



2024-2025



Southeastern Louisiana University
STUDENT HANDBOOK

Student Code of Conduct

ARTICLE I: PURPOSE OF THE CODE

This Student Code of Conduct is established to set forth the standards of conduct expected of all Southeastern Louisiana University students and to describe the procedures to be followed in cases of alleged violations of the Code.

The purpose of this Code is to ensure a safe and respectful campus community in which students can pursue their academic goals and engage in the intellectual, social, and cultural opportunities offered by the University. This Code is intended to promote individual accountability and responsibility, respect for the rights and dignity of others, and a sense of community conducive to learning, personal growth, and the pursuit of knowledge.

The University reserves the right to change the Student Code of Conduct during the academic year. Revised **January 17, 2025**.

ARTICLE II: DEFINITIONS

For this Code, the following definitions apply:

1. “Adjudicator” refers to the individual or body responsible for making decisions, evaluating evidence, and may impose sanctions upon the student(s) or organization(s) found to have violated the Student Code of Conduct.
2. “Advisor” may be an attorney or a non-attorney advocate at the student’s own expense who may fully participate during disciplinary proceedings or any other proceeding adopted by the university process.
3. “Appellate” means an individual or committee that determines whether the decision was reasonable based on the Grounds for Appeals identified within this code. May also be referred to as “Appellate Adjudicator”.
4. “Complainant” means the person who alleges a violation of the Student Code of Conduct by a student or student organization. Third parties reporting an incident are not complainants.
5. “Complaint” means a written statement of the essential facts constituting a University regulation or rule violation.
6. “Hearing Board” means a group of University administrators, students, and/or faculty or staff members hearing cases arising from student violations of University policies.

7. "Hearing Board Advisor" means the person who oversees and leads the hearing process, ensuring procedural fairness, advising on rules and policies, facilitating communication, and maintaining confidentiality.
8. "Institutional Prosecutor" or "University Complainant" means the individual that represents the University as a complainant in the disciplinary process.
9. "Investigator" means any University official gathering information for OSAA to determine whether a code of conduct violation occurred.
10. "May" is used in the permissive sense.
11. "Proscribed Conduct" means any behavior that is in violation of this Code.
12. "Recognized Student Organization, Organization, or RSO" means a group of persons who have complied with the formal requirements for University recognition. Unless otherwise stated, these terms are interchangeable with the term "student" as it relates to all areas of the Student Code of Conduct.
13. "Respondent" means any student or student organization who allegedly violated a university rule, regulation, or policy.
14. "Sanction" means any corrective or restorative action to remediate a Student Code of Conduct violation.
15. "Shall" is used in the imperative/mandatory sense. It conveys an obligation or duty that must be carried out.
16. "Student" is any person who is enrolled in the institution.
17. "University" or "Institution" means Southeastern Louisiana University.
18. "University Activities" means any activity or event sponsored, organized, or sanctioned by the University, whether on or off campus, including but not limited to classes, meetings, seminars, performances, athletic events, and social events.
19. "University Official" means any person employed by the University in an administrative, executive, supervisory, academic, research, or support capacity, including but not limited to faculty, staff, administrators, and campus police officers.
20. "University Premises" means any building, facility, or property owned, leased, operated, controlled, or supervised by the University, including but not limited to classrooms, residence halls, dining facilities, recreational areas, athletic facilities, and offices.
21. "Victim Advocate or Advocate" means a person that provides support, guidance, and resources to individuals involved in complaints, maintaining confidentiality while explaining their rights and options. This may be an individual that is trained or licensed. This individual cannot serve as "Advisor" as defined by this code.
22. "Victim Counselor or Counselor" means a person that provides support, guidance, and resources to individuals involved in complaints, maintaining confidentiality while explaining their rights and options. This may be an individual that is trained or licensed. This individual can not serve as "Advisor" as defined by this code.
23. "Will" is used in this code as indicating intent or future action but not necessarily creating a strict obligation.

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24. “Witness” is a person who may be invited to provide testimony or evidence relevant to the case.

ARTICLE III: CONDUCT AUTHORITY

The Board of Supervisors of the University of Louisiana System has granted authority to the President of Southeastern Louisiana University to administer day-to-day affairs, including the administration of the Student Code of Conduct.

The President, in turn, has delegated the authority to administer the Student Code of Conduct to the Vice President for Student Affairs or their designee.

ARTICLE IV: PROSCRIBED CONDUCT

A. Jurisdiction of the University

Students at Southeastern Louisiana University are provided a copy of the Student Code of Conduct annually through the Office of Student Advocacy and Accountability’s website. Students are responsible for reading and abiding by the Student Code of Conduct’s provisions.

1. Application of the Code: The Student Code of Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all Recognized Student Organizations.

2. Enrollment Status: The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student’s ability to re-enroll and/or obtain official transcripts and/or graduate, and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures. Should the former student be found responsible, the University may revoke that student’s degree.

3. Purview: The Student Code of Conduct applies to behaviors on campus, at University sponsored events and may also apply off-campus when the University determines that off-campus conduct affects a substantial University interest. A substantial University interest is defined to include the following:

- a. Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of self or others;

- b. Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder;
- c. Any situation that is detrimental to the University's educational mission and/or interests; or
- d. Any situation where the conduct adversely affects the university community, pursuit of its objectives, or neighboring communities.

Jurisdiction applies to all University locations, including where the University is extended to distance education, such as study abroad, service trips, experiential learning opportunities, athletic, club sports, and other group travel. Jurisdiction may also be applied to behavior conducted online, via e-mail, or through electronic mediums in cases where the behavior is not protected by freedom of speech and expression. The University does not regularly search for online information but may take action if such information is brought to the attention of University Officials.

1. **Guests and Visitors:** A Student may be held accountable for the behavior of their guests or visitors on University Premises. If a guest is found to be in violation of the Student Code of Conduct, applicable police action may be brought against the guest, and a student conduct complaint may be brought against the student host or the host student organization. Guests and visitors of the University may also report potential violations of the Student Code of Conduct committed by students to the University Police Department or the Office of the Dean of Students.
2. **Violation of Law:** If a student is charged with an off-campus violation of federal, state, or local laws, but not with any other violation of this code, restorative action may be taken and sanctions imposed for grave misconduct which has a detrimental impact on the University's educational function.

Students may be accountable to external authorities and the University for acts that constitute violations of federal, state, or local law. At the discretion of the University, disciplinary proceedings will continue normally regardless of pending administrative, civil, or criminal proceedings arising from the same or other events. The outcomes of disciplinary proceedings will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed, reduced, or are pending.

When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding before a hearing board under the Student Code of Conduct, however, the University may advise off-campus authorities of the existence of the Student Code of Conduct and how such matters will be handled internally within the University community.

The University will cooperate fully with law enforcement and other agencies in enforcing criminal law on campus and in the conditions imposed by criminal courts to rehabilitate student violators. Individual students and faculty/staff members, acting in their capacities, remain free to interact with governmental representatives as they deem appropriate.

