

Code of Student Rights, Responsibilities, and Behavior

Revised 2016

PREFACE

Disciplinary procedures at Louisiana Tech University have been established to assist the University and the students in a mutual responsibility—a responsibility that develops an atmosphere conducive to academic, spiritual, mental, physical, and social enrichment in the preparation for a successful life as a mature citizen.

These standards and procedures are made available to everyone online at <http://www.latech.edu/students/student-conduct/index.shtml>. They are available in print at the Student Life/Student Conduct Office (305 Keeny Hall) or by written request to the Vice President for Student Advancement (P.O. Box 3164, Ruston, LA 71272).

CODE TABLE OF CONTENTS

<u>SECTION</u>	<u>SUBJECT</u>	<u>PAGE</u>
ONE	TITLE	6
TWO	CODE AUTHORITY	6
	2.01 President of the University	6
	2.02 Board of Supervisors for State Colleges & Universities	6
	2.03 Division of Student Affairs Louisiana Tech University	6
	2.04 Review of Code	7
THREE	DEFINITIONS	7
FOUR	STATEMENT OF RIGHTS	11
	4.01 General Statement	11
	4.02 Student Rights	11
FIVE	STATEMENT OF RESPONSIBILITIES	12
	5.01 General Statement	12
	5.02 Student Responsibilities	12
	5.03 University Responsibilities	13
SIX	BEHAVIOR	14
	6.01 Jurisdiction over Violations	14
	6.02 On-Campus Violations	14
	6.03 Off-Campus Violations	14
	6.04 Enumeration of Behavioral Standards	15
	6.05 Behavior Referred to the Behavioral Standards Committee	21
SEVEN	DISCIPLINARY COMMITTEES & FUNCTIONARIES	22
	7.01 Vice President for Student Advancement	22
	7.02 Behavioral Standards Committee	22
	7.03 Administrative Review Board	22
	7.04 President of the University	22
EIGHT	VICE PRESIDENT FOR STUDENT ADVANCEMENT	22
	8.01 Disciplinary Procedures	22
	8.02 Measures of Discipline	23
NINE	BEHAVIORAL STANDARDS COMMITTEE	24
	9.01 Composition	24
	9.02 Disciplinary Procedures	24
	9.03 Censures	25
TEN	ADMINISTRATIVE REVIEW BOARD	26
	10.01 Composition	26
	10.02 Procedures	27

ELEVEN	APPEALS	27
11.01	Procedures for Appeal	27
11.02	From Action of the Vice President for Student Advancement	27
11.03	From Behavioral Standards Committee	27
11.04	From Administrative Review Board	28
11.05	From Expulsion for the Commission of “Disruptive Acts”	28
11.06	From President	28
TWELVE	EFFECTUATION OF CENSURES	29
12.01	Censures other than Suspension and Expulsion	29
12.02	Censures of Suspension and Expulsion	29
THIRTEEN	INTERIM SUSPENSION	29
FOURTEEN	DISCIPLINARY RECORDS	29
FIFTEEN	OTHER STANDARDS OF CONDUCT	30
15.01	Academic Misconduct	30
15.02	Residence Hall Misconduct	30
15.03	Vehicle Regulations	30
SIXTEEN	NOTICES	30
SEVENTEEN	TESTING AND DISABILITY SERVICES	31

INTRODUCTION

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

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

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

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

It is the intent of this document to create and maintain a system of order on campus which will foster the educational aims of the University and provide an opportunity for students to work toward goals of academic development, social maturity, spiritual enrichment, and personal improvement.

The administrative or judicial procedures and the bodies or committees that have been established to hear cases of misbehavior or violations, make referrals of cases, and hear appeals of decision for the accused are described in this publication.

Copies of this “Code” may be secured by written request or personal visit to the Office of the Vice President for Student Advancement, 305 Keeny Hall, PO Box 3164, Louisiana Tech University, Ruston, Louisiana 71272.

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

SECTION ONE**TITLE****1.01**

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

SECTION TWO**CODE AUTHORITY****2.01**

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

2.02

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

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

Acts—Act No. 68 (1894), Act No. 529 (1968). Concurrent Resolution No. 293

1970) Title 1, OF THE DISTINCTION OF PERSONS, Act 37, Age of Majority (1972).

2.03

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

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

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

- A. all behavioral standards adopted by the Board of Supervisors for the University of Louisiana System for the administration and operation of institutions of higher education under its supervision,

- B. all behavioral standards approved or issued by the President of the University, and
- C. all local, state, and federal laws.

2.04 Review

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

SECTION THREE

DEFINITIONS

3.01

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

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

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

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

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

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

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

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

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

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

University.

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

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

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

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

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

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

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

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

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

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

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

3.01:20 “**HAZING**” is defined as any reckless or intentional action taken or any situation created which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to, the following:

- A. Creating or inflicting or requiring physical or psychological pain:
 - 1. paddle swats, other hits, burnings, branding, shoving, tickling, bondage or restriction, blindfolding, etc.;
 - 2. forced exercise, jogs, runs;
 - 3. road trips, scavenger/treasure hunts, quests;
 - 4. “hell” night or week;
 - 5. requiring or forcing the drinking of alcohol or other abusive substances;
 - 6. requiring or forcing the eating or consuming of anything the individual refuses;
 - 7. depriving an individual of food or drink or other necessity;
 - 8. requiring or coercing someone to perform public stunts, buffoonery;
 - 9. shaving or applying substances (oil, whipped cream, etc.) onto the body of a student;
 - 10. nudity;
 - 11. personal or group servitude (washing cars, errands, cleaning); or
 - 12. wearing apparel which is uncomfortable to the individual, or if worn publicly, is conspicuous or not normally in good taste.

- B. Creating, inflicting, or requiring any activity that detracts from adequate study or class time or productive work, or any activity that is not consistent with the academic mission of Louisiana Tech University—for example, any activity or situation that keeps an individual from less than six uninterrupted hours of sleep.

- C. Degrading, humiliating, ridiculing, or harassing an individual or group through words or deeds:
 - 1. line-ups or interrogations;
 - 2. name calling; or
 - 3. threats, lies.

- D. Forcing a person to break a University, local, state, or federal law or policy.

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

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

3.01.21 “**HARASSMENT**” can be categorized by color, disability, national origin, gender, sexual orientation, age, religion, race, citizenship, or veteran status. Harassment may include physical, verbal, or nonverbal conduct.

3.01.22 “**STALKING**” is defined as the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury.

4.01 General Statement

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

4.02 Student Rights

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

4.02:01 The right to expect an education of the highest quality.

4.02:02 The right to develop individual potential to the best of that person's ability.

4.02:03 The right to inquire, discuss, listen, and evaluate.

4.02:04 The right to express views relevant to the subject matter in the classroom and laboratory subject to the responsibility of the instructor to maintain order and present and explain the subject matter of the course.

4.02:05 The right to be free from discrimination on the basis of race, color, religion, sex, political affiliation, and national origin. The University will condone no practices or policies that discriminate against the disabled.

4.02:06 The right to receive a copy of publications, which contain behavioral standards promulgated by the University.

4.02:07 The right of freedom of speech and assembly subject to requirements for the maintenance of order and the protection of the rights of others.

4.02:08 The right to be interviewed on campus by any employing firm, agency, corporation, or organization whose qualifications for employment are acceptable to the University.

4.02:09 The right to communicate in a one-to-one relationship with administrators, instructors, counselors, advisers, and officials of the University.

4.02:10 The right of privacy including freedom from unreasonable and unauthorized search of person, personal property, and living quarters.

4.02:11 The right of confidentiality of the official record or transcript and disciplinary record.

4.02:12 The right to fair hearings and appeals when disciplinary sanctions are applied to the student.

4.02:13 The right to petition the appropriate University body for redress of grievances.

4.02:14 The right to confidentiality of information relating to personal views, beliefs, and political associations, acquired by administrators, instructors, counselors, advisers, and officials of the University in the course of their work.

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

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

SECTION FIVE

STATEMENT OF RESPONSIBILITIES

5.01 General Statement

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

5.02 Student Responsibilities

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

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

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

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

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

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

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

campus.

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

5.02:08 To accept and recognize the financial responsibility inherent with the student's enrollment at the University and to fully comply with the University's fee policies, payment deadlines, refund deadlines, and other financial and academic regulations as published in the University Bulletin, Quarterly Schedule of Classes and General Information ("The Racing Form") and in the Quarterly Expense Sheet and their appropriate revisions.

5.03 University Responsibilities

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

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

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

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

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

5.03:05 Protecting and maintaining high academic standards.

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

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

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

SECTION SIX

BEHAVIOR

6.01 Jurisdiction over Violations

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

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

6.02 On-Campus Violations

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

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

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

6.03 Off-Campus Violations

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

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

The University has a responsibility to respond, in certain cases, to students who are involved in off-campus incidents. A student who is charged with a civil or criminal off-campus violation may be subjected to University disciplinary proceedings if it is believed that such violations could adversely affect the normal educational function of the University or could injure or endanger the welfare of others in the University.

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

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

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

6.04 Enumeration of Behavioral Standards

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

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

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

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

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

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

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

6.04:07 Failure To Register Meetings or Assemblies - Meeting or otherwise assembling in a University facility without first registering such meeting or assembly with the Student Center Director is prohibited.

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

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

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

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

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

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

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

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

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

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

6.04:17 Lewd, Indecent, or Obscene Behavior - Lewd, indecent, or obscene behavior or expression is not condoned by the University. In the event that an interpretation of lewd, indecent, or obscene behavior is needed, the Behavioral Standards Committee shall be called upon.

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

6.04:19 Physical and/or Mental Abuse - Participating in activities that endanger or attempt to endanger the physical and/or mental health, safety, and rights of members of the University community or guests of the University is prohibited. This includes, but is not limited to, fighting or violence, harassment, stalking, and hazing. (See 3.01:20 for a definition of hazing, 3.01.22 for a definition of stalking and Section 3.01:21 for categories of harassment.)

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

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

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

6.04:22 Emotional, Psychological and/or Medical Disorders – When a student's behavior is deemed to be a danger to self or others or disruptive to the University community, the University may take the necessary action to protect the student in question and any other persons. Such action may include mandatory withdrawal from the University, disciplinary action, and/or notification of the student's parents or guardians (even if the student is 18 years or older). In the case of behavior indicating danger to self or others or disruption to the University community, the University reserves the right to require the student to provide documentation of a psychological and/or medical evaluation assessing the student's state and validating the individual's readiness to return to the University environment. Such documentation will be

submitted to the Dean of Student Life and will be used to determine the terms of reinstatement of the student. Danger to self or others may include but is not limited to suicidal attempts, gestures, or ideation, repeated intentional self injury, threats or acts of assault and behaviors which necessitate unusual measures to monitor, supervise, treat, protect, or restrain said student to ensure his/her safety and safety of others. Disruptive behavior is that which causes emotional, psychological, or physical distress to students, faculty, or staff and which necessitates unusual measures to monitor, supervise, treat, protect or restrain the said student. Students who refuse or are unable to cooperate with recommended assessment and/or treatment or those whose psychological or physical condition suggests a disorder (such as eating disorder or psychosis) that is observed to deteriorate to the point of permanent disability or inability to function in the university environment may also be deemed a danger or disruption to the University community. Included in this description are students whose physical or psychological disorder requires specialized services beyond those available on campus or in the local community and whose condition will deteriorate without additional resources.

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

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

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

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

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

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

This policy applies to all faculty, staff, students, visitors, and contractors. The University also prohibits littering the campus with remains of any tobacco products. Additionally, the

University-controlled advertising, sale, or free sampling of tobacco products is prohibited on campus, regardless of the vendor.

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

Communication: Persons will be informed of this policy through-

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

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

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

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

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

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

6.04:27 Unauthorized Appropriation and/or Possession of Property - Appropriation of or attempts to appropriate private, personal, organizational, or University property without the

consent of the owner is prohibited. Possession of stolen property on campus whether or not appropriated on or off campus shall be a violation of this section of the code of conduct.

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

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

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

6.04:31 Unauthorized Soliciting, Advertising, Selling, and Distribution of Material - No person may solicit, advertise, sell, or distribute material of any nature on University-owned or University-controlled property without approval. Request for approval should be in writing and directed to (a) Director of Housing for the areas of residence halls and apartments, (b) the Director of Student Development for the Student Center, (c) the Director of Recreation for the Lambright Sports Center; (d) the Assistant Vice President of Administrative Services for all academic facilities, Prescott Library, maintenance areas, etc.; (e) the Director of Athletics for intercollegiate athletic fields; (f) and the Superintendent of Maintenance for all other outside areas. For other facilities, request approval from their respective managers.

6.04:32 Violation of Campus Privileges - A student who has resigned or has been suspended or expelled must leave the campus within 24 hours after their relations with the University have been severed. The student who does not leave the campus within the allotted 24 hours or obtain written permission from the Vice President for Student Advancement to remain on campus will be subject to further disciplinary action and prosecution to the fullest extent of the law.

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

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

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

6.04:36 Discrimination or Sexual Harassment - Louisiana Tech University offers all students an opportunity for an educational experience free of discrimination or sexual harassment. Appropriate avenues are available to hear concerns or grievances through the Office

of Student Conduct and Academic Integrity or the Louisiana Tech Counseling Services. (See Policy Procedures for addressing the Issues Concerning Sexual Harassment.)

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

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

6.04:38 Misuse or Abuse of Computer Equipment, Programs, Data, Video, or Audio

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

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

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

6.05 Behavior Referred to the Behavioral Standards Committee

Certain behaviors that, upon review, present a clear and present danger to the University community will be dealt with swiftly and seriously. Given preponderance of evidence that this behavior occurred, the case may be reviewed immediately by the University's Behavioral Standards Committee. These behaviors may include but are not limited to the following:

- 6.04:01** Aiding, Abetting, or Concealing Violators (Dependent upon offense)
- 6.04:08** False Reporting of Emergency
- 6.04:09** Falsification, Forgery, and Dishonesty
- 6.04:12** Unauthorized Selling of Books
- 6.04:13** Unauthorized Use of Telephones
- 6.04:19** Physical and/or Mental Abuse
- 6.04:20** Possession and/or Use of Guns, Firearms, and Explosives
- 6.04:21** Possession and/or Sale of Drug Paraphernalia and Possession, Sale, and/or

	Consumption of Narcotics, Depressants, Stimulants, Hallucinogens, or Solvents
6.04:24	Starting Fires or Other Acts of Arson
6.04:26	Unauthorized Alteration or Use of Emergency or Safety Equipment
6.04:27	Unauthorized Appropriation and/or Possession of Property (Theft)
6.04:33	Violation of Disciplinary Sanctions
6.04:36	Discrimination or Sexual Harassment
6.04:37	Sexual Assault
6.04:38	Misuse or Abuse of Computer Equipment, Programs, or Data
6.04:40	Breach of University Regulations

SECTION SEVEN DISCIPLINARY COMMITTEES & FUNCTIONARIES

7.01 Vice President for Student Advancement

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

7.02 The Behavioral Standards Committee

The Behavioral Standards Committee is a disciplinary committee composed of student, faculty, and staff members. This committee has a dual function: it is the disciplinary agent of the University in cases referred to it by the Office of Student Life or his representative; it has appellate jurisdiction by a student from an adverse decision of the Vice President for Student Advancement which directly affects the complainant in his individual capacity. (See Section Nine for composition, procedures, and censures of the Committee.)

