



Code of Student Conduct

University of Louisiana Monroe

ULM CODE OF STUDENT CONDUCT

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SECTION ONE - INTRODUCTION

1.1 PURPOSE

The ULM *Code of Student Conduct* is promulgated by the Office of the Vice President for Student Affairs at the University of Louisiana Monroe under the power and authority of the University of Louisiana System Board of Supervisors.

The Board of Supervisors has the constitutional authority to operate the colleges and universities under its control in the State of Louisiana.

Each institution shall establish rules and regulations governing student conduct and shall have a written Code of Student Conduct that includes the policies and regulations, and due process procedures governing students. The Code shall be published and distributed regularly to the students and be readily available at designated offices on campus. A student may appeal to the Board of Supervisors if the sanction is one of suspension from the university for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the university level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the institutional level, the appeal must be within 30 calendar days of the institution's decision. The Board's review is limited to a determination of compliance with established and appropriate procedures at the Institutional level. The student shall be notified of the Board's decision.

The President of the University of Louisiana Monroe has delegated administrative responsibility for student conduct to the Vice President for Student Affairs.

In keeping with the university's legal right and responsibility to protect its educational purposes and to protect all members of the university community, the university has drafted disciplinary procedures designed specifically to protect not only the academic environment of the campus but also the health and safety of all members of the university community. These objectives are accomplished through the establishment and enforcement of reasonable standards for academic and personal conduct. As such, the university has the legal right to refuse student status to individuals who do not meet these standards and to impose reasonable disciplinary sanctions on students who are found responsible of violating these standards.

Authority for Discipline

The ULM Director of the Office of Student Advocacy and Accountability (OSAA), his/her staff or designee and certain committees, to whom this responsibility has been delegated, have the authority to enforce all regulations approved and stated in university documents and to administer disciplinary procedures. The ULM *Code of Student Conduct* is applicable to currently, continuing and formerly enrolled students as well as individuals seeking admission to the University. Applicants and formerly enrolled students may be subject to disciplinary review by the Office of Student Advocacy and Accountability without right to appeal to the Student Conduct Hearing Board.

1.2 DEFINITIONS

1.02:01	<u>Academic</u> —related to University approved courses, course instruction, University approved research, classes both on or off-campus, class attendance, classroom behavior affecting class participation, and all course and class activities to include tests, field trips, and other recognized/approved requirements.
1.02:02	<u>Academic Unit</u> —refers to the Vice President for Academic Affairs, the Academic Deans, the Academic Department Heads, and the academic faculty members and/or instructors who are either full-time or part-time University employees.
1.02:03	<u>Business Day</u> —a day on which classes are not typically held (due to scheduled student holidays or semester breaks), but all offices are open for regular business.
1.02:04	<u>Class Day</u> —a day on which classes or reading periods are regularly scheduled or on which final examinations are given. These days are those listed in the current ULM Catalog.
1.02:05	<u>The Code</u> —reference to the ULM Code of Student Conduct or due process procedures.
1.02:06	<u>Complaint</u> —a written or oral statement of the essential facts constituting a violation of a University regulation or rule.
1.02:07	<u>Corporate Act</u> —a united act involving an unspecified number of students belonging to and acting in the name of a University approved student organization.
1.02:08	<u>Full-Time Faculty</u> —any faculty member who is not on a part-time appointment.
1.02:09	<u>Full-Time Student</u> —a student enrolled in the University for 12 or more academic semester hours during regular semester sessions and for 4 or more academic semester hours during summer sessions.
1.02:10	<u>Good Standing</u> —the term used to describe students who have not been censured for serious violations of University regulations and who are not presently under an academic or disciplinary probationary status. Students who are presently under an academic or disciplinary probationary status or who have been previously suspended either for academic or disciplinary reasons are not considered to be in good standing with the University.
1.02:11	<u>Graduate</u> —the term used to describe students who have earned a bachelor's degree from any accredited institution.
1.02:12	<u>Hearing Panel</u> —A group of University administrators, students, and/or faculty or staff members hearing cases arising from student violations of University policies (i.e. the Student Conduct Hearing Board, the Student Organization Judicial Committee, the Student Sexual Harassment Committee, the Administrative Review Board, and all Appeals Committees).
1.02:13	<u>Non-Academic</u> —related to all activities outside of the academic classroom and outside of the recognized/approved academic areas of the University which are necessary to meeting degree requirements.
1.02:14	<u>Normal University Communication Channels</u> —the use of any university employee or written format to contact a student.
1.02:15	<u>Part-Time Student</u> —a student enrolled with the university for less than 12 academic semester hours during regular semester sessions and for less than 4 academic semester hours during summer sessions.
1.02:16	<u>Person Bringing the Charge</u> —a student or university employee who alleges that another student or university employee has violated university policies, procedures, rules and/or regulations.
1.02:17	<u>Residence Hall</u> —a university-owned student housing unit.

1.02:18	<u>Staff Member</u> —any university employee, either classified or non-classified, who is not a member of the faculty or who may have administrative duties along with minimal teaching responsibilities.
1.02:19	<u>Student</u> —for the purpose of the Code of Student Conduct, any person who is admitted or re-admitted to ULM; <ul style="list-style-type: none"> • enrolled or has an active student record at ULM; and/or • eligible for continued enrollment in the semester or summer session that immediately follows successful completion of the previous semester courses.
1.02:20	<u>University</u> —The University of Louisiana Monroe.
1.02:21	<u>University Administrator</u> —reference hereinafter is to any of the following: Vice President for Student Affairs, Director of Office of Student Advocacy and Accountability, Vice President for Academic Affairs, Academic Deans, Department Heads, Director of Office Career and Student Development, or their designated representative.
1.02:22	<u>University Employee</u> —any person employed by the university for any purpose on either a full-time or part-time basis.
1.02:23	<u>University Official</u> —any person employed by the university and assigned administrative, professional, or paraprofessional responsibilities (i.e. Graduate Assistants, Resident Assistants in the residence halls, etc.)
1.02:24	<u>University Premises or Related Premises</u> – all land, buildings and facilities owned, leased, or controlled by the university.
1.02:25	<u>University Unit</u> -- reference hereinafter is to any of the following: a University Administrator, the Student Conduct Hearing Board, the Student Organization Judicial Committee, the Parking and Traffic Appeals Committee, the Housing Appeals Committee, the appropriate Academic Unit, the Academic Appeals Committee, the Administrative Review Board, or the University President.
1.02:26	<u>Upper-class</u> —the term used to describe students who have successfully completed 30 or more academic semester hours.

At the University of Louisiana Monroe, the due process system consists generally of three major components:

1. Appropriate University Unit reviews a case.
2. Appropriate University Unit renders a decision concerning the case.
3. The student or student organization may, under certain circumstances, initiate an appeal of the decision of the appropriate University Unit.

The course of due process varies depending on the nature of the student case.

2.02 Hearing Panels

Most hearing panels conduct investigations, and as such, all information, even hearsay, is admissible since the hearing panels are not conducting criminal or civil proceedings.

ULM Hearing Panels

Residential Life Judicial Committee: The purpose of this committee is to hear appeals from Residence Students who have been censured by the Residential Life Judicial Officer. The decision of this committee is final.

Student Organizational Judicial Committee: The purpose of this appeal committee is to hear disciplinary cases on student organizations (not individual students), whereas charges or censures have been rendered from an initial hearing with the Director of OSAA or designee. Appeals from this committee are to the Vice President for Student Affairs and his/her decision shall be final.

Housing Appeals Committee: The purpose of this appeal committee is for individual students who have been denied permission by the appropriate university administrator to live off-campus or who have been denied the right to reside in University residence halls for any reason. The decision of this committee is final.

Parking and Traffic Appeals Committee: The purpose of this committee is primarily for hearing appeals of students who have been issued citations for violations of the ULM Traffic and Parking regulations. The committee's decision is final.

Student Conduct Hearing Board: The purpose of this panel is to serve as an appellate body for hearings regarding non-academic appeals of major violations of the ULM *Code of Student Conduct*. The hearing will be closed, and extend directly from decisions made by the Director of OSAA, Student Conduct Officer, and the Medical Assistance Committee and usually involve possible dismissal, suspension or expulsion of a student. A student's appeal that satisfies the standards written in the Appellate Process shall have their appeal reviewed by the Conduct Standards Appeal Panel. Their decision is final.

Campus Assessment Response and Evaluation Team (CARE) The CARE team is a campus-wide team of appointed staff and faculty responsible for identifying, assessing, and responding to concerns and/or disruptive behaviors by students, faculty/staff, and community members who struggle academically, emotionally, or psychologically, or who present a risk to the health or safety of the university or its members.

Title IX Appeals Committee: The purpose of this appeal committee is to hear sexual harassment cases arising from violations of the Sexual Misconduct Policy and/or the Code of Student Conduct. The cases addressed by this committee usually involve possible dismissal, suspension, or expulsion of a student. The Appeals Committee will provide opportunity for the Complainant and Accused to appear before the committee to provide a verbal or written statement addressing the reason the decision of the Title IX Coordinator should or should not be upheld. If either the Complainant or Accused chooses not to submit a statement or appear before the committee, the Appeals Committee will make the recommendation based on the information received. The Appeals Committee will formulate a decision based upon a preponderance of evidence as to whether the Title IX coordinator's

determination was fair and proportionate to any violation. As part of its deliberations, the committee will also consider whether the determination will (a) result in an end to the violation in question; (b) reasonably prevent a recurrence of a similar violation; and (c) remedy the effects of the violation on the Complainant and the university community.

The president of the university will review the Appeals Committee's report and will concur with the recommendation or will make a different decision regarding the status of the employee or student. The time period between the Appeals Committee meeting and the president's review is approximately one (1) week. Official notification to the parties will follow in a formal letter, with a copy to the Title IX Coordinator.

The imposing of censures represents the end of the process at the university level. The Accused and the Complainant have the right to appeal to the University of Louisiana System Board of Supervisors pursuant to any UL System appeals process that may be in effect.

2.02:01 Student Conduct Hearing Board

The Student Conduct Hearing Board is an appellate body which conducts hearings for non-academic appeals of major violations of the ULM Code of Student Conduct. The hearing will be closed and all cases handled by this committee are directly extended from decisions made by the Director of OSAA, Student Conduct Officer or designee, or Medical Assistance Committee. Their decision is final unless the student meets the requirements for a final appeal to the Board of Supervisors (8.02:04).

A. Composition

The Student Conduct Hearing Board is composed of full-time faculty or staff members and full-time graduate or undergraduate student members. Faculty members are appointed by the Vice President for Student Affairs upon the recommendation of the Vice President for Academic Affairs. Staff members are appointed by the Vice President for Student Affairs. One faculty or staff member shall be appointed by the Vice President for Student Affairs as the Chairperson, and a Vice Chairperson shall be appointed in like manner. Student members are appointed by the Vice President for Student Affairs upon the recommendation of the Student Government Association President, University Department Heads, or other ULM recognized organization presidents.

B. Quorum

A quorum shall consist of five members, at least three representing faculty and staff, with one of these members presiding as Chairperson.

C. Voting

A simple majority vote of this Committee will rule.

D. Service

Each member will serve for a one-year period. Members will normally be appointed at the beginning of each fall semester; re-appointments will require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, re-appointments will follow the procedure stated above.

2.02:02 Student Organization Judicial Committee

The Student Organization Judicial Committee (SOJC) shall function as an appellate body for student organizational appeals. The purpose of this committee is to hear appeals from a determination rendered or penalties imposed from an initial hearing with the Director of OSAA regarding an organization which has been found responsible for violating the Code of Student Conduct or university policies.

The university's established procedures provide specific grounds upon which students or organizations can appeal the imposed charges, censures or both. This committee will hear appeals from the student organization's representative and render a decision accordingly to the preponderance of evidence standard of being found responsible or not responsible. If found responsible, the committee is authorized to accept the Director of OSAA's recommendations for censures, reduce the censures or impose new censures.

Individual students found in violation of the Code of Student Conduct will have an administrative hearing with the Director of OSAA. If the student is found responsible and penalties imposed, he/she will have the opportunity to go before the Student Conduct Hearing Board for an appeal.

The SOJC may also recommend to the University administration actions to be considered and possibly initiated against a university employee involved in the student organizations misconduct.

