <https://cm.maxient.com/reportingform.php?LouisianaTech>. The report should also include a copy of all documentation of the student's previous disruptive behavior. The instructor will notify his/her Academic Director or Department Head and Dean of the matter. The Student Conduct and Academic Integrity Office will be responsible for handling the complaint in accordance with the Code of Student Rights, Responsibilities, and Behavior. If the student is found in violation of the Code of Student Rights, Responsibilities, and Behavior, one or more of the following sanctions may apply: administrative probation, community service, counseling, or removal from the University.