B. Amnesty

The purpose of this amnesty policy is to ensure that students act promptly in emergency situations without the additional concern of facing disciplinary consequences, thus safeguarding their health and well-being. The Office of Student Advocacy and Accountability (OSAA) may grant amnesty in certain cases. Students who take reasonable action to prevent, stop, or report violations of the Student Code of Conduct may be protected by amnesty.

- **Limitations:** OSAA may grant amnesty on a case-by-case basis to students who proactively seek medical help for themselves or others where the help-seeking student may have been involved in underage drinking or other improper use of alcohol or drugs (illegal, OTC, or prescribed) at the time of the incident. Amnesty does not prevent any actions that any law enforcement agency, including Southeastern University Police, may take.
- **Educational Follow-Up:** While amnesty protects students from disciplinary action, students may be required to participate in educational programs or counseling sessions related to substance use. The university may require students to attend workshops or meet with a counselor to address the behavior and provide support.
- **Other Violations:** Amnesty will not be granted for other policy violations (outside of alcohol and drug related violations) that may have occurred during the incident.

C. Conduct Standards and Regulations

Students at Southeastern Louisiana University are expected to conduct themselves as responsible citizens and to respect the rights and dignity of others. Proscribed conduct includes, but is not limited to, the following:

1. **Acts of Dishonesty.** Acts of dishonesty are any form of fraudulent behavior or violation of the Academic Integrity Policy. Acts of dishonesty include, but are not limited to:
 - Cheating, plagiarism, or other forms of academic dishonesty;
 - Furnishing false information to any University official, faculty member, or office;
 - Forgery, alteration, or misuse of any University document, record, or instrument of identification.
 - Impersonating a University official, faculty/staff member, office, student, or agent of the University.
2. **Disorderly Conduct.** Disorderly conduct disturbs an orderly function or process of the University and/or infringes on the rights of others, including but not limited to:
 - Lewd or indecent behavior or conduct;

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- Interfering with the duties of a student, faculty/staff member, or University official;
 - Interfering with an approved campus demonstration;
 - Leading or inciting others to disrupt a scheduled or ordinary activity within the University premises.
- 3. Abusive Conduct.** Abusive conduct is any form of harassment, verbal abuse, retaliation, threatening, or intending to cause harm, stalking, or violent behavior, including but not limited to:
- Intentionally causing harm, causing physical injury to oneself or others, or taking any action against any person with such reckless disregard that harm might result;
 - Engaging in any repetitive behavior that is threatening or intimidating to another person or that is disturbing to another person;
 - Demonstrating unwanted or obsessive attention to individuals or groups in person or electronically;
 - Behavior that could cause a person to suffer substantial acts that alarm, cause fear, or seriously annoy such other person(s), and that serves no legitimate purpose;
 - Repeated or hostile behaviors that a reasonable person would find intimidating or that would harm another person, including but not limited to bullying and cyberbullying.
 - Acts of bias or violation of the Discrimination and Harassment Policy.
- 4. Power-Based Violence or Sexual Misconduct.** Power-based violence is any form of interpersonal violence intended to control or intimidate another person by asserting power over the person. Sexual misconduct is sexual harassment, abuse, assault, and/or sex discrimination prohibited by Title IX. Sexual misconduct cases may be adjudicated under general conduct or Title IX procedures based on jurisdiction (see Power-based Violence and Sexual Misconduct Policy).
- 5. Endangerment.** Endangerment is conduct where an individual's actions or negligence create a substantial risk of putting someone or something in danger. This can include reckless behavior or unsafe practices that jeopardize others' well-being or safety, including, but not limited to, violations of the Coasting Devices Policy.
- 6. Drug Violation.** Drug violations are the use, possession, manufacturing, distribution, or sale of cannabis, cocaine, narcotics, or other controlled substances (including over-the-counter drugs, prescription drugs, and drug paraphernalia), except as expressly permitted by law.
- 7. Alcohol Violation.** Alcohol violation is the unauthorized or illegal use, possession, manufacturing, distribution, or sale of alcohol; public intoxication; operating a vehicle or other mode of transportation under the influence of alcohol; or any violation of the University's Alcohol Policy (See the Student Alcohol Policy).

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- 8. Abuse of Property.** The abuse of property includes all forms of property abuse, including but not limited to:
- The intentional, malicious, ignorant, or negligent destruction, damage, disfigurement, or improper use of public or private property.
 - The taking of property belonging to the University, individuals, businesses, or organizations; This includes actions such as shoplifting, embezzlement, and other forms of theft, whether permanent or temporary; or
 - Violation of the Copyright Policy.
- 9. Trespassing.** Trespassing refers to unauthorized presence on, in, or within any University-owned or operated space, including virtual spaces, buildings, and residence halls. It also includes entering or remaining in a facility, office, or residence controlled by another person after being asked to leave.
- 10. Weapons Violation.** Weapons violation is the unlawful possession, display, discharge, use, or sale of weapons, threatening or attempting to inflict a wound, cause injury, or incapacitate with a weapon, and includes but is not limited to all firearms, switchblade knives, knives with blades five or more inches in length, or dangerous chemicals. A weapon is any object that is specifically designed to inflict harm or damage, or any object used with the intent to cause harm or damage.
- 11. Explosives Violation.** An explosives violation includes the possession, display, discharge, use, or sale of explosives, bombs, incendiary devices, or fireworks (including firecrackers and ammunition), as well as attempts or threats to use such items, except when required for authorized classroom instruction.
- 12. Abuse of Computers and Other Technology.** Abuse of computers and other technology is unauthorized use of electronic or other devices to record audio or video of individuals in areas where they have a reasonable expectation of privacy (e.g., locker rooms or bathrooms) is prohibited, especially if the recording may cause injury or distress. Additionally, sending or posting obscene or abusive messages, videos, or images electronically is also prohibited, including violations of the Responsible Computing Policy.
- 13. Safety Violation.** A safety violation is the unauthorized or improper possession, use, or tampering with emergency, fire, public safety, or security equipment, devices, or systems, including but not limited to:
- Creating health or safety hazards, such as dangerous pranks, climbing out of or onto windows, balconies, or roofs.
 - Failing to promptly evacuate facilities in emergencies or in response to fire alarms and codes, or inappropriately using the fire alarm system;
 - Burning or attempting to burn candles, incense, or any flammable substances that pose a fire hazard to property or individuals on the University campus.
- 14. Violation of Other Published University Policies, Rules, or Regulations.** Violation of Other Published University Policies, Rules, or Regulations refers to violation of a formal

guideline or standard established by the university to govern the behavior and activities of students, faculty, staff, and/or other members of the university community. These policies, rules, and regulations are designed to ensure orderly conduct, uphold academic standards, and promote a positive and safe learning environment. They are typically documented in official university handbooks, codes of conduct, or similar publications and can include:

- Policies: Broad principles or rules that outline the university's stance on various issues, such as academic integrity, discrimination, and campus safety.
- Rules: Specific directives or mandates that must be followed, detailing particular requirements or prohibitions.
- Regulations: Detailed procedures or mechanisms that implement and enforce policies and rules, often involving specific steps or processes.