7.03 The Administrative Review Board

The Administrative Review Board is a committee of three members vested with appellate jurisdiction only. Specifically, this board hears only appeals from recommendations of the Behavioral Standards Committee. (See Section Ten for composition and procedures of the Board.)

7.04 The President of the University

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

SECTION EIGHT VICE PRESIDENT FOR STUDENT ADVANCEMENT

8.01 Disciplinary Procedures

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

8.01:01 It is the responsibility of the Vice President for Student Advancement or his representative to interview the student(s) accused. If the report appears to be substantiated, the Vice President or his representative will assemble a written report.

8.01:02 If, in the opinion of the Vice President for Student Advancement or his representative, the violation or infraction warrants disciplinary censure, the Vice President for

Student Advancement or his representative may impose on the violator any one or any combination of censures provided in Section 8.02.

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

- A. The Vice President or his representative will assemble a written report;
- B. If the student agrees that the Report of Conduct is correct, he or she will sign the report; or
- C. If the student disagrees with the Report of Conduct, he or she will be asked to prepare in his or her own words a written statement of the incident or activity.

This statement will be attached to the Report of Conduct and become a permanent part thereof.

8.02 Measures of Discipline

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

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

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

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

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

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

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

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

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

University.

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

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

8.02:11 Relocation - Moves the residence hall resident/apartment resident to a different location in the residence halls/apartments or requires student to vacate residence halls/apartments.

SECTION NINE THE BEHAVIORAL STANDARDS COMMITTEE

9.01 Composition

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

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

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

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

9.01:04 Recusation - Any member of the Committee who is involved or associated with the case being considered may excuse himself.

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

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

9.02:01 The student will be given written notification at least three (3) days before the date set for the hearing. The notification will include the charges against him; the date, time, and place of the meeting of the hearing board; the right to review evidence and a list of witnesses presented at the hearing; and the right to bring witnesses on his/her behalf. For purposes of this

section, the day after the date of notification shall be the first day of the three-day delay period. The determination of the time of the hearing will include consideration of the student's class schedule.

9.02:02 Both the accuser and the accused will be informed that he or she may bring one representative (either personal or legal counsel) who may attend and advise the student but may not present the student's case. The representative or the attorney when applicable has no standing in the proceedings but may provide advice to the respective student in a quiet manner that is not disruptive to the proceedings. The student shall give the Committee notice in writing of his or her plans to bring a representative.

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

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

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

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

9.02:07 The student may tape record the meeting if he/she wishes. The Office of Student Conduct and Academic Integrity reserves the right to record the meeting as well.

9.02:08 Victims of acts of violence reviewed by the Committee may request to be informed of the Committee's decision. In reviews of sexual assault both the accuser and the accused will be notified of the Committee's decision.

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

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

9.03:02 Suspensions - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

While on suspension, the student is denied access to University owned or leased grounds, facilities, equipment, computer networks, vehicles, and all University planned, promoted, or sponsored activities. Any suspended student found in violation is subject to arrest for trespassing.

In the case where a student is a member of a student organization that is officially recognized by the University, he/she is prohibited from attending the student organization's activities on or off campus.

Suspensions may be imposed at the end of the current quarter with credit for the quarter's academic work or immediately with no academic credit for the quarter during which the suspension is imposed.

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

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

In the case where the former student was a member of a student organization that is officially recognized by the University, the former student is prohibited from attending the student organization's activities on or off campus.

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

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

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

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

SECTION TEN

ADMINISTRATIVE REVIEW BOARD

10.01 Composition

The Administrative Review Board shall consist of the following:

- A. The Vice President for Student Advancement or his designee as chairperson;
- B. The Vice President for Academic Affairs or his designee; and
- C. The dean of the college in which the student is registered or his designee.

10.02 Procedures of the Administrative Review Board

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

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

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

SECTION ELEVEN

APPEALS

11.01 Procedures for Appeal

A student may issue a written appeal of a decision by the Vice President for Student Advancement or his designee, the Behavioral Standards Committee, or Administrative Review Board if any of the following apply:

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

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

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

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

Any student may appeal an administrative action of the Vice President for Student Advancement or his designee when the action directly affects such student in his individual capacity. The complaining student must notify in writing the Chairman of the Behavioral Standards Committee of his intention to lodge an appeal within three (3) business days after notice of the Vice President's decision has been mailed or verbally given to the student. Late notices of intent to appeal will be accepted or rejected by the Chairperson of the Committee after hearing the student's reasons for failure to comply with the preceding sentence. The Chairperson of the Behavioral Standards Committee shall proceed according to Section 9.02. In appeals from administrative actions of the Vice President for Student Advancement or his representative, the Behavioral Standards Committee shall hear and decide the merits of the accusation and the censure imposed as if the matter were being brought before it initially. The Vice President for Student Advancement or his representative will be present at this hearing.

11.03 From a Recommendation of the Behavioral Standards Committee

Within three (3) business days after notice of a decision of the Behavioral Standards Committee, the aggrieved student shall have the right to appeal to the Administrative Review Board. To do so, the student shall give written notification to the Vice President for Student Advancement of his or her intention to appeal to the Administrative Review Board. The Vice President for

Student Advancement shall, within a reasonable time, set a date, time, and place for review of the decision of the Behavioral Standards Committee and notify the student thereof. Late notices of intent to appeal will be accepted or rejected by the Chairperson of the Committee after hearing the student's reasons for failure to comply with the preceding sentence. The entire record of proceedings and the evidence presented before the Behavioral Standards Committee shall be automatically transmitted to the Administrative Review Board. The student may, at his/her discretion, submit additional written evidence, which is relevant to the issue before the Board.

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

- A. approve the recommendation submitted by the Behavioral Standards Committee;
- B. amend and approve the recommendation; or
- C. return the recommendation for further study.

11.04 From a Recommendation of the Administrative Review Board

Within three (3) business days after receipt of notice of a decision of the Administrative Review Board, the complaining student shall have the right to appeal to the President of the University. To do so, the student shall give written notification to the Vice President for Student Advancement of his/her intention to appeal to the President of the University. Late notices of intent to appeal will be accepted or rejected by the Vice President for Student Advancement after hearing the student's reasons for failure to comply with the preceding sentence. The entire record of the prior proceeding and all evidence previously presented shall be automatically transmitted to the President of the University. The student may, at his/her discretion, submit additional written evidence, which is relevant to the issue or issues before the President. The President of the University may, at his discretion, take any one of the following actions:

- 11.04:01** Approve the recommendation of the Administrative Review Board and/or Behavioral Standards Committee;
- 11.04:02** Amend and approve the recommendation; or
- 11.04:03** Return the recommendation for further study by either body.

11.05 From Expulsion from the University for the Commission of "Disruptive Acts"

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

11.06 From a Decision of the President to Expel or Suspend

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

SECTION TWELVE

EFFECTUATION OF CENSURES

12.01 Censures other than Suspension and Expulsion

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

12.02 Censures of Suspension and Expulsion

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

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

12.02:02 Any student who is suspended from the University will be refunded a portion of his or her registration fees according to the following: a 90 percent refund if suspended before or on the Friday immediately following fee payment, 70 percent one week after that date and 40 percent two weeks after. No refund will be given if suspended two weeks after the Friday following fee payment.

Any student suspended or expelled must vacate the university within 24 hours of the action unless the sanction is being appealed. In extreme circumstances, the Behavioral Standards Committee may choose to have the student vacate the campus immediately and be banned during the appeal process (see section 9.03:04).

SECTION THIRTEEN

INTERIM SUSPENSION

13.01

When the President or his designee has reasonable cause to believe that a student or students have violated behavioral standards, and there is reasonable cause to believe that there exists substantial risk of injury to the student or students; to any member or guest of the University community; or the University buildings, laboratories, facilities, equipment, etc., the President or his designee may suspend the student(s) forthwith for the interim, pending the initiation of a full hearing without delay on the merits of the case. Upon his or her request, the student(s) shall be granted a hearing in appeal of the interim suspension before the Behavioral Standards Committee within six (6) business days of the effective date of the interim suspension while the University is in session.

SECTION FOURTEEN

DISCIPLINARY RECORDS

14.01 Disciplinary Records

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

A. The University shall maintain for every student who has received any disciplinary sanction under Section Eight or Nine of the University's Code of Student Rights and Responsibilities a written disciplinary record that shall reflect the nature of the charge, the penalty assessed, and any other pertinent information for a period of seven (7) years.

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

Disciplinary censures resulting in separation from the institution are recorded as follows:

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

SECTION FIFTEEN

OTHER STANDARDS OF CONDUCT

15.01 Academic Misconduct

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

15.02 Residence Hall Misconduct

For rules and regulations pertaining to residence hall behavior, refer to the Dogtown Community Bulletin, which can be found on the Residential Life website.

15.03 Vehicle Regulations

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

SECTION SIXTEEN

NOTICES

16.01

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

16.02 Commitment to non-discrimination

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

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

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

Carrie Flournoy, Title IX Compliance Coordinator
President's Office, 16th floor Wyly Tower
P.O. Box 3168
(318) 257-3785
flournoy@latech.edu

Annie Jantz, 504 Coordinator, ADA Coordinator
Student Affairs Office, 305 Keeny Hall
P.O. Box 3164
(318) 257-2445
ajantz@latech.edu

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

Sheila Trammel, Age Discrimination
Human Resources Office, 418 Keeny Hall
P.O. Box 3173
(318) 257-2235
strammel@latech.edu

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

For information on minority student services, contact the Multicultural Affairs Coordinator in Keeny Hall 333 (phone: 257-2532). For more information on international student services, contact the International Student Office in Tolliver Hall (phone: 257-4321).

SECTION SEVENTEEN

TESTING AND DISABILITY SERVICES

17.01

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

Stacy C. Gilbert, Assistant Dean of Student Development
206 Wyly Tower
(318) 257-4730
stacyg@latech.edu

Stacy Lolley, Director
318 Wylly Tower
(318) 257-4221
slolley@latech.edu

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

Campus Speech and Demonstration Policy

LOUISIANA TECH UNIVERSITY

Campus Speech and Demonstration Policy

Louisiana Tech University recognizes and supports the rights of students, employees of all categories, and visitors to assemble, express ideas, and speak in public and to demonstrate in a lawful manner. In order to maintain safety, security, and order, to insure the orderly scheduling of campus facilities, and to preclude conflicts with academic and curricular activities, Louisiana Tech University reserves the reasonable right to limit such activities by the following regulations regarding time, place, and manner of such activities. Except as allowed by law, the University shall not apply these restrictions in a discriminatory manner toward the content of the view being expressed or the speaker.

Time, Place, and Manner Limitations

University students, faculty, staff and affiliated organizations:

For University students, faculty, staff, and affiliated organizations, Louisiana Tech University reserves the right to require that speakers, demonstrators, etc., use designated locations in order to avoid unreasonable conflict with the normal functions and requirements of the University and to assure that the flow of vehicular and pedestrian traffic will not be impeded. Teaching, research, and other official functions of the University shall have priority in the use of space on campus. Use of the University facilities shall comply with established procedures for any specific facility and should be scheduled in advance with the Director of Student Development in Tolliver Hall. Such events will be scheduled in blocks of time not to exceed four (4) hours for any single event between 9:00 am to 4:30 pm Monday through Friday and 11:00 am to 4:30 pm Saturdays and Sundays so as to best accommodate all users and to avoid monopolization by any person, agency, or organization. Authorization for any speech or demonstration will require identification of the individual or organization and agreement to abide by University policies and procedures. This policy shall not apply to agents or employees of the University acting within the course and scope of their employment.

Individuals not affiliated with the University:

Individuals not affiliated with the University or sponsored by a University-affiliated organization are free to express their views in the Free Speech Zone. Individuals shall reserve the Free Speech Zone at least 48 hours in advance of the planned activity with the University Police by use of the Online Free Speech Request Form. So as to best accommodate all users and to avoid monopolization by any person, agency, or organization of the Free Speech Zone, individuals or persons acting on behalf of either an organization or a group with a common interest who schedule an event shall be limited to one event per seven day period and such events will be scheduled in blocks of time not to exceed four (4) hours for any single event between 9:00 am to 4:30 pm Monday through Friday and 11:00 am to 4:30 pm Saturdays and Sundays. University Authorization for any speech or demonstration will require identification of the individual or organization and agreement to abide by University policies and procedures. Individuals wishing to speak at a location other than the Free Speech Zone may speak on the public property outside of the University with a close proximity to campus (subject to any City of Ruston Municipal Ordinances) or be sponsored by a University-affiliated organization.

Equipment Limitations:

No musical instrument or sound amplification equipment of any kind, including stereo speakers, turntables, stationary or mobile public address systems are allowed on concourses, streets, or in

areas adjacent to academic buildings without the approval by the office of the Vice President for Student Advancement and the appropriate facilities manager.

Prohibited Activities:

Expressions, assemblies, or demonstrations may not:

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

Enforcement:

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

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

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

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

Non-Endorsement:

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

For more information, contact the office of the Vice President for Student Advancement.

**POLICY PROCEDURES
FOR ADDRESSING THE
ISSUES CONCERNING
SEXUAL HARASSMENT**

INTRODUCTION

The concept of sexual harassment is not a new phenomenon in the workplace or academic environment. Historically, victims have been reluctant to discuss incidents of sexual harassment. However, today sexual harassment charges are the most adjudicated of Title VII and Title IX issues. There are several factors which account for this development, including: (1) the issue has received great notoriety on a national level; (2) the increase in cases found in favor of the victim; and (3) the decreased tolerance of it on the part of both management and the victim.

The sexual harassment of women or men was established as a violation of Title VII of the Civil Rights Act of 1964 and the Civil Service Reform Act of 1978 and most recently, the Civil Rights Act of 1991. In addition, Title IX of the Education Amendments of 1972 and professional codes of ethics deal with the issues involving sexual harassment. The Equal Employment Opportunity Commission has set strict standards of accountability for both the harasser and the employer. As in other Title VII issues, the effect rather than the intent of the employee and employer's conduct is the basis for determining responsibility. The claim that the harassment was unintentional is disallowed as an employer defense. Similarly, employers are absolutely liable for the actions of their agents or employees in cases in which the supervisory chain knew or should have known of the misconduct. An employee is defined as any person receiving monetary compensation for work.

Complaints of sexual harassment against employers can arise under state tort law and/or Title VII or Title IX law. Although the most common of sexual harassment charges involve an act of misconduct being perpetrated by a male supervisor against a subordinate female employee, the perpetrator can be a female against male, male against male, or female against female.

The Equal Employment Opportunity Commission's Sexual Harassment Guidelines specifically apply to employer and employee relationships and responsibilities. However, Louisiana Tech University's policy explicitly addresses and prohibits sexual harassment of students.

LOUISIANA TECH UNIVERSITY'S STATEMENT ON SEXUAL HARASSMENT

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination.

Louisiana Tech University is committed to providing a workplace free from sexual harassment through appropriate training and providing a means to remedy sexual harassment that employees/students feel they may have experienced. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Training is scheduled annually; training resources are also available in the Center for Instructional Technology and Distance Learning on the 10th floor of the Library.

Members of the University community—students, staff, faculty, and administrators—are entitled to a professional working environment, free of harassment or interference for reasons unrelated to the performance of their duties. Since some members of the 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, so as to avoid actions that are abusive or unprofessional. Faculty

and supervisors, in particular, in their relationships with students and fellow employees, 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 a strictly professional relationship. It is the responsibility of faculty, staff, and supervisors to behave in such a manner that their words or actions cannot reasonably be perceived as suggestive or coercive. It is also the responsibility of any employee who is aware of or who is made aware of the occurrence of sexual harassment to consult with an appropriate University officer.

