

**CODE
of
STUDENT CONDUCT
HANDBOOK**



**GRAMBLING STATE UNIVERSITY
Grambling, Louisiana**

2009-2011

Table of Contents

PURPOSE/OBJECTIVE	3
Statement of Policies.....	3
Preamble	3
ARTICLE ONE: DEFINITIONS	4
ARTICLE TWO: STUDENTS’ RIGHTS & RESPONSIBILITIES	5
ARTICLE THREE: JUDICIAL AUTHORITY	7
ARTICLE FOUR: PROSCRIBED CONDUCT	8
ARTICLE FIVE: JUDICIAL PROCEDURES	14
ARTICLE SIX: DISCIPLINARY SANCTIONS	16
ARTICLE SEVEN: APPEALS	19
ARTICLE EIGHT: RECORDS	21
ARTICLE NINE: INTERPRETATION AND REVISION	22
STATEMENT CONCERNING SEXUAL ASSAULT	22
STATEMENT CONCERNING SEXUAL HARASSMENT	23
HAZING POLICY	24
ALCOHOL AND ILLEGAL CONTROLLED SUBSTANCES POLICY	25
WEAPONS ON CAMPUS POLICY	26
ZERO TOLERANCE FOR AGGRESSIVE BEHAVIOR POLICY	26
ELECTRONIC DEVICES POLICY	27
CLASSROOM MISCONDUCT POLICY	27
DRESS CODE POLICY	28
PARENTAL NOTIFICATION	29
NON-DISCRIMINATION STATEMENT	29

I. PURPOSE/OBJECTIVE

The primary mission of the Office of Student Judicial Affairs is to support the larger mission of both the University and the Division of Student Affairs. Student Judicial Affairs seeks to promote student learning, growth and development by increasing student awareness of the University's expectation(s) of behavior and collaboratively working with other departments in an effort to create a safe, secure, and civil environment conducive to learning. Additionally, the area exists to administer a fair student disciplinary process that adheres to prescribed standards.

II. STATEMENT OF POLICIES

The President, as Chief Executive Officer of the University, has the overall responsibility for the implementation of the Code of Student Conduct (*Code*) and the student disciplinary process and has delegated his overall management to the Vice President for Student Affairs and the Director of Judicial Affairs. The Director of Judicial Affairs is directly responsible for the daily administration of the University's student judicial system. Code Authority is found in Louisiana Revised Statutes, Acts, Concurrent Resolutions, etc. as the following:

Louisiana Revised Statutes—17:10; 17:3101 through 17:3109 (1969); 17:3024 (1969).

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

The Code of Student Conduct creates an expectation of behavior that the University deems acceptable. Its primary purpose is to ensure that students will not be deprived of life, liberty or property without due process. Although every student has rights guaranteed by the U.S. Constitution, these freedoms cannot be enjoyed, exercised, or protected in a community which lacks order and stability. It is, therefore, each student's responsibility to adhere to the conduct and standards prescribed by the University, the Board of Trustees for the University of Louisiana System, as well as those established by local, state and federal laws.

Admission to Grambling State University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the educational mission of the University.

The Code of Student Conduct shall be reviewed every two years by the Office of Judicial Affairs. Recommendations for revisions are to be submitted to the Vice President for Student Affairs and forwarded to the Policy Review Committee for consideration.

A. PREAMBLE

Grambling State University is a public institution having special responsibility for providing instruction in higher education, for advancing knowledge through scholarship and research, and for providing related services to the community. As a center of learning, Grambling State University also has the obligation to maintain conditions conducive to freedom of inquiry and expression to the maximum degree compatible with the orderly conduct of its functions. For these purposes, Grambling State University is governed by the rules, regulations,

procedures, policies, and standards of conduct that safeguard its functions and protect the rights and freedoms of all members of the university community.

B. ARTICLE ONE - DEFINITIONS

When used in this Code the definitions of the following terms are provided for clarity and understanding.

1. "**Administrative Appeals Board**" refers to the appellate body authorized by the University to consider an appeal from a judicial board determination that a student or organization has violated the Code of Student Conduct.
2. "**Behavioral Standards**" refers to the policies, rules, regulations, directives, resolutions, and standards approved and/or issued by the president of the University and the Board of Supervisors for the University of Louisiana System as well as local, state and federal laws.
3. "**Business days**" refers to those days that faculty and staff are required to work, generally Monday through Friday.
4. "**Code of Student Conduct**" refers to conduct standards set forth in writing in order to give students general notice of prohibited conduct and notice of how the Code shall be enforced.
5. "**Judicial board**" refers to any person or persons authorized by the Office of the President to determine whether a student has violated the Code of Student Conduct and to recommend imposition of sanctions.
6. "**Judicial officer**" refers to a University official authorized on a case-by-case basis to impose sanctions upon student(s) or organization(s) found to have violated the Student Code. The Director may serve simultaneously as a judicial officer, and the sole member, or one of the members, of a judicial board. Nothing shall prevent the same judicial officer to impose sanctions in all cases.
7. "**May**" is used in the permissive sense.
8. "**Policy**" refers to the written regulations of the University as found in, but not limited to, the Code of Student Conduct, Residential Life Handbook, and the GSU Catalog.
9. "**Sanction**" refers to the penalty or punishment for any violations of the rules and regulations set forth in the Code of Student Conduct Handbook.
10. "**Shall**" is used in the imperative sense.
11. "**Student**" refers to a person taking or auditing courses at the University either on a full or part-time basis or any person on the University premises or University-leased premises; registering as a student, camper, or special awards program attendee (i.e., auxiliary camps, sports camps, etc.).

12. **"University"** refers to Grambling State University or any division thereof including extension courses over which the Board of Supervisors for the University of Louisiana System has control and responsibility.
13. **"University Community"** refers to any administrator, faculty, staff, or student of the University, including all land, buildings, facilities, adjacent streets, sidewalks, and other property in the possession of or owned, used, or controlled by the University and the physical surroundings within close proximity of the campus.
14. **"University Official"** refers to any person employed by the University (including students) performing administrative, teaching, paraprofessional responsibilities (i.e., administrators, faculty, staff, Graduate Assistants, Resident Assistants in residence halls, etc.).
15. **"University Premises"** refers to all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the University.

