



**NORTHWESTERN STATE**  
UNIVERSITY OF LOUISIANA



# STUDENT HANDBOOK 2024-2025

A Northwestern State University education is  
*personal, valuable, and impactful.*

# Student Handbook 2024-2025

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Published by  
The Division of the Student Experience

Northwestern State University  
Natchitoches, Louisiana 71497

Revised 8-21-2024

## Accreditation

Northwestern State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, specialist's and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 for questions about the accreditation of Northwestern.

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# TABLE OF CONTENTS

<b>CAMPUS DIRECTORY</b> .....	<b>4</b>	Counseling Services .....	40
<b>HISTORY AND TRADITIONS</b> .....	<b>7</b>	First Year Experience & Student Engagement .....	41
<b>TRADITIONS</b> .....	<b>9</b>	Fraternity and Sorority Life (Greek Life) .....	41
<b>ACADEMICS</b> .....	<b>14</b>	Student Activities and Organizations .....	42
Academic Advising .....	14	Student Affairs Council .....	43
Academic Calendar .....	14	Student Health Services .....	43
Academic Standing .....	14	TRIO Student Support Services .....	44
Academic Success Center .....	15	<b>STUDENT LIFE</b> .....	<b>45</b>
Electronic and Continuing Education .....	15	Accountability & Student Conduct .....	45
International Student Resource Center & Study Abroad .....	16	Student Body Diversity, Retention, and Graduation Rates .....	45
Libraries .....	17	Student Media .....	45
Notification Rights under FERPA .....	17	Sylvan Friedman Student Union .....	46
Off-Campus Instructional Sites .....	18	The Pantry .....	46
Service Learning .....	20	The Robert W. Wilson Recreation Complex .....	46
Student-Right-to-Know .....	20	Theatre and Dance Events .....	46
Testing Center .....	20	Wellness and Recreation (WRAC) .....	47
Transcripts .....	21	<b>UNIVERSITY POLICIES &amp; PROCEDURES</b> .....	<b>48</b>
<b>AUXILIARY SERVICES</b> .....	<b>22</b>	Alcohol and Drug Policy .....	48
Bookstore (NSU Campus Store) .....	22	Service and Emotional Support/Assistance Animal Policy .....	57
Campus Dining Services .....	22	Confidential Student Records .....	61
Housing .....	26	Policy on Public Speech, Assembly, and Demonstrations .....	62
One Card/Student Identification Cards .....	26	On Campus Residency .....	63
University Police .....	28	Greek Housing .....	65
<b>FINANCIAL RESOURCES</b> .....	<b>32</b>	Policy on Research with Human Subjects .....	66
Automated Teller Machines .....	32	Regulations Governing Student Organizations .....	67
Financial Aid .....	32	Campus Safety and Emergency Procedures .....	69
myNSU .....	32	Purple Alert .....	72
Refund Policy .....	32	University Hazing Policy .....	74
Student Billing & Payment Procedures .....	33	Cyberbullying .....	83
Student Employment - Work Study .....	34	Student Complaints and Grievances .....	83
Student Government Loan .....	34	Power Based Violence Sexual Misconduct Policy/Title IX .....	86
Tuition and Fees .....	35	<b>CODE OF CONDUCT</b> .....	<b>126</b>
<b>SERVICES AND RESOURCES</b> .....	<b>36</b>	<b>CAMPUS MAP</b>	
Gail Metoyer Jones Center for Inclusion and Diversity .....	36	<b>SHREVEPORT CAMPUS MAP</b>	
Instructional Technology and Student Support (Labs) .....	36		
The Orville J. Hanchey Galleries .....	37		
The University Post Office .....	37		
Veterans Affairs .....	38		
Voter Registration .....	38		
<b>STUDENT AFFAIRS</b> .....	<b>39</b>		
Accessibility and Disability Support .....	39		
ADA/Disability Services Conflict Resolution Procedure .....	39		
ADA Public Accommodations Policy .....	39		
Career Services .....	40		