A. Composition

The Student Organization Judicial Committee is composed of faculty, staff members and students. The two (2) faculty members are appointed by the Vice President for Academic Affairs. Two (2) staff members are appointed by the Vice President for Student Affairs. The two (2) student members are appointed by the Vice President for Student Affairs upon the recommendation of the Office of Student Life and Leadership.

B. Quorum

A quorum shall consist of five members, at least three representing faculty or staff, with one of these members presiding as Chairperson.

C. Voting

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

D. Service

Each committee member will serve for a one-year period. Members will normally be appointed at the beginning of each fall semester; re-appointments will require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, re-appointments will follow the procedure stated above.

For more information on student organizational appeal procedures, see Section Eight - Appeal Procedures, specifically, 8.05:01, Student Organization Judicial Committee.

2.02:03 Housing Appeals Committee

The Housing Appeals Committee is a Division of Student Affairs committee, constituted for the purpose of hearing appeals of individual students who have been denied permission by the appropriate University Administrator to live off campus or who have been denied the right to reside in University residence halls for any reason. The decision of this committee is final.

A. Composition

The Housing Appeals Committee is composed of full-time Division of Student Affairs staff members and full-time student members. Staff members are appointed by the Vice President for Student Affairs. One staff member shall be appointed by the Vice President for Student Affairs as the Chairperson, and a Vice Chairperson shall be appointed in like manner. Student members are appointed by the Vice President for Student Affairs upon the recommendation of the Student Government Association President, University Department Heads, or other ULM recognized Organization Presidents.

B. Quorum

A quorum shall consist of five members, at least three representing staff, with one of these members presiding as Chairperson.

C. Voting

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

D. Service

Each committee member will serve for a one-year period. Members will normally be appointed at the beginning of each fall semester; re-appointments require a written request of the member to the Vice President for Student Affairs. Upon approval by the Vice President for Student Affairs, re-appointments will follow the procedure stated above.

2.02:04 Parking and Traffic (Traffic Appeals) Committee

The University Parking and Traffic Appeals Committee are constituted primarily for the purpose of hearing appeals of students who have been issued citations for violations of the ULM traffic and parking requirements. The decision of the board is final.

A. Composition

The Parking and Traffic Committee is composed of 2 full time Faculty, 2 full time Staff and 2 full time Student members. Faculty, Staff, and Student members are appointed by the Vice President of Student Affairs. Final approval of all members of the Appeals Committee will be through the Vice President of Student Affairs.

B. Quorum

A quorum will consist of at least 3 members of the Appeals Committee.

C. Voting

A simple majority vote of the committee will rule. The Chairperson will not vote unless a tie must be broken.

D. Service

Each member of the Appeals Committee will be appointed at the beginning of the Fall Semester and serve for a period of two years; members may be re-appointed for an additional 2 years by the Vice President of Student Affairs. Upon approval by the Vice President of Student Affairs, the re-appointments will follow the above stated procedures.

2.02:05 Academic Appeals Committee

The Academic Appeals Committee serves as an appeals committee for cases related to grades and other academic matters and for cases arising out of student violations of the ULM Cheating-Plagiarism Code or cases involving disruption of classes.

A. Composition

The Academic Appeals Committee is composed of four (4) full-time faculty members and three (3) full-time students. Faculty members are appointed by the Vice President for Academic Affairs. One faculty member shall be appointed by the Vice President for Academic Affairs as the Chairperson, and a Vice Chairperson shall be appointed in like manner. Student members are appointed by the Vice President for Academic Affairs upon the recommendation of the Student Government Association President, University Department Heads, or other ULM recognized Organization Presidents.

B. Quorum

A quorum shall consist of five members, at least three of whom must be faculty with one of these members presiding as Chairperson.

C. Voting

A simple majority vote of the committee will rule. The Chairperson will not vote unless a tie vote must be broken.

D. Service

Each member of the Academic Appeals Committee will serve for a one-year period. Members will normally be appointed at the beginning of each fall semester; re-appointments will require a written request of the faculty or student member to the Vice President for Academic Affairs. Upon approval by the Vice President for Academic Affairs, re-appointments will ensue.

2.02:06 Title IX Committee (Appeals)

Title IX Appeals Committee is an appointed committee by the President of the university, created for the purpose of hearing and resolving Title IX appeals from complaints of sexual harassment or sexual misconduct brought by a student against another student or employee or brought by a student or employee against student members of University approved student organizations.

A. Composition

The Title IX Appeals Committee is composed of a trained group of employees consisting of full-time faculty or staff members. In the case of faculty, individuals must also be tenured. Members of this committee are appointed by the President.

B. Quorum

A quorum shall consist of three members, with one of these members presiding as Chairperson.

C. Voting

A simple majority vote of the Committee will rule. The Chairperson will not vote unless a tie vote must be broken.

D. Service

Each committee member will hold 12 month appointments

2.02:07 Academic Vice President Appeals Panel

The Academic Vice President Appeal Panel is a closed hearing for academic appeals, extending directly from decisions rendered by the Academic Appeals Committee.

A. Composition

This Board is composed of four members- Vice President for Academic Affairs or his designated representative, the Vice President of Student Affairs or his designated representative, the College Dean or his designated representative under which the appealing student is presently registered according to the Registrar's Office and one student representative selected by the President. The Vice President for academic appeals shall serve as the chair person for this panel.

B. Quorum

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

C. Voting

A simple majority vote of this Board will rule. When only a quorum of three members is satisfied, the three seated members shall concur on the final action of the Panel. The decision of this panel is final.

2.02:08 Residential Life Judicial Committee

The RLJC is a Residential Life committee, composed of student members who live in campus residence halls. This committee was created for the purpose of hearing appeals from residential students who have been censured by the appointed Residential Life Conduct Officer.

A. Composition

The RLJC is a nine-month disciplinary committee composed of residence hall students. Students must be full-time and have earned at least 15 semester hours. All members must be in good standing with the university and have a cumulative GPA of 2.2. Students that fall below a 2.0 GPA in any semester will not be allowed to serve on this committee. Students will be nominated and elected by their respective residence hall to serve on this committee. One student elected by the RLJC shall serve as Chairperson, overseeing hearings and filling out the necessary paperwork in conjunction with each hearing. The committee members will also elect a Vice-Chairperson. Alternate members shall be selected in like manner to fill vacancies occurring for hearings.

B. Quorum

A quorum shall consist of five members with one of these members presiding as chairperson.

C. Voting

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

D. Service

Each committee member will serve for a nine-month period (Fall & Spring semesters). Members will normally be selected at the beginning of each fall semester; re-appointments will require a written request of the member to the Residential Life Conduct Officer with the approval of the University Conduct Officer.

2.02:09 Campus Assessment, Response and Evaluation Team (CARE)

The CARE team is a campus-wide team of appointed staff and faculty responsible for identifying, assessing, and responding to concerns and/or disruptive behaviors by students, faculty/staff, and community members who struggle academically, emotionally, or psychologically, or who present a risk to the health or safety of the university or its members.

A. Team Membership

- Director, Office of Student Advocacy & Accountability
- Director of University Police
- Director of Self-Development, Counseling, and Special Accommodations Center
- Director of Residential Life & Housing
- Director of Human Resources
- Coordinator, Office of Student Advocacy & Accountability
- Assistant Director, University Police
- Assistant Director, Residential Life & Housing
- Title IX Coordinator
- Special Accommodations Coordinator
- Coordinator of Greek Life
- Student Employment Coordinator
- Coordinator Academic Counseling
- Faculty/Academic Affairs Representatives

B. The CARE team operations are guided by a three-phase process: Gather Data, Risk Rubric/Analysis, and Intervention. The CARE team is tasked with receiving referrals from the community, reviewing them to determine the level of risk or concern, and then developing action plans to address the risk.

C. Additional information regarding the CARE team is accessible at www.ulm.edu/studentaffairs/care

2.3 Membership Qualifications

2.03.01 Good Standing

Students appointed to serve on the Student Organization Judicial Committee, the Student Conduct Hearing Board, and / or one of the Appeals Committees must be in good standing with the University, as approved by the Office of Student Advocacy and Accountability, must have earned a minimum of 24 cumulative semester hours, and must have and maintain a minimum cumulative grade point average of 2.8 based on a 4.0 system.

2.03:02 Service Conditions

Faculty and student members of the ULM hearing panels will serve one year appointments unless otherwise approved. Faculty and student members may be replaced during their appointments for justifiable reasons such as resignation, incapacity, change of status or irregular attendance. Furthermore, hearing panels may remove a member for malfeasance in the performance of hearing panel responsibilities.

If a member can no longer serve, the member shall notify the particular hearing panel chairperson of the member's immediate resignation. Replacements are made and approved by the Vice President for Student Affairs or the Vice President for Academic Affairs as appropriate.

2.03:03 Chairpersons' Responsibilities

All hearing panel chairpersons shall, with the assistance of the Office of Student Advocacy and Accountability, instruct members on student disciplinary policies, rules and hearing procedures. Chairpersons shall conduct all proceedings in a spirit of fair play, but any chairperson's decisions may be overruled by a simple majority vote of the particular hearing panel.

3.1 General Statement of Student and Student Organization Rights

Student application for admission into the University of Louisiana Monroe is voluntary, and students who are granted admission subsequently participate in all of the University's programs and privileges. University approval of an application represents an invitation to join the university community and to remain a part of this community as long as the student fulfills both the academic and behavioral standards published in the *University of Louisiana Monroe Catalog*, the *Student Handbook*, the *ULM Code of Student Conduct*, the *ULM Student Organization Handbook*, and all other officially promulgated university publications including departmental publications. Thus, each student admitted to the University of Louisiana Monroe voluntarily accepts responsibility to adhere to academic and behavioral standards set forth by the university and the University of Louisiana System Board of Supervisors; however, each student is entitled to the inherent rights associated with higher education institutions.

These rights include:	
3.01:01	The right to submit an application to the university and be accepted according to the university's published requirements. No applicant shall be denied admission because of race, religion, sex, political affiliation, national origin, physical or mental disability, age or veteran status.
3.01:02	The right to expect a quality education.
3.01:03	The right to develop one's individual potential.
3.01:04	The right to be free from discrimination on the basis of race, religion, sex, political affiliation, national origin, physical or mental disability, age or veteran status.
3.01:05	The right to freedom of speech and assembly, which are subject to university requirements for the maintenance of order and the protection of rights and privileges of other members in the university community. This includes expression and discussion of views relevant to subject matter in the classroom; however, such expression and discussion is subordinate to the responsibility of the instructor and is not to disrupt routine classroom activity nor infringe on the learning process of other class members.
3.01:06	The right to inquire, discuss, listen and evaluate.
3.01:07	The right to be interviewed on campus by any employing firm, agency, corporation or organization whose qualifications for employment are met by the university. The student shall however inform the appropriate university department of the employing firm's presence on the University Campus.
3.01:08	The right to pursue an education without undue interference.
3.01:09	The right to appropriately communicate one-on-one with administrators, instructors, counselors, advisors, staff and other University Officials.
3.01:10	The right to confidentiality of official records, transcripts, disciplinary records and other educational records consistent with the "Family Educational Rights and Privacy Act of 1974" (the Buckley Amendment).
3.01:11	The right to invite and hear speakers on topics of student choice subject to the approval of both student elected or appointed representatives and University Officials.
3.01:12	The right to belong to university approved/recognized student organizations which shall be open to qualified students without respect to race, religion, sex, political affiliation, national origin, physical or mental disability, age or veteran status.
3.01:13	The right to confidentiality of information relating to personal views, beliefs and political associations acquired by administrators, instructors, counselors, advisors, staff and other University Officials in the course of their work.

3.01:14	The right to publish and distribute subject to the standards of reasonable journalism and applicable regulations/statements of the U.S. Constitution and the Federal Communications Commission. Similar rights are afforded oral statements of views on student operated radio and television stations.
3.01:15	The right of access to university facilities through university approved/recognized student organizations for business meetings, special meetings and programs open to the public; student organizations are responsible for reserving university facilities through the Office of Career and Student Development.
3.01:16	The right of students or university approved/recognized student organizations to use the university name only when identifying the University affiliation; <u>using the university name or logo without the express permission of an authorized University Administrator or University Official is strictly prohibited.</u>
3.01:17	The right to petition the appropriate University Unit or body for redress of grievances.
3.01:18	The right to fair hearings and appeals.
3.01:19	The right of privacy including freedom from unreasonable and unauthorized search and seizures relative to person, personal property, papers, effects and on-campus living
3.01:20	Students and student organizations may have other rights which are written into University-approved policies.
3.01:21	The right to be free from harassment, threats, stalking, violence, hazing, etc.

