

*Published by the Dean of Student Services
Holbrook Student Services Center, Suite 108
327 Beauregard Drive
Last Updated: September, 2005*



McNeese State University

Student Handbook

Code of Student Conduct
Academic Integrity Policy
Key Policies Impacting Student Conduct

The University values a learning community where students obey the law, adhere to the rules and regulations of the University, fulfill contractual and financial obligations and maintain high standards of integrity and ethical honor in academic work and personal conduct.

Administrative Authority

This publication is a codification of existing rules and regulations that pertain to students and student life. The Code of Student Conduct is promulgated by the Office of Student Services under the power and authority delegated by the Board of Supervisors for the University of Louisiana System, through the President of McNeese State University, to the Vice President of Administration and Student Affairs. The Code of Student Conduct is designed to enforce and uphold the purposes, goals, and processes of this University. All students and their guests on University property or at University-sponsored or controlled functions are expected to observe all University regulations and civil law at all times.

Civility in the Learning Community

The University actively seeks to create a learning community characterized by scholarship, mutual respect, free exchange of ideas, and appreciation of the diverse viewpoints present within the campus environment. Students and their guests are expected to embrace this effort by interacting, speaking and otherwise communicating with one another in ways that convey professionalism, mutual respect and collegiality at all times.

Currency of Document

This document is current as of the date printed on the front cover. The most current version of this policy is available online at <http://www.mcneese.edu/students/code.php>.

Contact Information

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Section One

Introduction

- 1.1 This code shall be cited as the McNeese State University Code of Student Conduct.
- 1.2 The Vice President for Administration and Student Affairs authorizes updates and revisions to the Code of Student Conduct.

Section Two

Definitions

- 2.1 **Dean**—Student Services administrator who is the delegated authority in the administration of student discipline.
- 2.2 **University**—McNeese State University.
- 2.3 **Student**—Any person who is enrolled in or is a guest of a student enrolled in the University.
- 2.4 **University Official**—Any person employed by the University to execute prescribed functions in accordance with University and Board of Supervisors rules and regulations as well as the laws of the State of Louisiana.
- 2.5 **University Employee**—Any person employed by McNeese State University.
- 2.6 **University Premise**—All lands, buildings, and facilities owned, leased or controlled by the University.
- 2.7 **Normal University Communications Channels**—The use of any University employee, process, or system to contact a student.
- 2.8 **Residence Hall**—A University premise residence unit.
- 2.9 **Class Day**—A day on which classes are regularly scheduled or on which final examinations are given.
- 2.10 **Calendar Day**—Any day of the week.
- 2.11 **Complaint**—A written or oral statement of the essential facts constituting a violation of a University regulation or rule.
- 2.12 **Probative**—Serving to help prove a point.
- 2.13 **Student Advocate**—McNeese State University Faculty/Staff member appointed by the Vice President for Administration and Student Affairs to serve the student defendant in an advisory capacity throughout the discipline process.
- 2.14 **Committee**—The University Discipline Committee.
- 2.15 **Summons**—A communication (written or verbal) notifying a student to appear before the Dean or Discipline Committee.
- 2.16 **Bar**—Prohibition of a student or non-student from being on any property or premises owned, operated or otherwise controlled by the University.
- 2.17 **Procedural Review**—Process whereby an appropriate appeal authority reviews the administrative processes and procedures followed in administering student discipline without ruling on guilt or innocence.

Section Three

Student Conduct

Overview: The disciplinary sanctions outlined in Section Fifteen may be applied to any student who commits or attempts to commit either singly or in concert with others, whether or not the violations occur on or off campus, any of the following acts of misconduct at any University authorized activity and notwithstanding any action taken by civil authorities:

Section Three (Continued)