# CAMPUS DIRECTORY

*Campus Information Line (318) 357-6011*

	Location	Bldg	Ext.
Academic Advising Services	112 Watson Library	092	(318) 357- <b>6980</b>
Academic Affairs	211 Caspari Hall	071	(318) 357- <b>6888</b>
Academic Success Center	108 Watson Library	092	(318) 357- <b>4291</b>
Accessibility and Disability Services/OADS	108 Watson Library	092	(318) 357- <b>5460</b>
Accountability and Student Conduct	309 Student Union	077	(318) 357- <b>5286</b>
Admissions	235 Student Services Center	055	(318) 357- <b>4078</b>
Advocacy	308 Student Union	077	(318) 357- <b>5570</b>
Alumni Affairs	Alumni Center	011	(318) 357- <b>4414</b>
Athletics	Athletic Fieldhouse	114	(318) 357- <b>5251</b>
Athletic Administration	Athletic Fieldhouse	114	(318) 357- <b>5251</b>
Athletic Academic Coordinator	Athletic Fieldhouse	114	(318) 357- <b>4451</b>
Athletic Assoc. Director	Athletic Fieldhouse	114	(318) 357- <b>4295</b>
Athletic Compliance	Prather Coliseum	067	(318) 357- <b>4210</b>
Athletic Marketing	Athletic Fieldhouse	114	(318) 357- <b>4278</b>
Athletic Tickets	Athletic Fieldhouse	114	(318) 357- <b>4268</b>
Athletic Business Manager	Athletic Fieldhouse	114	(318) 357- <b>4272</b>
Athletic Sports Information	Prather Coliseum	067	(318) 357- <b>6467</b>
Football, Baseball, Track	Athletic Fieldhouse	114	(318) 357- <b>5252</b>
Softball	Athletic Fieldhouse	114	(318) 357- <b>4234</b>
Men's Basketball, Soccer	Prather Coliseum	067	(318) 357- <b>4227</b> (318) 357- <b>6467</b> (318) 357- <b>4337</b>
Women's Basketball, Volleyball	Prather Coliseum	067	(318) 357- <b>5891</b>
Tennis	WRAC	212	(318) 357- <b>5433</b>
Auxiliary Services	102 Creative and Performing Arts	25A	(318) 357- <b>4626</b>
Band	110 Creative and Performing Arts	25A	(318) 357- <b>4522</b>
Bookstore	912 University Parkway		(318) 238- <b>3630</b>
Career Services	156 Student Union	077	(318) 357- <b>4050</b>
Cashier's Office	336 Student Services Center	055	(318) 357- <b>5447</b>
Counseling Center	305 Student Union	077	(318) 357- <b>5621</b>
Creative and Performing Arts (CAPA)	110 Creative and Performing Arts	25A	(318) 357- <b>6560</b>
Fine + Graphic Arts	205B Creative and Performing Arts	25A	(318) 357- <b>6560</b>
Music	103B Creative and Performing Arts	25A	(318) 357- <b>5755</b>
New Media	239 Kyser Hall	081	(318) 357- <b>5364</b>
Theatre	106S Creative and Performing Arts	025	(318) 357- <b>4483</b>
Tickets	108 Creative and Performing Arts	25A	(318) 357- <b>4483</b>

# CAMPUS DIRECTORY

	Location	Bldg	Ext.
Culture and Climate, Director	234 Student Union	077	(318) 357- <b>4355</b>
Current Sauce/Newspaper	225 Kyser Hall	081	(318) 357- <b>5456</b>
Dean, College of Arts and Sciences	128 Caspari Hall	017	(318) 357- <b>4330</b>
Dean, College of Business & Tech.	201 Russell Hall	015	(318) 357- <b>6699</b>
Dean, College of Educ. and Human Dev.	103B Teacher Education Center (T.E.C.)	088	(318) 357- <b>6288</b>
Dean, College of Nursing and School of Allied Health	1800 Line Ave., Shreveport, LA	030	(318) <b>677-3100</b>
Natchitoches Campus	Fournet Hall	043	(318) 357- <b>6776</b>
Dean of Students/VP Student Experience	134 Student Services Center	077	(318) 357- <b>5285</b>
Director, Scholars' College	111 Morrison Hall	042	(318) 357- <b>4577</b>
Director, School of Business	210 Russell Hall	015	(318) 357- <b>5161</b>
Economic Development, Innovation, and Outreach (EDIO)	100 South Hall	030	(318) 357- <b>6100</b>
Electronic Learning and Cont. Education	100 South Hall	030	(318) 357- <b>6355</b>
Emergency Calls			<b>911</b>
External Affairs	Prather Coliseum	068	(318) 357- <b>6588</b>
Financial Aid	212 Student Services Center	055	(318) 357- <b>5961</b>
First Year Experience/Freshman Connection	136 Student Services Center	055	(318) 357- <b>5559</b>
Gail M. Jones Center for Inclusion & Diversity	240A-B Student Union	077	(318) 357- <b>4281</b>
Greek Life	139 Student Services Center	055	(318) 357- <b>5439</b>
Health Services	Infirmiry Building	005	(318) 357- <b>5351</b>
Health Services - Shreveport	Shreveport LC Building		(318) <b>677-3024</b>
Help Desk	Watson Library Lab	092	(318) 357- <b>6696</b>
Housing	Campus Living Villages		(318) <b>214-5400</b>
Iberville Dining Hall			(318) 357- <b>4540</b>
International Student Resource Center & Study Abroad	249 Student Services Center	055	(318) 357- <b>5939</b>
Intramural Programs	WRAC	026	(318) 357- <b>5341</b>
Job Location and Development	156 Student Union	077	(318) 357- <b>5430</b>
KNWD Radio Station	109 Kyser Hall	081	(318) 357- <b>5693</b>
Libraries	Natchitoches		(318) 357- <b>4403</b>
	Media		(318) 357- <b>4406</b>
	Leesville		(337) <b>392-3126</b>
	Shreveport		(318) <b>677-3007</b>
Louisiana Scholars' College	Morrison Hall	042	(318) 357- <b>4577</b>
Military Science	James A. Noe Bldg.	031	(318) 357- <b>5157</b>