3.2 General Statement of University Rights

As a multipurpose, senior institution of higher education committed to preserving a wholesome educational environment and safeguarding the rights and well-being of its citizens, the university retains certain rights to include:

3.02:01	The initiation of searches and seizures, with probable cause relative to person, on-campus living quarters, papers, effects and other personal student properties on the campus. Such searches and seizures shall proceed with the knowledge, approval and/or supervision of administrators and officials from the Office of Student Advocacy and Accountability, the Office of Student Affairs and/or the University Police Department. The student shall be present, if reasonably possible, during the search. If, in the opinion of a University Official, a law or a University regulation is being violated, entry into a student room may be made without prior notice to the student.
3.02:02	The entry into student rooms without notice, in cases of emergency where imminent danger to life, health, safety or property is reasonably feared and where routine repair and maintenance is necessary.
3.02:03	The use of a student's personal telephone by university representatives in the course of emergency situations and within the confines of responsibilities and duties.

3.02:04	The suspension of a student’s education or housing for just cause either for academic, disciplinary or behavioral reasons (students may be removed from university housing during the appeal process if deemed necessary for health and safety concerns). When students are unable to effectively pursue their academic work, or when their behavior is disruptive to the normal educational process of the university or is detrimental to themselves and other university community members due to drug and/ or alcohol abuse or psychological disturbance, they may be administratively withdrawn, temporarily suspended or dismissed from the university involuntarily. In some cases, a student may be permanently banned from the university campus or from individual areas or buildings, i.e. all Residence Halls/ apartment buildings, parking lots and/or other university owned facilities or property
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During Interim of Initial Hearing and Prior to Conduct Standard’s Appeal Hearing or the Title IX Appeals Hearing:

If the student’s continued presence at the University is potentially dangerous to the health and safety of the educational environment, the university administrators of the Office of Student Advocacy and Accountability and/or the Title IX coordinator, have the right during the interim of the investigation, initial hearing to 1) ban the student from all buildings with the exception of those in which his/her classes are being held for an indefinite period of time and/or 2) mandate off-campus housing.

During an Official Hearing Information:

An alleged victim’s or witness(s) name(s), may elect to remain anonymous to the alleged student offender during the initial university hearing or in the event of the Title IX Appeals Hearing or Conduct Standards Appeals Hearing regarding an incident that involves physical or sexual assault or a violent act or commission of an act that may be considered harmful or of unlawful behavior. In the event of a Conduct Standards Appeals Hearing or a Title IX Appeals Hearing, university officials, committee members, and alleged offender(s) may question the alleged victim or witnesses via telephone call from a secure location approved by the Office of Student Advocacy and Accountability administrator.

3.02:05	The assignment of a minimum grade of zero for a questionable work submitted by a student found responsible of academic cheating or plagiarism. This failing grade shall be imposed for a first offense of cheating or plagiarism. For a second offense, the student shall receive a minimum grade of “F” in the course. For a third offense, the student shall be suspended from the University for an indefinite period. For such offenses, the student, instructor, instructor’s Department Head, the student’s College Dean, and the Office of Student Advocacy and Accountability shall be notified of the censure within five class/business days of the decision.
3.02:06	The assignment of cases involving student violations of university regulations to the appropriate University Administrator, hearing panel or appellate panel by either the Office of Student Advocacy and Accountability or the appropriate Academic Unit.
3.02:07	The suspension, dismissal, expulsion, withdrawal of rights and privileges, or withdrawal of official University recognition of any student organization for violation of University of Louisiana System Board of Supervisors or University policies, rules, and regulations, and for violation of federal, state, parish or municipal laws.
3.02:08	Generally, an administrative withdrawal, a temporary suspension, temporary withdrawal, temporary withdrawal of official University recognition, removable from ULM housing or dismissal from the University will be made when students or student organization members exhibit behavior posing a significant threat of danger or physical harm to themselves or others in the University community. Behaviors which are considered as posing a significant threat to the University community shall include but are not limited to the following acts enumerated briefly below and fully stated in the “Standards of Conduct for Students,” Section 5.03 of this <i>Code</i> :
5.03:02	Firearms, etc.
5.03:03	Arson, etc.
5.03:05	Fire and Emergency Equipment, etc.
5.03:07	False Reporting of Fire or Other Emergency, etc

5.03:08	False Reporting of Unlawful Explosive, etc.
5.03:09	Rioting, etc.
5.03:14	Visitation of Other College Campuses, etc.
5.03:18	Vandalism
5.03:23	Threat or Commission of Physical Violence, etc.
5.03:24	Hazing, etc.
5.03:29	Unauthorized occupation of any University Facility, etc.
5.03:34	Unauthorized or Illegal Possession, etc.
5.03:36	Falsification, Forgery, Alteration, etc.
5.03:39	Theft, etc.
5.03:46	Unauthorized Access to or Misuse of University Computers, etc.
5.03:49	Convicted of a felony, etc.
5.03:50	Formally Charged by Civil Authorities with the Commission of a Felony, etc.
5.03:51	When there is Strong Convincing Evidence, etc.
5.03:52	Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, and Sexual Exploitation as defined in the University Sexual Misconduct Policy.
Other behaviors necessitating such university action may include the interference with the rights of other students, staff, or faculty of the university or with the exercise of any university-sanctioned activity or function.	
3.02:09	<p>In cases of psychological disturbance, additional university action, other than administrative withdrawal, temporary suspension or dismissal, may include but is not limited to:</p> <p>Notifying parents, guardians or significant others even though the student is 18 years or older.</p> <p>Initiating the action necessary to have the student restrained in the custody of persons or institutions qualified to deal with acute or chronic psychological disruptions. Placing the student in the custody of an institution may subject the student to medical care, medical procedures and costs for which the university is not responsible or liable. Following such behavior, the university reserves the right to remove an individual from the residence hall, require the student to have a licensed psychiatrist, psychologist or counselor provide a certified psychological or psychiatric evaluation stating that the student is competent to return and adjust to the university environment. Such documentation must be provided to the Office of Student Advocacy and Accountability and to the University Counseling Center. Upon receipt of this evaluation and the student's written request for reinstatement, the University will assess the submitted documentation and decide reinstatement. The University reserves the right to deny the student readmission into the University until such time that the student's request and the certified evaluation qualifying the student's competence is approved and meets the standards of reasonableness by the university.</p>
3.02:10	The university's jurisdiction over all violations of conduct standards which occur on or off the university campus. Student actions on campus that violate both university behavioral standards and federal, state, parish and municipal laws will be adjudicated by both the appropriate University Administrator or University Unit and the appropriate civil authorities.

3.02:11	<p>The imposition of administrative withdrawal, temporary suspension, provisional status, removable from residence hall or dismissal of a student arrested for a violent felony. When reasonably possible, the appropriate University Administrator <u>will</u> impose one of these censures. Within a reasonable time period and depending on the student's status with civil authorities, the university <u>may</u> hold a hearing before a Student Conduct Hearing Board which will determine if the student's presence on the campus constitutes:</p> <ul style="list-style-type: none"> • A threat of danger to self, • A threat of danger to others of the University community, • A threat of danger to property on the University premises, or <p>An immediate threat of disruptive interference with the normal conduct of the University's activities.</p>
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Once a determination is made, the Student Conduct Hearing Board may impose an appropriate censure(s).

3.02:12	<p>To remove a student employed by the university from a position, with or without pay, during the course of an investigation by the University or by civil authorities. Student employees hired through the Residential Life Department and housed in Residential Life facilities (Hall Director apartment, Resident Assistant room, etc.) may be physically removed (to include personal possessions) from the University's residential facilities or moved into another residential assignment during the course of an investigation.</p>
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3.2 General Statement of Student and Student Organization Responsibilities

When a student is admitted to the University of Louisiana Monroe or when a student organization is officially approved by the University, the student and student organization are then obligated to learn, respect and abide by all of the University's policies and to assume responsibility for the consequences of one's own actions. Moreover, the student and student organization are obligated to assume the responsibilities of a mature individual or a law-abiding student organization respectively:

3.03:01	To abide by the behavioral standards of the University and the University of Louisiana System Board of Supervisors.
3.03:02	To inform the appropriate University department about the presence of an employing firm coming on to the campus.
3.03:03	To attend enrolled classes regularly and punctually and to know attendance requirements.
3.03:04	To submit excuses to the professor for all class absences within three days after returning to class.
3.03:05	To abide by Federal, State, Parish and Municipal laws.
3.03:06	To hold inviolate the rights of others regarding freedom of expression and assembly.
3.03:07	To respect the rights and property of others including University Administrators, instructors, counselors, advisors, staff, students, guests and other University
3.03:08	To follow the principles of common decency and acceptable behavior suitable to a higher education institution where student conduct is to be exemplary at all times.
3.03:09	To realize that one's behavior reflects either credit or discredit not only on self but also on the University community.
3.03:10	To respect all University property to include property of departments and other agencies housed on campus.
3.03:11	To complete all academic requirements for any class in which a student is enrolled.
3.03:12	To maintain current local and/or home addresses with the University Records or Registrar's
3.03:13	To maintain current organizational membership information with the Office of Career and Student Development and/or the appropriate University adviser on a semester to semester basis.
3.03:14	To inform all student organization members of the Hazing Policy, Privacy Act and other relevant organization information on a semester to semester basis.

3.3 General Statement of University Responsibilities

As the University affords students the opportunity for continued education and increased knowledge, the University therefore assumes responsibilities that include:

3.04:01	Providing an environment suitable to the pursuit of academic excellence.
3.04:02	Displaying leadership through all activities, functions and operations in the areas of academics, business and student affairs.
3.04:03	Protecting and maintaining high academic standards at all levels.
3.04:04	Establishing policies, procedures, rules and regulations relative to student life and consistent with other institutions of higher education.
3.04:05	Requiring students and student organizations to demonstrate habits, attitudes and behavioral standards consistent with socially acceptable mores of the community at large.
3.04:06	Providing students and student organizations with due process when violations of University policies have occurred.
3.04:07	Recognizing student organizations for any lawful, educational-related purpose upon the submission of a constitution and by-laws, the name of a faculty/staff adviser and an alphabetical list of members. The aforementioned must be submitted to the Department of Student Life who forwards these documents to the Office for Student Affairs for approval.
3.04:08	Denying or reasonably limiting a student or student organization the right of access to University facilities when the student or student organization has previously committed physical abuse or vandalism of facilities. In such cases, the University will also demand restitution for damages from the student(s) or student organization.
3.04:09	Maintaining student information and academic records vital to the student organization or vital to the student's education and to University research and policy formulation.
3.04:10	Exercising discretion in recording and disseminating information about all students and student organizations to ensure that privacy is maintained.

4.1 Due Process Rights of Student and Student Organization

4.01:01	Due process protection is afforded all students and student organizations of the University of Louisiana Monroe. Due process requires that the University set forth all of its policies, rules, and regulations governing student and student organization conduct in properly promulgated publications. This form of due process requires that University regulations affecting student and student organization conduct and censures for student and student organization misconduct be based on the principle of equal treatment without regard to race, religion, sex, national origin, political affiliation, age, physical or mental disability, or veteran status.
4.01:02	The ULM <i>Code of Student Conduct</i> is the University’s principal statement of conduct regulations for students and student organizations. Although University departments may establish and declare behavioral standards for students and student organizations, those standards must correspond with the Code. When a student’s or student organization’s misconduct violates both departmental regulations and regulations as stated in the ULM <i>Code of Student Conduct</i> , then due process procedures for the students and student organizations must follow the Code. After the student’s or student organization’s case is reviewed and a decision of responsibility rendered, both the department and the appropriate University Unit may apply censures; however, under no circumstances may departmental censures be imposed in lieu of censures applied in proceedings with the appropriate University Unit.
4.01:03	All University disciplinary censures imposed on a student or student organization must be outlined in the ULM <i>Code of Student Conduct</i> . The appropriate University Unit or Department may not impose censures not stated in this document.
4.01:04	Students or student organizations who are accused of violating conduct regulations, to include departmental codes, shall have the right to require that their case be considered in accordance with the provision of the ULM <i>Code of Student Conduct</i> . This does not mean that students or student organizations may not voluntarily accept departmental discipline.
4.01:05	Students or student organizations who have reason to believe that they are being unjustly accused and/or disciplined, or threatened with discipline, by a University employee without the full protection offered by the ULM <i>Code of Student Conduct</i> should immediately seek advice or counsel from the Office of Student Advocacy and Accountability.