Sexual harassment is illegal. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

A. Sexual Harassment:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status, or of participation in activities or events sanctioned by the University; or

B. Quid Pro Quo Sexual Harassment:

Submission to or rejection of such contact by an individual is used as a basis for employment or academic status, or other decisions about participation in activities or events sanctioned by the University; or

C. Hostile Environment Sexual Harassment:

Such conduct has the purpose or effect of threatening an individual's employment, interfering with an individual's work or academic performance, or creating an intimidating, hostile, offensive working or educational environment.

Although there is no universally agreed upon definition of sexual harassment that fits all contexts and circumstances, there is agreement that it can be verbal, non-verbal or physical, and that it can occur once or several times. The following are examples of behaviors generally viewed as sexual harassment when they are unwanted:

- * direct or indirect threats or bribes for unwanted sexual activity;
- * sexual innuendo and comments;
- * asking or commenting about a person's sexual activities or sexual orientation;
- * humor or jokes about sex or females/males in general;
- * pestering a person for dates or sexual behavior;
- * touching, patting, pinching, stroking, squeezing, tickling or brushing against a person;
- * giving a neck or shoulder massage;
- * ogling or leering;
- * spreading rumors about a person's sexuality;
- * name calling;
- * letters, notes, telephone calls or materials of sexual nature;
- * sexist or stereotyped comments;
- * displaying pictures, calendars, cartoons or other materials with sexual content;
- * leaving obscene messages on campus computers;
- * stalking a person either outside or inside an institution; and
- * abusive speech
- * attempted or actual sexual assault

False accusations will be treated as serious offenses.

If it is the belief that the nature of the behavior rises to the level of criminal activity, it should immediately be reported to the appropriate law enforcement agency.

All faculty, staff, and administrators will be held accountable for compliance with this policy. While each case of allegations of sexual harassment or discrimination and its resulting effect on the mission of the University must be considered on its own, violations of this policy may lead to disciplinary action to include suspension or removal.

Retaliation against any person for exercising legal rights is prohibited and illegal.

Intimidation and harassment are inconsistent with the maintenance of academic freedom on campus; therefore, nothing contained in this policy shall be construed either to limit the legitimate exercise of the right of free speech or to infringe upon the academic freedom of any member of the University community.

Any questions regarding either this policy or a specific situation should be addressed to the appropriate university administrator (e.g., Title IX Coordinator, Affirmative Action Officer, Dean of Student Life, Dean of Student Development, Counseling Services Director, Vice President for Student Advancement, Vice President for Academic Affairs, or Director of Human Resources).

Although this policy statement establishes Louisiana Tech University policies and procedures regarding sexual harassment, employees have the right to seek redress of unlawful discrimination (of which sexual harassment is one example) by filing charges directly with the Equal Employment Opportunity Commission.

PROCEDURES FOR RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS

Louisiana Tech University has developed a two-step procedure for handling sexual harassment complaints:

A mechanism to resolve complaints informally;

A procedure to handle formal charges if the first procedure is unsuccessful or if further action is deemed appropriate.

Procedure for Resolving Complaints Informally

Initial Contact:

1. Any employee or student who believes he/she has been the subject of sexual harassment, sexual intimidation, sexual violence, or discrimination is encouraged to consult with an appropriate University officer (e.g., Title IX Coordinator, unit head, director, department head, dean, appropriate vice president, or Director of Human Resources) to gain an understanding of both the Louisiana Tech University Sexual Harassment Grievance Policy and of possible options and resources. The Title IX Coordinator is Carrie Flournoy, P.O. Box 3168; phone: 257-3785; email: flournoy@latech.edu.

2. Students have the option of consulting with the Dean of Student Life and/or the Dean of Student Development.

3. Upon receiving the initial complaint, the University officer will schedule a preliminary meeting to discuss the charges, to explain proper procedures, to complete the **Sexual Harassment Complaint Checklist**, and to determine whether further information is needed. Based upon the outcome of this meeting, the administrator will take one of the following actions:

- A. If the person wants to proceed with the complaint, the University officer will explain the process and the procedures.
- B. If the person does not want to proceed with the complaint, the University officer will make a record of the complaint and take such action as necessary to protect the interest of the complainant and of the University.
- C. If after the preliminary investigation the University officer feels that sexual harassment has not occurred, the officer will advise the person of his/her findings and will advise the person of his/her options if the person wishes to proceed further with the complaint.

Louisiana Tech University has two types of procedures to address sexual harassment complaints-informal and formal. Anyone who believes himself or herself to be a victim of sexual harassment may make use of both procedures, if deemed necessary.

Informal Resolution:

If a person decides to file a sexual harassment complaint, the following procedure will be adhered to:

Every effort should be made to resolve a complaint within thirty (30) days of the complaint using an informal process. During this preliminary stage, the complainant will be encouraged to provide information contained in the Sexual Harassment Complaint Checklist describing the behavior and relief sought. After completing the Sexual Harassment Complaint Checklist, the administrator will use the **Assessment Form** to determine appropriate courses of action. If the University officer decides that the described situation fits the definition of sexual harassment, he/she will request the names of the involved parties and will request an agreement to conduct an informal investigation.

The objective of this process will be to provide appropriate relief to the aggrieved party, sensitize the alleged harasser to the effects of such behavior, and resolve the complaint to the mutual satisfaction of both parties. An investigation will minimally include contacting the University officer responsible for the accused, i.e., if a student makes a complaint to the Dean of Student Life about a faculty member, the Dean of Student Life will notify the faculty member's Dean and/or Unit Head relative to the complaint. Other steps that may take place in the investigative process are the following: (1) additional fact-finding; (2) a meeting with the administrative officer of the accused to discuss the grievance; and (3) a meeting with the complainant and accused separately or together.

Where a resolution is reached, a dated copy of the terms of the resolution indicating the nature of the complaint and the names of the parties shall be recorded and kept in a separate case file to be located in the appropriate University office.

Note: The person filing the complaint will be protected against retaliation in any form. Words or behavior that punish a person for filing a complaint of sexual harassment are illegal.

False accusations have a damaging effect on innocent people. False accusations are not condoned and may lead to disciplinary action.

Confidentiality:

Louisiana Tech University will make every effort to maintain confidentiality to the extent legally possible throughout the investigation and hearing procedures. If a complainant insists on confidentiality, the ability to respond may be limited.

Procedures for Resolving Complaints Formally:

If the informal proceedings are deemed inappropriate by either party or if the matter is not resolved, the aggrieved party may initiate the formal grievance procedure. In extraordinary circumstances when the continued working or academic relationship between the aggrieved party and the accused creates an impossible working/academic environment, a temporary transfer or reassignment of duties will be considered.

If the aggrieved party decides to proceed with a formal grievance, the following action will take place:

1. A written and signed complaint of sexual harassment must be submitted to the appropriate University officer by the aggrieved party within ten (10) working days after the informal resolution has failed or within sixty (60) calendar days of the incident cited as sexual harassment. Student complaints should be submitted within ten (10) months of the incident. The complaint shall state, clearly and concisely, the facts, which are the grounds for the proceeding and the relief sought. The University officer receiving the written complaint shall inform the appropriate Vice President of the complaint so that a hearing may be set. In special circumstances, time limits may be waived with the mutual consent of University officers. All matters will be handled as expeditiously as possible.
2. Upon receipt of the written complaint, the appropriate University officer(s) will within five (5) days contact the person who allegedly engaged in the sexual harassment and inform him or her of the basis of the complaint and then give him or her the opportunity to respond. That person will have five (5) days to respond to the complaint. The response shall contain full, direct, and specific responses to each claim in the complaint.
3. Within fifteen (15) days of the aforementioned deadline, the Vice President for Student Advancement will convene the University's Sexual Harassment Grievance Committee to establish hearing procedures concerning the complaint.
4. The function of the Sexual Harassment Grievance Committee will be to hear and consider testimony and other relevant evidence, to make findings of fact, to determine whether the University's policy on sexual harassment has been violated, and to recommend appropriate relief and disciplinary action(s) if the policy has been violated. A copy of the Committee's findings will be made and retained by the appropriate University officer(s).
5. If the Sexual Harassment Grievance Committee determines that sexual harassment has occurred, it will recommend effective corrective action. The corrective action will reflect the severity of the incident and any past sexual harassment offenses. Effective corrective action can include but is not limited to the following:

- A. Oral reprimand
- B. Written reprimand
- C. Suspension
- D. Reassignment of duties
- E. Termination
- F. Counseling
- G. Any combination of the above.

6. Within five (5) days following the conclusion of its investigation and hearing, the Sexual Harassment Grievance Committee will forward its findings and recommendation for action to the President or his designee. When the recommendation concerns a classified employee, the designee will be the Director of Personnel. Within fifteen (15) working days, the President will review the Committee's recommendation and determine an appropriate course of action and sanctions. The decision will be communicated in writing to the accuser, accused, and the accused's appropriate administrative supervisor(s).

7. Either party may appeal the Committee's recommendation by submitting a written request to the President. Request for an appeal must be made to the President or his designee within fifteen (15) days after the appealing party receives a copy of the Committee's findings. The written ruling of the President or his designee shall constitute the final decision. Beyond that point, both parties may seek remedies outside the University.

The use of this formal procedure in no way limits a resolution that is agreeable to all parties at any state; however, any such mutually agreed upon resolution must be documented in writing and signed by the accuser, the accused, and the administrator who handled the complaint.

CONSENSUAL RELATIONSHIPS

The University is committed to the principle that all personnel shall objectively and ethically carry out their duties. Inappropriate relationships may prejudice one's judgment and adversely impact one's ability to exercise institutional responsibility.

An employee of Louisiana Tech University shall not enter into a consensual sexual relationship with any individual over whom he or she exercises direct or significant academic, administrative, supervisory, evaluative, counseling or extracurricular authority or influence. It is incumbent upon all employees to disclose to their immediate supervisor any relationship or knowledge of a relationship that may adversely affect the workplace. The administrator who receives the report shall immediately consult with the appropriate administrator, i.e., Dean, Vice President, Human Resources Director, or Title IX Coordinator (Carrie Flournoy, P.O. Box 3168; phone – 257-3785; email – flournoy@latech.edu) and in cooperation with the above person complete the following:

- A. Conduct a formal investigation
- B. Correct any conflicts of interest and eliminate adverse effect on all parties.
- C. Document the steps taken

Those employees found in violation of this policy will be subject to disciplinary action.

PUBLIC LAW 101-542:
THE STUDENT
RIGHT-TO-KNOW &
CAMPUS SECURITY ACT

Louisiana Tech Police

257-4018

REPORTING CRIMINAL ACTIVITY OR EMERGENCIES

The Louisiana Tech University Police Department is located in South Hall on the corner of Tech Drive and Hergot Avenue. Any on-campus emergency, request for on-campus police assistance, or the reporting of on-campus criminal activity should be made to the Louisiana Tech University Police Department at 257-4018. Alternate telephone numbers include 257-4019 and 257-4010 and 257-3363 and 257-2331. On-campus callers should dial only the last four digits. The Louisiana Tech Police FAX number is 257-2831.

Reports of fire and ambulance requests should be made directly to the Ruston Fire Department at 911, however if these requests are made directly to the Louisiana Tech University Police Department, the dispatcher will immediately relay the request to the fire department and dispatch a police unit to assist as needed.

Free telephones are located at the entrances of most residence halls. University Police may be contacted by dialing 4018 from these free phones. Additionally, there are emergency phones, which automatically dial University Police when the caller pushes one button on the phone. These phones are located:

Phone ID Number and Location

- | | | |
|--|---|-------------------------------------|
| 1. Band Bldg - outside - NW corner | 10. Tolliver Hall - outside - South | 19. Reese Hall - inside |
| 2. Robinson Hall - outside - SW Corner | 11. Tolliver Hall - outside - North | 20. (# not used) |
| 3. Bookstore - outside - NW corner | 12. GTM - inside - South entrance | 21. Arizona Lot- outside |
| 4. CAB - outside - SW corner | 13. Visual Arts Center - inside - south | 22. Nethken - upstairs elevator |
| 5. Bogard Hall - outside - College & Arizona | 14. Bogard - inside - south entrance | 23. Caruthers-SE Ex. door |
| 6. Howard Aud. - outside - SE corner | 15. Nethken 2nd fl. freight elevator | 24. Mitchell |
| 7. Graham Hall - rear entrance (north) | 16. CTH - inside- North | 25. Bio-Med Research-Inside 1st fl. |
| 8. Aswell Hall - outside - NE corner | 17. CTH - inside - South | 26. BioMed Research-Inside 2nd fl. |
| 9. Harris Hall - outside - SE corner | 18. Woodard & Ed Lab - inside 1st floor | |

The Louisiana Tech University Police Department operates a 24-hour Communication and Information Center in South Hall. The communication center is staffed by a police officer. This officer monitors campus fire alarms, door alarms, and intrusion/burglary alarms. This officer operates a State/Federal criminal history and driver's record computer. Police telephone calls are received by the Police Communications Center.

Patrol officers are radio dispatched by the Police Communication Center upon call to investigate crime, respond to emergencies, or assist the public 24 hours a day, 365 days a year.

Criminal activity is actively investigated by the patrol and investigative divisions of the Police Department. Offenders are subject to criminal prosecution and University disciplinary action.

Louisiana Tech University Police officers respond to all emergencies on campus. Louisiana Tech University Police has a mutual assistance agreement with other departments within the University as well as the City of Ruston to assist one another with resources and manpower in the event of emergencies. Louisiana Tech University is represented at Lincoln Parish Emergency Planning/Exercise meetings.

SECURITY AND ACCESS TO CAMPUS FACILITIES

Exterior entrances to residence halls are locked 24 hours a day. Residents use a main entrance key card swipe to enter their residence hall. Each resident, male and female, has a key to his or

her individual residence hall room. University Police student employees check the doors of the residence halls when they are on duty. The department utilizes security cameras in selected parking lots and buildings.

Visitation hours in the residence halls are from 10am to midnight. Visitors must be escorted by their hosts during visitation. Individuals in violation of University visitation policies or anyone found trespassing on University property is subject to criminal charges and/or University disciplinary action. Residents are informed of rules and guidelines at the first hall meeting of the year and can find the rules and regulations on the Department of Residential Life's website. Residents are encouraged to report suspicious or criminal activity. Louisiana Tech University reserves the right to ban individuals from returning to the University campus.

Campus academic and classroom buildings are secured daily, upon their primary use as classroom or office facilities, by the evening custodial staff of the University. After-hours access to campus buildings is permitted by authorization of the appropriate administrative authority. Department heads are encouraged to advise the University Police of those persons authorized after-hours access to facilities.

The Louisiana Tech University Police Department employs 18 commissioned police officers, two office administrators, and approximately 70 student employees.

The University campus is patrolled 24 hours a day, 365 days a year, by commissioned police officers. Additionally, student employees of the University Police Department staff a police cart patrol. These police cart units are especially well suited for patrolling parking lots, pedestrian, and athletic facility areas. The police cart patrol also offers escorts to students on the campus. The student may request an escort by calling 4018.