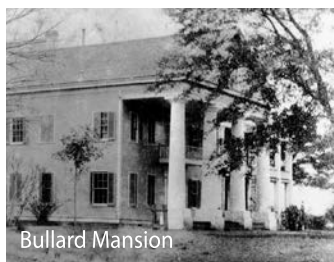
# CAMPUS DIRECTORY

	Location	Bldg	Ext.
National Center for Preservation for Technology and Training		008	(318) 356-7444
One Card (Speed Demon)	360 Student Services Center	055	(318) 357-5447
Orville J. Hanchey Gallery and Gallery-2	236 Creative and Performing Arts	25A	
Police	Police Station	005	(318) 357-5431
Post Office	Post Office	086	(318) 357-5696
Potpourri Yearbook	225 Kyser Hall	081	(318) 357-5456
President's Office	223 Caspari Hall	017	(318) 357-6441
Recreation Complex	Highway 1 Bypass	106	(318) 357-6300
Golf Pro Shop			(318) 357-6300
Pool			(318) 357-6301
Recruiting	133 Student Services Center	055	(318) 357-4503
Registrar	308 Student Services Center	055	(318) 357-6171
Scholarships	252 Student Services Center	055	(318) 357-5961
Service-Learning	313 Bienvenu Hall	090	(318) 357-5911
Sodexo	160 Student Union	077	(318) 357-4386
Catering	Iberville Dining Hall	074	(318) 357-4540
Student Accounting	336 Student Services Bldg.	055	(318) 357-5447
Student Activities and Organizations	222 Student Union	077	(318) 357-5438
Student Affairs	103 Student Union	077	(318) 357-6128
Student Employment	212 Student Services Center		
On-Campus/Work Study	212 Student Services Center	055	(318) 357-5961
Off-Campus/Job Location and Dev.	306 Student Union	077	(318) 357-5430
Student Government	100 Student Union	077	(318) 357-5136
Student Insurance	Infirmiry Bldg.	005	(318) 357-5351
Student Union Office	214 Student Union	077	(318) 357-6511
Testing Services	115 Watson Library	092	(318) 357-5246
Title IX Coordinator	306 Student Union	077	(318) 357-5570
TRIO/Student Support Services	243-B Kyser Hall	081	(318) 357-5901
Tutoring	108 Watson Library	092	(318) 357-4291
University Affairs	102 Creative and Performing Arts Center	25A	(318) 357-5701
University Programming Council (UPC)	222 Student Union	077	(318) 357-5438
Veterans Affairs	335 Student Services Center	055	(318) 357-6170
Vic's Cafeteria	Student Union Lobby	077	(318) 357-5784
WRAC	322 Sam Sibley	026	(318) 357-5269

# HISTORY AND TRADITIONS

## History

Northwestern State University of Louisiana stands on ground that has been dedicated to learning for well over one hundred twenty years. Prior to the Civil War a portion of the present campus was the property of the Bullard family of Natchitoches. As early as 1856 the Bullard mansion was in use as a convent by the Religious Society of the Sacred Heart. The following year a school building was erected at the convent and in 1884 the town and parish of Natchitoches purchased the property. Three of the four great white columns that once supported the east gable of the mansion still stand on "The Hill" and often serve as the unofficial symbols of the university.



The campus, developed upon rolling hills and high river bottomland, is acknowledged to be one of the most spacious and attractive in the South. The natural beauty of the site drew people to it even in prehistoric times. Long the home of a major Indian tribe for which it was named, the French fortified Natchitoches in 1714 as an outpost of their New World Empire facing Spanish Texas to the west. The city today takes pride in its standing as the oldest permanent settlement in the entire Louisiana Purchase Territory. Although the fires of the Civil War scarred the Cane River Country, Natchitoches escaped relatively unharmed, and many traces of its colonial and antebellum heritage remain.