4.2 Procedural Due Process Rights

Procedural due process requires that a disciplinary procedure be established for determining the responsibility of all students or student organizations charged with violations of specific conduct regulations. Additionally, due process requires that the procedure meet the test of fairness and reasonableness.

4.02:01	<p>Rights of the Student or Student Organization Charged with Misconduct</p> <ul style="list-style-type: none"> A. To be informed of the specific charge(s) made against the student or student organization. B. To be given the opportunity to prepare a defense when appearing before the University Unit, Student Conduct Hearing Board, Student Organization Judicial Committee, and the Title IX Committee (Appeals). Adequate time for preparation of defense will range from 24-72 hours. Circumstances may dictate the time frame. C. To have the charge(s) reviewed by the appropriate University Administrator or University Unit. D. To be presented evidence on which the charge(s) is based. When documented or physical evidence is to be presented at the hearing with the Student Conduct Hearing Board, Student Organization Judicial Committee, or the Title IX Committee (Appeals) or through an Appeal Committee, the charged student or charged student’s Organization has the right to inspect physical evidence and to review copies of these documents at a reasonable time before the hearing in the Office of Student Advocacy and Accountability or through the Title IX Coordinator (see Sexual Misconduct Policy and Procedures). Release of documentation is subject to FERPA
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	<p>(Family Educational Rights and Privacy Act). In such hearings, the student or student organization charged is also entitled to a list of witnesses who will testify against the charged student or student organization. Names may be withheld in cases of sexual assault, violence and significant threats to the university community. The charged student or student organization is responsible for collecting this information from the person(s) bringing the charge. The student or student organization may request assistance from the Office of Student Advocacy and Accountability in obtaining needed information.</p> <p>E. When two or more students are charged with the same or related violations arising from the same circumstances, one or more students may present a written request for a separate hearing even though the normal hearing procedure includes having all charged students attend the same hearing. The request should be submitted to either the appropriate University Unit such as the Divisions of Student Affairs or Academic Affairs or to Office of Student Advocacy and Accountability or to the Title IX Coordinator for a decision. The request should state why a separate hearing is necessary. When two or more student organizations are charged with the same or related violations arising from the same circumstances, separate hearings are not allowed except in situations where the hearing panel will not adequately and effectively adjudicate the case due to the large numbers of members involved.</p> <p>F. To be presumed not responsible until proven responsible and to have the specified University Unit decide responsibility based on a reasonable standard of proof (Preponderance of Evidence) presented during the hearing. The responsibility rests with the person(s) bringing the charge(s).</p> <p>G. To retain specific University student and student organizational rights while the charge(s) is being considered. In special circumstances, the appropriate University Administrator or the specified University Unit may suspend some of a student's or student organization's rights or may enact any of the following Removal from ULM Housing— Administrative Withdrawal, Temporary Suspension, Suspension from the University, Dismissal from the University, or Expulsion from the University— when the student's or student organization's alleged act of conduct is considered a significant threat to the University community and warrants such intervention. (See 3.02:08 of this Code.)</p> <p>H. To appeal decisions and recommendations rendered by the appropriate University Administrator or other specified University Unit as outlined in the "Appeals Procedures," of the <i>ULM Code of Student Conduct</i>.</p> <p>I. To reasonably request assistance either from the Office of Student Advocacy and Accountability, or the Title IX Coordinator (Sexual Misconduct), at least 24-48 hours prior to a non-administrative hearing, when bringing students or University employees as witnesses on behalf of the charged student. The Office of Student Advocacy and Accountability or the Title IX Coordinator cannot, however, summons non-University individuals. No more than five (5) witnesses may be called by the charged student(s) or student organization for a hearing. The charged student(s) or student organization must present a written request, with reasonable justification, to the Office of Student Advocacy and Accountability or through the Title IX Coordinator (Sexual Misconduct) if needing an additional witness.</p>
<p>4.02:02</p>	<p>Rights of the Student or Student Organization Members During a Hearing</p> <p>A. To appear alone or with any one other person of the student's or student organization member's choice to advise and assist the student or student organization at a hearing. The person chosen to advise or assist the student or student organization member may be a relative, a fellow student, a friend, a teacher, an attorney or an ombudsman. The adviser shall not have voice and shall not address the appropriate University Administrator, the Student Conduct Hearing Board, the Student Organization Judicial Committee, the Title IX Coordinator or Title IX Committee (Appeals) or an Appeal Committee; the adviser also does not have the right to examine or cross-examine the person(s) bringing the charge or the witnesses. The adviser is not to act as an agent for the student or student organization; advisers must limit their activities to only advising the student or student organization <u>privately</u>.</p> <p>B. To reject with good cause any one member, with the exception of the Chairperson, of the Student Conduct Hearing Board, Student Organization Judicial Committee, Administrative Appeal Panel,</p>

	<p>Title IX Committee (Appeals) or Appeals Committees, or the Title IX Coordinator from a hearing. Such action must be made immediately after the introduction of the members of the hearing panel and should take the form of a request to the Chairperson “for a brief recess to consider a procedural question.” During the recess, the student or student organization members will present reasons to the Chairperson for this action.</p> <p>C. To present evidence and to argue in his/her or their own defense.</p> <p>D. To be confronted and/or cross-examined by the person(s) bringing the charge(s) or the appropriate University Administrator or University Official.</p> <p>E. To conduct a reasonable cross-examination, when possible, of the person(s) initiating the charge(s).</p> <p>F. To conduct a reasonable cross-examination, when possible, of the witnesses appearing at the hearing and giving testimony. Preferably, witnesses will give oral testimony whenever reasonably possible; however, the University Administrator or appropriate Academic Unit may have to submit written statements by witnesses in the absence of witnesses at a hearing. Such absences may result from an inability to participate in a hearing due to other responsibilities, conflicting schedules, or a reasonable decision by the appropriate University Administrator to secure the safety or to protect the rights of witnesses. Written statements, previously written memorandum, University documents, letters and other written materials may be introduced as evidence even though the author is not present. The members of the hearing panel may attach whatever weight or significance to these written documents as they deem appropriate.</p> <p>G. G. To have evidence of a prior formal charge or finding of responsibility for violating the ULM <i>Code of Student Conduct</i> excluded as evidence during the hearing panel’s deliberation of responsibility on the present charge(s). If a student or student organization has been found responsible, however, such evidence is allowed and must be admitted when the hearing panel is deliberating on the censure(s) to be imposed.</p>
4.02:03	<p>Rights of the Student or Student Organization Members Found Responsible</p> <p>A. To have censures imposed that are commensurate with the violation charged.</p> <p>B. To request a “Notice of Disciplinary Censure” or a summary of a non-administrative hearing, excluding the proceedings consisting of the deliberation of responsibility and the deliberation on the censure to be imposed, subject to the limitations imposed by the provisions of the “Family Educational Rights and Privacy Act of 1974” (the Buckley Amendment). The summary will be provided at a reasonable cost to the student or student organization.</p> <p>C. To review a copy of non-administrative taped hearing procedures, in the Office of Student Advocacy and Accountability, the Residential Life Office (Residential Conduct) or through the Title IX Coordinator (Sexual Misconduct), excluding the deliberations of responsibility and the censure to be imposed, for the sole purpose of preparing an appeal. Videoed and/or recorded hearing procedures cannot be used for any civil or criminal proceedings unless subpoenaed. The student or student organization must submit a written request to the Office of Student Advocacy and Accountability or the appropriate Academic Unit asking to review a copy of the video and/or recording; this request must state that the purpose is for filing an appeal and that the student or student organization assumes full responsibility for how the recording or video information is to be used.</p> <p>To appeal the decision of the University Administrator or University Unit, the student or student organizational appeal must satisfy the appellate standards or grounds and the appellate process outlined in Section Eight, “Appeal Procedures” of this Code. The student or student organization is respectfully reminded that the appeal procedure is not intended to grant a new hearing at a higher level.</p>

4.02:04

In Absentia Consideration of Charges

- A. Charged students or charged student organizations who have received an oral or written summons from an approved University Administrator or University Official to appear for an administrative hearing by the appropriate University Administrator and who fail to keep an administrative appointment or who fail to appear without just cause within 24 hours or one class/business day shall forfeit the right to present their case and will have said charges considered in absentia by the appropriate University Administrator. Thereupon, the University Administrator will render a decision on the student charge(s). University students who reside in University residence halls, suites or apartments and who are censured in absentia will receive notification from the appropriate University Administrator through the appropriate residence hall staff or by e-mail. University students who reside off campus and who are censured in absentia will be sent notification from the appropriate University Administrator through first class mail to the student's current local university e-mail, or home mailing address found in the University Records, Banner or Registrar's Office. Student organizations will be sent notification through their University adviser as documented in the Office of Student Life and Leadership
- B. A student or student organization who is notified orally or in writing to appear before the Student Conduct Hearing Board, the Student Organization Judicial Committee, the Title IX Committee (Appeals) or an Appeals Committee, and who fails to appear for the hearing without just cause shall forfeit the right to respond before the hearing panel and to be present during its deliberations. In cases of failure to appear, the Chairperson of the hearing panel shall enter a plea of "No Plea" for the student or student organization, and the charge(s) against the student or student organization shall be heard in absentia.
- C. A student or student organization who with just cause fails to appear for an administrative hearing or a hearing of an approved University Unit shall submit to the Office of Student Advocacy and Accountability, the Vice President for Student Affairs, and/or the appropriate Academic Unit a written statement addressing the student's or student organization's reasons for failure to appear and requesting reconsideration for another hearing. If these University Officials determine that the student's request shows just cause, the student's right to appear for a hearing will be reinstated. In cases where the student or student organization needs just cause to have a hearing postponed, the same University Officials will determine just cause and will postpone the hearing, thereby protecting the student's or student organization's right to appear for a hearing.
- D. If a student or a student organization voluntarily chooses to leave without just cause while an administrative hearing or hearing is in session, shall forfeit the right to respond and the hearing will be heard in absentia.
- E. In the occurrence of absentia, a conduct hold can be placed on the student's account that may prevent the student from registering for classes or moving forward in their educational learning path.

Section Five

- **Acts Contrary to Individual Rights**
- **Acts Contrary to Orderly Activities**
- **Acts Contrary to Property Rights**
- **Acts Contrary to Public Health and Safety**
- **Acts Contrary to Stated Policy**
- **Acts of Dishonesty Misuse or Unauthorized Possession**

Other Acts of Misconduct Standards of Conduct for Students

5.01

Each student and/or guest assumes an obligation to obey all university rules and regulations made by properly constituted authorities.

5.02

The “Standards of Conduct for Students” outlines behavior expected by the University. Standards of conduct covering all aspects of human behavior cannot be written; therefore, omission of an offense from the written “Standards of Conduct for Students” does not prohibit the University from bringing charges for that offense. Municipal, Parish, State and Federal statutes cover many types of behavior not specified in University regulations.

5.03

Conduct regulations for students attending the University of Louisiana Monroe and for officially recognized student organizations are designed to create and to promote a wholesome educational environment. Student and student organization conduct in the environment of an institution of higher learning is expected to be exemplary at all times. Conduct regulations at the University require each student and student organization to exercise respect for Federal, State, Parish and Municipal laws and to conduct personal affairs and activities both on and off campus to reflect credit both to the student, to the student organization, and to the University. To promote this goal, the University does not permit the following activities:

Acts Contrary to Public Health and Safety

5.03:01	Throwing any object from a university facility or vehicle; to include intentionally throwing any object onto the competing surface of an athletic event. This also includes littering.
5.03:02	Possession of, display of, discharge of, use of, sale of, or attempt or threat to use firearms, ammunition, explosives, fireworks, or other dangerous weapons, substances or materials of any kind on University property or at any university approved activity.
5.03:03	Any act of arson or setting a fire on university property without proper authority.
5.03:04	Swimming, floating, or wading in the bayou on university property. Fishing in the bayou from a bridge on university property.
5.03:05	Tampering with or removing from its proper location, fire extinguishers, hoses, or other fire or emergency equipment, except when done with reasonable belief of real need for such equipment.
5.03:06	Failure to comply with Traffic and Parking regulations for automobiles, motorcycles, bicycles, skates, skateboards, roller-blades, or any other vehicles and regulations for pedestrians; misuse or theft of staff or student parking decals. This standard includes storing or parking a gasoline-powered motorcycle, motorbike, moped or a container containing gasoline or other highly flammable liquids inside university building.