- 3.1 **Disregard**—Disregard for the physical well-being or rights and property of others.
- 3.2 **Abuse**—Physical or mental abuse or the threat thereof against any person (s) which threatens or endangers the health or safety of any such person (s).
- 3.3 **Attempted Theft**—The act of attempting to steal the property of another.
- 3.4 **Theft**—The unlawful possession of the property of another.
- 3.5 **Fraud**—The acquisition of money, property, or services by fraud, embezzlement, bribery, illegal, or unethical means.
- 3.6 **Cheating**—Academic cheating or plagiarism (see Section Eighteen, Academic Integrity).
- 3.7 **Trespassing**—Unauthorized entry, use or occupation of any University facility or premise.
- 3.8 **Firearms Possession** —Possession and/or use of firearms, ammunition, or explosives in a Federal Firearms Free Zone.
- 3.9 **Fireworks Use**—The unauthorized igniting of fireworks on University premises.
- 3.10 **Weapons Possession**—The use of knives, blades, martial arts devices, or any dangerous object for purposes of intending physical harm.
- 3.11 **Fighting**—The act of physical confrontation on University property.
- 3.12 **Harassment**—Mental, emotional, sexual or verbal harassment.
- 3.13 **Lying**—Knowingly furnishing false or misleading information to the University concerning business relevant to the operation of the university.
- 3.14 **Hazing**—Violation of the McNeese State University Hazing Policy as defined.
- 3.15 **Stalking**—The willful, malicious, and repeated following or harassing of another person with the intent to place that person in fear of death or bodily injury.
- 3.16 **Vandalism**—Destruction, damage, or defacing of the property of others.
- 3.17 **Arson**—Intentionally setting a fire on University property.
- 3.18 **Forgery**—The intentional misuse, falsification or alteration of any University documents, records, books, or identification cards.
- 3.19 **Disruption**—The intentional obstruction or disruption of teaching, research, administration, or other University event.
- 3.20 **Drug Violation**—The possession, distribution, use or manufacture of illegal substances as defined in Schedule I through V of Section 202 of the Controlled Substance Act. McNeese State University is a Drug Free Zone as defined by Federal and State Law.
- 3.21 **Alcohol Violation**—The possession, use, sale or distribution of alcoholic beverages except where designated by the President of the University or his designee.
- 3.22 **Delinquency**—Failure to meet University related financial obligations.
- 3.23 **False Reporting**—The false reporting of an emergency, or the false activation of a fire alarm.
- 3.24 **Emergency Equipment Misuse**—Unauthorized use, possession or alteration of fire fighting equipment, safety devices or other emergency or safety equipment.

Section Three (cont.)

- 3.25 **Disorderly Conduct**—Disruptive behavior.
- 3.26 **ID Card**—Misuse of and/or failure to present a University Identification card upon request by a University employee.
- 3.27 **Rules Violation**—Violation of any rules governing conduct in University facilities. (ex. Classrooms, Residence Halls, Rec. Complex, Dining Hall)
- 3.28 **Policies Violation**—Violation of published policies or regulations of any University Office.
- 3.29 **Summons Violation**—Failure to answer a University summons.
- 3.30 **Malfesance**—Misuse or malfesance of an elective or appointive office in a student organization or University committee.
- 3.31 **Non-Compliance**—Failure to comply with a sanction or statement of agreement placed on a student by the Dean or Committee.
- 3.32 **Discrimination**—Violation of the McNeese State University Discrimination Policy.
- 3.33 **Interference**—Intentionally interfering with the performance of any University-employed official acting within the scope of his or her duty, including failure to comply with a reasonable request.
- 3.34 **Law Violation**—Violation of any civil or criminal law.
- 3.35 **Disrespect**—Failure to observe appropriate decorum and demonstrate proper respect toward University-employed officials acting within the scope of their duty.
- 3.36 **Sexual Offenses**—sexually offensive touching or other offensive contact and non-consensual intercourse (rape), including intercourse with a person incapable of giving consent due to due a physiological limitation (i.e. intoxication, illness, unconsciousness, incoherence) or who is other wise incapable of giving consent.

Section Four

Administration of Discipline

- 4.1 **The Vice President for Administration and Student Affairs**— is responsible for the administration of discipline. The Vice President will appoint the seven faculty members and considers for appointment the Student Government President’s six nominees to the Discipline Committee. From the seven faculty appointments, the Vice President will select a Chairman.
- 4.2 **The Dean of Student Services**—is responsible for the enforcement of the “Code of Student Conduct”. The Dean and/or Assistant Dean will investigate any alleged violation of the “Code” and determine whether the violation is major or minor. The Dean has authority to conduct an administrative discipline process for all minor violations. For major violations of the “Code”, the Dean or Assistant Dean is responsible for initiating the Discipline Committee process.

Section Four (Continued)

- 4.3 The Discipline Committee**—is responsible for hearing discipline cases whereby a student(s) is/are charged with a major violation or if a student requests an appeal of the Dean's decision. The Discipline Committee is comprised of seven (7) faculty members and six (6) student members. All members are appointed to serve for one calendar year beginning with the first day of class for the Fall semester and serve at the pleasure and will of the Vice President for Administration and Student Affairs. From the seven faculty members, the Vice President will appoint a Chairperson. The Discipline Committee will elect a faculty Vice Chairperson to preside in the absence of the Chairperson. In the event the Chairperson and Vice Chairperson are unable to preside, the committee members will elect a faculty Acting Chairperson to preside in the absence of the Chairperson and Vice Chairperson. All members of the Discipline Committee are voting members, except for the Chairperson. The Chairperson will only vote in the event of a tie. A quorum will consist of five members and the Chairperson, Vice Chairperson, or Acting Chairperson. If a discipline Committee member resigns or is removed from the committee, the Vice President will appoint a replacement.
- 4.4 The President**—is responsible for hearing an appeal of the Discipline Committee's decision.
- 4.5 The Board of Supervisors**—is responsible for hearing an appeal of the President's decision if the sanction involves suspension from the University for one or more years.

