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## Student Policies

### Statement of Students Rights and Responsibilities

The University of Louisiana at Lafayette exists to educate its students; to advance, preserve and disseminate knowledge through research and scholarship; and to advance the public interest and the welfare of society as a whole. Essential to such purposes is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom, and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, UL Lafayette as an institution and each member of the University community have reciprocal rights and obligations. It is the obligation of the University as an institution to ensure orderly operation, to preserve academic freedom, to protect the rights of all members of the University community, to prohibit acts that materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to institute disciplinary action where conduct adversely affects the University community's pursuit of its educational objectives.

For all UL Lafayette students, enrollment at the University confers certain rights and requires certain obligations that are defined below. It is expected that students will understand and respect the rights of others. It is also expected that all students be aware of their rights and obligations. Unfamiliarity with the following is not an excuse for failure to carry out one's obligations as a student member of the University community.

### Expression

Students have the right and are encouraged to express their views on all issues. This expression may be verbal or in writing and is guaranteed by the first amendment concept of freedom of speech and press. In exercising this right, students have the obligation not to interfere with the academic process. The University shall provide all students a proper forum through which their views may be expressed which will not impair their right of expression and simultaneously maintain an orderly climate of academic pursuit. All publications and broadcasts are subject to the canons of responsible journalism and community standards, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo. Freedom of expression may be subject to reasonable time, place and manner regulations that are content-neutral, serve a significant university interest and leave open ample alternative channels for communication of the information.

### Association and Assembly

Student groups may peacefully assemble and may express opinions publicly and privately. Students have

Students groups may peacefully assemble and may express opinions openly and privately. Students have the right to organize and join organizations to promote their common interests. These organizations are obligated to receive official recognition and follow the guidelines of the University Organizations Committee. Only approved organizations may enjoy the rights and privileges accorded by the University including the right to invite speakers to campus to address the group or student body. The University administration may cancel a speaker's reservation when there is a clear and present danger that the appearance would threaten the orderly operation of the University.

## **Family Education Rights and Privacy Act (FERPA)**

The University of Louisiana at Lafayette complies with the Family Education Rights & Privacy Act of 1974 which was enacted to protect the privacy of education records, to permit students to inspect their education records and to provide guidelines for the correction of education records where appropriate. The complete policy can be found in your [University catalog](#).

## **Health Insurance Portability and Accountability Act (HIPAA)**

As required by the privacy regulations created as a result of the Health Insurance Portability and Accountability Act of 1996; this notice describes how health information may be used and disclosed and how you can get access to your individually identifiable health information. For complete notice of HIPAA privacy laws, refer to [Student Health Services](#).

## **Equal Protection and Due Process**

No student shall be subject to any regulation that discriminates on the basis of race, age, sex, political affiliation, sexual orientation, religion, handicap or national origin; nor shall any regulation in any way deny any student due or equal protection under the law. Each student shall be treated as a unique individual and shall be accorded due respect. In the case of disciplinary action against a student, the procedures for due process, equal protection and appeal are outlined in the Code of Student Conduct and Appeal Procedures. The Code also outlines the procedures used for all appeals, including the appeal of academic sanctions, parking sanctions, financial aid procedures, residency status, fee assessments, and unfair or capricious treatment.

## **The Code of Student Conduct and Appeal Procedures**

The Code of Student Conduct and Appeal Procedures is a publication of existing rules and regulations that pertain to students and student life. The Code of Student Conduct and Appeals Procedures is overseen by the Office of the Vice President for Student Affairs and is designed to enhance and uphold the purposes, goals, and processes of this University. It is understood that all students should be knowledgeable of and abide by the Code of Student Conduct and Appeal Procedures. The Code contains conduct, sanctions, and appeal procedures for students as well as student organizations. The Code of Student Conduct and Appeal Procedures can be found [online](#). If you have any questions, you may call the Office of Student Life and Conduct, (337) 482-6373.

## **Ombudsman**

A student advocate who represents and advises all students in matters of grievances regarding academic grade appeals and discipline. The ombudsman will also see students regarding any matter of concern. The ombudsman office is located in Student Union, Room 164, in the Office of Student Affairs.