15. Violation of Federal, State, and/or Local Law. Violation of Federal, State, and/or Local Law is violating any local, state, or federal law, including but not limited to:

- Use of tobacco products or e-cigarettes, e-vaporizers, or electronic nicotine delivery systems on campus (see Tobacco Free Campus);
- Gambling in violation of the law;
- Littering or other actions which endanger the environment (see Anti-Litter Policy).

16. Failure to Comply. Failure to Comply is the failure to act in accordance with legitimate directives of authorized university officials, law enforcement, or emergency personnel. This includes but is not limited to:

- Failure to identify oneself or to show an identification card when so requested;
- Failure to complete sanctions by the date required or agreed upon;
- Violation of any disciplinary sanction and/or interim measures;
- Failure of students, their guests, or visitors to comply with those rules and regulations of published university policies, rules, or regulations.

17. Abuse of the Campus Discipline System. Abuse of the Campus Discipline System refers to a breach of the University Student Code of Conduct wherein a student intentionally manipulates or exploits the disciplinary processes, including but not limited to:

- Withholding information relevant to any investigation carried out by a University official or authorized agent of the University;
- Manipulating or exploiting the disciplinary processes for personal gain, to evade responsibility for misconduct, or to unfairly target others; or
- Falsely reporting an incident.

18. Disruption. Disruption is disturbing the peace and good order of the university or surrounding communities, including but not limited to:

- The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, or other University tasks and activities;

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- Creating excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the University;
 - Engaging in maladaptive behavior that is disruptive to the University's educational process;
 - Classroom behavior that seriously interferes with the faculty member's ability to conduct the class or the ability of other students to benefit from the instructional program (see Student Behavior in the Classroom Policy).
- 19. Hazing.** Hazing is any intentional, knowing, or reckless act by a person acting alone or acting with others that are directed against another when both of the following apply:
- 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.
 - The act was associated with pledging, initiating, affiliating with, participating in, holding office, or maintaining membership in any organization (refer to the Hazing Policy).

ARTICLE V: STUDENT RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

A. Student Rights and Privileges:

1. The right to learn and pursue knowledge in an environment that is respectful and conducive to learning.
2. The right to be free from harassment or discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, or any other basis protected by law.
3. The right to exercise freedom of speech and assembly provided that such expression does not infringe on the rights of others or disrupt the educational process.
4. To be informed of the Student Code of Conduct, its corresponding procedures, and all of the rights enumerated herein;
5. To petition to redress a grievance arising from an incident that violates University policy and/or the Student Code of Conduct. Any member of the University community may file a charge or complaint against a student when that person believes the student has violated any University policy;
6. To receive notice of any alleged violations of University policy and/or breaches of the Student Code of Conduct;
7. To have the benefit of an opportunity to be heard by an impartial Hearing Board or Hearing Officer in addressing an allegation/s of a violation of University policy;
8. To have an attorney or non-attorney advisor fully participate in all proceedings;
9. To examine evidence to be used against an individual at the discipline conference or prior to a formal hearing;

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10. To view the list of witnesses and/or statements provided by witnesses at the administrative disciplinary conference or prior to a formal hearing;
 11. To receive written notice within 72 hours of interim measures;
 12. To have the right to waive your participation in an interim measure hearing;
 13. To have a Counselor or Advocate present at proceedings;
 14. To be informed of available accommodations on and off campus (i.e., notified of available counseling, changing academic and living arrangements);
 15. To request a campus no-contact order;
 16. To have a hearing board comprised of diverse representatives;
 17. To have unrelated past behavior excluded from the hearing (i.e., irrelevant prior sexual history);
 18. To participate with special accommodations (i.e., by phone, behind a screen, video, etc.);
 19. Students have the right to request reasonable accommodations on the basis of a disability in order to allow for participation in the process.
 20. To request no direct contact with the accused or reporting student during the hearing (i.e., questions from the accused student would be posed through the Board Chairperson and then relayed to the complainant, or an appointed advisor may speak on the student's behalf);
 21. To provide questions to the Board Chairperson prior to or during the hearing that they may incorporate those into questioning the accused or reporting student;
 22. To be informed of the names of all witnesses who will be called to give testimony;
 23. To request a recess during the hearing;
 24. To be informed of the outcome of the disciplinary process, simultaneously with the reporting or responding party; and
 25. To appeal the Hearing Board's decision.
 26. To report in good faith and without fear of retaliation, violation(s) of the Code of Student Conduct, and other policies of the University to appropriate academic and/or administrative personnel.
 27. The right to confidentiality to the extent permitted by law.
 28. The right to privacy as appropriate and indicated by Family Educational Rights and Privacy Act (FERPA), throughout the investigation and disciplinary process.

B. Student Responsibilities

As members of the campus community, students have a responsibility to uphold the values and standards of the institution. This includes maintaining academic integrity, respecting the rights and dignity of others, and adhering to all federal, state, and local law and the rules and regulations set forth by the institution.

Students are expected to contribute to a safe and inclusive environment by acting with honesty, being accountable for their actions, engaging in constructive dialogue, stay informed by reading communications from the University, and inform members of their party of University communications. They are also responsible for actively participating in their educational experience, attending classes regularly, meeting deadlines, and seeking help when needed.

Additionally, students should respect campus property, comply with institutional policies, and contribute to the overall well-being of the community.

ARTICLE VI: DISCIPLINARY PROCEDURES

Filing a Complaint

Complaints of misconduct against a student may be filed online via ReportIt (www.southeastern.edu/reportit). Always call University Police at 985-549-2222 or 911 in case of an emergency.

The complaint should include a written explanation of what happened; identification of the person(s) or group impacted by the alleged violation; and identification of the individual or organization alleged to have violated.

Additionally, written complaints should include the following:

1. Full name, local address, phone numbers, and, if possible, “W” numbers of the complainant, accused, and witnesses.
2. The specific conduct standard, policy, and/or rule allegedly violated;—
3. The date, time, location, and persons involved in the incident under investigation;
4. A narrative of the incident describing what occurred;
5. Copies of pertinent witness statements, police and/or housing reports, and/or
6. Any other physical evidence (photographs, written documents, items, etc.)

Evaluation

The Office of Student Advocacy and Accountability (OSAA) evaluates the written information that it receives to determine whether it constitutes a complaint that is subject to further processing. If so, OSAA determines whether it can investigate the complaint. OSAA makes this determination with respect to each allegation in the complaint. For example, OSAA must determine whether OSAA has authority or jurisdiction to investigate the complaint; that is, whether the complaint alleges a violation of any of the code OSAA enforces. OSAA must also determine whether the complaint is filed on time.

Generally, a complaint must be filed with OSAA within 45 business days of the date of the alleged discrimination. If the complaint is not filed on time, the complainant should provide the reason for the delay and request a waiver of the 45 business days limit. OSAA will decide whether to grant the waiver.