C. ARTICLE TWO – STUDENTS’ RIGHTS AND RESPONSIBILITIES

Each student has rights guaranteed by the U.S. Constitution, these freedoms cannot be enjoyed exercised, or protected in a community which lacks order and stability. Additionally, it is each student’s obligation to presume responsibility as a mature, civil and intellectual citizen while matriculating at the University. These student rights and responsibilities include, but are not limited to:

Students’ Rights

- **Speech and Expression.** Students shall be free to discuss questions of interest and to express opinions. Public expression of students reflects the views of those making the statement and not necessarily the University community. The University retains the right to provide for the safety of students, faculty, and staff, to protect property, and to ensure the continuity of the educational process in maintaining order. Authorization for any speech or demonstration will require identification of the individual and agreement to abide by University regulations.
- **Assembly and Demonstration.** Students shall be free to organize and associate to promote their common interests. Assembly and demonstration, just as speech and expression within the institution in public places, are permitted subject to reasonable time, place, and manner restrictions for the maintenance of order, safety and security and is applicable to local, state and federal laws. Approval from the President or Vice President for Student Affairs is required for a designated area for demonstrations.
- **Publication and Distribution.** Students shall be free to publish and to distribute their ideas in the form of newspapers, newsletters, leaflets, and the like, subject to time, place, and manner restrictions identified by the President or Vice President for Student Affairs.
- **Expression through Media.** Students shall be free to express opinions through student media as long as they are governed by and adhere to the

canons of professional journalism and applicable regulations of the U. S. Constitution and the Federal Communication Commission. Similar rights are afforded oral statements of views on student-run radio and television stations. (See <http://ethics.iit.edu/codes/coe/sigma.delta.chi.new.html>.) Media contact for the University is the Director of Media and Public Relations. Students are prohibited from speaking on behalf of or for Grambling State University with any media organization or publication, or from inviting the media to any University-owned or operated property, facility, or event without the expressed permission of the University Office of Media Relations.

- **Discrimination.** Students have the right to be free from all forms of discrimination on the basis of race, religion, sexual preference, political affiliation, national origin, physical or mental disability, age, or veteran status. The University will not condone any practices or policies that discriminate against anyone.
- **Privacy.** Students have the right to be secure in their possessions against invasions of privacy and unreasonable search and seizure. However, the University reserves the right to enter occupied residence halls with a warrant or under other special circumstances. Conditions for entry by University authorities/officials into occupied rooms in residence halls are divided into three categories: maintenance, emergency, and health and safety standards. (See "GSU-Residential Life Bulletin".)
- **Confidentiality.** Students have the right to confidentiality of official records, transcripts, personnel records, and disciplinary records. Students also have the right to confidentiality of information relating to personal views, beliefs, and political associations acquired by administrators, instructors, counselors, advisors, and officials of the University in the course of their work. (See Family Educational Rights and Privacy Act -- www.FERPA.com)
- **Redress of Grievances.** Any time a student's rights as outlined herein are contravened, the student shall have the right to petition for redress of such a grievance through procedures as promulgated within this cover.

Students' Responsibilities

- To obtain, read, and adhere to the conduct and standards published by the University, Board of Trustees for the University of Louisiana System, as well as those established by local, state and federal laws. **Failure to read this document will not excuse any student from responsibility for abiding by policies and procedures described herein.**
- To respect the rights of others regardless of ethnicity, gender, sexual orientation, religious or public beliefs.
- To respect all property owned, operated, housed and/or leased by the University.
- To maintain the highest ethical standards in preparing and submitting course work.

- To comply with all financial obligations as published in University documents and websites.
- To seek the help of faculty, other professionals and resources provided as you complete your degree requirements.
- To report in good faith, and without fear of retaliation, violation(s) of the Code of Student Conduct and other policies of the University to appropriate academic and/or administrative personnel.

D. ARTICLE THREE -JUDICIAL AUTHORITY

1. There shall be a Judicial Board consisting of twenty (20) members. All members, including the chairperson, shall be appointed by the President. The President may authorize the Director of Student Judicial Affairs to serve simultaneously as a chairperson. The Board shall be divided into four panels designated as A, B, C, and D respectively. A chairperson, two (2) faculty or staff representatives and two (2) student representatives shall compose each panel. The Director may appoint a special panel when necessary.
2. The Director of Student Judicial Affairs shall determine which judicial panel shall be authorized to hear each case.
3. The Director of Student Judicial Affairs shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are consistent with provisions of the Student Code.
4. The Judicial Board has **RECOMMENDING** authority in terms of sanctions. Each board has the responsibility of determining if a student is responsible or not responsible of violating the Code of Student Conduct. The board's recommendations are made to the Director of Student Judicial Affairs.
5. The Judicial Board is the primary judicial body of the University. It has original jurisdiction over all student cases involving alleged violation(s) of the Code of Student Conduct referred to it by appropriate University officials. It also has jurisdiction over all student cases from immediate interim suspension.
6. The presence of a majority of panel members shall constitute a quorum; and with a quorum present, the board may hear the case. The chairperson may accept substitute representatives for regular members when it is necessary for regular members to be absent. The chairperson shall vote in the case of a tie vote. Proxy voting shall not be permitted.
7. When any board member is involved in or associated with a case, that person must be excused from participation in the hearing procedures.
8. Decisions made by the Director of Student Judicial Affairs shall be final, pending the normal appeal process.

9. The technical rules of evidence applicable to civil and criminal cases shall not apply.

E. ARTICLE FOUR - PROSCRIBED CONDUCT

Jurisdiction of the University. Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or conduct which occurs at a University sponsored function or event whether on or off-campus. However, the University will take disciplinary action against a student for an off-campus offense only when it is required by law to do so or when the nature of the offense is such that in the judgment of the Director of Student Judicial Affairs, the continued presence of the student on campus is likely to interfere with the educational process or the orderly operation of the University; or the continued presence of the student on campus is likely to endanger the health, safety, or welfare of the University community, or is intimidating or threatening to another individual within the University community; or the offense committed by the student is of such a serious nature as to adversely affect the student's suitability as a member of the University community. The action of the University with respect to any such off-campus conduct shall be taken independently of any off-campus authority. **The prospect of criminal charges does not preclude the possibility of the University judicial hearing.**

STUDENT CONDUCT – RULES AND REGULATION

Any student(s) engaging in behavior that interferes with the safety and well being of any member of the University and/or that interferes with the mission, purpose, function and process of the University will be subject to disciplinary sanctions outlined in Article VI:

- 4.01 Abduction or Kidnapping.** The enticing, persuading or forcible seizing and carrying of any student, faculty, staff, or University official from one place to another without that person's consent.
- 4.02 Arson.** The malicious, fraudulent or intentional burning of property on the University premises. Such acts include, but are not limited to, creating fires, setting persons afire, open flames and/or igniting flammable materials.
- 4.03 Assault.** The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery. **Physical contact is not required.** This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, or coercion which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, dormitories, and the University premises in general.
- 4.04 Battery.** The intentional use of force or violence upon another, or the intentional administration of a poison or other noxious liquid or substance to another for the purpose of physical abuse, or violence

involving physical contact. Any form of physical contact that is directed to another which threatens or endangers the health or safety of any person, except when such response constitutes self-defense. This includes slapping, pushing, and contact using a weapon or other instrument. **Physical contact is required.**

- 4.05 Contempt.** Willful disobedience to, or displaying open disrespect for a University judicial body such as: failure to obey a written notice from the Office of Student Judicial Affairs or University Police to appear for a meeting or hearing as a part of the judicial process; falsification, distortion, or misrepresentation of information before a hearing officer or board; disruption or interference with the orderly conduct of a judicial proceeding; institution of a judicial proceeding in bad faith; attempting to discourage an individual's proper participation in or use of the judicial process; attempting to influence the impartiality of a member of a judicial board prior to and/or during the course of the judicial proceeding; failure to adhere to or comply with disciplinary conditions and sanctions imposed by a judicial body or administrative officer.
- 4.06 Dangerous, Threatening, Unsafe Behavior.** Any conduct or behavior which threatens or endangers the health or safety of any person in the University environment. This includes but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping.
- 4.07 Dangerous Weapons and Explosives.** The use, possession, or storage of dangerous weapons, explosives and chemicals are strictly prohibited, even if legally possessed in a manner that harms, threatens or causes fear to others. These include but are not limited to: firearms, shotguns, B.B. guns, paint guns, sling shots, bows, air pistols/rifles, pistols, rifles, gasoline, ammunition, gunpowder, firecrackers, fireworks, bombs, and other incendiary devices except as required for classroom instruction and only with the express written authority of the President or Vice President for Student Affairs.
- 4.08 Destruction or Damage to Property.** Willful negligent or malicious destruction and/or damage to University property or to the property of another. This includes acts of vandalism or misuse.
- 4.09 Dishonesty, Forgery and Fraud.** Acts of Dishonesty, Forgery and Fraud include but are not limited to: furnishing false information to any University official and on any University document; alteration of materials, or misuse of University documents, records, instrument of identification, or any documents and records belonging to another; cheating, plagiarism, or other forms of academic dishonesty, tampering with the election of any University recognized student election; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the University community; and issuing worthless checks to the University. Unauthorized use of university logo, seal, etc., without written permission of the University General Council.

- 4.10 Insubordination and/or Disrespect for Authority.** Not complying with reasonable and lawful requests or directives by members of the faculty or staff.
- 4.11 Obstruction, Disruption or Disorderly Conduct.** The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, other University tasks and activities; interfering with the duties of a student, faculty/staff member or University official; withholding information vital to any investigation carried out by an authorized agent of the University; creating excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the University, and the University community; interfering with an approved campus demonstration; and leading or inciting others to disrupt scheduled and/or ordinary activities within the University premises.
- 4.12 Rape.** Forcing or coercing another to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender(s).
- 4.13 Sexual Battery.** The intentional engaging in sexual misconduct (physical contact) with another without that person's consent or when such sexual contact is deemed offensive to the victim.
- 4.13.1 Sexual Assault.** Forcing or attempting to force another person to participate in sexual intercourse and/or other sexual activities against his/her will. Such misconduct includes verbal coercion, threats, and physical restraint.
- 4.14 Peer Sexual Harassment.** Unwelcomed and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to, unsolicited, deliberate or repeated sexual flirtation, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature. The University's policy on "Sexual Harassment" and "Sexual Assault and Abuse" strictly prohibits such behavior and provides optional services for any victim of such misconduct.
- 4.15 Sexual Intercourse.** All consensual sexual activity and/or sexual intercourse (copulation) on the University premises is strictly prohibited. The presence or absence of others will not negate the seriousness of the offense.
- 4.16 Unauthorized Entry.** Entry without proper permission into residential halls, buildings, or structures within the University premises, or the aiding and assisting of such unauthorized entry.

- 4.17 Aiding or Inciting.** Aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by the University, assisting or persuading others to commit any act of misconduct in the University community or environment.
- 4.18 Alcoholic Beverages.** Violation of the University Alcohol and Controlled Substance Policy, including but not limited to the use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on University property, or at any of its activities (whether on or off-campus) are prohibited, except as expressly permitted by University regulations and local, state and federal law. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age. (Refer to Alcohol and Illegal Controlled Substances Policy.)
- 4.19 Dangerous Drugs.** Violation of the University Alcohol and Controlled Substance Policy, including but not limited to the use, consumption, possession, manufacturing, purchase, sale and/or distribution of illicit drugs, narcotics or other controlled dangerous substances are strictly prohibited; all local, state, and federal laws apply. (Refer to Alcohol and Illegal Controlled Substances Policy.)
- 4.20 Dogs, Cats and Other Animals.** Bringing animals and pets onto the University premises is prohibited. Seeing-eye dogs, when accompanied by their owners, are permitted.
- 4.21 Drunkenness.** Appearing in public on the University premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property.
- 4.22 False Reporting of Emergencies.** These include but are not limited to activating a fire alarm or falsely reporting a bomb.
- 4.23 Gambling.** Illegal gambling on University premises is strictly prohibited.
- 4.24 Information Disclosure.** Failure to provide personal identification and/or furnishing false information to any University official, faculty/staff member, or office is prohibited. For example, failure to present a driver's license or identification card when requested by a University police officer.
- 4.25 Indecent, Obscene, Immoral Behavior, or Profanity.** This includes conduct which is disorderly, lewd, or indecent. Such acts include but are not limited to: the use of obscene gestures, improper body exposures, or other immoral acts or use of profanity to any faculty, staff, student, or University official. This also includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video recording of any person or student without his/her knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This also includes taking pictures of another person in a gym, locker room or restroom.