In 1884 the State Legislature by Act 51 created the Louisiana State Normal School for the preparation of teachers. Shortly after, a member of the Legislature, Leopold Caspari, offered the convent site as a campus for the school with the anticipated approval of the citizens of Natchitoches. The offer was accepted and from 1885 to 1918 the Normal School offered two years of study for the training of teachers. Baccalaureate programs were inaugurated, and the State Constitution, adopted in 1921, changed the name of the school to Louisiana State Normal College.

The resources and curricula of "Normal" grew steadily to meet the increasingly diverse requirements of Louisiana's expanding population. In 1944 the institution's excellent service in its broader role was accorded formal recognition by Act 326 of the Legislature, which changed its name to Northwestern State College of Louisiana.

Northwestern maintained and strengthened its long tradition of leadership in public service and academic endeavor and became, in 1954, the first college under the jurisdiction of the Louisiana State Board of Education to offer the master's degree. The Specialist in Education degree was first offered in 1966.

On June 18, 1970, Governor John J. McKeithen signed the legislative act, which brought the old campus its greatest distinction by changing its title to Northwestern State University of Louisiana.

In 1980 the old campus quadrangle where the columns stand was entered into the National Register of Historical Places under the title: "Normal Hill Historic District."

Although, primarily a regional institution, Northwestern also offers an opportunity for education at other satellite locations specifically, distance learning is available in Leesville, Shreveport, and Alexandria. In addition to academics, these centers are also developing student life programs.



# HISTORY AND TRADITIONS

## History of Nursing at NSU

Northwestern State University admitted its first baccalaureate Nursing students in 1949. Over the past seven decades, more than 8,000 students have received degrees from the NSU College of Nursing, making it the oldest state supported nursing program in Louisiana.

In the mid 1940's the visionary nursing community in Shreveport recognized the need for a collegiate-based nursing program. Five hospitals agreed to phase out their diploma programs opening the door for NSU to create a Bachelor of Science in Nursing (BSN) program.

In 1968, the Bachelor of Science in Radiologic Technology (BSRT) program was created. The Radiologic Sciences program is offered on both the Shreveport Campus and the Alexandria Rapides Hospital Campus.

The School of Allied Health (SAH) also has the Master of Science in Radiologic Sciences (MSRS) which started in 2009. This is the only MSRS program in Louisiana and one of only a handful in the nation. Additionally, the SAH houses the Bachelor of Applied Science in Allied Health (BASAH) that started in 2012. The BASAH program was the first applied science degree in Louisiana.

The RN to BSN and master's programs continue course offerings in the Alexandria area. In fall 1999, RN to BSN course offerings were initiated via the Internet for those diploma and associate degree graduates who are interested in seeking a baccalaureate degree.



# TRADITIONS

## Christmas Festival

On the first Saturday in December, the city of Natchitoches brightens up for its annual Christmas Festival. Featuring a parade, a variety of booths, live entertainment, and a fireworks display, Natchitoches celebrates the Christmas season with a festival and display of lights, which has captured national attention.

Students take an active part in all aspects of the festival and are urged to invite family and friends to experience “The City of Lights” and its spectacular display.



## Family Day

Sponsored by the First Year Experience, Family Day is a day shared by students and their families. Family Day gives parents an opportunity to visit their student’s home-away-from-home and experience college life! Activities include games and inflatables for younger siblings, and a family tailgate party. A Northwestern State football game highlights the day.



## Folk Festival

The Natchitoches-Northwestern Annual Folk Festival celebrates Louisiana folk arts during the third weekend in July each summer. In addition to the exhibits, which feature an important industry or occupation, the festival presents a wide variety of traditional folk crafts, music and food. The festival attracts people regionally and nationally.

## Homecoming

Homecoming is a special tradition in which students, alumni, friends, and the Natchitoches community participate. Held each fall, Homecoming is a week-long event featuring the Homecoming parade, pep rally, and class reunion. The highlight of Homecoming Week is the presentation of the Homecoming King and Queen and their honor Court and a special halftime show featuring the “Spirit of Northwestern” Marching Band.

## The Rock

The rock, an imposing chunk of limestone, was brought to campus in the summer of 2006 by members of the university staff. Standing in solitary prominence between the



# TRADITIONS

Student Union and the Creative and Performing Arts Center, The Rock echoes the sentiment that “NSU Rocks!” The Rock serves as a student bulletin board. The layers of paint accumulate as the message on The Rock continuously changes to announce student events and activities.