In addition, OSAA will determine whether the complaint contains enough information about the alleged violation to proceed to investigation. If OSAA needs more information in order to clarify the complaint, it will contact the complainant; and the complainant has 14 business days within which to respond to OSAA's request for information unless the complainant has requested additional time to provide the information.

Some of the reasons for OSAA's dismissal of a complaint include:

- OSAA does not have authority to investigate the complaint;
- The complaint fails to state a violation of one of the conduct violations OSAA enforces;
- The complaint was not filed timely (within 45 business days of the date of the alleged violation) and a waiver of the timeliness requirement was not granted;
- The allegations raised by the complaint have been resolved and are therefore no longer appropriate for investigation;
- Minors (under 18 years old): A signed Release of Information form to a parent or legal guardian is required to proceed with an investigation and if the Release of Information form has not been provided within 14 Business days of OSAA requesting the signed form.

Notice of Charges

Upon receipt of an alleged violation report, the University will conduct a preliminary review to determine whether the report has sufficient information or merit to warrant an investigation. If there is sufficient information, the University will investigate whether violating the Student Code of Conduct has occurred. If the University determines that a violation has occurred based on Clear and Convincing Evidence, the student will be provided with written notice of the alleged violation, including specific sections of the rules or policies violated and any evidence collected.

Equivalent Rights

The University will grant equal rights to individuals who are complainants or respondents in disciplinary proceedings. This includes offering the same opportunities for both the respondent and the complainant to have others present during proceedings, allowing an unrestricted choice of attorney or non-attorney advocate, and providing simultaneous notification of the institution's appeal procedures for both parties, if applicable.

Right to Representation

Students accused of violations have the right to be represented by an attorney or a non-attorney advocate at their own expense. This right extends to both the respondent and the complainant. Students will be informed of their rights in writing before scheduling any disciplinary proceedings. Officially recognized student organizations accused of violations are also entitled to representation by an attorney or a non-attorney advocate at their own expense, a right that similarly applies to both the accused organization and the complainant.

Written notification of the name and relationship of an advisor to the complainant or respondent must be submitted to the Hearing Board Advisor at least 48 hours prior to the hearing. Complainants and respondents must keep their representatives informed of communications from the university.

Accommodation Requests

Students may request accommodations during a disciplinary process to ensure that they receive a fair and equitable hearing. These accommodations might include additional time to prepare for hearings, the presence of a support person, or modifications to the format of the proceedings to address specific needs. The University is committed to providing necessary adjustments to support the student's ability to participate fully in the process while maintaining the integrity and fairness of the disciplinary procedures. Requests for accommodations should be made promptly, allowing the institution adequate time to assess and implement the necessary arrangements.

Evidence

The university is not required to follow formal rules of evidence in disciplinary proceedings. However, the university intends to make a good faith effort to include relevant evidence and exclude evidence that is neither relevant nor probative.

Standard of Evidence

The investigation of alleged violations of the Student Code of Conduct will be conducted using the "Clear and Convincing" standard of evidence. This means that the evidence presented must be highly and substantially more likely to be true than untrue, establishing a firm belief or conviction in the allegations.

If it is concluded that the facts do not support a finding of a violation by Clear and Convincing Evidence, the matter will be closed and the Office of Student Advocacy and Accountability (OSAA) will record the final disposition of the matter as “Closed.” OSAA will send a letter to the complainant. Neither the fact of an investigation nor the lack of finding will be reflected on the involved parties’ official conduct record.

Access to Evidence

Students will be provided reasonable continued access and the ability to obtain copies of documents and conduct records during open cases. Students requesting access to view documents will need to submit a Records Request. To protect the privacy of those involved, records may not be distributed, posted, altered, or made public, this continues after the resolution process is completed.

Presumption of Innocence

The presumption of innocence is a fundamental principle applied to accused students or organizations, ensuring they are considered innocent until proven otherwise. This presumption remains intact until responsibility is either acknowledged by the accused or formally determined through a hearing process. During this hearing, the university bears the burden of proving every element of the alleged violation to establish the accused's responsibility.

Maintenance and Access of Disciplinary Records

Confidential conduct records remain on file with the Office of Student Advocacy and Accountability seven years after the incident. In minor cases that do not involve separation from the institution, confidential conduct records may be expunged at the student’s written request one year after graduation from the University.

Open cases awaiting adjudication remain part of the student’s permanent conduct record. Confidential conduct records involving the imposition of sanctions entailing separation from the institution are kept indefinitely.

To request conduct records, visit the “Records Request” portal on the Office of Student Advocacy and Accountability’s website. The following addresses confidentiality, access, and third-party records requests:

1. Confidentiality

Southeastern Louisiana University is responsible for protecting students and student organizations’ information, including information pertaining to conduct files as defined

by the Family Educational Rights and Privacy Act (FERPA). This information is strictly confidential and can only be released upon the written consent of the student or student organization's current leadership.

2. Access to Records

Students will be provided reasonable continued access and the ability to obtain copies of documents and conduct records during open cases. Students requesting access to view documents will need to submit a Records Request. To protect the privacy of those involved, records may not be distributed, posted, altered, or made public, this continues after the resolution process is completed.

3. Third-Party Records Requests

Students requesting records for third-party access will need to complete a Records Request form. Processing this request may take up to five (5) to seven (7) business days, as all documents must be redacted for identifiable information pertaining to other students.

Privileged documents or internal memorandums that are not intended to serve as evidence may not be included in the disciplinary record. This ensures that only relevant and necessary documents are maintained, streamlining the management and accessibility of the disciplinary records.

Separation of Roles

To ensure that all disciplinary proceedings are carried out free from conflicts of interest, the Office of Student Advocacy and Accountability will ensure that individuals (administrative or adjudicative) will not serve in multiple roles during this process. Dual roles shall be considered if any individual carries out more than one of the following roles with respect to any disciplinary proceeding:

- (a) Victim Counselor and Victim Advocate
- (b) Investigator
- (c) Institutional prosecutor
- (e) Adjudicator
- (f) Appellate Adjudicator

Participation in Proceedings

For the purposes of this Section, "fully participate" includes the ability to make opening and closing statements, examine and cross-examine witnesses, and provide support, guidance, and advice to the alleged respondent or complainant. This Section does not mandate the use of formal rules of evidence in disciplinary proceedings. However, the university will make a good-

faith effort to include relevant evidence and exclude evidence that is neither relevant nor probative.

Interim Measures

UL System member institutions shall have the ability to take reasonable interim measures necessary to ensure the physical safety of members of its campus communities during a timely investigation and adjudication of a student disciplinary issue, including but not limited to the ability to make adjustments in student housing arrangements, impose conditions of mutual no contact between the accused student and the alleged victim, temporarily suspend a student, or ban a student from campus. Such reasonable interim measures shall require the following:

- (1) Within seventy-two hours of the alleged violation being deemed an immediate threat, written notice of the interim measure explains the institution's reasons for enacting the measures.
- (2) Within seven business days of the written notice as outlined in the above paragraph, 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.