The University Police Department utilizes student employees for parking enforcement, supplementary parking lot patrol, selected dormitory patrol, and student escorts during selected times daily. All University Police student employees are in direct radio contact with the University Police Communication Center and may be radio dispatched. Police escort service is available upon a student's request. Louisiana Tech University Police commissioned police officers provide escorts of persons, currency, and sensitive documents each academic year. Additionally, the Louisiana Tech University Police Department increased the safety of stranded motorists by providing motorist assists as necessary. The Louisiana Tech University Police Department spot checks building security on a daily basis and secures any buildings found unlocked. The appropriate department head is furnished a written report denoting the date, time, and location of the secured building. The department conducts safety seminars to students and parents during orientation and throughout the year as necessary.

Louisiana Tech University has a full-time University Safety Officer who chairs the campus-wide University Safety Committee. Members of the Safety Committee include representatives from University Police, Academic Affairs, Residential Life/Housing, the Physical Plant, Nursing, the Chemistry Department, and other areas on campus. Additionally, the Chairman of the University Safety Committee is a member of committees planning new construction on campus. One of the responsibilities of the University Safety Committee is to evaluate the usage, access, and security of campus buildings and to recommend actions for improvement. The University Safety Committee also makes recommendations concerning the security of proposed buildings, and

the Committee Chairman gives recommendations to the building committees regarding safety and security. The Director of Environmental Health and Safety may be contacted at 257-2120.

CAMPUS LAW ENFORCEMENT POLICY, ENFORCEMENT AUTHORITY, AND ENCOURAGEMENT OF REPORTING

The Louisiana Tech University Police Department is a department in the Division of Student Affairs and is directed by the Chief of University Police who reports to the Dean of Student Life who reports to the Vice President for Student Advancement. Louisiana Tech Police Officers have a dual role as certified police officers and student development professionals. Louisiana Tech University is committed to public safety and supports the Police Department with state-of-the-art equipment, officer training, professional personnel, and the financial resources to serve the University community. Questions, suggestions, or comments concerning police or parking services should be directed to the police chief or captain who maintains an open door policy for meeting with students and other members of the public. The Louisiana Tech University Police Department is well trained and its officers constantly strive to increase their level of public service and professional growth. All Louisiana Tech University Police officers are enrolled in a certified police academy and are certified as police officers through the Louisiana P.O.S.T. (Peace Officers Standards and Training Council) Exam. Additionally, selected officers receive specialized training each year and all officers receive refresher or recertification courses as needed. Types of training attended may include but are not limited to the following:

- Red Cross first-aid and CPR training
- DWI detection & standardized field sobriety training
- Crimes investigators training
- Narcotics officer training
- LLETS/NCIC instructor and operator certification training
- Pepper spray training
- Anti-terrorism training
- Active shooter training
- Intoxilyzer 5000 operator training
- Radar operator training
- Drug awareness training
- Annual firearms qualification
- Police driver training
- Rapid deployment to critical incidents

Under Louisiana Law R.S. 17:1805, Louisiana Tech University Police officers have full law enforcement authority including the power of arrest and are commissioned by the Louisiana Department of Public Safety. Additionally, Louisiana Tech University Police officers are authorized to carry weapons, to pursue violators off campus, and to investigate on-campus crimes or criminal activity. The Department has an excellent working relationship with other area law enforcement agencies. Louisiana Tech University Police and area law enforcement agencies mutually assist each other with information, cooperative investigations, manpower, and resources as needed. The Louisiana Tech University Police Department has the primary responsibility for law enforcement on the Louisiana Tech campus.

The Louisiana Tech University Police Department has an excellent working relationship with other criminal justice agencies, including local courts and the District Attorney's office. The Louisiana Tech Investigative Division prepares its own affidavits for search and arrest warrants in the investigation of cases.

The Louisiana Tech Police Department enhances the University's mission by contributing the following:

- Contributes to campus safety by enforcing city, state, and federal statutes, which is accomplished through vehicular patrol, bike patrol, radar enforcement, DWI enforcement, foot patrol, police cart patrol, criminal investigations, and narcotic investigations.
- Enhances the welfare of students by providing assistance as needed: providing escorts,

traffic control, officers to increase safety at more than 150 athletic and special events each academic year, and assistance in emergency situations.

- Conducts public education seminars in child safety, seat belt safety, drug education, theft and crime prevention, and DWI awareness.
- Operates a 24-hour police communication and campus information center at the University Police Department in South Hall.
- Provides for parking regulation enforcement through the Parking and Traffic Division of the Louisiana Tech Police Department located in South Hall. All Louisiana Tech students, faculty, and staff are required to register their vehicle; and a parking permit is required to park anywhere on the campus 24 hours a day. Complete information on parking regulations may be found in the current edition of the Louisiana Tech Vehicle Regulations Brochure. The traffic office may be contacted by calling 257-2921 or by email at traffic@latech.edu.

South Hall, where the Police Department is housed, is also host to a student organization classroom and a conference room. These facilities are located above the Police Station and are used on a daily basis to provide students with a location to hold organizational meetings. The co-location of these facilities with the Police Department has contributed to positive interaction between the officers and the students. The University Health Center is also located in South Hall, and the University Police Department provides assistance to the Health Center.

The Louisiana Tech Police Department encourages and promotes the prompt and accurate reporting of all crimes to the Louisiana Tech Police Department. Deans, academic personnel, Housing personnel, and all staff members are advised to refer any information concerning criminal activity or to refer persons needing to report criminal activity to the University Police Department or to the appropriate off-campus police agency if the criminal activity occurred in another jurisdiction. The Louisiana Tech Police Department has been tracking and reporting UCR (Uniform Crime Report) crimes voluntarily to the FBI since 1984. Additionally, the UCR is furnished monthly to the University of Louisiana System's Office. Criminal activity is communicated to the campus community through email and/or emergency notification. Resources are directed, as needed, into areas needing increased patrol or enforcement. Student "Right-To-Know" crime statistics are included in this publication and posted on www.latech.edu.

Department of Housing resident assistants are advised to encourage persons to report crime. Feature stories and interviews with police officers in the Tech Talk, the student newspaper, encourage crime prevention and the reporting of crimes.

POLICE PROCEDURES, CRIME PREVENTION, AND CRIME PREVENTION PROGRAMS

Louisiana Tech University students and staff are informed about various police procedures through the following: Department of Housing resident assistants; The Tech Talk; the Office of Student Conduct and Academic Integrity; the Student Handbook; The Lagniappe; the University catalog; the Vehicle Regulations Brochure; the University Safety Manual; the Faculty and Staff Handbook; the Class Schedule and General Information Booklet; the annual Police Department Annual Report; and public education programs. Additionally, the University Police Department addresses incoming freshmen at each of the summer orientation sessions.

University Police conducts, upon requests by any campus organizations, the following public

education programs:

- DWI Awareness Program
- Police and Crime Prevention Orientation for International students
- Police Policy/Procedures Class for Residential Life resident assistants
- Police Drug Awareness Class for Residential Life resident assistants
- Theft prevention seminar
- Crime prevention seminar
- Emergency procedures seminar

Additionally, the Louisiana Tech Counseling Center provides alcohol and drug abuse programs for the University community. The Counseling Center also provides student programs on the subject of date rape and responsible and acceptable dating behavior. (See the Handbook's Sexual Assault Information Guide for more information.)

CRIME PREVENTION TIPS

The Louisiana Tech Police Department encourages everyone to follow simple crime prevention tips to reduce the probability of being a crime victim. Each person has a responsibility to take action to promote safety. The following are some crime prevention tips for on- and off-campus students:

- Restrict internet pages/blogs to viewing by your friends only.
- Do not put personal information, phone number or address on internet blogs/pages for public viewing.
- Be alert and pay attention; scan ahead and be aware of what's happening around you.
- Utilize the escort service for going from one location to another on campus. Call 257-4018.
- When walking, jogging, or bicycling—especially at night—do so with a friend or group.
- Stay sober; an intoxicated person is an easier target for criminal activity.
- Don't drink and drive. Approximately 10 percent of weekend drivers between the hours of 10 pm and 2 am are intoxicated. The average DWI violator commits the offense 80 times a year. If this is you, on-campus confidential alcohol counseling is available at Tech's Counseling Services - Call 257-2488.
- Remember, friends don't let friends drive drunk!
- Wear a seat belt. The life saved could be yours.
- Hold purses securely.
- Lock your doors; promptly report lost keys.
- Don't leave an extra key under the mat, in a plant, in the mailbox, etc.
- Check before opening the door.
- Use outside lighting daily.
- Store valuables in a safe place.
- Record your serial numbers.
- Report suspicious persons.
- Report crime or criminal activity immediately (who, what, when, where).
- Don't carry large sums of cash.
- Stay off dark streets.
- Always lock your car; don't leave valuables in your car.
- Don't leave radar detectors, radar detector cords, or cellular phones in your parked car.
- Don't pick up hitchhikers; don't be a hitchhiker.
- Never leave laundry unattended in a laundry facility.
- Don't give cash to a stranger with a hard-luck story; it's often a con game. Call the Police.

- Report persons selling items on campus to the police. Popular stolen items include cell phones, compact discs, guns, computers, clothes, radar detectors, and stereos. A deal too good to be true usually means the item is stolen. It is illegal to buy or sell stolen items. Please report the seller to the police. The next item he or she sells might be stolen from you!
- Hang up on obscene or harassing phone callers; keep a log of the calls (date, time, who answered the phone, and what the caller did or said), and report the calls to the police.
- Don't let strangers in your room or home to use the phone; leave them in the hall and call the police.

EMERGENCY RESPONSE, NOTIFICATION AND EVACUATION POLICY

(This information will be published within the University website and Student Handbook)

Louisiana Tech University has developed and regularly tests an Emergency Response Plan, which is also known as the Crisis Response Plan. Other emergency response guidelines have been prepared for and disseminated to the faculty, staff and students. Louisiana Tech University will respond to an emergency situation in a safe, effective and timely manner. University resources and equipment will be utilized to accomplish the following priorities:

- Protection of human life
- Support/restoration of health, safety and essential services
- Protection of Louisiana Tech University assets
- Assessment of damages
- Restoration of critical operations
- Restoration of general campus operations

Louisiana Tech University has designated an Emergency Response Team who will respond to and manage any known emergency situation.

Testing and Evaluation of Plan

Annual testing of the emergency response plan is designed for the assessment and evaluation of the plan and capability. These tests may be in the form of a tabletop, drill, functional exercise or full-scale exercise as determined. The documentation of the test will be maintained in the office of the University Police. Testing of the emergency notification system will occur on at least a quarterly basis.

Emergency Notification Policy and Procedures

Louisiana Tech University has in place methods designed and intended to make and send emergency information, such as an audible fire alarm (indicating the need to perform a facility evacuation), University mass email, text (SMS) or voice message via an Emergency Notification System (ENS), website, or by intercom in buildings where available. Sirens, loudspeakers or other informational devices, if available, may be utilized.

Notification will take place without delay upon confirmation of an event or pending event, which would be considered a significant emergency or dangerous situation, if a threat exists to any of the campus community.

Persons responsible for carrying out this notification process include: Command Staff of the University Police, Vice President for Student Advancement, Dean of Student Life, and Director of Marketing and Public Relations.

Confirmation and validation of an emergency, threat or dangerous situation will, under most situations, be the responsibility of member(s) of the LA Tech University Police.

Dissemination of emergency information to the larger community, including other public safety agencies, would occur through the University Police dispatcher and/or Marketing and Public Relations Department, as necessary.

Evacuation Procedures

When an evacuation of a building is ordered, the evacuation will be performed in an orderly and safe manner. All faculty and staff are to assemble in designated areas. Evacuation orders may be given for multiple purposes.

1. Become familiar with work areas and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic, but walk quickly to the closest emergency exit.
4. Do not use elevators. Do not use cell phones.
5. Walk in a single file on the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance in evacuation should proceed to stairwell entrance areas and wait for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand; if cool, carefully open the door and, if safe, proceed with the evacuation.
10. No one is to return to the building until authorized by the Incident Commander or other public safety official.

Special Evacuation Procedures

1. A “Vertical Evacuation” is a procedure in which individuals on lower floors relocate themselves to higher floors. This type of evacuation is conducted when there is a danger on the lower floors or if the outside environment is dangerous. The most likely use of vertical evacuation is if there occurs a chemical spill either outdoors or within the lower floors. Vertical evacuations are also used as an evacuation of last resort in a flooding event.

2. A “Silent Evacuation” is a procedure conducted when it is advisable to evacuate without causing alarm. This procedure is most likely used during some type of crime or crime-threatening emergency.

Faculty and supervisory staff having people with disabilities under their direction shall meet with them as soon as possible to discuss evacuation procedures in case of fire or other emergency.

Evacuation of People Needing Mobility Assistance

Evacuation of people with disabilities who are ambulatory, such as those who have vision or hearing impairments:

- Should take place normally with other building occupants.
- Escorts may be offered from within the class or work area.

People who are dependent upon equipment for their mobility:

- May be assigned an escort from within the class or work area.
- Should not use elevators unless directed to do so by the emergency personnel.
- Remain in a protected place to await arrival of emergency personnel or proceed to the stairway in the building, if possible, accompanied by an escort. Emergency personnel are

trained to look for persons with mobility difficulties in these designated areas.

- Once the stairs have begun to clear of other evacuating people, the escort and the person needing mobility assistance should enter the stairway and remain on the landing near the door.

If the stairway becomes smoke-filled or unsafe before the arrival of emergency personnel:

- Move back into the building and proceed to another usable stairway.
- If another stairway is not available, find a room that is safe and close the door.
- Wave a coat or similar object in a window to gain attention.

If there is a direct and immediate threat, the individual should be moved. If there is potential for fire, explosion, biohazards, or gas in the area where the person needing mobility assistance is located, several persons may need to assist the person to leave the building.

Faculty and staff who have individuals needing mobility assistance under their direction are responsible for notification of emergency personnel about the location of these people within the building.

Evacuation from Campus Property

If the need exists to evacuate the campus or an area of campus, evacuees will receive direction from law enforcement personnel and/or persons who are working in concert with the law enforcement agencies. Please follow directions given in order to effect a safe and rapid evacuation.

Missing Persons' Policy and Procedure

An individual is considered "missing" based upon information received during a report filed with the University Police. The officer receiving the report will conduct the necessary follow-up investigation including, but not limited to, contacting the Department of Residential Life personally or having an officer check the student's housing area to determine if the missing student has filed a confidential contact through the student's personal BOSS network and responding accordingly; making contact with the student's "emergency contact" which would be on file with the Residential Life Office; utilizing the National Crime Information Center (NCIC) as per guidelines; and making any and all other contacts as the inquiry necessitates.

The report will be "on file" with the University Police. Any time frame for notifications will be dependent on the nature and course of the investigation.

CRIME STATISTICS

Introduction

In November 1990, Congress passed the Student-Right-to-Know and Campus Security Act (Public Law 101-542) for the purpose of requiring colleges and universities to publish annual campus security reports that (a) include statistics on campus crime and arrests for certain specified categories of offenses and (b) describe policies, procedures, and programs related to campus security.