## Lady of the Bracelet

In the early 1920s, the Potpourri, Northwestern’s year-book, sponsored the first beauty pageant held on the university campus. The contestants were selected from photographs submitted to well-known producers for judgment and were chosen for their charm and beauty.

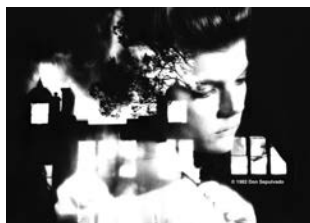
In 1959, Miss Kahne Dipola was crowned the first Miss Lady of the Bracelet and she received a gold bracelet to wear when she represented the University in public. Over the years, the bracelet has been passed down to each holder of the prestigious title.

Through the efforts of Mr. Robert W. Wilson, Sr., the Student Union Governing Board purchased the first franchise from the Miss Louisiana Pageant in 1971, enabling Northwestern’s Lady of the Bracelet to enter the state contest.

The University Programming Council has continued the tradition of sponsoring the Lady of the Bracelet Pageant for the enjoyment of the Northwestern community. The Lady of the Bracelet Pageant has gained state recognition for production, scholarship, and quality of contestants.

## The Legend of Isabella

Isabella was a young French maiden, renowned for her beauty, who once lived in the original Bullard mansion after the Bullard's were gone. The young lady had many suitors but preferred the company of a young man from the East, sent to Louisiana on business. They fell in love and were to be married.



Shortly before the wedding date arrived the young man was killed in a duel. Legend has it that the duel concerned a dispute over another woman.

Isabella, overcome by grief became a nun and the French maiden’s beauty wasted away through constant mourning of her intended. Everyone believed she had gone mad from grief and mourning. One stormy night she ended her mourning by plunging a dagger into her heart. Soon after, she was found dead in her room, with a bloody handprint on the wall.

Her spirit roamed Bullard mansion until it was torn down. Since then she has roamed various buildings on campus. She lived in East Hall until it was torn

# TRADITIONS

down in 1932. This was evident by the eyewitness accounts of girls who lived in East. From East Hall, Isabella's spirit moved to the Music Hall and resided there until 1946 then this building was also torn down. Just before the Music Hall was dismantled, a group of young men, dressed in sheets, coaxed Isabella from the doomed building.

From there she wandered aimlessly around campus from building to building (including East Varnado) for almost three years, until, becoming weary, she chose Caldwell Hall as her new residence. Speculation has it that Caldwell was chosen because of its close proximity to the original Bullard dwelling. According to newspaper articles the official date of the move was January 15, 1949. Reportedly a letter from the ghost was found on the steps of Caldwell along with a few drops of blood.

When Caldwell Hall burned in October 1982, a group of 750 students gathered and performed a ceremony on Halloween night that aided Isabella in her transition to her present location. Isabella's present residence is the Old Women's Gym (presently the National Center for Preservation Technology and Training) located on College Avenue beside Varnado Hall.



## Mr. and Miss NSU

Beginning in 1956 and continuing the tradition today, Mr. and Miss NSU remain the highest honor a student can receive from their peers. SGA hosts the election each fall allowing NSU students to elect two of their peers. Mr. and Miss NSU are presented annually at an NSU home football game. These two outstanding students can be seen at other university events and activities throughout the year.

## Purple Fridays

All students and employees are encouraged to wear purple on Fridays to promote Demon Spirit and a unified campus.

## Purple and White

Northwestern's official colors are purple and white. In the 1890s the colors were decided upon by two campus organizations, Seekers After Knowledge Literary Society and the Eclectic Literary Society. S.A.K. colors were purple and gold and E.L.S. colors were gold and white. The two organizations combined their colors and decided on purple and white as the Northwestern State University official school colors.

# TRADITIONS

## Vic The Demon

On November 8, 1923, by proclamation of President V. L. Roy and Coach H. Lee Prather, all athletic teams became known as the Demons. The name was decided upon by a contest open to all students with a grand prize of \$10.00. A committee was appointed by the President to narrow down the names submitted by the student body. The final selection was decided by a vote of the students. The two most popular choices were Braves and Demons. Among other names submitted by students were Sharks, Daredevils, Musketeers, Pelicans, Prather's Ground Hogs, Bloodhounds, Cyclops and Serpents. The official winners were Aileen Ritter and Truett Scarborough.