- 4.26 Selling or Soliciting.** Trading or exchanging any goods or services on University premises for monetary considerations without prior and appropriate authorization.
- 4.27 Traffic or Parking Violations.** Failure to obey traffic and parking regulations is punishable by the University Police Department and/or the Office of Student Judicial Affairs. This includes, but is not limited to, operating or attempting to operate a motor vehicle on campus while under the influence of alcohol or illicit drugs, reckless driving, obstruction of the free flow of pedestrian or vehicular traffic on University property or at University sponsored or supervised functions, and parking in improper zones. Moreover, applicable local, state, and federal traffic laws are enforced.
- 4.28 Trespassing.** Unauthorized presence on, in, or within any building or property owned or operated by the University (including residence halls), or the unauthorized entry into or remaining in a facility or office under the control of another after having been asked to leave.
- 4.29 Unauthorized Use of Property.** Unauthorized use of University premises; unauthorized possession, duplication or use of keys to any University premises; and the unauthorized use of University property, such as telephones, vehicles, and office equipment.
- 4.30 Violation of Housing Rules.** Any violation of Housing/Residential Life rules!
- 4.31 Disorderly Assembly.** Participating in an on-campus or off-campus demonstration, riot, or an activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area. It is strictly forbidden for any group to gather in such a manner as to disturb the public peace, to do violence to any person or property, to interfere with its faculty or staff in the performance of their duties, or otherwise by such gatherings bring disgrace or disrespect to the University. This includes surprise attacks by a group of students on University premises. Any student who encourages or in any way participates in the formation of or prolonging of such a gathering is subject to **IMMEDIATE DISMISSAL** from the University. **CAVEAT: Students involved in group violations will be treated as though the act occurred on an individual basis.** Refer to Article two: Students' Rights and Responsibilities (Speech and Expression and Assembly and Demonstration).
- 4.32 Student Dress Code.** The University still maintains the traditional notion that students (male/female) are prohibited from wearing hats, caps, sagging pants (*exposing undergarments*) and/or other headgear in classrooms, offices, assemblies, dining facilities, any building, or other places where hats are not expected to be worn. Students must adhere to any special dress standard set by groups presenting social programs such as lyceum events, or pageants. (Refer to Dress Code Policy)

- 4.33 Theft.** Stealing in the University environment and/or the attempted or actual theft, or unauthorized possession of property. This includes knowingly possessing stolen property.
- 4.34 Hazing.** Participation in any act which is degrading or injurious, or in which another is held against his/her will, or which endangers the mental or physical health or safety of another, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Such acts may include, but are not limited to, striking, beating, bruising, manning, or other abusive and humiliating treatment or threats of such treatment. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts, they are violations of this rule. (Refer to Hazing Policy)
- 4.35 Misuse of Computer Resources.** The unauthorized entry into a file to use, read, or alter the contents thereof, or transfer a file for any purpose. These include, but not limited to, use of another's identification and password without authorization, use of computing facilities to interfere with the work of another, to transmit obscene harassing or abusive messages, to interfere with the normal operations of the University computer system, network, or services. (Refer to Information Technology Center Policy and Procedures)
- 4.36 Tampering with Safety Equipment and Hindering Evacuation.** Tampering with safety and fire equipment (e.g., fire alarms, smoke detectors, exit signs, fire hoses, fire extinguishers, or emergency lighting equipment) is prohibited. This also includes failing to leave a building or area, or otherwise hindering an evacuation or investigation of the emergency.
- 4.37 Scholastic Dishonesty.** Scholastic Dishonesty shall include, but is not limited to, scholastic dishonesty: (a) **Acquiring Information:** Acquiring answers for any assigned work or examination from any unauthorized source; working with another person(s) on any assignment or examination when not specifically permitted by the instructor; observing the work of other students during any examination; (b) **Providing Information:** Providing answers of any assigned work or examination prior to the time the examination is given; (c) **Plagiarism:** Failing to credit sources used in work product in an attempt to pass off the work as one's own; attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources; (d) **Conspiracy:** Agreeing with one or more persons to commit any act of scholastic dishonesty; (e) **Fabrication of Information:** The falsification of the results obtained from the research or laboratory experiment; the written or oral presentation of results of research or laboratory experiments without the research or laboratory experiment having been performed; (f) **Violation of Departmental or College Policies:** Violation of any announced departmental or college policy relating to academic matters, including, but not limited to, abuse or misuse of computer access of

information. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty; (g) **Academic Misconduct:** Any student suspected of academic misconduct on tests, examination papers, or any other assigned work for which he/she is responsible will be reported, by the faculty person in charge, to the Dean of the division of the student's major.

- 4.38 Off-Campus Violations.** Students whether residing on or off campus, must behave at all times as responsible students in the community in which they reside, shop, and/or otherwise socialize. In keeping with the traditional spirit of Grambling State University, students are expected to conduct themselves in a manner that is becoming to a student of Grambling State University. Accordingly, students may be brought before a University judicial body for any off-campus conduct that is deemed volatile of this code, and for any conduct and/or behavior that reflects negatively on the image or reputation of the University. The specific action or behavior will be described in all charges levied against the student.
- 4.39 Stalking.** 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.
- 4.40 Cell Phone Usage.** The use of cell phones inside the classroom, official testing sites and during an official assembly period is prohibited. This includes but is not limited to, placing and/or receiving calls and/or text messages as well as conversing on cell phones. (Official University emergency notification messages are excluded/refer to Electronic Devices Policy)
- 4.41 Smoking.** Smoking is strictly prohibited in all indoor areas of University-owned and operated property. Smoking is not permitted within 25-feet of the entrance of any University buildings. All local, state and federal laws apply. (Refer to Louisiana Smoke Free Air Act 815).
- 4.42 University Policy Violation.** Violation of any University policy, rule or regulation published in hard copy or available electronically on the University website.
- 4.43 Violation of any federal, state or local law.** On or Off-Campus actions or activities that violate federal, state, or local law, also violate the Code of Student Conduct.

F. ARTICLE FIVE - JUDICIAL PROCEDURES

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Office of Student Judicial Affairs which is responsible for the administration of the University judicial system. Any charge should be submitted as soon as possible after the event takes place.