(See following pages)

Public Law 101-542 Crime Statistics Criminal Offenses

	Murder/Non-negligent manslaughter			Forcible sex offenses (including forcible rape)		
	2013	2014	2015	2013	2014	2015
Total on campus	0	0	0	0	0	0
Total in residence hall	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Non-forcible sex offenses			Robbery		
	2013	2014	2015	2013	2014	2015
Total on campus	0	0	0	1	1	1
Total in residence hall	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Aggravated assault			Burglary		
	2013	2014	2015	2013	2014	2015
Total on campus	0	2	2	11	12	21
Total in residence hall	0	1	1	2	4	12
Non-campus	0	0	0	3	1	0
Perimeter public property	0	0	0	0	0	0
	Motor vehicle theft			Arson		
	2013	2014	2015	2013	2014	2015
Total on campus	0	0	2	0	0	0
Total in residence hall	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Negligent manslaughter					
	2013	2014	2015			
Total on campus	0	0	0			
Total in residence hall	0	0	0			
Non-campus	0	0	0			
Perimeter public property	0	0	0			

--Arson category includes trash can fires.

--Statistics are listed by calendar year for all years.

--Off campus statistics (non-campus - student organizations, perimeter public property) are furnished by Ruston City Police.

--Motor vehicle theft includes vehicles, motorcycles, golf carts, and tractors.

Public Law 101-542 Crime Statistics

Hate Offenses

	Murder/Non-negligent manslaughter			Forcible sex offenses (including forcible rape)		
	2013	2014	2015	2013	2014	2015
Total on campus	0	0	0	0	0	0
Total in residence halls	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Non-forcible sex offenses			Robbery		
	2013	2014	2015	2013	2014	2015
Total on campus	0	0	0	0	0	0
Total in residence halls	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Aggravated assault			Burglary		
	2013	2014	2015	2013	2014	2015
Total on campus	0	0	0	0	0	0
Total in residence halls	0	0	0	0	2	4
Non-campus	0	0	0	0	3	1
Perimeter public property	0	0	0	0	0	0
	Motor vehicle theft			Arson		
	2013	2014	2015	2013	2014	2015
Total on campus	0	0	0	0	0	0
Total in residence halls	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Negligent manslaughter			Vandalism		
	2013	2014	2015	2013	2014	2015
Total on campus	0	0	0	0	1	0
Total in residence halls	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0

--Arson category includes trash can fires.

--Statistics are listed by calendar year for all years.

--Off campus statistics (non-campus - student organizations, perimeter public property) are furnished by Ruston City Police.

--Motor vehicle theft includes vehicles, motorcycles, golf carts, and tractors.

Public Law 101-542 Crime Statistics

	Liquor Law Violations			Drug Law Violations		
	2013	2014	2015	2013	2014	2015
All On Campus Arrest	0	0	0	15	19	19
Arrests In Dorm	0	0	0	5	14	14
On Campus Disciplinary Action/ Judicial Review	0	0	0	7	0	0
Arrest-Non Campus (Student Organizations)	0	0	0	0	0	0
Disciplinary Action/ Non-Campus	0	0	0	0	0	0
Arrest-Perimeter Public Property	0	0	0	0	1	0
Disciplinary Action- Perimeter Public Property	0	0	0	0	0	0
	Illegal Weapons Possession					
	2013	2014	2015			
All On Campus Arrest	0	0	1			
Arrests In Dorm	0	0	0			
On Campus Disciplinary Action/ Judicial Review	1	0	0			
Arrest-Non Campus (Student Organizations)	0	0	0			
Disciplinary Action/ Non-Campus	0	0	0			
Arrest-Perimeter Public Property	0	0	0			
Disciplinary Action- Perimeter Public Property	0	0	0			
	VAWA Offenses					
	2013	2014	2015			
On Campus Dating Violence	5	1	3			
On Campus Stalking	3	2	3			
On Campus Domestic Violence	0	0	1			

--Statistics are listed by calendar year for all years.

--Off campus statistics (non-campus - student organizations, perimeter public property) are furnished by Ruston City Police.

MONITORING CRIMINAL ACTIVITY AT OFF-CAMPUS ORGANIZATIONS

The Ruston Police Department advises the University Police and the Office of Student Conduct and Academic Integrity of crimes that occur at recognized student organization dwellings (such as fraternity houses), which are located on private property off campus in the city of Ruston. Student organizations must abide by University regulations set forth in their agreement of recognition signed with the University and in the Code of Student Rights, Responsibilities, and Behavior. Part of the agreement is that student organizations must abide by University regulations and local, state, and federal laws. Student organizations found to be in violation of their recognition agreement may be suspended by the Vice President for Student Advancement pending the organization's appearance before the Louisiana Tech Student Organization Committee, which will decide the appropriate action. Rules governing student organizations may be found in the Division of Student Affairs' Student Handbook.

DRUG & ALCOHOL ABUSE (PUBLIC LAW 101-226)

Students are encouraged to review *A Student Guide for Making Decisions about Alcohol and Other Drugs*, a pamphlet published by the Division of Student Affairs.

SEXUAL ASSAULT, DATING VIOLENCE, STALKING, DOMESTIC VIOLENCE

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance.

In accordance with Title IX and other applicable law, Louisiana Tech University is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. Louisiana Tech University prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

In July 1992, Congress enacted the Higher Education Amendments of 1992, which imposed requirements for preventing, reporting, and investigating sex offenses that occur on college campuses. The following information has been prepared by Louisiana Tech University officials, not only to comply with federal requirements but also to assist students, faculty, and staff members in maintaining a safe environment, which is conducive to achieving the mission of Louisiana Tech University.

Educational Programming for Students, Faculty, and Staff

The Office of the Vice President of Student Advancement facilitates programming designed to inform, educate, and assist students with issues related to Sexual Assault, Domestic/Dating Violence, and Stalking. Counseling and Career Services provides licensed professional counselors and/or trained students from the Peer Leadership Council to assist students, both men and women, toward greater awareness of the legal and psychological implications of the phenomenon of sexual assault. Educational programming in the area of sexual assault, stalking,

dating, and domestic violence is available to students in residence halls, sororities, fraternities, classes, and any other student groups. Every freshmen is reached with this message through the University Seminar class. These educational presentations include guidelines for a safe code of dating conduct and a resource listing campus and community agencies to contact in the event of a sexual assault. The programs are free and available to Louisiana Tech students by contacting Counseling and Career Services at 257-2488.

Additionally, the Division of Student Affairs purchases and utilizes training modules, as well as partners with community resources such as DART and Piney Hills Advocacy Center, to provide training for targeted campus populations.

The Office of Human Resources manages the training needs of Faculty and Staff personnel. The University Police Department also offers free presentations on the subject of personal safety with emphasis on precautions and reporting procedures. Arrangements for these programs can be made by contacting University Police at 257-4018. Additionally, educational literature in the form of brochures and other handouts may be picked up, at no charge, from the following offices: Counseling and Career Services in 310 Keeny Hall; University Health Center, Lambright; and University Police in South Hall.

Strategies for Limiting the Risk of Sexual Assault

1. Examine societal and personal attitudes that tolerate sexual aggression.
2. Know your sexual intentions and limits and communicate them firmly.
3. Be aware that alcohol is a disinhibitor and may affect judgment in a dating situation. Set safe boundaries in its use.
4. Attend functions with friends you can trust. Go in a group and return home with the group.
5. Be aware of surroundings. Many acquaintance rapes occur in private dwellings under the cover of loud music.
6. Listen to your instincts; if the situation feels risky, it probably is.
7. Do not leave beverages unattended.
8. Accept drinks only from a bartender or waitperson.
9. Consider buddy system; look out for one another. Be alert to behavior of friends who appear intoxicated and unable to make appropriate and safe decisions.

Helping a Friend Who Is Being Abused or Bystander Intervention Strategies

Bystander intervention consists of safe and positive options that may be carried out by an individual(s) to prevent harm or to intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

(The following bystander information has been adapted several times by several organizations and originated with "Helping The Battered Woman, A Guide For Family And Friends," a 1989 publication of the National Woman Abuse Prevention Project.)

Many students are emotionally, physically, and/or sexually abused by their intimate partners each year. If you are concerned about a friend, perhaps you feel the problem will work itself out. This is very unlikely. Violence and abuse in relationships usually continues and often gets worse over time if no action is taken to stop it. You can help your friend by being honest about your concerns. Say something.

Things that might be keeping you from saying something:

The violence can't really be that serious. Dating violence includes threats, pushing, punching,

slapping, choking, sexual assault, and assault with weapons. It is rarely a one-time occurrence and usually escalates in frequency and severity. Even if the violence is “only” verbal, it can seriously affect the victim’s health and well-being, so any act of dating violence is something to take seriously.

- **My friend must be doing something to provoke the violence.** A victim of dating violence is never to blame for another person’s choice to use violence against them. Problems exist in any relationship, but the use of violence is never acceptable.
- **If it’s so bad, why don’t they just leave?** For most of us, a decision to end a relationship is not easy. Your friend’s emotional ties to their partner may be strong, supporting the hope that the violence will end. Perhaps your friend doesn’t know about available resources, or maybe social and justice systems may have been unhelpful in the past. Perhaps when your friend has tried to end the relationship in the past, their partner may have used threats or violence to stop them. These are just some of the many compelling reasons that may keep someone in an abusive relationship.
- **I shouldn’t get involved in a private matter.** Dating violence is not a “personal problem.” It is a crime with serious repercussions for your friend, your friend’s partner, your campus, and your entire community.
- **I know the abusive person; I really don’t think he/she could hurt anyone.** Many abusers are not violent in other relationships and can be charming in social situations, yet be extremely violent in private.
- **The abusive person must be sick.** Using violence and abuse is a learned behavior, not a mental illnesses. People who use violence and abuse to control their partners choose such behavior; viewing them as “sick” wrongly excuses them from taking responsibility for it.
- **I think the abusive person has a drinking problem. Could that be the cause of violence?** Alcohol or drug use may intensify violent behavior, but it does not cause violence of abuse. People who engage in abusive behavior typically make excuses for their violence, claiming a loss of control due to alcohol/drug use or extreme stress. Acting abusively, however, does not represent a loss of control, but a way of achieving it.
- **How can my friend still care for someone who abuses them?** Chances are the abuser is not always abusive. They may show remorse for the violence after it happens and promise to change. Your friend may understandably hope for such changes. Their relationship probably involves good times, bad times, and in-between times.
- **If my friend wanted my help, he or she would ask for it.** Your friend may not feel comfortable confiding in you, feeling you may not understand his or her situation. Talk to them about the abusive behaviors you have noticed, tell your friend no one deserves to be treated in that way, and ask them how you can help.

What You Can Do to Help:

- **Say something. Lend a listening ear.** Tell your friend that you care and are willing to listen. Don’t force the issue, but allow your friend to confide in you at his or her own pace. Never blame your friend for what is happening or underestimate their fear of potential Danger. Focus on supporting your friend’s right to make decisions.
- **Become informed.** Find out all the facts you can about dating violence. Contact offices such as Counseling Services (257-2488) and/or University Health Center (257-4866), which are located on campus that address sexual and dating violence, or contact DART (513-9373), a Ruston community-based resource that assists victims of domestic violence, or call the National Domestic Violence Hotline at 1-800-799-7233, or for TYY

assistance 1-800-787-3224.

- **Guide your friend to community services.** Gather information about dating/domestic violence programs in your area. These programs offer safety, advocacy, support, legal information, and other needed services. If your friend asks for advice on what they should do, share the information you've gathered. Let your friend know they are not alone and people are available to help. Encourage them to seek the assistance of dating/domestic violence victim advocates. Assure them that they will keep all information confidential.
- **If your friend decides to end the relationship.** Help them make a plan to be safe. He or she may want to call a local domestic violence hotline to help create a "safety plan." Domestic violence programs can help them look at their options and make a plan to be as safe as possible. **Victims of dating violence may face a greater risk when they try to end the abusive relationship.** If the abusive person feels they have lost control, they may become very dangerous.
- **Focus on their strengths.** Your friend has probably continually been told by the abusive person that they are a bad person, a bad student, or a bad friend. Your friend may believe they can't do anything right and that there really is something wrong with them. Give him or her emotional support. Help them examine their strengths and skills. Emphasize that they deserve a life that is free from violence.

Amnesty Policy

Any student who reports, in good faith, any sexual violence to a university official, shall not be sanctioned by the university for a nonviolent student conduct violation, such as underage drinking of alcohol, if it is revealed during the course of filing the report.

Recommended Guidelines in the Event of an Assault

Sexual assault, either by a stranger or by an acquaintance, creates emotional turmoil for any individual. Louisiana Tech University is sensitive to the devastating effects of rape and other types of sex offenses and has established the following recommendations to assist the survivor of a sexual assault and to inform the Louisiana Tech student of the facts, laws, and resources that pertain to these types of criminal behavior:

1. **Report the assault regardless of the circumstances.** Reporting the incident allows the survivor to be advised of available resources and alternatives. The strength of the case could be affected by the length of time the survivor waits before pressing charges. The first step in regaining a sense of control over the situation is to report the assault.

If requested, university personnel will assist the student in working through the criminal justice and/or administrative processes. The following are options available to the student:

- Report to a responsible employee of university (see below list)
- File a sexual harassment claim with the Title IX coordinator
- Report to appropriate law enforcement agency
 - Proceed with criminal investigation
 - Request no criminal investigation
- Utilize free university counseling services.
- Request university administrative action against the suspect
- Access and utilize community resources, such as:
 - Piney Hills Advocacy Center
 - (DART) Domestic Violence Resistance Team
- Obtain a protective order against the suspect

Responsible Employees: Responsible Employees have the authority to take action to redress sexual violence and have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designees. The following are designated as the Responsible Employee's for LA Tech:

College of Applied and Natural Sciences:

- Dr. Amy Yates-Human Ecology, Carson Taylor Hall, room 251, 257-3727
- Patti McFadden-Nursing, Reese Hall, room 209, 257-3109

College of Business:

- Debbie Inman-CENIT, College of Business, room 218C, 257-3430
- Dr. Laura Flurry-Marketing & Analysis, College of Business, room 341, 257-3768

College of Education:

- Dr. Latoya Pierce-Psychology & Behavioral Science, Woodard Hall, room 211D, 257-2874
- Dr. Pam Morgan-Curriculum, Instruction & Leadership, Woodard Hall, room 200C, 257-2561

College of Engineering & Science:

- Dr. David Hall-Mechanical Engineering, Bogard Hall, room 224A, 257-4127
- Dr. Katie Evans-Mathematics & Statistics, Madison Hall (GTM), room 334,

College of Liberal Arts:

- Lisa Maxedon-Performing Arts, Howard Center, room 221, 257-2061
- Paul Nelson-Modern Languages, Madison Hall (GTM), room 226, 257-5246

Athletics:

- Renee Puckett-Thomas Assembly Center, room 154, 257-5196

On-Campus Assaults

If the incident occurred on the Louisiana Tech University campus, contact the University Police Department, 257-4018, available 24 hours a day. Police officials will contact a professional counselor and/or will assist the survivor in seeking medical treatment at the hospital if requested.

Off-Campus Assaults

If the incident occurred within the city limits of Ruston and is off the Louisiana Tech campus, report the crime to the Ruston City Police Department, 255-4141, located at 401 North Trenton Street. If the incident occurred in Lincoln Parish, outside the city limits of Ruston, report the crime to the Lincoln Parish Sheriff's office, 318-251-5111, located on Camp Road, Ruston, LA.