On September 22, 1984, the Demon received his official name by means of another contest, sponsored by the Athletic Department, the contest was open to faculty, staff, and students. The objective was to find a name for the Demon. Over 300 entries were submitted to the committee. The grand prize was an all-expense paid weekend at the Louisiana State Fair Classic. Ray Carney an alum of the University, was the official winner with "Vic" which is short for "Victory".

## The Inferno!

Each fall at the first home football game of the season, new students take Turpin Stadium by storm, forming the extension to the players' tunnel as the Demon football team takes the field. All new students, including the Spirit of Northwestern Band and spirit group members, and all student-athletes, participate in this tradition.



## Alma Mater

Oh, Alma Mater here today,  
we for thy lasting blessings pray,  
we know not where our paths may go,  
but, thou'll uphold us still we know.  
Unchanging thou, 'mid changes vast,  
unswerved from ideals of the past,  
steadfast and true, our watchword e're shall be –  
To thee, our Alma Mater, Loyalty!

Thy trees their solemn chorus bend  
about thee, flowers their censers blend.  
Our voices swell their murmuring strain,  
our hearts repeat the old refrain,  
thy purpose high to carry on Northwestern, thou has honor won!  
Steadfast and true, our watchword e're shall be –  
To thee, our Alma Mater, Loyalty!

In after years, when far away,  
thy presence strong will near us stay,  
and as the echo of our son will, with new courage, lead us on;  
And to our eager vision then each subtle memory meaning lend,  
steadfast and true, our watchword e're shall be –  
To thee, our Alma Mater, Loyalty!

*Isabel Williamson*  
1906

## Demon Fight Song

Go ye Demons take the field.  
Northwestern Demons never yield.  
So, fight Demons win tonight, victory is on our side!

Go! Fight! Win!

Purple and white shall ever reign,  
filling the air with battle strain.  
So, Demons forever stand and fight for dear old Demonland.

*Larry Powell*  
1970

## Academic Advising

Academic Advising at Northwestern State helps students achieve their educational, personal, and career goals by providing guidance and assistance in all facets of their educational experience. It is regarded by the University as an extension of the teaching function and, therefore, as an important responsibility of the faculty. Students are assigned a faculty advisor in the department of their major. To find the name of your academic advisor, access myNSU at my.[nsula.edu](https://my.nsula.edu) or contact the department directly. If you need additional assistance, please contact Academic Advising Services at (318) 357-6980 or via email at [advising@nsula.edu](mailto:advising@nsula.edu).

Faculty advisors are available to students throughout the academic year, but their role is especially important during the registration process. The advisor explains university policies and procedures and assists students in planning a program that satisfies these requirements. The advisor also explores career alternatives and, when necessary, makes appropriate campus and community referrals on the student's behalf. The student should be aware, however, that knowledge of and adherence to university regulations, both academic and otherwise, are ultimately the student's responsibility.

Our professional team of advisors works closely with departmental faculty advisors and academic departments to help NSU students achieve their academic and professional goals. Students who are undecided about their majors, Associate and Bachelor of General Studies majors, Bachelor of Arts in Liberal Arts majors, and pre-clinical level nursing majors are advised through this area. Additionally, all staff advisors may serve all majors in summer months. For information please contact us at (318) 357-6980 or [advising@nsula.edu](mailto:advising@nsula.edu).

## Academic Calendar

The Academic Calendar, with important dates and deadlines, is published each year in the University Catalog and is available online at [nsula.edu/registrar/](https://nsula.edu/registrar/).

## Academic Standing

There are three categories of academic standing: academic good standing, academic probation, and academic suspension (one semester or one year). Although students will usually receive official notification of academic standing, such notice is not a prerequisite to students being placed in one of the above categories. It is the responsibility of each student to ascertain academic status prior to the beginning of the next enrollment period. Professional departments or divisions within the university may set additional academic standards for progression in their programs. The word "semester" as applied in this policy, includes summer terms.

## Academic Success Center

The Academic Success Center provides peer support, learning resources, and academic guidance to all students by building one-on-one relationships between students and their academic tutors or peer mentors. These tutors and mentors help ensure that students are academically prepared to earn a college degree. The Center's environment encourages good study habits and learning across all disciplines, especially the humanities and STEM subjects. For more information, please contact us at (318) 357-4291 or [academicsuccess@nsula.edu](mailto:academicsuccess@nsula.edu). Please visit our website: <https://www.nsula.edu/academicsuccess/>.

## Address Change

A student must provide a local and permanent address at the time of admission to the University. Students may submit a request to change their address in the offices of the academic deans, academic department heads, or University Registrar. All requests must be submitted to the University Registrar's Office for processing. A student is responsible for the consequences of all communications sent to the address on file in the University Registrar's Office (e.g., refunds, billing statements, probation/suspension status, grade reports, and financial aid information). Current address information may be reviewed by accessing NSUConnect via myNSU at [my.nsula.edu](http://my.nsula.edu).