2. A Judicial Officer may conduct **an investigation to determine if the charges have merit and/or if they can be disposed of informally by mutual consent of the parties involved on a basis acceptable to the Judicial Officer. Such disposition shall be final and there shall be no subsequent proceedings. Additionally, all sanctions rendered shall be final and binding upon all involved.** If the charges cannot be disposed of by mutual consent, the Judicial Officer may later serve in the same matter as the judicial body or a member thereof.
3. A University registration flag may be imposed on a student's record. The flag will be removed following adjudication of charges. When a student(s) is reported for violations of University rules and regulations that require appearance before a judicial board, hearings are scheduled. The student will be given at least a three (3) business-day notice (excluding Saturdays, Sundays and state holidays) to appear for the hearing. In the notice to appear, the following information will be provided:
 - a. the University regulation(s) that was allegedly violated;
 - b. the statement of the specific charges against the student;
 - c. the date, time and place of the hearing;
 - d. the names of witnesses against the student;
 - e. the statement explaining that the student is entitled to present his/her own witnesses and to cross-examine the witnesses against him/her;
 - f. a statement explaining that the student is entitled to a hearing that will be recorded by the University; and
 - g. a statement indicating that if the student brings an attorney to the hearing, the attorney will be allowed to attend only as an advisor to his client.
4. Charged student(s) who fail to appear before a formal judicial board without just cause shall be found responsible for the charge(s) based only on input from the charging party, and disciplinary sanctions shall be imposed. If the judicial board finds that unavoidable circumstances prevented the appearance of the student(s) before the judicial board, the hearing shall be rescheduled.
5. Hearings shall be conducted by a judicial board according to the following guidelines:
 - a. Hearings normally shall be conducted in private. At the request of the accused student and subject to the discretion of the chairperson, a representative of the student press may be admitted but shall not have the privilege of participating in the hearing;
 - b. Admission of any person to the hearing shall be at the discretion of the judicial board and/or its judicial chairperson;
 - c. In hearings involving more than one accused student, the chairperson of the judicial board, at his or her discretion, may permit the hearings concerning each student to be conducted separately;
 - d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial board;

- e. The complainant, the accused and the judicial board shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial board;
 - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial board at the discretion of the chairperson;
 - g. All procedural questions are subject to the final decision of the chairperson of the judicial board;
 - h. After the hearing, the judicial board shall determine (by majority vote if the judicial board consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating; and
 - i. The judicial board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Student Conduct.
6. There shall be a single verbatim record, such as a tape recording, of all hearings before the judicial board. The record shall be the property of the University.
 7. The University may implement an emergency procedure to allow hearings to be set forth and held prior to the end of the respective semester or term in which the violation occurs.

G. ARTICLE SIX – DISCIPLINARY SANCTIONS

Sanctioning is intended to accomplish six aims:

1. To make sure the student(s) sanctioned has learned from the experience.
2. To educate the student(s) so he/she does not commit the violation again.
3. To offer the student(s) the opportunity to make good on a mistake.
4. To ensure that University expectations regarding appropriate behavior are clear.
5. To educate the student(s) concerning how his/her behavior impacts others in the community.
6. To protect the University community from people who may harm others in the community or who may substantially interfere with the educational mission of the University.

III. DISCIPLINARY SANCTIONS

University officials authorized by the President to impose sanctions upon students, either prior to (pending scheduled judicial hearing date) or after a judicial hearing, may impose or recommend one or more of the following penalties for a student(s).

Any student withdrawing with disciplinary action pending or those being suspended for disciplinary reasons are not eligible for refunds after the 14th class day for Fall and Spring semesters and the 7th class day for Summer sessions.

6.01 Expulsion- Permanent dismissal from the University.

- 6.02 Suspension** - Dismissal from the University for a specified period of time.
- 6.03 Indefinite Suspension** - Dismissal from the University for an unspecified time period. After one year, a student may request a review of his file for readmission consideration.
- 6.04 Interim Suspension** - Temporary suspension with a hearing to follow.
- 6.05 Revoked Suspension** - A suspension is revoked if a student agrees to remain at the University under certain conditions or as long as the student does not violate certain prescribed conditions.
- 6.06 Hold on Registration/Hold on Transcript** - A sanction used until all monies, fines and such owed to the University have been paid.
- 6.07 Fine** - A student may be assessed a reasonable monetary sanction for violating certain Code of Student Conduct rules.
- 6.08 Campus/Community Service**- A student(s) may be required to provide services on the campus, without pay, for a specific period of time for violating the Code of Student Conduct rules.
- 6.09 Probation** - A student(s) is subjected to a time period of restrictions or conditions, after which the University authorities will determine if his/her behavior has improved.
- 6.10 Restitution** - A student(s) or organization(s) is held accountable for public or private damage that he/she has damaged or destroyed.
- 6.11 Counseling/Educational Assignment** - A student(s) is given behavioral counseling, either on a regular basis or by appointment. An educational assignment may include but is not limited to, attendance and/or participation in alcohol/drug education programs, workshops, panel discussions, letters of apology, and reflective essays.
- 6.12 Restraining Order** - An order by the President or the President's designee prohibiting a student from entering the University premises except public streets or roadways.
- 6.13 Written Reprimand** - A student is warned, in writing, that further misconduct may result in more severe disciplinary action.
- 6.14 Loss of Privilege** - The withdrawal of a privilege, use of a service, or participation in an activity for a specific period of time consistent with the offense committed and the rehabilitation of the student.
- 6.15 Extracurricular Activity Suspension** - The withdrawal of participation in official extracurricular activities. This includes, but is not limited to prohibiting the student from joining a registered student organization and/or attending its meetings or functions and/or from participating in official athletic or non-athletic extracurricular activities.

- 6.16 Mandatory Off-campus Housing** – A student is suspended from on-campus housing privileges for a specific period of time.
- 6.17 Administrative Withdrawal** – A student is officially withdrawn from the university for various reasons. In such cases as the student posing a significant threat to self or others of the University community; failing to pay all financial obligations to the University by a designated date; failing to answer University summons or to address allegations of violations; failing to perform assigned University community service; failing to complete mandatory counseling; and/or failing to abide by the Code of Student Conduct. A student administratively withdrawn after the census date shall be assigned the grade of “W” in all courses. Students who withdraw on an involuntary basis are subject to the same refund policies as other students.
- 6.18 University Ban** – A student is banned permanently or for a specific period of time from an individual building(s) or event.

SPECIAL NOTE: Interim Suspension

Whenever students are disruptive or dangerous to themselves, including threatening or attempting suicide and are dangerous to others, to property, or to the stability and continuance of normal University functions, the President or the President’s designee may suspend students immediately on an interim basis without providing the **NORMAL HEARING NOTICE**. The letter from the Director of Judicial Affairs will constitute Normal Hearing Notice.

If the facts and evidence suggest that the student’s continued presence on University premises constitute imminent or clear and present danger to themselves, to others, to property, or to the stability and continuance of normal University functions, the President or the President’s designee may issue a Restraining Order against the students restricting them from the University premises prior to the **NORMAL JUDICIAL HEARING** and **AFTERWARDS**, if he/she deems it necessary.

Whenever the interim suspension rule is invoked, the student shall be given the opportunity to **DISCUSS** the incident with a University official **PRIOR TO THE INTERIM SUSPENSION**. Any student so suspended shall have the right to a post-suspension hearing on the merits of the case within five business days of the suspension.