2. **Seek medical assistance within 24 hours of the assault.** A survivor does not have to press charges in order to seek medical treatment; however, if criminal charges are pressed, medical information and an examination are essential. Police advise the victim not to change clothing, douche, or brush teeth. Very important evidence such as hair samples, saliva samples, finger scrapings, etc., may be lost if not collected immediately. Usual procedures call for a medical examination, which will be performed by a physician, in the presence of a female nurse. Hospital medical personnel report that the following procedures may take place during a medical

examination:

- baseline lab work will be performed to determine existing health concerns.
- evidence will be collected in the event charges are pressed. Note: this step will be taken only with the consent of the survivor.
- police will be contacted with the consent of the victim.
- information regarding testing for sexually transmitted diseases and pregnancy will be provided.
- information about immediate counseling resources will be provided or referrals for follow-up counseling will be given.

3. **Seek medical testing if you have reason to believe you were disabled with drugs without your knowledge and subsequently sexually assaulted.** Drugs such as Rohypnol and GHB are used to spike drinks for the purpose of sedating for sexual assault. Drowsiness and impaired motor skills are common effects, giving an appearance of intoxication. Symptoms may also include impaired judgment, disinhibition, dizziness and confusion. Such substances can be colorless, tasteless, odorless, and dissolve easily into liquid. If you think you have been sedated with such a drug, tell hospital personnel. A urine test within 72 hours may determine if a drug was used.

4. **Consider options for actions against the perpetrator.**

On-Campus Options

If the incident happened on the Louisiana Tech campus, the assault survivor has the options of (1) pressing criminal charges against the perpetrator with the appropriate law enforcement agency and/or (2) requesting a university administrative review of the incident. An administrative review of the behavior will be conducted when the personnel with the Office of Student Conduct and Academic Integrity are informed of a possible violation of the University's Code of Student Rights, Responsibilities, and Behavior. A review of possible violations may be made by reporting the incident to the Office of Student Conduct and Academic Integrity, 257-3396, 326 Keeny Hall. It should be noted that any report filed through the University Police Department or forwarded to the University Police Department by another law enforcement agency will be immediately forwarded to the Office of Student Conduct and Academic Integrity and will prompt an administrative review of the behavior of any Louisiana Tech students involved in the incident. If a violation of the University's Code of Student Rights, Responsibilities, and Behavior has occurred as defined in Section Six of the Code, administrative action will be taken as defined in Sections Eight and Nine of the aforementioned Code. Offenses pertaining to sexual assault, as defined in Section 6.04:37 of the Student Code, will warrant an immediate review by the University Behavioral Standards Committee. The standard of evidence during any hearing will be "a preponderance of evidence."

If a hearing by the University Behavioral Standards Committee is held, both the accuser and the accused are entitled to the same opportunities to have a representative (either personal or legal counsel) who may attend and advise but may not present the case. Also, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding dealing with sexual assault. Sanctions that may be issued by the Behavioral Standards Committee against a student found guilty of sexual assault can be found in Section 9.03 of the Student Code. Possible sanctions are: Administrative Probation, Suspension, Expulsion, Restitution, Counseling, and/or Community Service. Behavior of a particularly violent nature performed by a student enrolled at the university may warrant an immediate interim suspension by the President of the university or by his designee as provided for in Section Thirteen of the Code of

Off-Campus Options

If the incident happened off the campus, the assault survivor may press criminal charges against the perpetrator with the appropriate law enforcement agency. University officials can assist the victim in notifying these authorities if the student so chooses.

5. **Seek professional counseling and support.** Whether or not the victim chooses to take legal action against the perpetrator, he/she is advised to seek professional counseling. A sexual assault of any kind can result in difficulty later if the emotional issues associated with it are not addressed. The University Police can contact a counselor immediately following an assault. Individuals can contact the Louisiana Tech Counseling and Career Services office at 257-2488, during regular working hours. A licensed professional counselor can assist with decisions about available options and can help in working through the healing process. Options can include assisting the survivor in changing academic and living situations if requested and if such changes are reasonably available. A listing of area resources for sexual assault survivors is provided in this Guide.

DEFINITIONS

Sexual misconduct is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. For the purpose of this policy, sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent of the persons depicted therein, as well as dating violence, domestic violence, and stalking.

- a. **Sexual Assault as defined by the Clery Act:** an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.
- b. **Sexual Assault as defined by Louisiana State Law:**
 - Non-Consensual Sexual Intercourse:** Having or attempting to have sexual intercourse, cunnilingus, or fellatio without consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
 - Non-Consensual Sexual Contact:** Any intentional sexual touching or attempted sexual touching, without consent.
- c. **Sexual Exploitation:** An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.
- d. **Stalking as defined by Clery Act:** Intentional and repeated following, or harassing, that would cause a reasonable person to feel alarmed or that would cause a reasonable person to suffer emotional distress or intentional and repeated uninvited presence at another person's: home, work place, school, or any other place which would cause a reasonable person to be alarmed or would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily

injury, sexual assault, kidnapping or any other statutory criminal act to the victim or any member of the victim's family or any person with whom the victim is acquainted. 34 CFR 668.46(a)(ii)

- e. **Stalking as defined by Louisiana state law:** **Stalking** is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. **LA. RS § 14:40.2(A)** "**Harassing**" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "**Pattern of conduct**" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. **LA. RS § 14:40.2(C)**
- f. **Domestic Violence definition in Clery Act:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the alleged victim is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:
- By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- g. **Family violence definition in Louisiana law:** means any assault, battery, or other physical abuse, which occurs between family or household members, who reside together or who formerly resided together. **LA. RS § 46:2121.1(2)**
- h. **Domestic abuse definition in Louisiana law:** Includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. **LA. RS 46:2132(3)**
- i. **Dating Violence definition in Clery Act:** Violence, including but not limited to, sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged

victim. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

- j. **Dating Violence definition in Louisiana law:** "Dating violence" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. **LA. RS § 46.2151(C)** For purposes of this Section, "**dating partner**" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:
- (1) The length of the relationship.
 - (2) The type of relationship.
 - (3) The frequency of interaction between the persons involved in the relationship.
- k. **Sexual Harassment:** Unwelcome conduct of a sexual nature when **i)** submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; **ii)** submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or **iii)** such conduct has the purpose or effect of unreasonably interfering with a person's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual Harassment also includes non-sexual harassment or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes. For purposes of this Policy, the various forms of prohibited Sexual Harassment are referred to as "Sexual Misconduct."
- l. **Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. Title IX prohibits Retaliation. For purposes of this Policy, an attempt requires a substantial step towards committing a violation.
- m. **Consent:** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate Consent. Consent must be knowing and voluntary. To give Consent, a person must be of legal age. Assent, or, "to go along with," does not constitute Consent if obtained through Coercion or from an individual, whom the Alleged Offender knows or reasonably should know, is Incapacitated. The responsibility of obtaining consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically

withdrawn by a person who is no longer capable of giving Consent. A current or previous consensual dating or sexual relationship between the Parties does not itself imply Consent or preclude a finding of responsibility.

- n. **Incapacitation:** An individual is considered to be Incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to Incapacitation; however, someone who is drunk or intoxicated is not necessarily Incapacitated, as Incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are Incapacitated. Other indicators that an individual may be Incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.
- o. **Coercion:** is the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to Consent prior to engaging in sexual activity.
- p. **Responsible Employee:** Responsible Employees have the authority to take action to redress sexual violence and have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee.

Victim Services

Depending upon the circumstances of the incident, the victim has the option of requesting the university's aid in adjusting academic classes, on campus residence living and if applicable, adjusting the work environment. The university would facilitate this assistance through working with the appropriate university department, as necessary.

Resources for Victims of Sexual Assault Survivors

Louisiana Tech University Police South Hall Corner of Tech Drive and Hergot Street	257-4018
City of Ruston Police 401 North Trenton Street Ruston, LA	911 255-4141
Lincoln Parish District Attorney Lincoln Parish Court House 100 Texas Avenue West Ruston, LA	251-5100
Lincoln Parish Sheriff's Office Camp Road Ruston, LA	251-5111

Louisiana Tech Counseling and Career Services 310 Keeny Hall	257-2488
Louisiana Tech University Health Center Lambright Intramural Sports Center Tech Drive	257-4866
Northern Louisiana Medical Center 401 E. Vaughn Street Ruston, LA	254-2456
Piney Hills Advocacy Center P.O. Box 777 Ruston, LA 71273	255-7273 1-800-869-1033
Domestic Abuse Resistance Team (DART) wjdart@bellsouth.net dartla.org	513-9373

ANNUAL FIRE SAFETY REPORT

Appliances, Smoking, Open Flames, etc.

Dog Town Community Bulletin:

Upon check-in a resident is directed by staff that all rules and regulations can be found on the Residential Life website. The Dog Town Community Bulletin of rules and regulations states the following:

Appliances:

- Electrical appliances with open heating elements-hot plates, George Foreman grills, floor/space heaters, coffee makers, toasters, toaster ovens, sandwich makers- are not permitted in student rooms. Irons are allowed but can be used only on the community ironing boards located in the hallway of each floor. Microwaves under 700 watts are permitted. Coffee percolators are allowed; however “Mr. Coffee” – type machines are not.
- Electrical appliances that cause disruption to the residence hall circuits by overloading, shorting, or creating line disturbances-window air conditioners, refrigerators more than 4.7 cubic feet-are not allowed. TV’s, computers, radios, hair dryers, electric razors, floor or box fans, clocks, and stereos are permitted. Outside antennas for TVs are not allowed.
- Any electrical device needs to be plugged into a surge protector for safety.
- Due to order of the State Fire Marshall, no frying of any kind is permitted.

Smoking:

- All residence halls in the Residential Life system are non-smoking for health and fire safety concerns.

Tampering with Fire Equipment, False Alarms, Open Flames:

- Student(s) responsible for discharging fire equipment, tampering with alarm horns or causing false alarms shall be referred to the University's Behavioral Standards Committee, will be held accountable for damages, and may also be prosecuted through the criminal courts.
- State fire codes prohibit the burning of incense or candles in rooms, suspending items from room ceilings, and ironing in rooms.
- All fire violations result in a mandatory fire education seminar and/or community service.

Weapons and Fireworks:

- Firearms of any type, ammunition, and fireworks are not allowed.

Where, to Whom to Report Fire and Other Emergencies

Student Handbook:

- **6.04:08 False Reporting of Emergency** – Making false reports of a bomb, fire, or other emergency in any building, structure, or facility on University premises or University-related premises by means of activating a fire alarm, emergency phones, or by any other manner is prohibited.
- **6.04:15 Interference or Failure to Comply with Emergency Procedures** – Intentionally interfering emergency procedures prescribe for any building, structure, or facility on University premises, or failing to follow prescribed emergency procedures such as willful disregard of the emergency alarm signal is prohibited.
- **6.04:20 Possession and/or Use of Guns, Firearms, Explosives, and Other Weapons** – Possession of and/or exploding fireworks and other explosives and possession and/or discharging of shotguns, rifles, pistols, air rifles, BB guns, paint guns, sling shots, bows and other lethal weapons on campus by student(s) unless authorized by the Vice President of Student Advancement is prohibited. Possession includes, but is not limited to, one's person; University residence hall room; office, academic, administrative, or maintenance building; or vehicle.
- **6.04:24 Starting Fires or Other Acts of Arson** – Starting fires or other acts of arson in or on University owned or University – controlled property, facilities, and equipment without proper authorization is prohibited.
- **6.04:25 Tobacco** – The use of tobacco, in any form, in lecture rooms, libraries, residence halls, or in other property of the University is prohibited.

- **6.04:26 Unauthorized Alteration or Use of Emergency or Safety Equipment –**
- Unauthorized use or alteration of fire fighting equipment, safety devices, or other emergency or safety equipment is prohibited.
- **Reporting Criminal Activity or Emergencies:** Any on-campus emergency, request for on-campus police assistance, or the reporting of on-campus criminal activity should be made to the Louisiana Tech University Police Department at 257-4018.

Reports of fire and ambulance service requests should be made directly to the Ruston Fire Department at 255- 2121 or 911, however if these requests are made directly to the Louisiana Tech University Police Department, the dispatcher will immediately relay the request to the fire department and dispatch a police unit to assist as needed.

Free telephones are located at the entrances of most residence halls. University Police may be contacted by dialing 4018 from these free telephones. Additionally, there are twenty-three emergency phones which automatically dial University Police when the caller pushes one button on the phone.

The Louisiana Tech Police Department operates a 24-hour Communication and Information Center in South Hall. The communication center is staffed by a police officer. The officer monitors campus fire alarms, door alarms, and intrusion/burglary alarms. Police officers are dispatched by the Police Communication Center upon call to investigate crime, respond to emergencies, or assist the public 24 hours a day, 365 days a year. The Louisiana Tech University Police officers respond to all emergencies within the University as well as the City of Ruston to assist one another with resources and manpower in the event of emergencies. Louisiana Tech University is represented at the Lincoln Parish Emergency Planning/Exercise meetings.

Apartment Lease Agreement

12.b. Resident shall not conduct, or allow guests to conduct, any activity that interferes with the comfort, safety, health, or convenience of other residents. University may remedy any such activity through contractual remedies or through the procedures set forth in the University’s *Code of Student Rights, Responsibilities, and Behavior*.

12.d. Resident shall not reconstruct or modify plumbing, heating, or electrical systems. Resident shall not tamper with or disconnect smoke detectors.

15. UNIVERSITY or its authorized representative (Resident Assistants, Residential Life staff, Maintenance staff, etc.) shall have the right at all reasonable times to enter the premises to ensure RESIDENT’S compliance with all provisions of this lease, to conduct health and safety inspections, and to perform ordinary maintenance, including but not limited to pest treatment. UNIVERSITY shall provide RESIDENT at least 24 hours notice in such situations, except when imminent danger to life, safety, health, or property is reasonably feared, for maintenance services requested by RESIDENT, or for fire safety inspections.

16.a. All University apartments are no smoking and alcohol free facilities.

Smoking is not permitted anywhere in University Park or Park Place, including in apartments, balconies, hallways, stairwells, stairways, and indoor public spaces. Smoking within 25 feet of a building is prohibited. Alcohol (including beer or wine) is not allowed on campus. Empty or unopened beer, wine, or liquor bottles or cans are not allowed in the apartments even as decorations. The use of illegal drugs is prohibited. If RESIDENT is caught with an illegal substance, he/she can be evicted from the apartment immediately.

16.b. Resident shall not have or permit any open or covered fire, including but not limited to a hibachi or barbecue, on or in any balcony stairwell, or entryway of any building. Cooking and/or grilling within 25 feet of a building are prohibited.

16.e. RESIDENT shall not install, use, or store a full-size refrigerator, a mechanical clothes washer or dryer, a mechanical dishwasher, or a waterbed on the premises, except in apartments where a full-size refrigerator and washer and dryer are provided by UNIVERSITY.

17.a. RESIDENT shall not obstruct the corridors, stairways, or entryways or use such areas for storage of personal belongings (including but not limited to bikes, household furniture, volatile substances, etc.)

Note: The University reserves the right not to enter into (and/or terminate) a lease for anyone who, in the judgment of the University, represents a threat to the health or safety of University students, employees or other University constituents, or anyone who provides false information or fails to fully complete the lease agreement documentation.