At the hearing, both the accused student and the alleged victim shall have the right to be represented, at the student's expense, by an attorney or a non-attorney advocate who may fully participate during the hearing. An accused student's waiver of the right to an interim measure hearing shall not constitute an admission of guilt or a waiver of any additional rights provided for in this section. (see Interim Measures Hearing)

Investigative Report

When the investigation concludes, the Investigator will then issue an investigation report to both parties stating the outcome of the investigation within a reasonable timeframe. A copy of the Investigator's written summary of the investigation will be accessible to both parties.

Disciplinary Conference

A Disciplinary Conference (DC) provides the Respondent with an opportunity to review the investigative report and accept responsibility for the alleged violations. If the Respondent assumes responsibility for all charges, they may sign a Disciplinary Agreement. The Complainant and Respondent will be notified of the outcome. The Complainant may appeal the issued sanctions (see Appeals).

If the Respondent fails to appear for a disciplinary conference, or a Disciplinary Agreement cannot be reached, the case will be scheduled for a hearing at a later date.

Informal Resolution - Conflict Resolution

Conflict resolution is a process designed to address disputes in a constructive and collaborative manner, with the goal of reaching a resolution that all parties can agree upon. The Office of Student Advocacy and Accountability may recommend conflict resolution as an appropriate response, particularly for issues that do not involve violations of the Student Code of Conduct. Participation in conflict resolution is voluntary and requires the agreement of all involved parties.

Informal Resolution - Mediation

Mediation is a voluntary process that requires the commitment of all parties involved, typically used for first-time or less serious violations. The aim is to reach a mutually agreed-upon written resolution that addresses the dispute and prevents future occurrences. The Office of Student Advocacy and Accountability (OSAA) has the discretion to refer a complaint to mediation when appropriate, but this process requires the consent of all parties. OSAA will maintain a record of the mediation efforts and any resulting agreements. Importantly, mediation will never be used as the sole institutional response to complaints involving violence. If mediation efforts are unsuccessful, the complaint may be escalated to a hearing.

If the complaint cannot be disposed of by mutual consent, the matter will be referred to an Investigator. The Investigator will gather information for an adjudicator to determine whether a code of conduct violation occurred.

Formal Resolution - Disciplinary Agreement

At the Disciplinary Conference, the Respondent may assume responsibility for all charges, the student may sign a disciplinary agreement. The Complainant and Respondent will receive simultaneous notification of the disciplinary agreement and the Complainant may appeal.

Formal Resolution - Disciplinary Hearing Board

In cases that cannot be resolved in a Disciplinary Conference, and in those incidents that rise to the level of suspension up to expulsion from the University or University Housing, the matter will be referred to a Hearing Board. Hearings involving a hearing board are designed for the complainant and respondent to present their accounts of an incident.

Hearing Notice

Notice will be sent to the last local mailing address and/or email address identified on the student's official records. Notice sent to the last local mailing address will be considered delivered two business days after the letter has been posted. Notice sent via email is delivered immediately upon sending.

Students are responsible for notifying the University of their current contact information, including physical mailing/electronic addresses. Address changes must be made through the Office of the Registrar. Failure to notify the University of the current local address, to collect one's mail from one's address, and/or to receive or sign for a mailing does not void the fact that a notice was delivered. Hand-delivered notices are delivered on the date they are given to the student.

Following the hearing, The Office of Student Advocacy and Accountability (OSAA) will advise the Respondent in writing of the determination of the sanction(s) imposed, if any. The complainant will also be informed simultaneously of the determination.

Hearing Scheduling Procedures

Generally, a time set for a hearing will be at least 10 business days after the student has been notified of the hearing. Due to the nature of the academic year, if the incident occurs close to the end of a semester, or if the appropriate hearing board cannot be scheduled, the student's case will be heard as soon as a hearing can be scheduled. The Office of Student Advocacy and Accountability decides when to cancel, reschedule, postpone, or move the hearing location. Maximum time limits for scheduling hearings may be extended at the discretion of the University. The University may make reasonable efforts with parties to schedule a date and time for the hearing; however, once a hearing is scheduled, the University reserves the right to continue with the scheduled hearing date, time, and location.

Hearing Privacy

All Hearings are closed. A closed hearing is a proceeding closed to the public to protect sensitive information or the identities of those involved. Admission of any person to the hearing will be at the discretion of the Hearing Board Advisor.

The use of audio, camera, and video recording devices by participants in a hearing is strictly prohibited. The Office of Student Advocacy and Accountability will retain an audio or video recording of the hearing proceedings for the record. Failure to comply with these rules may result in the removal from proceedings and may incur additional disciplinary action(s).

Interim Measures Hearing

When a student or student organization is subjected to an interim action through the Office of Student Advocacy and Accountability, they will receive a written notice stating the reasons for the interim action and the time and place of the hearing.

At the hearing, the university will show reasonable cause why the interim action is warranted, and the respondent will have the opportunity to show why the interim action is not warranted. The student may present any information to the board that they deem relevant, including the name(s) of witnesses provided by both the respondent and complainant.

The university personnel conducting the interim measure review may consist of the Director and at least two other representatives from offices such as, but not limited to, Counseling Services, Student Accessibility Services, members of the Southeastern Threat Assessment and Response Team (START), and members of the Hearing Board.

After meeting with the respondent and complainant, reviewing all pertinent information, and interviewing witnesses, the respondent and complainant will be notified of the board's decision to take one of the following actions:

- Continue the interim actions;
- Modify the interim actions;
- Lift or remove the interim action.

Notice of the outcome of the interim action will be sent to the respondent and complainant within ten (10) business days.

ARTICLE VII: APPEALS

Who May Appeal

The Respondent and/or Complainant may appeal an adjudicator's decision based on the ground for appeal outlined within this code. The party filing an appeal will be identified as the appellant. Failure to appeal or comply with the appeal procedures may result in the original decision being final and conclusive. Submitting an appeal of a Hearing Board's decision is completing and submitting a conduct appeal via the "Conduct Appeal" portal. Appeals may be denied if they do not meet the criteria outlined in section "Grounds for Appeal", are not submitted within the specified time frame, or if multiple conflicting submissions are received by the appellate.

In academic misconduct cases, it is important to note that an appeal of student conduct decision/finding pursuant to the Student Code of Conduct appeal process is distinct from an academic/grade grievance. See Academic Integrity Policy.

Grounds for Appeal

Except as required to explain the basis of new information, an appeal at the university level may be limited to a review of the written statement by the party requesting the appeal and/or written documents pertaining to the case. The scope of review shall be limited to consideration of the following questions:

1. Whether the discipline process was conducted fairly, without bias, and in conformity with the properly prescribed procedures;
2. Whether new evidence, contradictory evidence, and evidence that the student was not afforded due process;
3. Whether to consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing; or
4. Whether the sanction or remedy imposed was disproportionate to the gravity and nature of the conduct. (Submit documentation outlining how the sanction (s) was/were excessive or extreme for the violation(s) for which you were found responsible.)