Section Five

Summoning a Student

- 5.1 Summons**—The Dean or Committee will use normal University communication channels to summon a student. Normal communications may include, but are not limited to, written notice, verbal notice by telephone or in person, email message, and telephone voice message.

Section Six

Initiation of Discipline

- 6.1 Allegations**—When the Dean receives an allegation that a student has violated any of the offenses listed in **Section Three**, he/she will begin a preliminary investigation into the alleged violation (s) and then determine if the allegation is found to be true and whether this violation would be considered a major or minor infraction. The Dean will then determine the appropriate protocol to follow for a major or minor violation.
- 6.2 Summons**—The Dean will summon the student (s) to the Office of Student Services for a conference by normal University communication channels.
- 6.3 Advice of Rights**—The conference will begin with the Dean informing the student (s) of their **Rights** and the **Codes** that they have allegedly violated. An **Advice of Rights** form will be signed by the Dean and student, verifying that the student understands that he/she is being investigated, has been advised of his/her rights and has been afforded the opportunity to consult with the Student Advocate prior to answering questions concerning the allegations.

Section Six (Continued)

- 6.4 **Student Advocate**—If the student (s) wishes to consult with a Student Advocate prior to answering questions, the Dean will immediately refer the student to the first available advocate. Once the student consults with the advocate, the student in question and student advocate (if so desired by the student) may schedule a conference with the Dean.
- 6.5 **Minor Violations**—The Dean has the authority to handle all minor violations through the administrative discipline process as outlined in Section Seven.
- 6.6 **Major Violations**—The Dean will activate the Discipline Committee to hear all major violations of the Code of Student Conduct.

Section Seven

Administrative Discipline of a Minor Violation

- 7.1 **Authority**—The Dean of Student Services has the authority to administratively dispose of any violation that he/she determines is a minor violation without a discipline hearing.
- 7.2 **Sanctions**—The Dean of Student Services is authorized to apply any one or more of the following sanctions in a consistent manner that he/she deems appropriate for minor violations: Sanction 15.1, 15.2, 15.3, 15.4, 15.5, 15.6, 15.7, 15.8, 15.9, 15.10, 15.11 and 15.15.
- 7.3 **Letter of Agreement**—The Dean and student will sign a Letter of Agreement form signifying guilt and appropriate sanctions.
- 7.4 **Appeal**—The student has five (5) class days to file a written appeal of the administrative discipline process to the Discipline Committee.

Section Eight

Discipline for Major Violations

- 8.1 **Authority**—The Discipline Committee has authority to determine guilt or innocence by majority vote of the members present. If student is found guilty, the Committee has authority to apply, in a consistent manner, an appropriate sanction (s) for the major violation (s). Appropriate sanctions are agreed upon by majority vote of the Committee.
- 8.2 **Summons**—The Discipline Committee has the authority to summon any individual (s) affiliated with the University to testify as a witness for the University or student defendant or for informational purposes.
- 8.3 **Protection**—All persons appearing at a Discipline Committee hearing have the right to police protection throughout the entire hearing.

**Section Nine
Student Rights**

- 9.1 Private Hearing**—The student has a right to a private hearing .
- 9.2 Innocence vs. Guilt**—The student has a right to plead guilty, not guilty or no plea. The burden of proof rests with the University.
- 9.3 Student Advocate**—If the student (s) wishes to consult with the Student Advocate prior to answering questions, the Dean will immediately refer the student to said office. Once the student consults with the Advocate, the student in question and Student Advocate (if so desired by the student) may schedule a conference with the Dean.
- 9.4 Advisor**—The student has a right to appear alone or have an individual serve in an advisory capacity. The advisor may not personally cross-examine witnesses or present the case for the student defendant.
- 9.5 Witnesses**—The student defendant may request, in writing, witnesses appear on his/her behalf and may know the identity of the witnesses that will testify against him/her. The student defendant has the right to cross-examine witnesses. Requests for witnesses to appear must be made in writing to the Dean of Student Services at least forty-eight (48) hours prior to the hearing.
- 9.6 Evidence**—The student has the right to request, in writing, copies of all evidence that will be presented by the University. The Dean must furnish this information at least three class days prior to the hearing.
- 9.7 Challenges to the Committee**—The student has the right to dismiss (without cause) one (1) Discipline Committee member from the hearing and one (1) dismissal for cause. When a challenge for cause is initiated, the student, challenged Committee member and Dean will leave the room while the remaining Committee members deliberate and vote.
- 9.8 Separate Hearing**—If more than one student is involved with the alleged violation of the “Code”, he/she may request, in writing, a separate hearing from the other student (s) provided he/she shows cause. The Chairperson will have final authority to rule on the request.