Education and Training Programs

Resident Assistant Handbook (Counseling 201)

- **Goals of the RA:** 1. Provide a controlled and healthy environment that meets the needs of all residents and visitors.
- **Educational Skills Needed by RAs:** Crisis Management: This is the ability to view a crisis situation and control it effectively.
- **Louisiana Tech University Resident Assistant Job Description:** 11. Know all emergency procedures related to working in the residence halls.
- **Emergency Procedures:** In any emergency situation, the RA's role should be to immediately seek assistance (for example, his hall director or University Police) and to supervise crowd control and remain at the scene to explain to staff/officers what has happened and identify people involved. When staff/police arrive, they are in charge of the incident. The RA should always write an incident report when an emergency situation occurs, and it should be submitted via the online incident reporting system (Maxient) before the next morning.
- In case of an emergency during a quarter break or holidays, University Police can be contacted by dialing 257-4018. If the operator does not answer, call the Ruston City Police at 255-4141. They will radio University Police to report to the scene of the emergency.

Fire: In the event of a small fire (i.e. trash can fire), put the fire out. Call your Hall

Director. For a large fire, do not attempt to extinguish it. Pull a fire alarm and call 9-911 (emergency) and the Hall Director. You must remain calm and be able to give the emergency response team specific, detailed information.

Residential Life Handbook (Conference Training)

Conference Training: University and City officials provide information outlining emergency procedures to all staff.

Quarterly Mandatory Meeting: All residents are required to attend quarterly mandatory meetings within their residence hall. These mandatory meetings outline to residences the emergency procedures and responsibilities that they are required to adhere to. The mandatory meetings are administered by the Coordinators of Residential Life, Hall Directors, Resident Assistants, Tech Police, and Ruston Fire Department.

Winter In-Service: All Residential Life staff members are required to attend an emergency preparedness conference every winter quarter. The content of the in-service is dependent on the needs of the staff at the time. For example, the staff have received active shooter training and fire preparedness training as well as additional emergency procedural training.

Evacuation Procedures and System Testing

Dog Town Community Bulletin:

Upon check-in, a resident is directed by staff to review the rules and regulations on the department's website. The regulations state the following:

Emergencies:

- For emergencies – fires, bomb scares, or any other emergency situations – students should notify University Police and a Department staff member immediately.
- A Residential Life Department staff member is on duty every weekend for emergencies. Flyers are posted at the residence halls in advance each week stating the name and contact numbers of the person(s) on duty.

Fire Safety:

- Residents should familiarize themselves with the exit procedures for their rooms or apartment: there is an Evacuation Plan Sheet as well as a Schematic Evacuation Sheet (specific to each room) on the back of room door to aid in fire evacuation. Should these sheets not be posted on your door, notify your RA.
- If a fire alarm sounds, remain calm and leave the building immediately. Use stairways rather than elevators. Elevators automatically advance to the ground floor of the building and door sets in the open position, when the fire alarm sounds. Fire drills are conducted each quarter as a safety measure. However, anytime the alarm sounds, all residents should leave the building.

Room Checks:

- To meet emergency situations, to make routine maintenance inspections, to maintain minimum health and safety standards, and to enforce regulations, the University reserves the right to enter students' rooms.

Systems Testing

Fire Alarm Testing (Residential Life Staff): Every Monday the staff is required to test the fire alarm system within each residence hall to verify that the alarm system is working properly.

Fire Drill (Residential Life): Twice every quarter the staff is required to facilitate a fire alarm drill within each residence hall, whereby all residents are required to evacuate the residence hall within a required minimum time frame. If the evacuation procedure is not completed by required minimum time frame, the fire drill is facilitated once more until the minimum evacuation time frame is successfully attained. The fire drill records of completion are maintained by the Maintenance Supervisor at the Residential Life Office.

Fire Alarm Testing (Outside Contractor): Once every quarter an outside contractor is required to test the fire alarm system within each residence hall to verify that the alarm system is working properly.

Sprinkler System Testing (Outside Contractor): Once a year an outside contractor is required to test the sprinkler system within each residence hall to verify that the sprinkler system is working properly.

Fire Extinguisher Verification (Residential Life): Upon employment each Residential Life staff member is issued a fire extinguisher and flashlight, which they are to maintain accessibility to within their room. Each Resident Assistant is required during their nightly rounds to verify that all fire extinguishers within the residence halls are properly charged.

Fire Extinguisher Verification (Outside Contractor): Once a year the fire extinguishers within each residence hall are checked to verify that the fire extinguishers are properly charged.

Annual Fire Report 06-01-2015 thru 06-01-2016

No reported fires in residential facilities.

A Student Guide
for Making Decisions
about Alcohol
and Other Drugs



Louisiana Tech University

Office of the Vice President for Student Advancement

Louisiana Tech Students,

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

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

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

Sincerely,

A handwritten signature in cursive script that reads "James M. King".

James M. King
Vice President for Student Advancement

STANDARD I

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

Individuals with specific concerns or questions related to this University's standards of conduct as they apply to the unlawful possession, use, and distribution of alcohol and other drugs should refer to Louisiana Tech University's CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND BEHAVIOR, Section Six, codes 6.04:02 and 6.04:21. This document is made available to each student at <<http://www.latech.edu/students/student-conduct/>> or in print from the Office of the Vice President for Student Advancement, Keeny Hall 305, phone (318) 257-2445.

STANDARD II

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

STANDARD III

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

LOCAL LAWS (RUSTON)

Is it illegal to drink alcohol beverages in public?

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

Is it unlawful to appear intoxicated in public?

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

LOUISIANA STATE DRUG LAW

At what age can I legally possess alcoholic beverages?

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

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

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

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

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

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

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

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

Yes. (R.S. 32:550)

What are the federal penalties for distribution of drugs?

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

DRIVING WHILE INTOXICATED

STATUTORY PENALTIES (RS 14.98)

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

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

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

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

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

Here are 25 reasons not to drive while intoxicated

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

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

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

Alcohol and the College Experience

Facts You Need to Know

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

A Snapshot of Annual High-Risk College Drinking Consequences

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

High-Risk Drinking Patterns

High-risk college student drinking includes the following:

- * Underage drinking
 - * Drinking and driving or other activities where the use of alcohol is dangerous.
 - * Drinking when health conditions or medications make use dangerous.
 - * Binge Drinking; that is, 5 drinks in a row per occasion for males and 4 for females*
- *Moderate drinking by persons of legal drinking age is defined as no more than 2 standard drinks per day for men and 1 drink per day for women.

What is a standard drink?

A standard drink contains approximately 14 grams (0.6 fluid ounces) of pure alcohol. Below are approximate standard equivalents.



One 12 oz. Beer
at 5% alcohol
(look at the label)



**One 5 oz.
Glass of Wine**
at 12% alcohol



**One 1.5 oz. shot
of Hard Liquor**
at 40% alcohol or
80 proof

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

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

The Brain and The Buzz

Alcohol and other drugs produce a wide range of effects, from a mild buzz/euphoria to death. These effects are often a result of chemicals altering the neurological activity of the brain. While some drugs have specific effects, targeting just one or two chemical messenger systems, alcohol does not. Alcohol affects just about everything the brain does at one dose or another.

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

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

Signs of Alcohol Poisoning and Overdose

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

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

Signs of a life threatening overdose

- * **Try to wake the person.** If the person is passed out of semi-conscious and does not respond, there may be a serious problem.
- **Listen to the person’s breathing.** Check for a rate that is irregular, or too slow/shallow.

- * **Check the person's skin.** If the skin is cold, clammy, pale or bluish this is a sign of circulatory problems.

TAKE ACTION

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

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

ONLINE RESOURCES

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

For campus resource information contact:

Lindsey O'Neal, MA, PLPC
Coordinator of Alcohol and Other Drug Education
Counseling Services, 310 Keeny Hall
(318) 257-2488

STANDARD IV

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

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

NATIONAL HOTLINES

Alcoholism & Drug Abuse Hotline

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

Ruston

Description of Services

Alcoholics Anonymous 1501 White St. 251-1269

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

314 W. California Ave.
513-9111

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

Appointments available 7 days a week and after business hours.

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

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

Louisiana Tech University Counseling Services Keeny Hall 310 257-2488

Free assessment for referral
After-care support and counseling

Professional Counseling Services of Ruston 101 Reynolds Dr. 255-9210

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

Ruston Behavioral SHA 602 E. Georgia Ave. 251-4125; Fax 251-5000

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

AROUND THE AREA

Monroe/ West Monroe Area

Cheneyville

Edgefield Recovery Center

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

Glenwood Regional M.C.

Behavioral Health Unit

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

Office of Behavior Health of Monroe

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

Shreveport/Bossier Area

Alcoholics Anonymous

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

Brentwood

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

Buckhalter Recovery Center

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

Caddo & Bossier Center

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

Palmetto Addiction Recovery

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

Southern Oaks

Addiction Recovery

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

Center for Behavioral Health, Monroe

1910 Ruffin Drive
Monroe, LA 71202
(318) 340-9596

Center for Behavioral Health, Shreveport

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

Center for Children & Families

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

Center for Psychological Services, Inc.

Dr. Milford
2520 Line Ave.
Shreveport, LA 71104
(318) 221-3400

Core Center for Recovery

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

DDTP

510 E. Stoner, Ste. 116-A
Shreveport, LA 71101
(318) 424-6012

Doctor's Hospital

Addictive Disease Unit

1130 Louisiana Ave.
Shreveport, LA 71101
(318) 222-6685

First Step Services

2000 Creswell Ave.
Shreveport, LA 71104
(318) 222-4222
firststep01@hotmail.com

Willis Knighton

Addiction Recovery

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

STANDARD V

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

A Guide To Student Organizations

INTRODUCTION

NOTICE

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

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

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

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

STRUCTURE AND OPERATION OF STUDENT ORGANIZATIONS

I. Forming of Student Organizations

Individuals interested in forming a student organization should follow these steps:

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

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

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

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

1. Name of the organization
2. Purpose (s) of the organization
3. Definition of membership
 - a. Define special memberships; e.g., alumni, associate, etc.
 - b. Clearly state qualifications for all types of memberships.
4. Organizational officer positions
 - a. List all officer positions.
 - b. Outline each officer's duties.
 - c. Specify method of selection delineated and term of office.

5. Method of establishing regularly scheduled meeting times
6. Voting procedures
 - a. Describe procedure clearly and consistently.
 - b. Specify type of vote for officer elections, for amending the constitution, etc.
 - c. Please be specific as to type of members—e.g., those in attendance, the entire membership, the voting active members, etc.—when referring to members necessary to approve or pass a nomination, amendment, etc.
7. Establishment of parliamentary procedures
8. A method for amending the constitution and/or bylaws
9. Faculty advisor selection process, qualifications and term of office
10. Committee names and responsibilities

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

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

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

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

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

II. Re-establishing Recognition

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

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

III. Changing Constitution

Any proposed changes must be included in a revised copy of the complete constitution and

submitted to the Office of the Director of Student Development. Following the action of the committee, the organization will be notified by the Director of the committee's decision. No change in a student organization and/or bylaws can become effective until officially approved.

IV. Violation of Constitution and /or General Violations

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

GENERAL GUIDELINES

REVIEW OF CONDUCT AND ACTIVITIES

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

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

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

B. The possible violations of the policies defined within should be provided in a typewritten statement to the Office of the Vice President for Student Advancement. The report must be accurate with locations, times, and as many witnesses as possible, and shall be signed by the individual presenting the alleged violations. This individual shall also provide his/her own address and telephone number in the report.

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

HAZING

Hazing violates University regulations. (See Section 3.01:20 of the Code of Student Rights, Responsibilities, and Behavior.) It shall be the duty of all current and potential student organization members and pledges to report immediately, in writing, any violation of the hazing

policy to the Vice President for Student Advancement in 305 Keeny Hall. Any violation(s) of this policy shall be investigated and appropriate disciplinary action taken.

RETAINING RECOGNITION

For a student organization to be considered as continuing on active status, the following conditions must be met annually:

A. At least one representative from each organization must be in attendance at the Mandatory Fall Meeting. This meeting is held in the Student Center the third Monday of Fall Quarter.

B. The organization must have on file in the Student Activities Office an updated registration packet, which includes registration form, signed forms verifying understanding of University alcohol and hazing policy, and University Relationship Agreement. This packet must be updated each Fall Quarter and is due in the Student Activities Office by October 15th. An organization failing to complete registration will be suspended immediately through the end of winter quarter. Reinstatement for spring quarter is contingent upon completion of registration by January 31.

C. An organization must have a minimum voting membership of ten (10) student members by the end of the quarter during which its recognition is first granted and for every quarter thereafter. Any exception to this regulation must be approved by the Student Organizations Committee.

D. The organization may not have any outstanding debts to any department of the University.

E. Every student organization must require each member of its organization to read and sign the regulations of Louisiana Tech University concerning alcohol use and hazing. This document must be on file in the Student Activities Office by October 15 of each school year.

F. Each organization shall have a faculty advisor. In the event of the resignation of an advisor, a new advisor shall be named within one month. Notification of this new advisor will be made to the Director of Student Development in Tolliver Hall.

SIGNS AND POSTERS

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

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

ACTIVITIES

Unauthorized Soliciting, Advertising, Selling, and Distribution of Material

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

Organization Membership and Advisors

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

Social Events

I. Only organizations which are officially recognized by Louisiana Tech University may schedule an event on campus. Inactive organizations or organizations on probation or suspension cannot sponsor activities on the Louisiana Tech University campus.

II. All functions of an essentially social nature sponsored by student organizations on the campus of Louisiana Tech must be registered and approved. A registration form detailing the planned activity must be completed, filed with the Office of Student Activities, and approved at least two weeks prior to the event. To secure a meeting area, reservations of the facility must be made.

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

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

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

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

enforcement officers—to be employed at the expense of the sponsoring organization as deemed appropriate by University Police—are required to be in attendance.

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

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

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

A. Student organizations or groups will assume complete responsibility for off-campus activities, including the conduct of any and all participants attending such functions. Failure to accept and/or discharge this responsibility will subject the violating student organization or group to suspension of social privileges and/or revocation of University recognition.

B. All construction affiliated with a student organization, including, but not limited to, props, walkways, decks, and swimming pools, shall be in compliance with City and State building codes.

C. All organizations scheduling off-campus activities where alcohol will be present must abide by the following guidelines:

1. The possession, use, and/or consumption of ALCOHOLIC BEVERAGES must be in compliance with any and all applicable laws of the state, parish, and city.
2. No alcoholic beverages may be purchased through the chapter treasury nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. At all chapter parties in which alcohol is present, the members of the organization and their guests are responsible for bringing their own alcoholic beverages (BYOB). Any violation of the “BYOB” intent will be disciplined as such. A cash bar with a licensed and insured vendor may be substituted for “BYOB.” A fair market value for the alcoholic beverage must be collected by the vendor, and the student organization is not allowed to subsidize the sale. The student organization is responsible for insuring that all applicable laws of the state, parish, city, and the University are followed and that the proper permits and licenses are obtained prior to the event.
3. No alcoholic beverages of bulk form (keg, jungle juice, etc.) may be purchased or used. Kegs of beer will not be allowed. A keg is considered a common source of alcohol. Providing a common source of any alcoholic beverage—be it beer, alcoholic punch, or an open bar—implies that it is provided by or on behalf of the organization, regardless of who actually purchased it.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal “drinking age”).
5. The possession, sale, and/or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** is strictly prohibited.
6. No organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
7. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
8. **OPEN PARTIES** where alcohol is present—meaning those with unrestricted access by non-members of the organization without specific invitation—shall be prohibited. Private parties can be held on organization property or through leasing a facility. A guest list should be retained during “private parties” and kept on file for three (3) weeks following.
9. No member shall permit, tolerate, encourage, or participate in “drinking games.”
10. The University strongly encourages the hiring of police or security personnel at any event where alcohol is present.