Acts Contrary to Orderly Activities

5.03:07	Falsely reporting a fire or other emergency; falsely setting off a fire alarm; unauthorized use of emergency exits.
5.03:08	Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive, or disrupt the operation of the University or a scheduled event sponsored or cosponsored by the University.
5.03:09	Rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid University personnel, buildings or other university property.
5.03:10	Participation in harassment, in any group demonstration, sit in or disorderly conduct which disturbs the orderly activities and processes of the University or infringes on the rights of other students or University personnel.
5.03:11	Sitting, obstructing or placing items such as books, purses, drink containers, etc., in hallways, stairways, walkways, or building entrances or exits.
5.03:12	Documented obstruction, disruption or interference of teaching, research, administration, disciplinary procedures or University-authorized activities or events.
5.03:13	Documented interference with the right of access to university facilities or with any other lawful rights of any person on campus.
5.03:14	Visitation of other college or university campuses or industrial sites, or any other property (private, public, or corporate) for the purpose of defacing or destroying said institutions or property or of disrupting the normal activities of such said institutions or property.
5.03:15	Abusive, drunken, violent or excessively noisy behavior or expression on university property or at university- authorized activities.
5.03:16	Intentionally delaying, obstructing or resisting persons who identify themselves as Residential Life staff members, faculty members, University Administrators, University Police Officers or other law enforcement officials, fire officials, or other University employees in the performance of their duty.

Acts Contrary to Property Rights

5.03:17	Trespassing.
5.03:18	Vandalism, malicious or ignorant destruction, damage, disfigurement or misuse of public or private property including library materials.
5.03:19	Unauthorized entry or use of university facilities or any violation of university rules regarding the use of university property.

Acts Contrary to Individual Rights

5.03:20	Discriminatory behavior against any member of the University community.
5.03:21	Engaging in oral or written speech that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action (including e-mails, text messaging and voice mail).
5.03:22	Lewd, indecent, or obscene behavior that is prohibited by law on or off university property; this standard includes behavior when utilizing telephones, answering machines, computers, or computer-generated materials and sound systems.
5.03:23	The threat or commission of physical violence and/or against any person on or off university property or at any university-authorized event or other conduct which threatens the health or safety of any person. This standard includes violence purposed to influence an employee's official action, and it includes intimidation and threats made toward the person bringing the charge or witnesses involved in any university disciplinary hearing. This may include cyber stalking as defined in 5.03:53.
5.03:24	HAZING is defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against an individual that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution, including but is not limited to

	<p>the following:</p> <p>A. The person knew or should have known that the act endangers the physical health or safety of the other person or causes severe emotional distress.</p> <p>B. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.</p> <p>(See the Hazing Policy for more in-depth information and definitions https://webservices.ulm.edu/policies/download-policy/753)</p>
5.03:25	Harassment, of any member of the university community. Stalking or the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury (including e-mails, text messaging and voice mail).

Acts Contrary to Stated Policy

5.03:26	Failure to comply with University of Louisiana System Board of Supervisors or University rules and regulations related to any areas within their jurisdiction, including but not limited to: library, residence halls, dining services, traffic, automobile usage, conduct on and off campus, conduct in the classroom, organizational activities, and use of building and physical plant.
5.03:27	Failure of residence hall students, their guests or visitors to comply with those rules governing conduct of students residing in residence halls.
5.03:28	Unauthorized occupation of any university facility; unauthorized visitation in campus residence halls.
5.03:29	Failure to produce identification when requested by a University Police Officer, a residence hall staff member, or other identified University Official.
5.03:30	Improper move-out or check-in of the university residence hall system.
5.03:31	Unauthorized establishment of an off-campus residence.
5.03:32	Failure to answer a university summons or to appear for a disciplinary hearing as outlined in this <i>Code</i> .

Acts of Dishonesty, Misuse or Unauthorized Possession

5.03:33	Violation of University Drug Policy, to include: Unauthorized or illegal possession, use, distribution, sale, manufacture or transportation of narcotics, stimulants, tranquilizers, hallucinogens, marijuana and/or other similarly known drugs and/or chemicals, possession of drug paraphernalia.
5.03:34	Violation of University Alcohol Policy and/or RSO Alcohol Policy.
5.03:35	Falsification, forgery, alteration or misuse of university documents, records, identification cards or meal tickets; furnishing false information to the university with the intent to deceive.
5.03:36	Dishonesty or illegal gambling in any form on university property or at any university-approved activity.
5.03:37	Passing a worthless check or money order to the university or to a member of the University–community acting in an official capacity.
5.03:38	Theft, larceny, shoplifting, embezzlement or the temporary taking of the property of another.
5.03:39	Bribing any university employee.
5.03:40	Giving false testimony or other evidence at any official hearing of the university or giving false information to any faculty or staff member acting in the performance of his/her duties.
5.03:41	Academic Cheating and/or Plagiarism (Cheating and Plagiarism Policy).
5.03:42	Violation of censures imposed by the Office of Student Advocacy and Accountability or any other specified University Unit.
5.03:43	The commission of acts or attempted acts on or off university property, at university-authorized events or on any property owned, leased, or occupied by any formal or informal organizations associated with, approved by, or identified with the University, including without limitation, any athletic club, academic club, social club, fraternity, sorority or other society, which acts or attempted acts constitute a violation of federal, state, parish or municipal law.

5.03:44	Giving, taking or acquiring possession of, without permission, any academic (tests, research papers, notes, books, periodicals, or etc.) or personal information, passwords, confidential documentation, or financial materials from an office, student worker or employee of the University. This would include copyright violations and security access to university systems.
5.03:45	Unauthorized access to or misuse of university computers, computer systems, networks or services. This includes services such as Facebook, Instagram, Snapchat, etc. Students using computer resources at the University must have an account issued to them and must abide by the terms and conditions stated on the account authorization form. All admitted students automatically have an account issued upon admission approval and therefore are required to use this University assigned account for computer resources at the University. All students must abide by the terms and conditions stated in the Technology Acceptable Use Policy found at http://ulm.edu/it/use-policy.html NOTE: Any violation or abuse of university computing equipment, or any breach of security regarding university computers can result in the loss of privilege to use university computing resources or in more serious disciplinary action.
5.03:46	Failure to comply with directions of University Officials acting in the performance of their duties.
5.03:47	Attempting to commit, aiding, planning, or inciting others to commit, or attempt to commit any act of misconduct set forth above.
Finally, to preserve the educational environment of the University community, a student or student organization may be formally charged with a violation of the ULM <i>Code of Student Conduct</i> and referred to a hearing before the appropriate University Administrator or the appropriate University Unit for possible disciplinary action when as a result of misconduct the student or student organization is:	
5.03:48	Convicted of a felony.
5.03:49	Formally charged by civil authorities with the commission of a felony of such nature that the student's or student organization's continued presence at the University is potentially dangerous to the health, safety, and educational environment of the University community.
5.03:50	When there is strong convincing evidence that the student or student organization against whom civil authorities have not brought charge or imposed penalties has committed a crime of such nature that the student's or student organization's continued presence at the University is potentially dangerous to the health, safety, and educational environment of the University community.
5.03:51	Sexual misconduct, dating violence, domestic violence, stalking, sexual assault, sexual harassment, non-consensual sexual contact, sexual exploitation and/or as defined in the university <u>Sexual Misconduct Policy</u> .
5.03:52	Cyberstalking Use in electronic mail or electronic communication of any words or language inflict bodily harm to any person or to such person's child, sibling, spouse or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person. 2. Electronic mail or electronic communication to another person repeatedly, whether or not conversation ensues, for the purpose of threatening, terrifying, or harassing any person. 3. Electronic mail or electronic communication to another and to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct or criminal conduct toward the person electronically mailed or of any member of the person's family or household with the intent to threaten, terrify or harass. Knowingly permit an electronic communication device under the person's control to be used for the taking of an action as noted in 5.03:45, and 46.

SECTION SIX - CENSURES

The appropriate University Administrator, the appropriate Academic Unit, the Student Conduct Hearing Board, the Student Organization Judicial Committee, the Administrative Appeal Panel, the Title IX Coordinator, the Title IX Appeals Committee, or the Appeals Committees, either prior to or after a hearing, may impose or recommend one or more of the following penalties for a student or a student organization:

6.01:01	<u>Reprimand</u> —A written letter or oral expression of strong disapproval from the appropriate University Unit to the student or student organization on whom this penalty is imposed. <u>Reprimand</u> will NOT become part of the student’s permanent disciplinary record in the OFFICE OF STUDENT ADVOCACY AND ACCOUNTABILITY. Students may <u>NOT</u> appeal this Censure; the hearing officer’s decision is final.
6.01:02	<u>University Community Service</u> —Service hours that are assigned by the appropriate University Unit for a student or student organization who has violated university regulations and who is subsequently required and thus obligated to perform service to either the University community as a whole and/or its departments, to designated university student organizations. The student or student organization is required to present written notification to the appropriate University Unit that the designated service has been satisfactorily completed.
6.01:03	<u>Discretionary Censures</u> – If the student or student organization is found responsible for violations of the ULM <i>Code of Student Conduct</i> , the following censures may be applied: a) Notification of parents and/or guardians; b) Letter of apology; c) Conflict resolution session(s); d.) University Programming.
6.01:04	<u>Disciplinary Probation</u> —A specified period of testing imposed on a student or student organization during which further violations of regulations may result in suspension from the University. The student or student organization shall be automatically removed from probation when the period expires.
6.01:05	<u>Indefinite Disciplinary Probation</u> —An unspecified period of testing imposed on a student or student organization during which further violations of regulations may result in suspension from the University. This probation shall remain in effect until removed by the appropriate University Unit.
6.01:06	<u>Counseling</u> —Students or student organization members whose behavior on the University campus would suggest that personal or educational difficulties require counseling will be directed to either the ULM Counseling Center, the Office of Student Advocacy and Accountability designee or by a specified University Unit for a period of time to be designated by the counselor(s). In cases where the University is not qualified or equipped to handle severe personal, psychological or emotional problems, the designated University counseling unit then will work with the student and an off-campus agency to meet the student’s needs. Based on the review and advisement of the Director of the Counseling Center, the student may be required to be evaluated by an off-campus licensed mental health professional. Accordingly, the evaluation results will be reviewed and a determination made for continued enrollment by the advisement of the ULM Counseling Center Director and the Office of Student Advocacy and Accountability designee.
6.01:07	<u>Withholding of Transcript or Diploma</u> —May be imposed upon a student who fails to pay a debt owed to the University or who fails to clear provisional admission. The penalty terminates upon payment of the debt or clearance of provisional admission.
6.01:08	<u>Bar Against Readmission</u> —May be imposed on a student who has left the University with disciplinary action pending, or disciplinary issues that requires a student to be removed from future registration for an indefinite period of time, or who fails to pay a debt owed to the University.
6.01:09	Restitution—Reimbursement for damage to or misappropriation of university property or personal property. Reimbursement may take the form of appropriate service to effect repair or of monetary compensation. The student(s) or student organization is required to provide written evidence to the appropriate University Unit, within the time period required by that Unit, that damaged or lost property has been replaced and/or repaired to the owner’s satisfaction.
6.01:10	Forfeiture of Rights and Privileges—This censure is an adaptable penalty in that the appropriate University Unit may recommend limitations to fit a particular case. For the purpose of modifying behavior, reasonable forfeiture of privileges may be imposed.