**Section Ten
Dean’s Rights**

- 10.1 Evidence**—The Dean has the right to a description and/or copies of evidence that the student defendant will use in his/her defense and the names of all witnesses that will be utilized by the student defendant. This information must be furnished at least one class day prior to the hearing upon written request by the Dean.
- 10.2 Witnesses**—The Dean has the right to cross-examine any witness testifying in the student defendant’s behalf or to cross-examine the student defendant if he/she testifies in his/her behalf.
- 10.3 Student defendant’s absence**—The Dean has the right to proceed with the hearing if a student defendant fails to appear without good cause.
- 10.4 Challenges to the Committee**—The Dean has the right to dismiss (without cause) one (1) Discipline Committee member from the hearing and one (1) dismissal for cause. When a challenge for cause is initiated, the student, challenged Committee member, Dean, and other guests will leave the room while the remaining Committee members deliberate and vote.

Section Eleven
Duties and Responsibilities

The Chairperson of the Committee

- 11.1 Voting**—The Chairperson shall vote only in the event of a tie.
- 11.2 Date, Time, and Place**—The Chairperson will determine the date, time and place of the hearing.
- 11.3 Closed Hearing**—The Chairperson must maintain a closed hearing.
- 11.4 Rights**—The Chairperson must ascertain, at the beginning of each hearing, that all rights of the student defendant (s) and Dean have been afforded.
- 11.5 Evidence, objections and motions**—The Chairperson shall rule on the admissibility of evidence, validity of objections and validity of motions.
- 11.6 Vice Chairman**—The Chairperson will arrange for the Vice Chairperson to preside in his/her absence. The Acting Chairperson may preside in the absence of the Chairperson and Vice Chairperson
- 11.7 Deliberations**—The Chairperson will ensure that all committee deliberations, discussions and votes are conducted in closed session. The student defendant, Dean, and all other guests must exit the hearing room prior to commencement of deliberations.
- 11.8 Professionalism**—The Chairperson must ensure the entire hearing process is conducted with professionalism, integrity, justice and order. The Chairperson has the authority to dismiss Committee member(s), student defendant(s), witnesses, University official(s), or any other participant(s) from a hearing for unprofessional, unethical, or disorderly behavior by motion, second and majority vote of the members present. Hearings may continue following dismissal of any person provided a quorum of the Committee exists.
- 11.9 Written Notification**—The Chairperson must provide the student defendant with written notice of the Committee's verdict, imposed sanctions and appeal procedure at least five (5) class days following the hearing.

The Dean of Student Services

- 11.10 Notification**—The Dean of Student Services will notify the student defendant, in writing, at least three (3) class days, but no more than ten (10) class days, of the date, time, and place of the hearing. The notification shall be either hand-delivered or sent by certified mail, return receipt requested, to the student defendant at the address appearing in the Registrar's records.
- 11.11 Witnesses**—The Dean will summon all students and/or University personnel to serve as witnesses in the case. The Dean must provide the student defendant with a list of all of the witnesses that will appear on behalf of the University's case at least forty-eight (48) hours in advance of the hearing upon written request from the student defendant.
- 11.12 Evidence**—The Dean must provide the student defendant, at least three (3) class days prior to the hearing, copies of all documentary evidence that will be used in the case. The Dean must insure the presence of documentary and other evidence gathered from the investigation, requested by the student defendant or requested by the Discipline Committee.

Section Eleven (Continued)

- 11.13 Records**—The Dean will arrange for audio and/or video recording of all open sessions of the case. All documentary evidence must be kept on file, in a secure location, for a period of not less than seven (7) years.
- 11.14 Prosecution**—The Dean of Student Services or his or her designee will present the case on behalf of the University.

The Members of the Discipline Committee

- 11.15 Professionalism**—Members of the Committee are required to conduct themselves in a professional, courteous, and non-prejudicial manner.
- 11.16 Attendance**—Each Committee member is expected to attend all hearings and/or meetings. In the event unexpected conflicts arise, the committee member is expected to notify the Chairperson as soon as possible.
- 11.17 Conflict of Interest**— A Committee member is required to inform the Chairperson if participating in a particular case could or would be considered a conflict of interest.
- 11.18 Confidentiality**—Each Committee member must keep confidential all information covered by the Family Educational Rights and Privacy Act.
- 11.19 Voting**—Each Committee member is required to cast a vote in determining guilt or innocence regarding each allegation as well as appropriate sanction(s) to be imposed.

The Student Defendants

- 11.20 Attendance**—The student defendant is required to be on time and present at the hearing. The Chairperson may continue the hearing and sanction process in the absence or removal of a student defendant.
- 11.21 Evidence**—The student defendant is required to furnish the Dean of Student Services, at least one class day prior to the hearing, copies of all documentary evidence and a written description of all other evidence that he/she will present in his/her defense.
- 11.22 Witnesses**—The student defendant is required to furnish the Dean of Student Services, at least one class day prior to the hearing, a list of witnesses that he/she will call to testify on his/her behalf.