Time for Filing an Appeal

Appeals to the appellate, Vice President for Student Affairs and/or their designee or President or their designee, must be submitted within ten (10) business days from the draft date of the outcome letter.

Appeals to the Board of Supervisors for the University of Louisiana System must be made within 30 calendar days of the President's or their designee's decision.

Status During Appeal

It is important for students and student organizations who file an appeal at the university level to understand that the imposed sanction(s) from the hearing outcome are in effect until further notice. The rendered sanction is in effect as of the date identified on the sanction letter or until an appeal is granted. The Vice President for Student Affairs or their designee may choose to temporarily suspend the outcome of a hearing while the appeal is being reviewed.

Appeal Response

Generally, a time set for an appeal response will be at most ten (10) business days after the student has delivered the appeal. However, time limits for an appeal response may be

extended at the discretion of the President or designee and/or Vice President for Student Affairs or designee.

Upheld Appeals

If an appeal is upheld in cases involving appeals by students who have been found to have breached the Student Code of Conduct, the President, Vice President for Student Affairs, or their designee may either:

1. Order a new hearing; or
2. Reduce, change, or dismiss the sanctions.

Appeal to the University President

A student may appeal the decision of the Vice President for Student Affairs to the President of the University or designee if the sanction is one of suspension from the University for one academic year or if the sanction is of greater severity.

For appeals regarding less severe sanctions, the final appeal shall be at the Vice President for Student Affairs level.

Appeal to the University of Louisiana Board of Supervisors

A student may appeal the decision of the University President to the Board of Supervisors for the University of Louisiana System if the sanction is one of suspension from the University for one academic year or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the University level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the University level, the appeal must be submitted to the President of the University of Louisiana System, which refers the appeal to the Board of Supervisors for the University of Louisiana System. The appeal must be made within 30 calendar days of the University's decision. The Board's review is limited to determining compliance with established and appropriate procedures at the University level. The student shall be notified of the Board's decision through electronic means or written correspondence.

It is important for students who file grievances with the University of Louisiana System Board of Supervisors to understand the following:

1. The Board of Supervisors does not consider appeals for academic matters but only matters pertaining to appeals of university rulings on conduct;
2. The Board of Supervisors conducts reviews of student appeals via materials provided by the student grievance and the university;
3. Review by the Board of Supervisors consists of an exhaustive examination of procedures followed by the university in regard to due process and not the specific details of the grievance matter; and

4. The University of Louisiana System student grievance process does not provide the benefit of a hearing by the student directly to the Board of Supervisors.

ARTICLE VIII: SANCTIONS, TEMPORARY, AND ADMINISTRATIVE ACTIONS

It is the responsibility of the student to complete sanctions within the required time. A student may upload and submit all completed sanction documentation to the “Sanction Submission” portal on the Office of Student Advocacy and Accountability’s (OSAA) website.

Failure to complete sanctions may result in an official “hold” on a student's conduct records and/or further charges. In the event of non-compliance with an order of suspension or dismissal, University Police will ensure enforcement.

When a hearing board determines that a student has violated the Student Code of Conduct, it may recommend a level of sanctions to OSAA (see Typical Range or Level of Sanctions section for details). However, OSAA is not bound by the hearing board's recommendations and may modify the suggested sanctions. The final decision on sanctions will be determined and imposed by OSAA.

Factors that Influence the Degree and Nature of the Sanctions

Sanctions will be issued to respondents found violating some or all of their charges. While some violations have typical outcomes, the Student Code of Conduct seeks to preserve flexibility in the assignment of sanctions so that each respondent is afforded appropriate and just treatment. All sanctioning will consider the institution’s goal of providing an effective learning environment for all members and seeks to repair the harm that the incident may have caused.

Factors that may influence the degree and nature of the sanctions:

- The nature of the violation and the incident itself;
- The impact of the conduct on the individuals;
- The impact or implications of the conduct on the university community;
- Prior misconduct by the respondent, including the respondent’s relevant prior student conduct history, both at the university or elsewhere, and any criminal convictions, if such information is available and known; -
- Maintenance of a safe and respectful environment conducive to learning;
- Protection of the university community;
- The necessity of any specific action in order to eliminate the prohibited conduct, prevent its recurrence, and remedy its effects on members of the university community;

- Any mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.
- Intentional or unintentional acts

Typical Range or Level of Sanctions

Sanctions are educational consequences given to students when they violate rules or policies, and they vary in severity depending on the nature of the misconduct.

- “Mild” sanctions are for less serious infractions and may include but not limited to an admonition, a note to parents, dated warnings, and/or educational sanctions.
- “Moderate” sanctions are for more significant violations and could involve but not limited to probation, suspension from specific activities, and/or mandatory counseling sessions.
- “Severe” sanctions are reserved for the most serious offenses, repeated misconduct or egregious or dangerous behavior, and can include but are not limited to suspension, dismissal, expulsion, and involvement of law enforcement.

The typical range or level of sanctioning refers to the spectrum of penalties, consequences, or corrective measures that may be applied for a particular offense or violation.

Sanctions

The following sanctions, individually or in combination, may be imposed upon any student or student group/organization found to have violated the Student Code of Conduct. This list is neither exhaustive nor in order of severity and may be expanded upon or modified to meet any situation's circumstances.

- **Conduct Admonition:** The student or student organization is given written notice that their conduct is in violation of university policies, rules, or regulations. Future violations of the code may result in the imposition of additional sanctions. Typical level: Mild.
- **Warning:** A written reprimand for violation of specified regulations. A warning is for a designated period and includes the probability of more severe sanctions if the student is found to be violating any institutional regulation(s) during the warning period. Typical level: Mild.
- **Fines and Other Fees:** A fine assessed by the University for a finding of responsibility or a fine paid by the student/student organization for participation in an online course or workshop as part of a sanction. Use of Tobacco Products or E-cigarettes on Campus (after being issued a warning): \$50.00 or time of monitored community service at the University. (see Tobacco Free Campus). Typical level: Mild.