## **Academic Honesty**

The University considers both cheating and plagiarism serious offenses. The minimum penalty for a student responsible of either dishonest act is a grade of "zero" for the assignment in question. The maximum penalty is dismissal from the University. The complete policy may be found in the UL Lafayette [undergraduate catalog](#).

## **Drug and Alcohol**

In order to comply with federal and state law, UL Lafayette adopted an alcohol policy that has been in effect since October 1, 1990. This entire policy is available in the Dean of Students Office, Martin Hall

Room 211 or [online](#).

## Anti-Hazing Policy

University sanctioned organizations are based on "scholarship", "friendship", and "common experiences and interest" which are to be gained through mutual respect, loyalty and pride. It was never intended that these qualities be gained through ridicule, embarrassment or servitude.

Organizations at UL Lafayette are expected to be partners in the process of fulfilling the mission of the University by creating and maintaining educational standards within their organizations that are conducive to personal growth and development. If organizations are to remain an integral part of the University, they must set educational directions. That is the key to eliminating hazing. The ideal associate/new member education program should encourage and emphasize the approved ideals and purposes of the organization such as, personal friendships, scholarship, cultural awareness, financial responsibility, spiritual awareness, ritual importance, social development, resources available on campus and in the community, leadership, recreational development, alumni relations or community service. [See more](#).

## UL Lafayette Student Identification Card

All UL Lafayette students must obtain a student identification card and have the card in their possession while on campus or at any University function as designated by the Code of Student Conduct. The student identification card identifies students as current students of the University and is not intended for any other form of personal identification and must be presented to any University official upon request. In order to be eligible to obtain a student identification card, one must be a registered student of this University. The identification card is the property of UL Lafayette and as such must be surrendered upon resignation or termination from the University with the exception of graduation.

Obtaining a student identification card is handled by [Cajun Card Services](#) located in the Student Union, room 134. Any questions about the procedures for obtaining the card or replacement cards may be directed to this office by calling 337-851-2273.

## Guns/Firearms on Campus

The University strictly forbids the use or possession on the campus of firearms, ammunition, explosives, or other dangerous weapons, substances, or materials. Violation of this policy in any form will result in immediate suspension in accordance with the Code of Student Conduct and Appeal Procedures subsection 14.13. All guns, ammunition, etc. can be brought to the University Police Station on Hebrard Blvd. and checked in and picked up upon departure from campus. 15.9. Unauthorized use or possession on the campus of firearms (to include replicas and air pistols), ammunition, explosives, fireworks, or other dangerous weapons, substances, or materials.

## No Smoking/Grilling

In cooperation with LA r.s. Title 40, Chapter 5, Part XLII, entitled the "Louisiana Office Indoor Clean Air Law" and Act 815 (SB742, 2006 Louisiana General Session), entitled "Louisiana Smoke free Air Act"; smoking is prohibited within 25 feet from a building and inside all academic and residence hall buildings on campus. A copy of the University's smoking policy can be found [here](#). Grilling or barbecuing is not allowed in academic areas of campus.

## University Vehicles

Students are not allowed to drive university vehicles. Advisors / university staff may drive university vehicles with the appropriate training and approval from the University Business Office.

## Policies for On-Campus Living

### Residence Life Handbook

Housing handbooks and surveys can be found on the [housing website](#).

### Legacy Park Handbook

Housing handbooks and surveys can be found on the [housing website](#).

## Sexual Harassment

University policy regarding sexual behavior and sexual harassment can be found in the [Code of Student Conduct](#).

## Reporting a Problem/Filing a Complaint

Any student who wants to report a problem of any nature and/or file a complaint may bring the matter to the attention of the Dean of Students Office in Martin Hall #211, or call our office at 482-6276.

In all cases of emergency situations, or if it is after normal working hours, please contact University Police at 482-6447.