6.01:11	Suspension of Eligibility for Official Athletic or Non-Athletic Extracurricular Activities–During the stated period of suspension, this censure may prohibit the student on whom it is imposed from joining a registered student organization and/or attending its meetings or functions and/or from participating in an official athletic or non-athletic extracurricular activity. During this period, a student organization will be prohibited from participating in non-athletic extracurricular activities. A suspension may be imposed under this subsection for more than one calendar year.
6.01:12	Failing Grade–To be assigned to a student for a work in question or as the final grade for a course in which the student is found responsible of academic cheating or plagiarism.
6.01:13	Cancellation of Registration–The cancellation of a student’s current enrollment and/or future registration(s) by the University.
6.01:14	Suspension from Class–Student found responsible of classroom disruption, falsification of documents, or excessive absences may be suspended from that class either for a specified period of time or for the remainder of the semester.
6.01:15	Suspension from a School or Degree Program–A student may be suspended from re-entering a specified school or degree program for violations of stated university policy. This suspension is for a specified period of time.
6.01:16	Permanent Dismissal from a School or Degree Program
6.01:17	Suspension from an Academic College–A student may be suspended from a particular College for a specified period of time for violations of stated university policy.
6.01:18	Permanent Dismissal from an Academic College
6.01:19	Suspension from the University–This suspension is for a specified period of time, and the student or the student organization may apply for readmission to the University subsequent to expiration of the specified period. During this period of suspension, the student is banned from the University. A notation will be placed on the student’s transcript “ <i>Student is eligible to return (semester) (year)</i> ” when a student is “suspended for disciplinary reasons” for a specified period of time. The transcript indicates which semester the student will be eligible to return.
6.01:20	<p>Temporary Suspension–To be imposed on a student or student organization by either the appropriate University Administrator or other appropriate University Unit in the event of a significant threat of continuing danger to persons or property or the ongoing threat of disrupting the academic process. Notice may be given for a hearing in the event that this censure is imposed or recommended. In certain circumstances, the Office of Student Advocacy and Accountability designee may impose a university or residence hall suspension prior to an appeal hearing. Living on campus is a privilege, not a right. The University reserves the right to terminate this privilege, at any time, for inappropriate behavior by a student.</p> <ol style="list-style-type: none"> 1. Interim suspension may be imposed: <ol style="list-style-type: none"> a. To ensure the safety and well-being of members of the University community or preservation of University property; b. To ensure the student’s physical or emotional safety or well-being; or, c. If the student poses a threat of disruption of or interference with normal University operations. 2. During the interim suspension the designee of Office of Student Advocacy and Accountability may deny the student access to any or all of the following: residence halls, the campus (including classes), and/or all other University activities and/or privileges for which the student might otherwise be eligible.
6.01:21	Permanent Dismissal from the University and <i>Banned from the University</i> . A notation will be placed on a student’s transcript “ <i>Student is ineligible to enroll,</i> ” when the student is permanently dismissed from the university for disciplinary reasons.
6.01:22	Expulsion from the University–Permanent separation from the University and <i>banned from the University</i> .

6.01:23	Payment of Fines and/or Loss of Driving Privileges on Campus and/or Disciplinary Action– May result from citations issued by the University Police Department. (See current University Traffic Regulations.)
6.01:24	Administrative Charge or Payment of Monetary Penalty–This censure may be imposed on a student or student organization violating any University regulation(s) or failing to meet published University standards.
6.01:25	Mandatory On-Campus or Off-Campus Housing–This censure shall be imposed on students found responsible of violating the stated University of Louisiana System Board of Supervisors policies or University residential policy standards for any reason.
6.01:26	Drug Testing–This censure may be imposed on students found responsible of drug-related violations of stated University policy. Drug testing which is paid for by the student may be required of students as a condition for remaining at the University while under other serious censures. The drug testing agency will be selected and assigned by the University.
6.01:27	Temporary Withdrawal of Official University Recognition–To be imposed by the appropriate University Administrator or University Unit on a student organization in the event of a threat of continuing danger to persons or property or the ongoing threat of disrupting the academic and
6.01:28	Withdrawal of Official University Recognition—To be imposed by the appropriate University Administrator or University Unit on a student organization which is no longer permitted to exist at ULM for either a specified or an indefinite period of time.
6.01:29	Provisional Status–A University registration flag to be imposed on a University applicant’s or a currently enrolled or prior enrolled student’s records housed in the University Registrar’s Office. This flag is imposed for alleged violations occurring on the University campus or at University-authorized activities, and the flag will be removed following a hearing by the appropriate University Administrator or other specified University Unit.
6.01:30	Administrative Withdrawal–The appropriate University Administrator may remove a student with good cause from the University campus by withdrawing the student from the University’s official enrollment in the Registrar’s Office.
6.01:31	University Ban–An individual may be banned permanently or for a specific period of time from the ULM Campus or from individual building(s) or events.

The University of Louisiana Monroe Hearing Procedures Guidelines are herein formulated as a systematic procedure to assure consistency in the adjudication of student or student organization violations of the University of Louisiana Monroe “Standards of Conduct for Students.” These guidelines should be utilized as appropriately determined by given situations.

7.1 Hearing Foundations

7.01:01	All hearings are closed to the public.
7.01:02	In cooperation with the Vice President for Student Affairs, the Office of Student Advocacy and Accountability is primarily responsible for the administration and assignment of student and student organization discipline. Sexual Misconduct will be addressed through the Title IX Coordinator.
7.01:03	Discipline related to academic matters <i>is the responsibility of the appropriate Academic Unit</i> which may be the Vice President for Academic Affairs, the appropriate Academic Dean, the appropriate Academic Department Head and/or the appropriate academic faculty member or instructor.
7.01:04	The appropriate University Administrator or University Unit may dispose of any violation without a hearing under this document.
7.01:05	The appropriate University Administrator or University Unit may take action other than by judicial proceedings in any case of student conduct involving health, emotional, and psychological problems which cause students to be a significant threat to themselves or other persons.
7.01:06	The appropriate University Administrator or University Unit may reasonably decide a student or student organization case in absentia and render appropriate censures to be imposed on the student or student organization when the student(s) or student organization members fails without just cause to appear for an appointed hearing. The student(s) or student organization will be informed in writing by the appropriate University Administrator of the hearing in absentia.
7.01:07	Specified student violations of the “Standards of Conduct for Students,” Section Five of this <i>Code</i> , which may be considered more serious. The following sections of the “Standards of Conduct for Students,” which are briefly stated below, will have an administrative hearing or be referred to a particular hearing committee unless the violation involves a student organization.
	5.03:02 Firearms, etc.
	5.03:03 Arson
	5.03:05 Fire and Emergency Equipment
	5.03:07 False Reporting of Fire or Other Emergency, etc.
	5.03:09 Rioting, etc.
	5.03:10 Disorderly Conduct
	5.03:13 Intentional Interference
	5.03:14 Visitation of Other College Campuses, etc.
	5.03:15 Abusive, Drunken, Violent, or Excessively Noisy Behavior
	5.03:16 Intentional Delaying, Obstructing, etc.
	5.03:17 Trespassing
	5.03:18 Vandalism, etc.
	5.03:19 Unauthorized Entry or Use of University Facilities
	5.03:23 Threat or Commission of Physical Violence, etc.
	5.03:24 Hazing
	5.03:34 Unauthorized or Illegal Possession, etc.
	5.03:36 Falsification, Forgery, Alteration, etc.
	5.03:39 Theft, etc.
	5.03:43 Violation of Censures
	5.03:44 Commission of Acts or Attempted Acts, etc.
	5.03:46 Unauthorized Access to or Misuse of University Computers, etc.

	5.03:49	Convicted of a Felony
	5.03:50	Formally Charged by Civil Authorities with the Commission of a Felony, etc.
	5.03:51	When there is Strong Convincing Evidence, etc.
	5.03:52	Sexual misconduct, dating violence, domestic violence, stalking, sexual assault, sexual
7.01:08	A corporate act committed by a student organization and which constitutes a violation of the "Standards of Conduct for Students" will be referred to the Director of OSAA or designee, in the Office of Student Advocacy and Accountability for an initial hearing. Administrative hearings for student organizations may occur, however, when the organization violates Student Organization Handbook policies promulgated by the Department of Student Life and Leadership or when the organization violates the rules, regulations or policies of its governing council in which it holds membership.	

7.2 Charging a Student or Student Organization with a Violation of the ULM Code of Student Conduct.

7.02:01	An instructor, administrator, University Police Officer, student organization adviser, other university employee, student staff member or a student who has evidence to justify an academic or non-academic violation of the "Standards of Conduct for Students," shall present non-academic evidence to the Office of Student Advocacy and Accountability, or matters involving sexual misconduct to the Title IX Coordinator and academic evidence to the appropriate Academic Unit. Whether the physical evidence is or is not surrendered, a written report concerning the student's or student organization members' alleged violation(s) should be presented to the Office of Student Advocacy and Accountability or the appropriate Academic Unit; however, the initial contact may be in person or by phone.
7.02:02	The appropriate University Administrator, which is the Office of Student Advocacy and Accountability for NON-ACADEMIC MATTERS and the appropriate Academic Unit for academic matters, will discuss the circumstances and evidence surrounding the alleged violation with the person bringing the charge, and will advise that person on actions that may be taken under the Code.
7.02:03	When there is an alleged instance of academic cheating or plagiarism, the instructor shall initiate the investigation, with or without the knowledge of other members of the appropriate Academic Unit. The instructor shall further call the Office of Student Advocacy and Accountability to determine whether the student has a record of previous academic offenses.
7.02:04	After reviewing the evidence supporting the alleged academic or non-academic violation, an administrator of the Office of Student Advocacy and Accountability, or the Title IX Coordinator or the appropriate Academic Unit will discuss the charge with the involved student(s) or student organization members (preferably a representative of that organization's executive council, the organization's university adviser, and/or the members involved in the alleged violation).
7.02:05	If the evidence is sufficient to justify such action, the student(s) or student organization members will be informed that the University is bringing formal charges under the Code.
7.02:06	The student(s) or student organization will be informed of his or her rights or the student organizations' rights as outlined in Section Four of the Code.
7.02:07	In <i>NON-ACADEMIC MATTERS</i> , the student(s) or student organization's case will be assigned by the Office of Student Advocacy and Accountability to be handled administratively in the responsible department. If the case is assigned to a hearing unit, the student(s) or student organization will have an administrative hearing at which time written notification of formal charges of a violation(s) of the Code of Student Conduct is made.
7.02:08	Students and student organizations may also make use of an adviser, as provided under Section 4.02:02, A of the <i>Code of Student Conduct</i> .

7.3 Administrative Disposition of a Student Violation

7.03:01	When the appropriate University Administrator receives information that a student has allegedly violated any University rule, regulation or policy, the Administrator shall investigate the alleged violation and request a conference with the involved student(s).
7.03:02	The appropriate University Administrator shall read the charge(s) or report of the alleged violation(s) before the student(s) who will then be given the opportunity to state his or her case and present witnesses on his or her behalf in a closed hearing.
7.03:03	After hearing the student(s) case and gathering all relevant information, the appropriate University Administrator shall: dismiss the allegation or proceed administratively by imposing a censure, with written notice and reasons, against the student(s) as authorized by Section Six of the Code.
7.03:04	In administratively managing a student violation, the student(s) and the appropriate University Administrator will sign a "Notice of Disciplinary Censure" stating the section(s) of the "Standards of Conduct for Students" which have been violated, the specific offense and the terms of the censure(s) imposed. The signature of the student on this document in no way denies the student the right of appeal; the signature does show that the student and the appropriate University Administrator have conferred on the matter and censures have been applied in accordance with the <i>Code</i> . The student, however, does reserve the right to refuse signature of this notice if so choosing. When this occurs, the appropriate University Administrator shall so note the decision of the student in the place designated for the student signature. Failure of the student to sign does not hinder the immediate initiation of the censure(s) imposed.
7.03:05	Through the "Notice of Disciplinary Censure," the student is informed of the appeal procedures.
7.03:06	If the student(s) wishes to appeal in writing the decision of the University Administrator and the student's appeal satisfies the standards written in the Appellate Process, the University Administrator shall then refer the case to the appropriate University Official, the Student Conduct Hearing Board or the appropriate Appeals Committees. The written appeal shall be submitted within three (3) class/business days from the date of the decision being appealed. Failure to submit a written letter of appeal within that time period will result in forfeiture of the right to appeal.