Section Twelve Evidence

- 12.1 Admissibility**—The Chairperson of the committee will determine the admissibility of all evidence presented. Documentary evidence may be admitted in the form of copies, extracts, or by incorporation through reference. Real evidence may be admitted in the same manner. Real evidence may also be photographed or described for the record.
- 12.2 Rules of Evidence**—Legal rules of evidence do not apply to student discipline hearings, but the Chairperson and/or Committee may admit evidence that possesses probative value and is commonly accepted by reasonable persons.

Section Twelve (Continued)

- 12.3 Rules of Privilege**—The Committee will give effect to the rules of privilege as recognized by law and, in addition, shall recognize as privileged, communication between a student and a member of the staff of the University Health and Counseling Center.
- 12.4 Hearing Record**—All evidence presented shall become a part of the hearing record.
- 12.5 Convincing Evidence**—The Committee shall presume a student defendant innocent of the allegation until it is convinced of his/her guilt by clear, convincing evidence.
- 12.6 Prior Discipline/Academic Record**—A student defendant's prior discipline or academic record cannot be used as evidence in determining guilt. The Committee is only allowed to review discipline records for sanctioning purposes.

Section Thirteen

Hearing Procedure

- 13.1 Closed Hearing**—The hearing will be closed to the public. The following persons may attend: Members of the Discipline Committee, Dean and/or Assistant/Associate Deans of Student Services, student defendant, student defendant advisor, and student defendant spouse or parent.
- 13.2 Call to Order**—The Chairperson will call the hearing to order.
- 13.3 Introductions**—The Chairperson will ask each committee member to introduce him or herself to the student defendant. The student defendant will then state his/her name and introduce his/her guests.
- 13.4 Student Rights**—The Chairperson will read the student rights document and ascertain that all of the student defendant's rights have been afforded.
- 13.5 Charges**—The Chairperson will ask the Dean to read the charges.
- 13.6 Plea**—The Chairperson will ask the student defendant to enter a plea to the charges. The student defendant has the right to enter one of the following pleas: (1) Guilty, (2) Not Guilty, (3) No Plea.
- 13.7 Guilty Plea**—The Chairperson will record the plea and begin the sanctioning phase of the hearing.
- 13.8 Not Guilty/No Plea**—The Chairperson of the Committee will then begin the presentation of evidence phase of the hearing.
- 13.9 Presentation of Evidence**—The Dean will begin with an opening statement summarizing the investigation and then present all of the evidence collected during the investigation. The student defendant will then be allowed to present his/her defense evidence.
- 13.10 Witnesses**—All witnesses called to testify by the Dean and/or student defendant must first introduce themselves to the Committee and take the Oath of Truth prior to testifying.
- 13.11 Cross-examination of Witnesses**—Only the Committee, Dean, and student defendant may question witnesses. The student defendant does not have to testify unless he/she serves as a witness.

Section Thirteen (Continued)

- 13.12 **Summation**—The student defendant will have an opportunity to present a summation immediately following his/her defense. The Dean will have the last summation.
- 13.13 **Deliberation**—At the conclusion of the dean’s summation, the committee will go into closed session to determine guilt or innocence. The Dean, student defendant, and student advisor will leave the hearing room during committee deliberations. No record of such deliberations will be created.
- 13.14 **Verdict**—At the conclusion of the deliberation, the Chairperson will reconvene the Committee into open session and read the verdict to the student defendant.
- 13.15 **Continuance**—The Chairperson reserves the authority to determine that the hearing cannot be completed in a timely manner in a single session, and may continue any phase of the hearing to a later date within seven class days. No more than one continuance of a hearing is permitted.

Section Fourteen Sanctioning

- 14.1 **Sanctioning**—A guilty verdict will warrant a sanctioning phase of the hearing. The Chairperson shall determine if sufficient time exists to complete the sanctioning phase in an appropriate manner, or if the hearing should be continued at a later time in order to impose sanctions. Sanctions must be imposed within seven class days of the guilty verdict.
- 14.2 **Student Recommendation**—The Chairperson of the Committee will ask the guilty student for his/her personal recommendation for an appropriate penalty for violating the “Code of Student Conduct”.
- 14.3 **Dean’s Recommendation**—The Chairperson of the Committee will ask the Dean for a recommendation of appropriate sanction.
- 14.4 **Discipline Record**—The student defendant’s discipline record will be presented to the Committee during the sanctioning phase of the hearing.
- 14.5 **Deliberation**—The Chairperson will call for a closed session to deliberate and vote on appropriate sanctions. The student defendant, student advisor, Dean, and other guests will leave the hearing room during deliberations. No record of such deliberations will be created.
- 14.6 **Verdict**—The student defendant is officially notified in writing of the decision of the committee within five class days of a decision. However, the Chairperson may allow the student defendant to return to the hearing room for a verbal notification of the Committee’s decision concerning sanctions.
- 14.7 **Dismissal**—The Chairperson will dismiss the hearing upon conclusion of deliberation, verdict and imposition of sanctions.