1. Enter your username and password to enter myNSU
2. Under the "Quick Links Menu" select "NSU Connect."
3. Select "Personal Information," and then "View Addresses and Phones." Students may submit a request to change their address in the office of the academic deans, academic department heads, or University Registrar.

*Mail or fax signed requests to:*  
Northwestern State University  
University Registrar's Office  
Natchitoches, LA 71497

*Fax number: (318) 357-4567 or (318) 357-5823*

## Electronic and Continuing Education

The Office of Electronic and Continuing Education (ECE) designs develops and a delivers a variety of educational programs required to meet the learning needs of a diverse student learner. Through credit and non-credit courses, conferences, and institutes, individuals are provided the opportunity to continue their education. To meet this obligation to provide educational opportunities, it is the unit's continuing responsibility to identify and remove constraints of time and place that might burden learners and limit access. With fully accredited online degree programs from the associate through the doctorate levels, and a full



array of support services, no student in need of an education should feel place or time bound.

NSU offers a variety of electronic credit courses, from a selection of courses offered via video conferencing to entire degree programs online. One goal of the Office of Electronic and Continuing Education is to provide information and services to students involved in these electronic courses. Through Electronic Learning's web portal, "eNSU," students have access to help pages, links to admissions, registration, fee payment, and financial aid. ECE works to provide the best possible electronic learning experience for students.

The non-credit program offers short courses for those not interested in formal degree programs. The University also awards continuing education units (CEU's) through the non-credit program. National guidelines set forth in the Commission of Colleges' document C.E.U. Guidelines Criteria are followed.

Non-credit and credit training may be applied toward two- or four-year programs through prior learning assessment. For more information, visit the Office of Electronic and Continuing Education at 100 South Hall, on the web at <https://www.nsula.edu/ece/> or call ECE at (318) 357-6355 or 800-376-2422.

## **International Student Resource Center & Study Abroad**

The International Student Resource Center & Study Abroad assists prospective international students residing overseas, currently in the U.S. on a student visa, as well as any applicant with transcripts from a non-U.S. institution, in their application and enrollment process to NSU. We strive to provide a positive admissions experience.

We promote a welcoming atmosphere through intercultural social interactions and support international students in their transition from their home countries to becoming a student at NSU, and throughout their studies. We serve NSU's international student population through orientations, advising, immigration services, and cultural programming. Our goal is to help international students have a lasting memorable experience in their journey at NSU!

The International Student Resource Center & Study Abroad provides opportunities for student mobility as well. We promote Study Abroad opportunities through [Bilateral Agreements](#) with partner universities around the world and through the [International Student Exchange Program](#). ISEP partners with universities and colleges around the world to offer exchange opportunities for study, intern, and volunteer abroad programs.

The International Student Resource Center & Study Abroad also promotes opportunities to Study Away at colleges and universities throughout the U.S., Canada, Guam, Puerto Rico, and the U.S. Virgin Islands through the [National](#)

[Student Exchange](#) program. You can study at another campus for a semester or year.

For more information visit [www.nsula.edu/international](http://www.nsula.edu/international), stop by 249 Student Services Center, or call (318) 357-5939.

## Libraries

### All Northwest

ern students have access to over 100 electronic databases of scholarly and popular research resources. These resources are available 24/7/365 remotely through the library's webpage: [library.nsula.edu](http://library.nsula.edu). Located at the main campus, the Eugene P. Watson Memorial Library is a three-story modular 95,000 square feet building containing facilities for group and individual study and research. Professional librarians are available to assist with research both face-to-face and remotely. The Reference Room and Stacks (circulating collection) are on 2nd floor. The administration office and Serials Media Department are on 3rd floor. The library also houses the Academic Success Center (tutoring), a computer lab, and the Café DeMon Coffee Shop on the first floor. The Cammie G. Henry Research Center, on the 3rd floor, houses the University Archives, Special Collections, and the Louisiana Collection. The Prince Music Library, housed in the Creative and Performing Arts Center, houses both research and listening collections, also on the main campus. The Shreveport Nursing Center Library, Nursing Education Center, 1800 Line Ave, Shreveport houses a collection of materials for Allied Health and Nursing. The Northwestern State Leesville library is located at 3329 University Parkway in Leesville and serves the Leesville/ Fort Johnson community.

## Notification Rights under FERPA

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

- 1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**

Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar 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 in the University Registrar's Office, the registrar will 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 education records that the student believes is 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.**

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the University discloses education records to officials of another school (registrar to registrar) to which a student seeks or intends to enroll.