Students who endanger their own physical well being shall be required to provide the Director of Student Judicial Affairs with a Psychiatric Evaluation signed by a licensed mental health professional indicating that the student is not a threat to him/herself or the campus community. Additionally, the parents, legal guardian, and/or student are advised that threatening and/or attempting suicide is a violation of the Code of Student Conduct and may result in disciplinary action by the University.

NOTATION OF DISCIPLINARY ACTION ON ACADEMIC TRANSCRIPTS

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

- “Student is ineligible to enroll”

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

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

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

All system universities shall employ the notations above on student academic transcripts beginning with the Spring semester, 2007.

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

MANDATORY ALCOHOL/SUBSTANCE ABUSE PROGRAM

As an educational component of the University’s discipline process, students involved in alcohol and/or drug violations are required to participate in the Student Counseling Center’s Alcohol and Substance Abuse Program.

Attendance at all sessions/workshops or other activities as assigned is mandatory for students required to participate in the program as a result of University disciplinary action, in addition to any fine or other disciplinary actions that may have been imposed. Failure to comply with the mandatory requirement by the stated deadline may result in additional disciplinary action imposed by the University, including disciplinary suspension.

H. ARTICLE SEVEN - APPEALS

1. A decision reached by the Judicial Hearing Board or a sanction imposed by the Director of Student Judicial Affairs may be appealed by accused student within three (3) business days of the decision. Such appeals shall be in writing, addressed to the Chairperson, Administrative Appeals Board and delivered to the Office of the Vice President for Student Affairs. The board shall consist of a chairperson, one (1) faculty or staff representative, and one (1) student representative appointed by the Vice President for Student Affairs.
2. Criteria for filing an appeal are limited to:
 - C The student's rights were violated in the hearing process or if there were hearing procedural errors.
 - C There is new material evidence which could not have been discovered at the time of the hearing.
 - C The evidence did not support the decision.
 - C The sanctions imposed were not appropriate for the violation or were made in an arbitrary or capricious manner.

All appeals shall be limited to review of the verbatim record of the initial hearing. Based upon the merits of written justification, the chairperson of the Administrative Appeals Board may accept or reject the student's request for an appeal.

3. If the request for an appeal is granted, the Chairperson of the Administrative Appeals Board, within reasonable time, shall set a date, time, and place for the board to review the findings, decision, and recommendation of the disciplinary hearing board. The complete record of the hearing and evidence presented before the Judicial Hearing Board panel shall be made available to the Administrative Appeals Board. The Vice President for Student Affairs or his/her designee shall be present at this hearing.
4. If an appeal is upheld by the Administrative Appeals Board, the matter shall be returned to the original Judicial Hearing Board for re-opening to allow reconsideration of the original determination and/or sanction (s).
5. If an appeal is not granted by the Chairperson of the Administrative Hearing Board, then, the sanction imposed shall be considered final and binding upon all involved.
6. Students have the right to appeal the finding, decision, and recommendation of the Administrative Appeals Board if the reasons are based on the criteria listed in #2 of this article. To do so, a student must give written notification to the Office of the President of his/her intent to appeal and reasons for appealing within three (3) business days after notice of the finding, decision, and recommendation of the Administrative Appeals Board. Late notification of intent to appeal to the Office of the President will be accepted or rejected after hearing the student's reasons for failure to comply with above statement.
7. If the request for an appeal is granted, the President or President's designee shall set a date, time, and place to review the findings, decision, and recommendation of the Administrative Appeals Board.
8. The President or his/her designee may, at his/her discretion, make any of the following sanctions:
 - Approve the recommendation of the Administrative Appeals Board
 - Amend and approve the recommendation; or
 - Return the recommendation to the original Judicial Hearing Board for re-opening to allow for reconsideration of the original determination and/or sanction(s).

Note: As the Chief Executive Officer of the University, the President holds the ultimate authority in matters of student discipline.

Additionally, it will be the discretion of the President or his/her designee as to whether or not a student remains under suspension pending the outcome of the appeal. Factors that will be considered include the nature of the

violation, interference with the University's educational mission and the safety and welfare of other members of the University community

9. Each institution is authorized to establish policies and regulations governing student conduct. Students shall have due process in disciplinary matters, and any student who exhausted all due process procedures at the institutional level may appeal his/her grievance 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. Within thirty (30) days after all due process procedures have been exhausted at the institutional level, the student must present his appeal to the System President of the University of Louisiana System. The staff shall review the due process proceedings from the institution and submit recommendations to the Board of Trustees for the University of Louisiana System. If the request for appeal is granted, the System President or his designee shall, within a reasonable time, set a date, time, and place to review the findings, decision, and recommendation of the President of Grambling State University. The complete records of this case shall be made available for use by the System staff and Board of Trustees. The System Office may request the presence of an individual, administrator or student involved in the case.

Note: If the decision of the Judicial Hearing Board and/or the Administrative Appeals Board is upheld, then the sanction will be imposed as of the original date unless the President affixes a different sanction or date. Students who are suspended or expelled from the University are not eligible for refunds after the 14th class day for Fall and Spring semesters and the 7th class day for Summer sessions.

I. ARTICLE EIGHT

Records

- a. Records shall be created for all reported cases of student misconduct.
- b. Disciplinary records are considered academic records and are protected by the Family Educational Rights and Privacy Act (FERPA). Records may be released to University officials on a need-to-know basis only.
- c. All disciplinary records are the property of Grambling State University and are maintained in the Office of Student Judicial Affairs. The University reserves the right to maintain these records for any time depending on the severity of the infraction. Major offenses involving criminal charges or suspensions and expulsions shall be maintained indefinitely.
- d. A tape recording shall be made of every judicial board hearing. The tape recording shall be the property of the University. Neither the complainant nor the accused shall be allowed to make a separate recording of any type. Under no circumstances will a copy of the recording be released except in the case wherein the records are subpoenaed by a court order.

J. ARTICLE NINE

Interpretation and Revision

The President is responsible for shaping the University's mission and academic standards in cooperation with the Board of Supervisors for the University of Louisiana System. The President has final authority over all employees and students. The President is also charged with the responsibility of maintaining appropriate standards of student conduct.

Any question of interpretation regarding the Code of Student Conduct shall be referred to the Office of Student Judicial Affairs for final determination.

The Code of Student Conduct shall be reviewed every two (2) years under the direction of the Office of Student Judicial Affairs.