V. University Activities Calendar

A University Activities Calendar is available so that student organizations may check to determine what activities have already been scheduled in an effort to arrive at an optimum date for their event. Registering is a combined responsibility of the Director of Student Development and the student organization involved.

USE OF UNIVERSITY FACILITIES

I. Before an organization may use a campus facility, a member of the organization must contact the Office of Student Activities and secure a Request for Facilities/Activity Registration form. Each facility on the campus has guidelines for use. The director of the desired facility will insure that the planned activity is in compliance with University regulations. This form must be completed and returned to the Office of Student Activities.

A. On the date of the reservation requested, it will also be necessary for organizations to provide the “GREEN COPY” of the reservation form. Either bring it or a copy of it to the Student Activities Office prior to 5 p.m. on the day of the event or provide the form to the night managers on duty. Without the proper authorization forms, we cannot guarantee access to the facility, so please provide the necessary documentation.

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

III. The University may honor the request of another group for space already assigned if:
A. Suitable alternate space is available for the group making the initial request;

- B. No other suitable space is available for the second group requesting the space.
- IV. Organizations using University facilities other than during the regular custodial day will be charged overtime rates for services necessary for readying the facility for regular use.
- V. Cancellation of reserved dates should be made promptly with the Student Activities Office and the person in charge of the facility. A form for canceling reservations on campus should be filled out in the Student Activities Office.
- VI. If, after an organization has reserved University space, it is decided that the intended use of the University facilities is not in the best interest of the University, the University reserves the right to cancel the reservation.
- VII. Any organization decorating a building on the campus must receive the approval of the person in charge of the facility, subject to review by the Director of the Physical Plant.
- VIII. If a student organization incurs a debt to the University, it should be paid promptly. If all indebtedness to the University is not cleared at the end of each quarter, the student organization will lose University reservation privileges for the next quarter. Continued failure to pay debts to the University could result in loss of University recognition.
- IX. Please be sure that all signs and posters advertising events have been properly authorized by the Office of Student Activities. All signs and posters without proper authorization will be taken down and discarded.

FUNDRAISING EVENTS

- I. Recognized student organizations may sponsor fund-raising events for which they sell tickets, sell products, charge admission, or solicit funds on University premises. Clearance for sponsoring fund-raising events is obtained as follows:
 - A. Secure approval for fundraising events from the Student Activities Office. This should be approved by the Director of Student Activities at least two weeks prior to the scheduled event.
 - B. Register the event properly by completing the registration blank for student activities, and if applicable, the request form for use of college facilities.
- II. An organization shall not contract for entertainment, secure the use of a facility, purchase tickets for sale, or pursue a fundraising event until such event has been properly registered.
- III. Only recognized student organizations may register fundraising events on the campus. The student organization registering the event will assume the entire responsibility for the event. An individual or group of individuals not representing a recognized student organization will not be permitted to register or sponsor fundraising events on the campus.
- IV. Using credit card sales as a fundraiser is not allowed on the campus of Louisiana Tech University.

FRATERNITY HOUSING

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

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

It is the responsibility of the president and house manager of each fraternity to make sure that the house list is complete and that the students living at their house are eligible to do so.

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

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

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

GRADE RELEASES

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

STUDENT ORGANIZATIONS RELATIONSHIP AGREEMENT

INTRODUCTION

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

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

At Louisiana Tech University the development of the whole person is of paramount concern. It is for this reason the University assists students in the development of student organizations. These organizations have been created to extend the educational opportunities beyond the main campus and beyond traditional curricula.

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

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

DEFINITIONS

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

- | | |
|------------------------|---|
| “Student Organization” | A group or association of students which has complied with the formal requirements for University recognition. |
| “Group” | Students who have not yet complied with the formal requirements of the University for recognition as an organization. |

“Faculty Advisor”	Member of the University faculty or administrative staff, employed by the University, who has agreed to work with the student organization and to assist the members in the governance of its organization as provided in the organization’s constitution. The advisor should be free to act separately from the agent of the University. It is also the individual responsibility of the faculty advisor to abide by and to assist in ensuring that all of the members of the organization abide by University, state, and local laws. The behavior of a faculty advisor as related to the student organization is subject to review by the University’s Student Organizations Committee.
“Authority”	The authority referred to in this document is promulgated by the Office of the President of Louisiana Tech University and the power and authority delegated that office by the Board of Supervisors for the University of Louisiana System.
“Agent of University”	The individual designated by the University to represent the University in all matters pertaining to student organizations.
“Agent of Student Organization”	The individual designated by the student organization to represent the student organization in all matters affecting the organization and the University. This individual must be a full time member of the student organization and must be a full time student at the University. Official recognition of the agent of the organization will be the president, vice president, treasurer, in that order, unless official written notice is received to the contrary by the Department of Student Life.
“Student Organizations	The governing committee for ALL matters involving student organizations. The authority of the committee is based on Section 6.04:11 of the Louisiana Tech University Code of Student Rights, Responsibilities, and Behavior.
“Student Organizations Review Board”	The appeal committee for all recognized student organizations. This committee is the final level of appeal for all decisions of the Student Organizations Committee. The composition of this committee, authority, and what constitutes a quorum are defined within.
“Administrative Suspension”	Temporary suspension of all activities, official meetings, gatherings of a group for any other reason than to conduct business pertinent to the successful operation of the organization and to resolve whatever issue prompted the suspension of the group’s activities. This sanction is in the authority of the Vice President for Student Affairs. This suspension may not exceed ninety days without the consent of the University’s Student Organizations Committee.

“Constitution”	The basic laws and principles of a student organization that determine the powers and duties of the organization and guarantees certain rights to the students within the organization.
“Implicate”	To involve the University community or any of its members in a manner other than what has been specified in this agreement. To implicate the University is not permissible and will be handled through the code of authority defined herein.
“Agreement”	Formal requirements for University recognition as a student organization (defined).

LENGTH OF CONTRACT

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

RESPONSIBILITIES OF THE UNIVERSITY

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

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

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

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

Protecting and maintaining high academic standards;

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

Providing due process for those organizations accused of violations.

RESPONSIBILITIES OF THE STUDENT ORGANIZATION

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

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

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

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

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

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

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

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

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

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

To insure internal control within the organization;

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

To assist the University in the investigation of matters pertaining to University policy or local or state laws;

To notify the University in writing of a change in leadership within seven days of change;

To provide the University with an accurate, up-to-date roster of presiding officers and faculty advisors;

To attend the mandatory student organization meeting each Fall;

To provide the e-mail address of the President and have this account checked twice weekly.

PRIVILEGES OF STUDENT ORGANIZATIONS

To associate with the name of Louisiana Tech University.

To use University facilities for meeting, social events, and recreational activities.

To participate in structured recreational activities with other recognized student organizations.

To recognize for membership the respective student organizations in all elections, pageants, and awards offered to the student body.

To receive professional advising from the Student Affairs Staff.

To utilize the business support services of the institution.

To receive programming support from various Student Affairs departments.

AUTHORITY OF THE STUDENT LIFE OFFICE

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

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

OFF-CAMPUS VIOLATIONS

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

Student organizations or groups will assume complete responsibility for off-campus activities including the conduct of any and all participants attending such functions. Failure to accept and/or discharge this responsibility will subject the violating student organization or group to review by the University's Student Organizations Committee.

STUDENT ORGANIZATIONS COMMITTEE

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

Composition

Chair - Faculty/Staff member appointed by the Vice President for Student Advancement

Faculty Senate representative

Interfraternity Council president

Panhellenic president

Student Government Association president

University staff member appointed by the Vice President of Student Advancement

Chief of University Police

IFC Advisor

Panhellenic Advisor

NPHC president

Coordinator of Multicultural Affairs
Union Board president

Quorum

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

Authority of the Committee

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

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

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

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

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

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

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

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

Recognition - To approve or disapprove official recognition.

APPEALS

Administrative Action of the Student Organizations Committee

Any student organization may appeal an administrative action of the Student Organizations

Committee. The respective agent for the student organization shall notify in writing the Chair of the Student Organizations Administrative Review Committee of its intention to lodge an appeal within five (5) business days after notice of the committee's decision. Late notices of intent to appeal will be accepted or rejected by the Chairperson of the Committee after hearing the agent's reasons for failure to comply with the preceding sentence.

Composition

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

Quorum

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

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

Procedures for Appeals

A student organization may issue a written appeal of a decision by the Student Organization Committee if any of the following apply:

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

FINAL APPEAL TO THE PRESIDENT

From a Recommendation of the Administrative Review Board

Within three (3) business days after receipt of notice of a decision of the Administrative Review Committee, the complaining student organization shall have the right to appeal to the President of the University. To do so, the organization shall give written notification to the Vice President for Student Advancement of his intention to appeal to the President of the University. Late notices of intent to appeal will be accepted or rejected by the Vice President for Student Advancement after hearing the student's reasons for failure to comply with the preceding sentence. The entire record of the prior proceeding and all evidence previously presented shall be automatically transmitted to the President of the University. The organization may, at its discretion, submit additional written evidence, which is relevant to the issue or issues before the President. The Vice President for Student Advancement or his representative will be present at this hearing. The President of the University may, at his discretion, take any one of the following actions:

- A. Approve the recommendation of the Administrative Review Committee; or
- B. Amend and approve the recommendation; or
- C. Return the recommendation for further study by either body.

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

STUDENT GOVERNMENT ASSOCIATION

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

Composition

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

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

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

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

Services

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

Free Computer Test Sheets and Pencils	Microwaves in Tolliver Hall
Access Phones Outside Residence Halls	Bike Racks
Emergency Student Loans	Escort Golf Carts
Mandatory Student Accident Insurance	Sports Promotional Events

Recreation

The SGA also provides these recreational facilities and activities:

- Homecoming Activities
- The Dog Haul

Honors

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

- Who’s Who Among Colleges and Universities
- Memorial Scholarship(s)

Leadership

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

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

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

Organizational Assistance

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

How to Get Involved

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

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

UNION BOARD

History of the Union Board

The Louisiana Tech University Union Board was established in 1940 as the Student Union. Its goal was “to promote a well-rounded campus program, to assure personal development for every student, and to build campus spirit for a great Tech.” Since then the Union Board has grown to be a respected and influential student organization.

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

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

UB operates each year with a budget of approximately \$210,000. The Union Board consists of Tech students and is subdivided into different committees: Special Events and Movies, Publicity, Miss Tech, Midnight Magic, Fall Fling, Spring Fling, & Talent Show. The Union Board also has SGA and KLPI representatives. The following activities are sponsored and hosted by the UB:

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

Talent Show UB’s annual Talent Show showcases Tech’s campus talent who compete for a \$500 first prize.

Special Events Union Board sponsors numerous live acts each quarter. Past entertainment has included Chris Rock, Jordan Brady, Andy Andrews (Campus Comedy Entertainer of the Year), Lance Montalto, Carlos Mencia, Mike Estime, Rich Ames (hypnotist), Tracy Morgan, and Mitch Hedberg.

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

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

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

Active Student Organizations 2016-2017

Academic

- American Chemical Society
- Biomedical Engineering Research and Career Development Council
- Chi Epsilon Civil Engineering Honor Society
- Child Life Student Association
- Future Educators Tech with Hands-on Methods
- Golden Key Honor Society
- IEEE Nanotechnology Council
- Industrial/Organizational Psychology Doctoral Student Group
- Institute of Industrial Engineers
- Louisiana Tech Debate Team
- Student Academy of Audiology
- Student Dietetic Association

Greek

- Kappa Alpha Order
- Kappa Delta
- Alpha Kappa Alpha
- Pan-Hellenic Council
- Delta Sigma Theta
- Interfraternity Council
- Alpha Phi Alpha
- Pi Kappa Alpha
- Omega Psi Phi
- National Pan-Hellenic Council
- Alpha Chi Omega
- Kappa Sigma
- Sigma Alpha Epsilon
- Alpha Gamma Rho
- Phi Mu
- Upsilon Phi Upsilon
- Sigma Nu
- Pi Kappa Phi
- Delta Chi
- Sigma Kappa

Honor Society

- Alpha Psi Omega
- Chi Sigma Iota
- Fraternity of Alpha Zeta
- Lambda Sigma National Sophomore Honor Society

- Phi Alpha Theta
- Phi Epsilon Kappa
- Pi Delta Phi, French Honor Society, Iota Sigma Chapter
- Sigma Alpha Lambda
- Sigma Tau Delta International English Honor Society
- The National Society of Leadership and Success

Major Specific

- Association of Cyber Engineers
- LaTech Counseling psychology
- Women in Aviation
- ESPE
- Society of Automotive Engineers
- American Institute of Chemical Engineers

Professional

- AIS Student Chapter
- Alpha Kappa Psi Professional Business Fraternity
- American Society of Civil Engineers
- American Society of Mechanical Engineers
- Association of Industrial/Organizational Psychology Masters Students
- Beta Alpha Psi
- Biomedical Engineering Society
- Delta Sigma Pi Professional Business Fraternity
- National Society of Black Engineers
- Organization of Black Aerospace Professionals
- Society of Women Engineers
- Student Nurses Association
- The Associated General Contractors of America
- The Association for Computing Machine

Religious

- Association of Baptist Students
- Association of Catholic Tech Students
- Baptist Collegiate Ministry
- Campus Ministry International

- Canterbury Association
- Chi Alpha Christian Fellowship
- Freedom 13
- Muslim Student Association

Service

- Allure Modeling Troupe
- Bulldogs without Borders
- Circle K
- Emmett O'Donnell Chapter Sliver Wings
- Emmett O'Donnell Squadron
- Habitat for Humanity
- Kappa Kappa Psi
- Omega Tau Pi
- Phi Buda Ruda
- St. Jude Up 'til Dawn
- The Society of Distinguished Black Women
- United Afrikan American Men

Social

- Elite Modeling Troupe
- Namaste Nepal Organization
- Phi Epsilon Gamma
- Phi Mu Alpha Sinfonia
- Sigma Alpha Iota
- Student Veteran Organization

Special Interest

- American Association of University Women Student Affiliates
- Anime Ichiban
- Association of Indian Students
- Black Student Union
- Block and Bridle
- Chess Club
- College Diabetes Network
- Equestrian Club
- Greenscape
- International Student Association
- Karate-Do Shotokai
- Loyal Blue Nation

- Sigma Phi Lambda Alpha Pi
- The Wesley Foundation
- Young Life College
- Residence Hall Association
- Muso Jikiden Eishin Ryū Laido Study Group
- National Alliance on Mental Illness on Campus
- Native American Organization
- Poetry Society
- Prism
- Quiz Bowl

Sports

- Cycling Team
- Golf Club
- Karate Team
- Men's Volleyball Club
- Rodeo Club
- Roller Hockey
- Women's Volleyball Club

University

- Bulldogs Belles and Beaux
- Engineering and Science Association
- Louisiana Tech Spirit Groups
- Orientation Student Leaders
- Student Government Association
- Student Recruiters
- Union Board
- KLPI Radio

KLPI

89.1 FM

Your campus radio station

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

Free promotions for all student organizational events

DJ positions available for all student volunteers

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

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

Notification of Rights Under

FERPA

(Family Educational Rights and Privacy Act)

for Post Secondary Institutions

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

(1) The rights to inspect and review the student's educational records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent:

a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

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

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

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

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Louisiana Tech University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office,

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

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

Facilities Usage Policy

LOUISIANA TECH UNIVERSITY

Facility Usage Policy

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

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

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

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

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