7.4 Hearing Panel Guidelines Overview

7.04:01	The Chairperson of the hearing panel shall preside over the hearings of the Student Conduct Hearing Board, Student Organization Judicial Committee, the Appeals Committees, or the Title IX (Appeals) Committee. In the absence of the Chairperson, the appointed Vice Chairperson shall preside over a hearing.
7.04:02	The appropriate University Administrator will summons the charged student(s) or charged student organization, as well as any other student(s), to appear before a hearing panel handling an alleged violation by giving, hand carrying or mailing to the student or student organization a written notice, by certified mail return receipt requested, if this course is necessary, to the student's local address as found in the Office of the Registrar. Any student or student organization members failing, without just cause, to comply with a summons is subject to disciplinary action through the Office of Student Advocacy and Accountability.
7.04:03	<p>The appropriate University Administrator shall, at the request of the Chairperson for any hearing panel</p> <ul style="list-style-type: none"> A. Set the date, time, and place for the hearing and notify the charged student(s) or charged student organization of the same. B. Summon students, university employees and/or relevant other persons (such as civil law enforcement officers or other significant individuals involved in a case) to serve as witnesses and ensure the presence of documentary or other evidence necessary to the hearing. Such a summons will be served on behalf of the university and the charged student(s) or charged student organization. C. The appropriate University Administrator or hearing panel Chairperson shall report to the appropriate administrative official any instance of noncompliance with a summons by a University employee. D. The appropriate University Administrator shall arrange for a written summary of

	<p>the hearing proceedings upon written request of the student(s) or student organization.</p> <p>E. The Chairperson for a hearing panel may postpone a hearing for just cause. In the case of a postponement, the Chairperson shall request the appropriate University Administrator to notify all interested parties of the new hearing date, time, and place.</p> <p>F. Cases in which charges arise from a single incident against two or more students will be heard together unless one or more of the students submits a written request for a separate hearing. The request must demonstrate good cause for a separate hearing. This request is not available to student organization cases.</p> <p>G. The charged student(s) or charged student organization shall furnish the appropriate University Administrator or hearing panel Chairperson with the names of each witness the student wants summoned and a description of all documentary or other evidence the student wants produced. This information should be produced within a reasonable time of the hearing.</p> <p>H. A decision by the hearing panel to find the student(s) or student organization in violation of the Code shall be based solely on the evidence presented at the hearing. Evidence of any past violation(s) may not be introduced as evidence nor considered in the deliberation of responsibility. If the student or student organization is found responsible of the charge, records of past violations will be introduced by the Office of Student Advocacy and Accountability, the Title IX Coordinator, the appropriate Academic Unit, or the hearing panel Chairperson and will be considered by the hearing panel in determining a censure(s).</p> <p>I. A simple majority vote of the hearing panel members is required to find a student or student organization in violation of the Code. A hearing panel member shall vote, by secret ballot, to find a student in violation of the Code only if the hearing panel member finds the evidence against the student or student organization presented at the hearing to be a reasonable standard of proof.</p> <p>J. All hearings will be tape-recorded and a brief written summary of the proceedings will be made. The University retains the sole right to record hearings. No other recordings may be made of hearings. Hearing taped testimony may not be used for any purpose other than appeal hearings held by the University. Taped testimony cannot be used for civil or criminal hearings (unless subpoenaed).</p> <p>K. A charged student or charged student organization members may not be compelled to testify.</p> <p>L. A witness shall be encouraged to testify and/or produce documentary and other evidence unless the testimony and/or documentary or other evidence be privileged or self-incriminating.</p> <p>M. All evidence shall be offered to the hearing panel during the hearing and made a part of the record of the hearing. When physical evidence is impossible to include in the record, a statement describing evidence shall be placed in the record. Documentary evidence may be admitted in the form of copies or extracts or by incorporation through reference. Physical evidence may be admitted in the same manner. Physical evidence may be photographed or described for the record.</p>
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Structure of a Hearing Panel

<p>7.04:04</p>	<p>Student Conduct Hearing Board (Appeals), the Student Organization Judicial Committee, Title IX (Appeals) Committee, and the Title IX Coordinator, through its hearing panels, conduct formal hearings on cases of student or student organization misconduct under the ULM <i>Code of Student Conduct</i> referred to it by the Office of Student Advocacy and Accountability or the appropriate</p>
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7.04:05	<p>In accordance with Section Two of the Code, each hearing panel shall be specifically composed of:</p> <ul style="list-style-type: none"> A. Faculty or staff members as provided for in the Code. B. Student members as provided for in the Code. C. One faculty or staff member or one student member (on Student Hearing Panels) serving as hearing panel Chairperson as provided by the Code.
7.04:06	<p>When, in the judgement of the Office of Student Advocacy and Accountability, the Title IX Coordinator (sexual misconduct) or appropriate Academic Unit, subject matter of a proceeding makes it advisable to have the services of persons with special technical expertise (such as cases involving computer systems or the sciences), the Vice President for Student Affairs or Vice President for Academic Affairs may appoint such persons to serve as non-voting members of the panel.</p>
7.04:07	<p>A quorum for each hearing panel has been set by Section Two of the Code.</p>
7.04:08	<p>The appropriate University Administrator or hearing panel Chairperson will bring an appointed recorder to oversee the taped proceedings of the hearing, if necessary.</p>

Hearing Panel Procedures

7.04:09	<p>The Chairperson of a hearing panel is delegated the authority, and is charged with the responsibility, to conduct the hearing in a manner which will protect:</p> <ul style="list-style-type: none"> A. The due process rights of the charged student(s) or student organization. B. The rights of the persons bringing the charge(s). C. The rights of all witnesses. D. The rights of all hearing panel members. E. The rights and prerogatives of the University.
7.04:10	<p>Prior to considering the charges against the student(s) or student organization, the Chairperson of the hearing panel shall:</p> <ul style="list-style-type: none"> A. Introduce the members of the hearing panel. B. Outline the procedures that the panel will follow. C. Announce the hearing panel will be closed to the public and the proceedings will be taped. D. Stress the importance of the confidentiality of the proceedings. E. Formally announce that the University is committed to the principles of procedural due process protection for its students and student organizations. Accordingly, each student or student organization is presumed not responsible until proven responsible, and the hearing panel shall decide responsibility on the basis of a reasonable standard of proof presented during the hearing. F. Announce that the student(s), student organization members, the person(s) bringing the charge(s), and the University Administrator or University Official, when necessary, may make an immediate request to the Chairperson for a brief recess to consider rejection, with good cause, of any one member of the hearing panel, except the Chairperson, for any reason G. Announce that the advisor to the student(s) or student organization has no voice in the proceedings and cannot act as an agent for the student(s) or student organization members. H. Announce that the student(s), student organization members, the person(s) bringing the Announce that legal rules and procedures for civil or criminal court hearings do not apply to the hearing. Furthermore, legal rules of evidence also do not apply to the hearing. I. Announce that all testimony and questions shall be restricted by the Chairperson to information dealing directly with the alleged violation(s), except during the censure phase. J. Announce that the Chairperson has the responsibility and the authority to call hearing recesses and to grant a continuance in lengthy hearings

7.04:11	The Chairperson shall read and clarify the charge(s) specifying the violation(s) of the “Standards of Conduct for Students.” For appeal cases, the Chairperson shall read and clarify the student’s or student organization’s appeal.
7.04:12	The Chairperson of the hearing panel will ask the charged student(s) or student organization members to present a plea to the charge(s). The Chairperson will inform the student(s) or student organization members that he/she or the organization may plead responsible, not responsible, or may elect not to enter a plea. In appeal cases where the student(s) or student organization has previously admitted responsibility to the charge(s) and is appealing only the censure(s) imposed, such a plea is not required; however, the student(s) or student organization will state instead that an appeal for reconsideration or modification of the censure(s) is being made.
7.04:13	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official presents the details of the case or the student violation(s) of the ULM <i>Code of Student Conduct</i> .
7.04:14	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may call witnesses into the hearing. Student witnesses shall be warned by the hearing panel Chairperson that: A. Furnishing false evidence is a violation of 5.03:41, of this Code, B. That the witness must leave the hearing upon completion of his or her testimony, and C. All hearing testimony is confidential and is to remain within the confines of the hearing. Non-student witnesses will be requested by the Chairperson to adhere to socially acceptable and ethical standards of furnishing truthful evidence; these witnesses are reminded as well concerning B and C above.
7.04:15	The witnesses will present testimony separately.
7.04:16	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may cross-examine the witnesses.
7.04:17	The charged student(s) or student organization members may cross-examine the person(s) bringing the charge(s) and/or the witnesses.
7.04:18	The hearing panel members may question the person(s) bringing the charge(s), the appropriate University Administrator or University Official, and/or the witnesses, but that questioning shall occur in an orderly manner as directed by the Chairperson.
7.04:19	The charged student(s) or charged student organization members will then present his/her or their case.
7.04:20	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may cross-examine the charged student(s) or charged student
7.04:21	The hearing panel members may question the charged student(s) or charged student organization members.
7.04:22	The charged student(s) or charged student organization members may call witnesses.
7.04:23	The witnesses shall be warned by the hearing panel Chairperson prior to testimony concerning A, B, and C of 7.04:14.
7.04:24	The witnesses will present testimony separately.
7.04:25	The charged student(s) or charged student organization members may cross-examine the witnesses.
7.04:26	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official may cross-examine the witnesses.

7.04:27	The hearing panel members may question the witnesses.
7.04:28	The charged student(s) or charged student organization members may present rebuttal evidence and final arguments or remarks.
7.04:29	The person(s) bringing the charge(s) or the appropriate University Administrator or University Official shall have the last summation since the standard of proof rests with the person(s) bringing the charge(s) or with the University respectively.
7.04:30	All persons except hearing panel members shall leave the room before the hearing panel members deliberate on the case. Then a vote by secret ballot shall be taken on the responsibility of the charged student(s) or charged student organization regarding the alleged violation(s) or on reconsideration of the censure(s) imposed. The Chairperson shall refrain from voting unless a tie vote needs to be broken. A simple majority vote rules.
7.04:31	The charged student(s) or charged student organization members, the person(s) bringing the charge(s), and the appropriate University Administrator or University Official are recalled into the hearing room. The Chairperson shall inform all parties of the decision rendered by the hearing panel.
7.04:32	If the student(s) or student organization is found not responsible, the hearing is then adjourned. If in the reconsideration of the censure(s) the hearing panel decides in favor of the formerly imposed censure(s), the Chairperson shall then inform the student(s) or student organization of the right to appeal the decision to the appropriate University Unit. The Chairperson shall also inform the student(s) or student organization that such an appeal shall be made in writing and submitted to the appropriate University Administrator or University Unit. For appeal time lines, refer to Section Eight, 8.02, "Appellate Process," of this Code.
7.04:33	If the student(s) or student organization is found responsible, recommendations are then heard from the person(s) bringing the charge(s), the appropriate University Administrator or University Official, and the student(s) or student organization members as to what censure(s) should be reasonably imposed. The appropriate University Administrator or University Official and the student(s) or student organization members may introduce any evidence such as the student's or student organization's discipline or academic records in support of censure recommendations. Following these presentations, the Chairperson shall excuse all parties other than the hearing panel members from the room.
7.04:34	The hearing panel members shall deliberate on the censure(s) appropriate for the student's or student organization's violation of University conduct standards. The hearing panel members shall then vote by secret ballot on an appropriate censure(s) to be imposed on the student(s) or student organization. The Chairperson shall refrain from voting unless a tie vote needs to be broken. A simple majority vote rules.
7.04:35	The student(s) or student organization members, the person(s) bringing the charge(s), and the appropriate University Administrator or University Official shall be recalled into the room, and the Chairperson shall notify the student(s) or student organization members of the hearing panel's decision.
7.04:36	Finally, the student(s) or student organization members shall be informed of the right to appeal by the Chairperson. (where applicable)

8.1 Grounds For Appeal

Appeals associated with sexual misconduct will be addressed in the Sexual Misconduct Policy & Procedures.

8.01:01	Students or student organizations availing themselves of the right of appeal are reminded of the nature and purpose of an appeal. The purpose of the appeal procedure is to provide the opportunity for questioning the appropriateness of actions or recommendations resulting from a ULM <i>Code of Student Conduct</i> hearing. <u>The appeal procedure is not intended to grant a new hearing at a higher level.</u> Furthermore, all student organizational cases are not eligible for an appeal. Individuals are also advised to refer to 7.03:06, of this <i>Code</i> .
8.01:02	An appeal hearing will be granted only if the student or student organization can show one of the following: A. A procedural error has occurred. B. New evidence has been secured. This evidence must be supported by documentation which will be reasonably reviewed by the appropriate University Administrator or University Unit. C. The censure(s) is disproportionate to the violation. Clear and convincing reasons must be given to show that the censure(s) does not meet the test of reasonableness and fairness. D. The hearing conclusion is unsupported. E. The appeal is granted following an administrative hearing.
8.01:03	The following guidelines for writing an appeal are established: A. The appeal must be a written letter or memorandum addressed to the appropriate University Administrator. This appeal must be signed and dated by the student or student organization representative making the appeal. B. This letter should clearly state the specific actions or recommendations that are being appealed, e.g., the findings of the University Administrator or hearing panel, the censure(s) imposed or recommended by a University Administrator or hearing panel, or both the findings and the censure(s) of a University Administrator or a hearing panel. C. This letter should clearly present specific reasons, grounds or justifications to support the appeal. (Refer to 8.01:02, A, B or C of this Code.)