Section Fifteen Sanctions

- 15.1 **Verbal Reprimand**—The Dean or Committee may choose to verbally counsel the student in regard to his/her negative behavior.

Section Fifteen (Continued)

- 15.2 Written Reprimand**—The Dean or Committee may choose to issue a written reprimand regarding the negative behavior. A copy of this letter will become part of the student’s discipline file.
- 15.3 Warning Probation**—The Dean or Committee may choose to place a student on warning probation for up to one year. Further violations of the Code will result in more severe disciplinary action.
- 15.4 Discipline Probation**—The Dean or Committee may choose to place a student on discipline probation for up to one year. This indicates that any violations of the Code will result in a Discipline Committee hearing.
- 15.5 Withhold Transcript/Degree/Readmission**—The Dean or Committee may issue an administrative hold on a student who fails to meet University related financial obligations or fails to clear a discipline issue. The penalty terminates on payment of debt or clearance of the discipline issue.
- 15.6 Bar from University Property**—The Dean or University Police may indefinitely bar from University-controlled property, or a portion thereof, a person who is considered a threat to the health and safety of the University community. A bar imposed on a student or non-student may be lifted at the discretion of the Dean or Chief of University Police. Students may appeal a bar order to the Student Discipline Committee.
- 15.7 Restitution**—The Dean or Committee may impose restitution by a student for damage to University or private property. Restitution may take the form of appropriate service to repair or compensate for damage.
- 15.8 Apology**—The Dean or Committee may require a verbal or written apology by a student to offended persons. The content and completion date of the apology are subject to the approval of the Dean or Committee.
- 15.9 University Service**—The Dean or Committee may require a student to perform work in a campus department. The maximum number of hours that can be imposed is forty (40) per semester.
- 15.10 Suspension of Rights or Privileges**—The Dean or Committee may impose limitations to fit the particular case.
- 15.11 Counseling**—The Dean or Committee may require a student to undergo counseling for unhealthy or destructive behavior.
- 15.12 Suspension of Eligibility**—The Committee may choose to revoke eligibility from athletic or non-athletic extracurricular activities. The Committee will vote to determine the length of eligibility suspension.
- 15.13 Failing Grade**—The Committee may assign a failing grade to a student found guilty of academic dishonesty.
- 15.14 Denial of Degree**—The Committee may deny a student a degree for academic dishonesty.
- 15.15 Suspension**—The Dean may suspend a student for up to fourteen (14) class days in an academic term. The Committee may suspend a student for up to one (1) calendar year. The student is immediately barred from campus until the period of suspension expires. Once the time period is complete, the student may re-enter or re-enroll in the University.
- 15.16 Dismissal**—The Committee may expel a student from the University for an indefinite period of time. The student is immediately barred from University property. Once a student is expelled from the University, he/she may be readmitted only by action of the Discipline Committee.

**Section Sixteen
Appeal Procedure**

- 16.1 Appeal Rights**—The student shall have the right to appeal any sanction imposed by the Dean or Discipline Committee. The student shall have the right to appeal the President’s ruling on a suspension of one or more years or dismissal from the University.
- 16.2 Chain of Command**—The student may appeal a Dean’s sanction to the Student Discipline Committee. The Committee Chairman shall convene a hearing to consider the case. A Discipline Committee sanction may be appealed to the President of the University. The President’s ruling on a Committee sanction shall constitute procedural review, is final, and no other appeal shall exist, except for sanctions of suspension for one or more years or dismissal from the University. A sanction of suspension for one or more years or dismissal from the University, if upheld by the President, may be appealed to the Board of Supervisors of the University of Louisiana System. The Board of Supervisor’s ruling on a University sanction of suspension for one or more years or dismissal shall constitute procedural review, is final, and no other University or University of Louisiana system appeal shall exist.
- 16.3 Appeal Procedure**—A student must file a written notice informing the appropriate party of the specific sanction (s) to be appealed within the time frame prescribed to the appropriate official at the address provided below:

Appeal of Dean’s sanction may be sent by regular or certified mail within five class days of the imposition of the sanction to:

Chairperson, Student Discipline Committee
McNeese State University
P.O. Box 92455
Lake Charles, Louisiana 70609

Appeal of Discipline Committee sanction (including all supportive material and relevant evidence originating with the student defendant) may be sent by regular or certified mail within five class days of the imposition of the sanction to:

President
McNeese State University
P.O. Box 93300
Lake Charles, Louisiana 70609

Appeal of President’s ruling on Discipline Committee sanction (including all supportive material and relevant evidence originating with the student defendant) may be sent by regular or certified mail within thirty calendar days of the President’s ruling to:

University of Louisiana System Board of Supervisors
1201 North Third Street, Suite 7-300
Baton Rouge, Louisiana 70802

- 16.4 Adherence to Procedures**—Failure to follow prescribed procedures and failure to observe assigned deadlines relative to appeals may result in rejection of the appeal request without review.
- 16.5 No Benefit of Hearing**—Appeals to the President or Board of Supervisors do not provide the benefit of a hearing by the student directly before the appeal authority.
- 16.6 Limitation of Appeals**—Appeals must relate to matters pertaining to student conduct. Grievances not related to student conduct (grades, University employee performance grievances, general complaints) must be handled through other appropriate complaint channels.
- 16.7 Appeal Materials and Evidence**—Review of appeal requests occur on the basis of materials and evidence provided by the student and the sanctioning authority.
- 16.8 Procedural Review**—Appeals to the President and UL System Board of Supervisors are limited to a determination of the compliance of the sanctioning authority with established and appropriate procedures at the institutional level.
- 16.9 Exhaustion of Recourse**—Appealing students must exhaust their appeal procedures at each administrative level before advancing to the next appeal level.

Section Seventeen Records

- 17.1 Discipline Record**—The Dean of Student Services shall maintain for every student who has received any disciplinary sanction under Section Fifteen, a file containing information pertinent to the proceedings. This file must be kept for a period of seven years. After the seven year period, the file may be destroyed.
- 17.2 Confidentiality**—The disciplinary record shall be separate from the student's academic record and shall be treated as confidential.
- 17.3 Access to Discipline Information**—The contents of a student's discipline record may not be revealed except upon written request of the student or court order.

Section Eighteen Academic Integrity Policy

- 18.1 Introduction**— McNeese State University seeks to strengthen the value of student academic achievement by fostering a learning environment which is based on honesty, respect, fairness, responsibility and excellence. Consequently, the University expects all members of its academic community will demonstrate honesty and integrity in all academic relationships. The purpose of the Academic Integrity policy is to provide students, faculty, and staff with guidelines about what behaviors violate Academic Integrity expectations, and the process for addressing academic integrity issues.

18.2 Definitions—

18.2a Cheating: Cheating is defined as the act of giving unauthorized assistance to or receiving unauthorized assistance from another individual or other source for the purpose of completing academic requirements. This includes, but is not limited to, completion of home work, tests, projects, research assignments, or other course requirements. Examples include, but are not limited to: 1) during an examination, receiving or giving information not allowed by the instructor—to include allowing another student to copy work; 2) plagiarizing or representing another person's work (published or unpublished) as one's own; 3) copying all or part of another's work and claiming it as one's own; 4) copying all or parts of information (either word for word or with interchanging words) without citing the source; 5) obtaining, distributing, or referring to a copy of an examination which the instructor and/or department has not authorized to be made available for such purpose; 6) submitting work that has been previously or is being concurrently used in a different class by oneself or by another student. (Special permission must be obtained to develop work for a class which was prepared for another class.); 7) misrepresentation of data for any purpose; 8) other examples of academic misconduct. A cheating violation may result in a penalty imposed by the instructor and/or may be referred to the Dean of Students Services for presentation to the **Academic Integrity Council**.

18.2b Falsification: Falsification is defined as altering official University documents, forging signatures of University officials or any other individual, or any other attempt to misrepresent official and/or institutional documents or records. This violation is referred to the Dean of Student Services who will determine if the case should be presented to the **University Discipline Committee**.

18.2c Unauthorized Access: This includes acquiring unauthorized access to property, information, or materials which belong to another person. Materials may belong to another student, a faculty or staff member, or the University, and can be acquired in any form. This violation is referred to the Dean of Student Services who will determine if the case should be presented to the **University Discipline Committee**.

- 18.3 Violations**— Academic misconduct by a student at the University is determined by the faculty member under whom such misconduct occurs. The penalty for cheating, which may be determined by the faculty member, may range from an “F” on the specific assignment or project, to an “F” in the course, or a recommendation for the student’s expulsion from the university.
- 18.4 Appeals**—The student may opt to accept the penalty or may appeal to the Dean of Student Services for a hearing by the Academic Integrity Council. Instructors have the option of presenting possible academic integrity violations directly to the Dean of Student Services who will determine if the Academic Integrity Council should hear the case. The Academic Integrity Council may confirm an instructor’s penalty or move to impose other penalties including suspension or expulsion from the University. Grades assigned or confirmed as a result of action by the Academic Integrity Council hearing may not be appealed.
- 18.5 Reporting Violations**—A student wishing to report a violation of academic integrity should report to the appropriate instructor or the Dean of Student Services. Cases of academic misconduct and the penalty imposed should be reported in writing to the department head and the Office of the Dean of Student Services. Cases involving falsification or unauthorized access must be submitted to the Dean of Student Services who will determine if a hearing by University Discipline Committee is appropriate. The penalty for falsification or unauthorized access may be determined by the Dean of Student Services or the University Discipline Committee.
- 18.6 Academic Integrity Council**—The Academic Integrity Council shall be composed of five faculty, one staff employee who will serve as chairperson, and five students representing both undergraduate and graduate student populations.
- 18.7 Dean of Student Services**—The Dean of Student Services or his/her designee may bring cases to the Academic Integrity Council as he/she deems appropriate.
- 18.8 Policies and Procedures**—The Academic Integrity Council shall be responsible for developing and obtaining approval for hearing processes, and for recommending to the Vice President for Academic Affairs other academic integrity related policy and procedures. Copies of these procedures may be obtained through the office of the Vice President for Academic Affairs or Dean of Student Services.