## Statement of Nondiscrimination

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans, Readjustment Assistance Act of 1974 and the 1990 Americans with Disabilities Act. Contact the following regarding nondiscrimination policies:

Director of Operational Review, EEO Officer, and Title IX Coordinator  
P.O. Box 41006  
University of Louisiana at Lafayette  
Lafayette, LA 70504

Martin Hall Room 309  
337-482-1394

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Civil Rights Director, Office for Civil Rights, U.S. Department of Education, 1200 Main Tower Building, Suite 2260, Dallas, Texas 75202 1-800-669-4000.

The University of Louisiana at Lafayette has complied with the Family Rights and Privacy Act of 1974. See institutional policies in Rules and Regulations.

## Procedures Governing Hearings by the Discrimination Appeals Committee

1. Members of the University community that feel they have been the victim of discrimination and whose attempt to resolve the matter through the informal procedure have been unsuccessful, may request a formal hearing.
2. The University President upon written request shall appoint a committee of five (5) to seven (7) members. The Committee shall be selected from members of the University community and shall be representative of all parties to the grievance. The President will select one member to chair the Committee.
3. One of the primary purposes of the Committee is the provision of a fair investigation of a grievance for the purpose of ascertaining the facts of the complaint and making a recommendation to the President. The Committee shall hold a hearing if it feels a hearing is necessary.
4. The Committee shall hold closed hearings. Proceedings shall not be recorded.
5. All evidence submitted is for use and information of the Committee and shall be the property of the Committee.
6. The Committee stresses the fact that the matters it considers are serious and all parties shall have a professional responsibility for the accuracy of their testimony and other evidence offered.
7. The Committee demands that order, dignity and courtesy be maintained at all times in a hearing.
8. The chairperson of the Committee shall send to all parties written notice of the date, time and place of a hearing, which has been set up by the Committee. The Chairperson shall also send the current statement of the appropriate procedures of the Committee and the names of the members of the Committee.
9. The Committee shall determine the formality or informality of its meetings.
10. Either party may be accompanied by an attorney, and/or other person of his/her choosing, in attendance at the hearing, whose role is limited to advising and does not include presentation. Legal rules of evidence do not apply. Relevant evidence to support the grievance may be presented by witnesses personally appearing and testifying, by statements of witnesses who cannot be present and by documentary evidence in the form of photographic copies or incorporated by reference. Other evidence may be photographed or described for the record. All evidence shall be presented to the Committee and identified. All witnesses are to speak the truth to the best of their knowledge.

11. The Committee shall hear the grievance and the alleged offenders response separately.
12. The parties shall be allowed to present witnesses to the Committee. Witnesses will be heard separately.
13. The Committee has the right to counsel in conducting its business.
14. The Committee may call for any additional evidence, witnesses and testimony it deems necessary. The administration shall make available all documents and other evidence requested by the Committee. The University shall make every attempt to have the requested witnesses appear before the Committee.
15. The Committee recognizes that it is difficult to formulate a set of procedures which can anticipate and accommodate all possible circumstances. Therefore, the Chairperson is empowered to rule on all questions of procedure. When it is deemed necessary, the Chairperson may call a recess at any time and ask the Committee for a private discussion of and assistance in a ruling.
16. In addition to his/her responsibilities of presiding over meetings, the Chairperson shall exercise full voting privileges.
17. The Committee may seek to bring about a settlement of the issue(s) satisfactory to all parties.
18. At the close of the hearing, the Committee shall convene in a closed session to formulate a recommendation concerning the grievance. The recommendation will be presented to the President in writing. After consideration of the recommendation, the President will issue a response in writing to the Grievant and the alleged offender. A copy of that response will be sent to the Chairperson of the Grievance Committee.

## Religious Holidays

Faculty are to excuse any student who is unable, because of his or her religious beliefs, to attend or participate in class work requirements. It is the responsibility of the student(s) concerned to anticipate such conflicts well in advance, to provide that information to their instructor, and to make up the work missed according to a schedule agreed upon with the faculty.



*Student Affairs*  
Martin Hall, Room 211  
PO Box 44572  
(337) 482-6266 / [studentaffairs@louisiana.edu](mailto:studentaffairs@louisiana.edu)

*Dean of Students*  
Student Union, Room 169  
(337) 482-6276 / [deanofstudents@louisiana.edu](mailto:deanofstudents@louisiana.edu)

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