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- **Campus/Community Service:** A student(s) may be required to provide services on the campus/off campus, without pay, for a specific time for violating the Code of Student Conduct. Typical level: Mild to Moderate.
 - **Restitution:** The student or student organization is required to replace (at replacement cost) or restore damaged, stolen, or misappropriated University property. In cases involving damage, theft, or misappropriated property of another individual, a student may be required to demonstrate proof of restitution. Typical level: Mild to Severe
 - **Educational Project, Workshop, or Course:** This may include the assignment of a research paper, participation (cost, if any, will be borne by the student) in an online educational program relevant to the issue, or other assignment or workshop relevant to the violation(s) of the Student Code of Conduct. Typical level: Mild to Moderate.
 - **Loss of Privileges:** The student or student organization will incur the loss of one or more privileges, such as, but not limited to, on-campus employment, representing the University in any official function or leadership position (e.g., athletics, student leadership position, cheerleader, membership in any registered student organization or holding of an elected office in any registered student organization); entering or being in specific locations (e.g., a residence hall or other facility); and/or engaging in specified activities on campus. Typical level: Mild to Severe
 - **Organization Loss of Privileges (limited):** The student organization loses all campus privileges and must cease all social and community activities for a specific time and/or until conditions are met. Business operations, such as regularly scheduled meetings, may continue. If it is determined that the organization is operating underground regarding social activities, the organization will be subject to full disciplinary suspension. Typical level: Mild to Severe.
 - **Mental Health Assessment/Psychological Evaluation:** The student may be recommended and/or required to complete a mental health assessment or psychological evaluation by a licensed mental health professional (i.e., Psychiatrist) to assist in the student's readiness to return to the university regarding behaviors that violate the Student Code of Conduct. Typical level: Mild to Severe.
 - **No Contact Order:** Prohibits named students from contacting, emailing, telephoning, or disturbing each other when there is reason to believe that an alleged violation of harassment policies, a physical altercation, and/or Sexual Harassment may have occurred. A No Contact Order can be issued to one/all parties involved. The No Contact Order will not prohibit students from attending classes or any other campus activity (even though students may be enrolled in the same class(es)). It may require moving the student(s) to another residence hall or removing the student(s) from the residence hall environment. Violating the terms or conditions of the No Contact Order may subject the student to disciplinary action without regard to the outcome of the case that led to the issuance of the administrative action. Typical level: Mild to Severe.
 - **Parental Notification:** If a registered student under the age of 21 is involved in a University policy violation and/or violation of Louisiana state law for public intoxication,

the possession, consumption, or distribution of alcohol or illicit drugs, the student's parent(s) or guardian(s) may be notified in writing. If a registered student is transported to an emergency medical treatment facility for drug use or alcohol intoxication, the student's parents, guardians, or other appropriate parties may be notified by Student Affairs or other University administrators if necessary to protect the safety of the student or other individuals. Typical level: Mild to Severe.

- **Discretionary Sanctions:** Students or student groups/organizations may be assigned sanctions based on the nature of the incident and the needs of the student or student organization. Typical level: Mild to Severe.
- **Disciplinary Probation:** Final warning status and a written reprimand for violating specified regulations. University Disciplinary Probation removes a student from good disciplinary standing for a designated time, placing the student on final warning status. If the student is found to be in violation of any institutional regulation(s), particularly during the probationary period, separation from the institution may occur. Typical level: Moderate to Severe.
- **Permanent Probation:** A student on permanent probation for remaining and future periods of enrollment in the University. Violations during this period automatically result in a disciplinary hearing. Typical level: Moderate to Severe.
- **Residence Hall Warning:** Note that student behavior did not follow the University Housing policy. Residence Hall Warning removes a student from good disciplinary standing within the residence halls for a designated time and places the student on a warning status. If the student is found to be in violation of any institutional regulation(s), particularly during the warning period, further disciplinary action may occur. Typical level: Mild to Moderate.
- **Residence Hall Probation:** Final warning status and a written reprimand for violating specified regulations. Residence Hall Probation removes a student from good disciplinary standing within the residence halls for a designated time and places the student on final warning status. If the student is found to be in violation of any institutional regulation(s), particularly during the probationary period, separation from the residence halls may occur. Typical level: Moderate to Severe.
- **Residence Hall Suspension:** Separation of the student from the residence halls for a definite time, after which the student is eligible to return. Conditions for readmission may be specified. Suspended students are restricted from visiting or entering any residential facility operated by the University during the period of separation. Students should be aware that they may forfeit their residence hall deposits and fees subject to any refund policies when separated from the residence halls. Students should direct all inquiries to the Office of University Housing. Typical level: Severe.
- **Residence Hall Expulsion:** Permanent separation of the student from the residence halls. Expelled students are restricted from visiting or entering any residential facility operated by the University during expulsion. Typical level: Severe.

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- **Disciplinary Suspension:** Involuntary separation of the student from the University for a definite time, after which the student is eligible to return, assuming no intervening serious misconduct has occurred. The student is placed on Disciplinary Probation for a definite time following the return to the University. Students involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises during which their sanction is in effect without the advance written authorization from the Office of Student Advocacy and Accountability. A hold may be placed on the ability to register and/or the records of students involuntarily separated from the University for the period of separation. Students are responsible for dropping any classes and fees assessed on their student accounts. In addition, a notation will appear on the transcript stating the terms of the suspension period. Typical level: Severe.
 - **Disciplinary Dismissal:** Involuntary separation of the student from the University for a definite time and without a guarantee of readmission. The terms of readmission will be established by the Office of Student Advocacy and Accountability, with the burden of proof lying on the student. Students will be required to reapply to the university. Conditions for consideration of readmission may be specified. Students involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises during which their sanction is in effect without the advance written authorization from the Office of Student Advocacy and Accountability. A hold may be placed on the ability to register and/or the records of students involuntarily separated from the University for the period of separation. The student is placed on Disciplinary Probation for a definite time following the return to the University. Students are responsible for dropping any classes and fees assessed on their student accounts. In addition, a notation will appear on the transcript stating the terms of the suspension period. Typical level: Severe.
 - **Disciplinary Expulsion:** Permanent separation of the student from the University. Students involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises without the advance written authorization from the Office of Student Advocacy and Accountability. A hold may be placed on the ability to register and/or the records of students involuntarily separated from the University for the period of separation. In addition, a notation will appear on the transcript stating the terms of the suspension period. Typical level: Severe.
 - **Withholding Degree:** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any. Typical level: Severe.
 - **Hold:** A hold may be placed on a student's University account and/or transcript when a sanction of voluntary withdrawal, temporary suspension, suspension, or expulsion from the University is imposed by the Office of Student Advocacy and Accountability or if the student has a disciplinary action pending. Typical level: Mild to Severe.

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- **Ban:** The student may be officially restricted from certain University premises or University-related activities. (See Campus Trespass/Ban Policy). Typical level: Mild to Severe.
 - **Recommendation for Charter Revocation:** An official request to a national office to revoke the local chapter's charter. Typical level: Mild to Severe.
 - **Deactivation:** means losing privileges, including university recognition, either permanently or for a specific time. Typical level: Severe.
 - **Failure to comply:** Failure to respond to a summons may result in any or all of the following:
 - A referral of your case to a hearing board.
 - A \$100 fine is assessed against your account.
 - A block is placed on your ability to register for future classes.
 - A hold is placed on your academic records.

Disciplinary Holds

To release a student disciplinary hold on their account and register for courses, a student should contact the office responsible for student conduct or discipline. This usually involves communicating with a representative to discuss the reasons for the hold, fulfilling any required actions or sanctions and demonstrating that they have addressed the issues that led to the disciplinary action. Once all requirements are satisfied, the office can lift the hold, allowing the student to proceed with course registration.

Transcript Notations

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

- **"Student is ineligible to enroll."** This will be noted when a student is permanently dismissed/expelled from the university for disciplinary reasons.
- **"Student is eligible to return (semester)(year)."** This will be noted on a transcript when a student is suspended for disciplinary reasons for a specified time and indicates which semester the student will be eligible to return.
- **"Intra-institutional communication required by Louisiana statute."** For any student who is the subject of a sexual misconduct incident report, the University may place a hold on the student's official transcript and/or place this notation on the student's official transcript.