8.2 Appellate Process

8.02:01	The student or student organization wishing to file an appeal must submit the written appeal to the appropriate University Administrator or University Unit within three (3) class/business days of the initial hearing. The class/business day following the hearing shall count as Day One. Students who are censured in absentia must submit a written appeal within three (3) class/business days of the date the censure(s) is imposed. A student or student organization censured in absentia will receive prompt notification of the censure(s) imposed by the appropriate University Administrator or University Unit; however, failure to receive the notification within three (3) class/business days of the date the censure(s) is imposed will not extend the deadline for submitting a written appeal, if the case meets the standards of appeal. Failure to submit a written appeal, under any circumstances, within the aforementioned time-period will result in the forfeiture of appeal privileges.
8.02:02	When the student or student organization desires to make appeals of subsequent decisions rendered following the initial appeal, the student then is given three (3) class/business days to submit a written appeal. The class/business day following the hearing shall count as Day One. Failure to present a written appeal within this time period will result in the forfeiture of appeal privileges.
8.02:03	The route of appeal given to students or student organizations is outlined in Section Ten of the ULM <i>Code of Student Conduct</i> .
8.02:04	In the majority of appeals, the final University voice is the Student Conduct Hearing Board who will subsequently send written notification of a decision to the student. A student who for any cause, fails to reasonably accept or receive the Student Conduct Hearing Board's written notification within 48 hours of the official mailing date designated by the U. S. Post Office on the envelope is subject to the immediate imposition of the applicable University censure(s). In an appeal where the student

	has received a censure of Suspension from the University for at least one academic year or has received a censure of greater severity, the student may choose to make a procedural appeal, via the University President, to the University of Louisiana System Board of Supervisors. This procedural appeal to the Board of Supervisors must be made within thirty (30) calendar days of the President's decision, and failure to submit a procedural appeal within that time period will result in forfeiture of appeal privileges to the Board of Supervisors. The Board of Supervisors review of an appeal is, however, limited to a determination of compliance with established and appropriate procedures at the University; following this review, the Board of Supervisors will notify the student or student organization of a decision.
8.02:05	When a student or student organization is not clear on the route or receiving office for an appeal, the student or student organization is advised to submit academic written appeals to the Vice President for Academic Affairs for delivery to the appropriate University Administrator or University Unit and non-academic written appeals to the Vice President for Student Affairs for delivery to the appropriate University Administrator or University Unit.
8.02:06	The appropriate University Administrator or University Unit has the right and the authority granted by this <i>Code</i> to take any one of the following actions in an appeal: Approve the censure(s) of the preceding University Administrator or University Unit. A. Approve and amend by additional action the censure(s) of the preceding University Administrator or University Unit. B. Completely or partially disallow the censure(s) of the preceding University Administrator or University Unit.

8.3 Academic Appeal Procedures

8.03:01	Refer to the "Procedure for Appealing a Grade" found in the Student Handbook under ACADEMICS AND PROCEDURES..
8.03:02	Refer to the "Appeal Procedures for Ruling on Cheating and Plagiarism" found in the front section of the <i>Student Handbook</i> under "Cheating and Plagiarism," ACADEMICS AND PROCEDURES.

8.4 Residential Life Judicial Committee

8.04:01	The Residential Life Judicial Committee, composed of all resident student members, hears only appeals of resident hall violations imposed by the Resident Hall Judicial Officer. The Residential Life Judicial Committee will render the final decision in these cases.
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8.5 Student Organization Judicial Committee

8.05:01	The Student Organization Judicial Committee, composed of faculty, staff and students hears only organizational appeals of imposed charges, censures or both, issued in an initial hearing, with the Director of OSAA. The Student Conduct Hearing Board will render the final decision in these cases.
8.05:02	When in the sole discretion of the university, an allegation against a student organization gives reasonable cause to believe that the organization represents a threat to the safety, security, or welfare of the university community and/or an obstruction to accomplishing the university's lawful mission, immediate action may be warranted. Under such circumstances, the Director of OSAA and/or designee has the authority to temporarily suspend all or some activities of the accused organization until the appeal process has concluded.
8.05:03	The university's established procedure for considering alleged violations of university regulations by individual students is outlined in the Student Code of Conduct. The fact that alleged individual student misconduct grows out of participation in an activity sponsored or engaged in by a registered student organization does not negate the individual student's accountability under the provisions of the Student Code of Student Conduct. The fact that individual students are held accountable for actions taken while participating in an organization's activity does not negate the accountability of the organization for its actions. The university does hold student organizations accountable for acts or omissions taken by the organization that violate the misconduct provisions of the code.

9.1 Model Notification of Rights Under FERPA for Postsecondary Institutions

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

9.01:01	The right to inspect and review the student's education records within forty-five (45) days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
9.01:02	The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
9.01:03	<p>The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.</p> <p>One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.</p> <p>A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.</p> <p>Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)</p>
9.01:04	The right to file a complaint with the U. S. Department of Education concerning alleged failures by the University of Louisiana Monroe to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

9.2 Maintenance of Records

Various units at The University of Louisiana Monroe maintain records relating to students which fall into the following general categories:

9.02:01	Academic records from schools previously attended
9.02:02	Degrees awarded
9.02:03	Academic work

9.02:04	Grades and other faculty evaluations
9.02:05	Applications for admissions
9.02:06	Biographical and identifying information (including name, social security number, sex, marital status, date of birth, residency and citizenship status, ethnic background, academic major and reported prior military service)
9.02:07	Medical data
9.02:08	Current student status
9.02:09	Accounts relating to fees
9.02:10	Scores of results on various standardized tests and interest/attitude inventories
9.02:11	Applications and other data relating to financial aid
9.02:12	Academic advisor notes
9.02:13	Attendance data
9.02:14	Letters of recommendation
9.02:15	Class rolls
9.02:16	Academic and disciplinary offenses
9.02:17	Applications for employment, and
9.02:18	Counseling records

The official academic records keeper at the University of Louisiana Monroe is the University Registrar. Other University offices maintaining student records are the Deans of the Colleges, Academic Department Heads, Academic Advisors, Office of Student Advocacy and Accountability, Career Services, Financial Aid, Controller, Counseling Center, International Students and Veterans Affairs, University Police, Student Health Center, Graduate Office, Student Affairs, Library, Athletics, and Public Affairs.

9.3 Access to Records

In general, the records maintained by the University are available only to the student, to university personnel with legitimate educational interests and to other institutions with the consent of the student. The University adheres to the General Education Provisions Act or the Family Educational Rights and Privacy Act Compliance Guidelines for the University of Louisiana Monroe, September, 1976. However, information may be released by the institution to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. Records may also be furnished in compliance with a judicial order or pursuant to a subpoena or with the consent of the student. The education records of a deceased student are not released; exceptions to this policy should be submitted in writing to the University Registrar.

A student or the parent(s) of a confirmed, tax-dependent student may inspect and review all records pertaining to him/her within forty-five (45) days of making a written request for same, except for:

Student may sign a consent form and/or waiver to release personal identifiable records to parents, guardians or acting parents.	
9.03:01	Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student)
9.03:02	Financial records of the student's parents or any information contained in these records
9.03:03	Confidential letters and recommendations put in the files prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended.

9.03:04	Confidential recommendations relating to admission, applications for employment, or honors if the student has waived his or her right to review such records. Where a particular record cannot be reviewed by the student without revealing confidential information relating to other students, the records custodian will inform the student, upon request, of the contents of the record pertaining to that student.
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9.4 Correction of Education Records

Students have the right to request that records be corrected if they believe that such records are inaccurate, misleading, or in violation of their privacy rights. Listed below are the procedures for the correction of records:

9.04:01	A student must ask the appropriate official of the University of Louisiana Monroe to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his or her privacy rights.
9.04:02	The University may comply with the request or may decide not to comply. If the University decides not to comply, the student will be notified of the decision and advised of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s privacy rights.
9.04:03	Upon request, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
9.04:04	The hearing will be conducted by a disinterested party; however, the person(s) may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by one or more individuals, including an attorney who has no voice in the hearing; an attorney may only quietly advise the student in a hearing.
9.04:05	The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
9.04:06	If the University decides that the information is inaccurate, misleading, or in violation of the student’s rights of privacy, the University will amend the record and notify the student, in writing, that the record has been amended.
9.04:07	If the University decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, the University will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
9.04:08	The statement will be maintained as a part of the student’s education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, the University must also disclose the statement.

9.5 Cost

The University of Louisiana Monroe may charge a reasonable fee for copying education records provided the fee assessed does not effectively prevent the parents and/or students requesting the copies from exercising their right to inspect and review the requested records.

9.6 Directory Information

The following items of information from student records may be released by the University without the consent of the student unless the student has notified the University Registrar, in writing, that the student objects to such release:

9.06:01	Name
9.06:02	Address(s)
9.06:03	Telephone number
9.06:04	Awards and scholarships received
9.06:05	Date of birth

9.06:06	Dates of attendance
9.06:07	Degrees and dates received
9.06:08	Current schedule of classes (to ULM, local, state, and federal law enforcement agencies only)
9.06:09	Classification (e.g., freshman, senior)
9.06:10	Level (e.g., undergraduate, graduate)
9.06:11	College and major
9.06:12	E-mail address
9.06:13	Full- and part-time status
9.06:14	Academic honors
9.06:15	Most recent institution attended, including high school
9.06:16	Participation in recognized activities and sports
9.06:17	Photographs (if available– to ULM, local, state, and federal \ law enforcement agencies only)
9.06:18	Weights and height of members of athletic teams

9.7 Disciplinary Records

9.07:01	Maintenance
	The University shall maintain a written disciplinary record for every student who has been charged with any disciplinary violation, and such record shall reflect the nature of the charge, the censure imposed and/or any other pertinent information. All disciplinary records shall be maintained by the University for a period of five to seven years; after that time, disciplinary records may be destroyed. However, a record of suspension, dismissal or expulsion from the University for disciplinary reasons may remain on file indefinitely in the Office of Student Advocacy and Accountability. Disciplinary records shall be separate from the student’s academic records and shall be treated as confidential. All information stored on the ULM Student Conduct Management System becomes a permanent student record until it is purged from the system.
9.07:02	Release of Records
	The contents of a student’s disciplinary record may not be revealed except upon court subpoena, the written request of the accused or charged student, the request of the appropriate University hearing panel or a University Official, or as designated in accordance with ULM’s published Family Educational Rights and Privacy Act Compliance Guidelines or the General Education Provisions Act.
9.07:03	Academic Transcripts
	In disciplinary cases where the appropriate University Unit imposes or recommends a censure of suspension, dismissal or expulsion from the University, the Office of Registrar may note these censures on the student’s official academic transcript. At the end of the period of a suspension or upon readmission to the University following suspension, dismissal, or expulsion, the student may petition in writing the Office of Student Advocacy and Accountability to have this notation removed from the academic transcript. Upon the request of the Office of Student Advocacy and Accountability, the Registrar may remove the notation from the academic transcript; however, the record of suspension and dismissal, along with the record of expulsion, shall remain on the student’s records in the Office of Student Advocacy and Accountability. A notation of expulsion may be permanently affixed to the student’s academic transcript.
9.07:04	Expunging of Records

Students who have been found responsible of one or two less serious violations of university rules and regulations and who have exhibited a pattern of appropriate behavior beyond the violations may petition the Office of Student Advocacy and Accountability to expunge these disciplinary records prior to graduation from the University. The student must present a written letter to the Office of Student Advocacy and Accountability requesting consideration for expunging the record at least one to four weeks prior to graduation. A determination will be made by the Office of Student Advocacy and Accountability and/or the appropriate university official, and the student will be notified by email, telephone or by appointment.