Section Nineteen

Key Institutional Policies Directly Impacting Student Conduct

The following are brief descriptions and internet locations of key institutional policies that most frequently and directly impact student conduct at McNeese State University. Violations of these policies is grounds for disciplinary action by the University. This list is not exhaustive, and students are responsible to know and abide by other policies, regulations, and administrative rules of the University.

These policies are current and located at the hyperlink address noted on the date this document was published. Students are responsible for knowing and adhering to University policies and regulations at all times; ignorance is not an acceptable basis for excusing misconduct. Contact the Office of the Dean of Student Services for assistance in obtaining information about policies and regulations that impact student life at the University.

19.1 Diversity Awareness Policy— The commission of any act by a student that discriminates against or harasses member of the University community in relation to race, ethnic background, gender, sexual orientation, religion, disability, or age will not be tolerated. View this policy at <http://www.mcneese.edu/policy/diversity.php> .

19.2 Alcohol and Drug Policy—The University recognizes that drug and alcohol use can adversely impact its most important concerns: academic excellence, student development, employee job performance, and the health and safety of the campus community. View this policy at <http://www.mcneese.edu/policy/drug.php> .

19.3 Policy for Use of Information Technology Resources—Access to and use of University information technology resources and services are institutionally-granted privileges (not rights). These privileges which must be accepted in strict compliance with all applicable laws and with the highest standards of ethical behavior. View this policy at <http://www.mcneese.edu/policy/infotech.php> .

19.4 Ethical and Legal Use of Computer Software for Members of the Academic/University Community—Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations relative to computer software may be grounds for sanctions against members of the academic community. Violators of copyright law may also be held personally liable for any infractions. View this policy at <http://www.mcneese.edu/policy/software.htm> .

Section Nineteen—continued

19.5 Traffic Regulations—The operation of a motor vehicle on the campus is a privilege granted to students by the University. Serious or excessive infractions of these regulations constitute grounds for the revocation of this privilege and other disciplinary action. View this policy at <http://www.mcneese.edu/police/regulations.asp> .

19.6 Hazing Policy—Hazing is a violation of Louisiana law and University policy and may result in criminal prosecution in addition to institutional sanctions. All members of student organizations must adhere to the hazing policy and law at all times regardless of whether their activities occur on or off University-controlled property. View this policy at <http://www.mcneese.edu/students/antihazing.php> .

19.7 Student Organization Handbook—All students who participate in clubs, fraternities and sororities, honor societies, and other recognized groups must adhere to the University rules and regulations at all times. View policies specific to student organizations at <http://www.mcneese.edu/students/orghandbook.php> .

19.8 Residence Life Policies—Students who reside on campus are expected to observe regulations specific to University housing at all times. Students and families who reside in married student housing (Pinehaven Apartments) may view residential policies at <http://www.mcneese.edu/students/pinehaven.php>

Students who reside in residence halls (King Suites, Watkins Suites, Zigler Suites, Bel Gardens Apartments, Sallier Gardens Apartments, Collette Hall, Burton Hall) may view residential policies at <http://www.mcneesereslife.com/PDF/Handbook.pdf> .

Important Note: *Some student housing properties managed by The Ambling Corporation permit alcohol in student housing. McNeese State University prohibits alcohol, regardless of age, in on-campus residence halls and apartments.*

19.9 Campus Weapons Policy—The University strictly forbids the possession and/or presence of any type of firearms or other weapons or objects that can be used as weapons on owned or otherwise controlled by the University. Specific weapon definitions and descriptions of prohibited activities may be viewed at <http://www.mcneese.edu/hr/weapons.htm> .

19.10 Violence Free Workplace Policy—McNeese State University is committed to providing an environment for its faculty, staff, and students which is safe, secure, and respectful - an environment that is free from violence. Consequently, no form of intimidating, hostile, threatening, or violent behavior will be tolerated. View this policy at <http://www.mcneese.edu/hr/violence.htm> .