K. STATEMENT CONCERNING SEXUAL ASSAULT

Grambling State University explicitly condemns all forms of sexual assault and abuse and is dedicated to prevention and to the victim's assistance program. A victim of sexual assault and abuse by another student is encouraged to bring evidence of the incident to the Office of Student Judicial Affairs. In student judicial cases, both the accused and the victim have rights which are protected throughout the judicial proceedings. Victims of sexual assault and abuse where the alleged offender is an employee of the University, have recourse through the Office of Equal Employment Opportunity and the Office of Human Resources.

Victim's Rights Include:

To initiate, in addition to criminal charges, disciplinary proceedings against the alleged student offender. To initiate a disciplinary proceeding, the victim must comply with the procedures promulgated in Article Five--Judicial Policies. **CAVEAT:** Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and shall be informed of the outcome of any disciplinary proceeding alleging a sexual assault.

To be informed by the Director of Judicial Affairs or other proper University officials of their options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying these authorities, if the student chooses to do so.

To be notified by the Director of Judicial Affairs or other proper University officials of existing counseling, mental health or student services for victims of sexual assault both on-campus and in the community.

To be notified by the Director of Judicial Affairs or other proper University officials of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available.

Evidence of Sexual Assault and Abuse

Immediately after the assault, victims of sexual assault and abuse are urged to contact University law enforcement authorities if the assault occurred on-campus and local law enforcement authorities if the assault occurred off-campus.

It is important for victims of sexual assault and abuse to seek medical assistance immediately after an alleged assault so as to preserve any evidence. **CAVEAT:** Brushing teeth and rinsing mouth, bathing, douching, and enemas are discouraged. Victims should report to the Foster-Johnson Health Care Center if on campus or to the nearest hospital if off campus, whether or not the victim decides to lodge criminal charges, disciplinary proceedings, and/or both.

Before or after seeking medical attention, the student is expected to contact the Director of Student Judicial Affairs. The student may request that the Director, Coordinator, or another person with whom he/she confides accompanies him/her to the infirmary or hospital.

L. STATEMENT CONCERNING SEXUAL HARASSMENT

Grambling State University explicitly condemns sexual harassment of students, staff, and faculty. Since some members of the University community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and supervisors, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is, therefore, the responsibility of faculty and supervisors to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitive.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcomed, is unwanted, and is personally offensive and debilitating. Such behavior creates an intimidating, hostile or offensive working environment which interferes with work effectiveness.

Such conduct, whether committed by supervisors or non-supervisory personnel, is specifically prohibited. This includes, but is not limited to, repeated offensive sexual flirtation, advances, or propositions; continued or repeated verbal abuse of

a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical conduct.

In addition, no one should imply or threaten that an applicant's or employee's cooperation of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

Grambling State University is committed to providing an environment of study and work free from sexual harassment and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. A student who believes he/she is the victim of sexual harassment by a member of the University faculty or staff should lodge a formal complaint with the Office of Equal Employment Opportunity. A student who believes that he/she is the victim of sexual harassment perpetrated by another student may file a complaint with the Office of Student Judicial Affairs.

M. HAZING POLICY

In accordance with the purpose and philosophy of the University of Louisiana Systems and the laws of the State of Louisiana, which include the belief that true fellowship can be nurtured only in an atmosphere of social and moral responsibility. Hazing is inconsistent with the responsibility of student organizations to conduct safe, constructive student development programs.

Grambling State University is committed to the development of students through academic and extracurricular activities and in keeping with its commitment to a positive academic environment, does hereby unconditionally oppose any situation created intentionally or unintentionally to produce mental, physical, psychological, or emotional discomfort as well as embarrassment, harassment or ridicule.

Participating in any form of hazing or allowing yourself to be hazed in any form is forbidden by any student(s) or organization(s) including but not limited to the Greek organizations, clubs, and athletic teams affiliated with Grambling State University. The following definition has been developed to clearly inform the University community as to the position and stand on what is considered hazing at our institution.

A. Definition of Hazing

Any action taken or situation created on or off university premises (pledging/membership intake is explicitly not to take place off campus) to produce mental or physical discomfort, or embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to:

1. *Paddling in any form, slapping, pushing;*

2. *Forced inducement or the causing of another to consume any food, liquid or other substance;*
3. *Creation of excessive fatigue, physical and psychological shocks, kidnapping, coercion resulting in menial tasks being performed;*
4. *Personal money being expended on non-permissible essential pledge/intake activities, wearing apparel which is conspicuous and not in good taste (i.e., derogatory, racist, etc.), engaging in public stunts, morally degrading or humiliating acts, games or activities, having work sessions which interfere with scholastic activities, any other activities which are not consistent with fraternal law, rituals or policies from the respective state, regional, or national offices, or the regulations and policies of this educational institution, using drugs and/or alcoholic beverages;*
5. *Apathy or acquiescence in the presence of hazing is not a neutral act; it is violation of this policy. @*

Participation in any pledging or membership intake process activities must not be a mandatory requirement. Additionally, organizations cannot require physical examinations or any other requisites that are not sanctioned by the national body and the institution.

Penalties for violations of the Hazing Policy shall be assessed to fit the nature and degree of the offense.

It shall be the responsibility of student organization members and pledges to report all complaints in writing concerning possible hazing violations to the Director of Student Organizations, Office of the Vice President for Student Affairs, Office of Student Judicial Affairs, or University Police Department. Cases will be handled on an individual basis.

Additionally, organizations and/or individual students found responsible for violating the Hazing Policy shall be subject to disciplinary action through the Office of Student Judicial Affairs. The prospect of a University judicial hearing does not prevent the possibility of criminal charges.

N. ALCOHOL AND ILLEGAL CONTROLLED SUBSTANCES POLICY

Grambling State University has a “zero tolerance” policy on the improper use of controlled substances. As a member of the University of Louisiana System, Grambling State University is designated an “alcohol and drug free” campus. The unlawful manufacture, distribution or use of illegal controlled substances or alcohol, or underage consumption of alcohol is strictly prohibited on university properties and/or as part of any university activity. Such behavior may be grounds for disciplinary action.

Grambling State University endorses the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and abides by all state and local laws and ordinances relative to alcoholic beverages and illegal controlled

substances. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

Students found responsible for violating the Alcohol and Illegal Controlled Substances Policy shall be subject to disciplinary action through the Office of Student Judicial Affairs.

O. WEAPONS ON CAMPUS POLICY

Grambling State University, as a member of the University of Louisiana System is designated as a “firearm-free zone” pursuant to Louisiana law R.S. 14:96.6. Carrying a firearm or dangerous weapon by a student or non-student on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful and violators shall be subject to criminal charges and campus discipline as stated in the University of Louisiana System, Board of Supervisors’ “Weapons on Campus Policy”.