Notation of disciplinary action on academic transcripts may or may not affect eligibility to enroll at other higher education institutions.

ARTICLE IX: STUDENTS IN MENTAL HEALTH EMERGENCIES

Southeastern Louisiana University recognizes that mental health is an important student health and wellness aspect. The University is committed to promoting a supportive and inclusive environment that encourages students to seek help when needed. The following guidelines will be followed when a student is experiencing a mental health emergency:

1. Any student experiencing a mental health emergency on campus should immediately contact the University Police Department at 985-549-2222 or dial 911.
2. The University Police Department will coordinate with the appropriate emergency responders and mental health professionals to provide assistance to the student in need.
3. The University will take reasonable steps to protect the student's privacy and provide appropriate support and resources to help the student recover.
4. The University will work with the student to develop a plan for ongoing support and follow-up care to help them manage their mental health and prevent future crises.
5. The University will provide education and training for faculty, staff, and students on recognizing the signs of mental health emergencies and responding appropriately.
6. The University will comply with all applicable laws and regulations regarding the privacy and confidentiality of student mental health records.
7. The University will not discriminate against any student on the basis of their mental health status. It will make reasonable accommodations to ensure that students with mental health conditions have equal access to educational opportunities and campus resources.
8. Students with questions or concerns about mental health services or resources on campus are encouraged to contact the Counseling Center or the Dean of Students for assistance.
9. The University will maintain a list of resources for students in mental health emergencies, including local hospitals, crisis hotlines, and counseling services. It will make this information readily available to students and the broader campus community.
10. If a student poses an imminent risk of harm, including danger to self, danger to others, or is gravely disabled, the University must notify the student's parent, guardian, or identified emergency contact.

Behavioral Intervention Team (BIT)

BIT will assist in helping keep the university community safe and connect distressed students to available support services. BIT's primary goal seeks to act preventively versus reactionary to students in distress.

The BIT is divided into two categories of intervention, Southeastern Threat and Response Team (START) and Lion Intervention Network (LINK).

- **START**

The purpose of the team is to assess and respond quickly and effectively (with input from pertinent professionals on the team) to reports of students who present behaviors that are potentially or actually harmful to themselves or to others or who are disruptive to the teaching and learning process, whether or not these behaviors are psychologically/medically based. The team functions as a communications and information-sharing network that assesses and responds to students in crisis in or out of the classroom. Additionally, the team meets regularly to discuss and plan appropriate responses to potential students' psychological/mental health and behavioral issues.

- **LINK**

Developed to identify students facing academic challenges and/or personal hardship (i.e., financial, homelessness/displacement, loss of loved one, car accidents, non-life threatening behaviors, etc.) that hinder their academics. LINK can connect students with any extra help they need along their educational paths to success. LINK functions as a communications and information-sharing network that assesses and responds to students as a pre-crisis intervention in or out of the classroom. Additionally, LINK is monitored daily by The Office of Student Advocacy and Accountability (OSAA). OSAA meets regularly to discuss and plan appropriate responses to potential student academic challenges and/or personal hardships. Cases reported to LINK that rise to the level of moderate or extreme are reported to START.

Involuntary Withdrawal

Southeastern Louisiana University is committed to offering an educational opportunity to all students. In certain situations, University officials may become aware of a student who presents a direct threat to the health or safety of others or poses an actual risk to their own safety. When a student's behavior constitutes a threat to the health, safety, and welfare of the student, others, or to University property or is disruptive to the educational process of the University, the University may determine that is necessary for the student to be involuntarily withdrawn from the University. Such withdrawal should follow the procedures prescribed herein.

Involuntary withdrawal will be undertaken when the student exhibits behaviors that include but are not limited to:

- Behavior, either voluntary and/or involuntary, that violates the Student Code of Conduct;
- Behavior that poses a direct threat to the health or safety of other University community members;
- Behavior resulting from psychological disturbance as documented by a licensed psychologist, psychiatrist, counselor, or social worker;

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- Behavior that prevents the University from guaranteeing a safe environment for the student after all reasonable interventions and accommodations have been made to provide the student support and protection; or
 - Behavior that is so disruptive to other members of the University community that it disrupts the educational process interfering with the rights of others to learn and meet their educational goals.

The student will be summoned in writing to attend a conference with the Dean of Students or designee. The notice will include the following:

- A statement of the reasons for the conference.
- The date, time, and location.
- A statement that if the appropriate professional staff and/or consultant recommends the student be involuntarily withdrawn from the University, the student can voluntarily withdraw from the University while waiving any rights to a hearing or to request a hearing.
- A statement advising the student that the election of a hearing waives the student's confidentiality rights to medical and psychological records for the hearing.
- A statement outlining the rights of the student is provided herein.

The purposes of the conference with the Dean of Students or designee are:

- To review with the student the incidents.
- To assess the degree of the problem.
- To review the rights of the student as cited herein.
- To afford the student the right to choose voluntary withdrawal from the University or request a hearing before the Committee on Involuntary Withdrawal.

The student will be afforded the following rights when a hearing is requested before the Committee on Involuntary Withdrawal:

- A written letter of the time and place of the hearing at least ten (10) business days prior to the hearing.
- The student's right to an advisor as defined in the University Student Code of Conduct.
- The right to present witnesses and evidence on behalf of the student and to question witnesses and challenge evidence presented by the University.
- The right to appeal the decision of the committee to the University Vice President of Student Affairs within ten (10) business days of receipt of the committee's decision. The appeal is limited to grounds of prejudicial procedural error or arbitrary and capricious actions. The decision to appeal will not delay the initiation of the withdrawal. The Vice President of Student Affairs shall notify the Office of Student Advocacy and Accountability or Dean of Students and the student within ten (10) business days of receipt of the appeal.

If a hearing is requested before the Committee on Involuntary Withdrawal, a hearing may be arranged within ten (10) business days. The committee will determine by the substantial weight of the evidence, including but not limited to:

- Whether the student exhibits behavior cited herein.
- Whether the student should be involuntarily withdrawn

Upon determination that involuntary withdrawal is necessary and, in turn, carried out, the conditions for readmission will be specified and submitted for review by appropriate university professional staff and/or consultants and may include but not limited to:

- A psychological evaluation by a psychiatrist, or medical psychologist;
- A medical clearance

A student may be removed immediately from University property as provided in Article VIII of the University Student Code of Conduct pending initiation of the above procedures.

ARTICLE X: INTERPRETATION AND REVISION

Any questions of interpretation regarding the Student Code of Conduct will be referred to the Vice President for Student Affairs, the Office of Student Advocacy and Accountability, or their designee for final determination. The University reserves the right to change the Student Code of Conduct during the academic year. The Student Code of Conduct will be reviewed periodically under the direction of the Vice President for Student Affairs or designee. The most current copy of the Student Code of Conduct can be found on the Office of Student Advocacy and Accountability's website.