Grambling State University explicitly prohibits the use, possession, or storage of dangerous weapons and explosives. Chemicals are also strictly prohibited even if legally possessed in a manner that harms, threatens or causes fear.

Any person who wishes to possess a firearm sanctioned by state law and university policies while on school property, school transportation, or at any school sponsored or affiliated function, shall obtain written authority of the President or Vice President and register such weapon with campus police before bringing the firearm on school property, school transportation, or to any school sponsored or affiliated function.

Possession of a firearm, when in violation of state laws, the University of Louisiana System policy, or University policy, shall be grounds for suspension, or expulsion from the University.

Students found in violation of the “Weapons on Campus Policy” shall be subject to disciplinary action through the Office of Student Judicial Affairs

P. ZERO TOLERANCE FOR AGGRESSIVE BEHAVIOR POLICY

Grambling State University has a “Zero Tolerance” policy for Aggressive Behavior. The purpose of this policy is to address incidents of unacceptable behavior which create fear, bodily harm to another, or damage to property.

Aggressive Behavior is defined as intimidating gestures, threatening, abusive language, fighting or physical actions which create fear, intent of bodily harm, bodily harm to another person or damage to university or personal property. Additional definitions of aggressive behavior maybe identified in the student handbook, which may include, but are not limited to the following:

1. 4.03 – Assault;
2. 4.04 – Battery;
3. 4.06 – Dangerous, Threatening Unsafe Behavior; and
4. 4.08 – Destruction/Damage to Property.

Any student found in-violation of an aggressive behavior act may result in immediate suspension up to expulsion from the University. The University has jurisdiction over all behavioral infractions which occur in University facilities or on University property. University charges and criminal charges are totally independent of each other.

Q. ELECTRONIC DEVICES POLICY

The use of any unauthorized electronic device including, but not limited to, cell phones, pagers, iPods, MP3, etc., during official classroom instruction, University assembly periods, and official University testing administration sites are strictly prohibited. Students entering into a classroom or testing site must turn off and store their phones prior to entering the room. Cell phones are not allowed on desks or table tops. Students must obtain permission from the instructor prior to the beginning of class and must operate the phone in silent mode if extenuating circumstances require a cell phone to be on during class. The instructor may determine the consequences for violations of this policy or refer written complaints to the Office of Student Judicial Affairs.

R. CLASSROOM MISCONDUCT POLICY

1. When a student's behavior in class is **as seriously** disruptive as to compel immediate action, the instructor has authority to remove a student from the class on an interim basis, pending an informal hearing addressing the behavior. A student who has been removed from a class on an interim basis is entitled to an informal hearing before the head of the department offering the course within three working days of the removal. The department head may either:
 - a. Approve an agreement of expectations between the student and the instructor and reinstate the student to the class; or
 - b. Extend the removal of the student from the class and refer the case to the Office of Student Judicial Affairs for adjudication. (A copy of all material shall be forwarded to the instructor's academic dean, the student's academic dean and to the Office of Student Judicial Affairs.)
2. When a student's action is **not as serious** as to require immediate removal from the class, the following steps shall be followed:
 - a. The instructor for the class shall inform the student that his/her behavior has been inappropriate;
 - b. The instructor shall describe to the student specific needed changes in the student's behavior;
 - c. The student will be provided an opportunity to modify his/her behavior in accordance with the changes identified in writing, inclusive of a summary of his/her discussion with the student, and the instructor will retain a file copy of the summary;

- d. If a student believes an instructor's expectations are unreasonable, he/she may confer with the instructor's department head about the matter. The department head may choose to support the guidelines developed by the instructor, or he or she may work with the instructor to develop a modified set of expectations. If there are changes in the instructor's original set of expectations, a signed and dated copy will be provided by the department head to both the student and the instructor; and
- e. If a student's behavior continues to be unacceptable, the department head may initiate additional discussion with the instructor and/or the student. If the department head concurs with the instructor's view that the problem has not been resolved, the situation may be referred to the Office of Student Judicial Affairs. A memorandum describing the student's behavior, as well as a copy of the written summary and any other related material shall be forwarded to the Office of Student Judicial Affairs. (A copy of all material shall be forwarded to the instructor's academic dean, student's academic dean and the Office of Student Judicial Affairs.)

S. DRESS CODE POLICY

Grambling State University, a community of leaders preparing students to compete as well as succeed in their chosen careers, still maintains the traditional notion of acceptable dress attire. The personal appearance of every university student is an important component of maintaining a student centered learning environment. In order to achieve the total educational process an appropriate dress code which promotes a positive image of the university must be presented at all times. Students are expected to dress in a manner supportive of a positive learning environment, free from disruptions and distractions.

The following standards shall apply and will be enforced:

Examples of inappropriate attire include but are not limited to:

- a. Wearing hats, caps, do-rags, skullcaps, bandanas, stocking caps and/or other headgear;
- b. Lounging shoes, lounging slippers, bare feet, short-shorts, sagging pants (exposing undergarments), lounging pants (except in the privacy of the student's living quarters); and
- c. Clothing consisting of derogatory and or offensive messages either in pictures or words.

This policy does not apply to headgear identified as religious or cultural dress. Students seeking approval for headgear attire shall make a written request through the Office of the Vice President for Student Affairs.

Students must adhere to any special dress standard set by groups presenting social programs such as musical arts, convocations, commencement, etc. Admission to such events may be denied if manner of dress is inappropriate.

Appropriate student behavior addressing the dress code policy shall be monitored by university faculty and staff.

T. PARENTAL NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) is a federal law that permits universities to notify parents or guardians of students under 21 of alcohol and other drug violations which result in a determination that the student has committed a disciplinary violation. This exception to the privacy rights of students was enacted because of the health and safety consequences of alcohol and other drug abuse. Grambling State University is committed to the total development of each student. We believe that parents share the University's concern in such situations for their child's health, safety, and academic progress.

Therefore, Grambling State University may notify parent(s) or legal guardian(s) of any student under the age of 21 found responsible for a violation of any federal, state, and/or local law or university policy regarding alcohol and/or controlled substances or other dangerous drugs.

U. NON-DISCRIMINATION STATEMENT

Grambling State University adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); or disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the EEO Officer at (318) 274-6118.

NOTE: *Although this handbook was prepared with available information at the time of publication, Grambling State University reserves the right to amend, without obligation, any information or statement in the publication as deemed necessary.*

Students should be familiar with the latest policies and procedures so promulgated. They supersede all others.