**4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by a state university to comply with the requirements of FERPA.**

*FERPA contact information:*

Family Policy Compliance Office | U.S. Department of Education  
400 Maryland Avenue, SW | Washington, DC 20202-4605

## Off-Campus Instructional Sites

- **Northwestern State University at Leesville/Ft. Johnson** is a full satellite instructional site located adjacent to Fort Johnson in Vernon Parish. At the NSU-Leesville instructional site, students may take courses towards all Northwestern State undergraduate and numerous graduate degree programs. Campus facilities include distance learning equipped classrooms, computer labs, library, abundant and convenient parking, admissions, and student support services, all in a beautiful, park-like campus setting.

The program has the mission of providing quality education services primarily for students living in the west central region of Louisiana. This mission is more specifically aimed at serving adult students from the region and members

# ACADEMICS

of the U.S. Army and eligible family members residing on or in the vicinity of Fort Johnson.

- **Northwestern State University at CENLA CAMPUS located in Alexandria, LA** is a responsive, student-oriented instructional site that is committed to the creation, dissemination, and acquisition of knowledge through teaching, and service. The Cenla Campus Instructional Site stands as a beacon of educational advancement in the Central Louisiana Region. By offering a comprehensive suite of support services and courses through a variety of delivery methods including face-to-face, Teams/Webex, and online platforms, NSU Cenla addresses the workforce needs of local employers and the community at large. At the Cenla Campus you'll experience Career-Focused Academics, Online Learning Opportunities, Critical Technical Skills, and an Enriching Student Experience.

Our two academic facilities, offering 64,000 square feet of combined academic and student-centered space, is located within the England Industrial Airpark and Community in Alexandria and easily accessible to major highways connecting the various parishes of Central Louisiana.

- **Northwestern State University Nursing and School of Allied Health Education Center located in Shreveport, LA** at 1800 Line Avenue is the residential campus for the College of Nursing and School of Allied Health. The Nursing Education Center is composed of distance learning equipped classrooms, nursing skills labs, x-ray labs, administrative/faculty offices, library, bookstore, health services, and student services center. The Child and Family Network and LA Pathways are housed at the Shreveport campus.
- **Northwestern State University at Barksdale is located at the Base Education Center of Barksdale Air Force and Space Force Base**, which provides video conferencing classes, proctoring services, and Accuplacer Placement Exams. This mission is more specifically aimed at serving non-traditional adult students from the region focusing on Air Force personnel to include active duty, military retirees, and eligible dependent family members.
- **Northwestern State University at Bossier Parish Community College** serves the students transferring from Bossier Parish Community College (BPCC) to NSU. The mission is to support all students interested in continuing their education into a bachelor's degree program. NSU personnel aids students with understanding course requirements of the Bachelor program, transfer admission requirements, and application submission.
- **Northwestern State University at Marksville** is located at the Tunica Biloxi Cultural and Educational Resources Center. The mission is to serve students throughout Avoyelles parish and the surrounding areas by offering student-focused instruction ideal for working adults, completing their degree, or preparing for an exciting new career. The site provides a host of student

support services including exam proctoring, registration, academic advising, and a plethora of other student services.

## Service Learning

Northwestern's service-learning initiative is aimed at enhancing the quality of life of the citizens of northwest Louisiana as well as the academic, career and interpersonal development of Northwestern students. Coordinated by faculty and staff, students may participate in community-service activities that complement their educational and career goals. For details, please visit <https://www.nsula.edu/servicelearning/>.

## Student-Right-to-Know

Northwestern State University General Disclosures on Accreditation, Cost of Attendance, Crime Rate Statistics, Degree Programs, Disability Services, Graduation Rates, Refund Policy, Resignation Policy, Return of Title IV Funds, Student Athlete Graduation, and the Family Educational Rights and Privacy Act may be accessed online at <https://www.nsula.edu/ferpa/>.

## Testing Center

The Testing Center at Northwestern State University (NSU) exists to provide a variety of testing options for students at NSU and the surrounding communities. We strive to assist individuals in achieving their academic and professional goals by offering the most advanced options in a quiet and secure environment. The Testing Center adheres to the National College Testing Association's (NCTA) standards and guidelines to provide quality services to NSU and the surrounding communities. Tests offered through the Testing Center include the following:

- American College Testing Assessment (ACT)\*
- Accuplacer Next Generation Placement Exam
- College Level Examination Program (CLEP)\*
- Graduate Record Examinations (GRE)\*
- National Counselor Examination (NCE)
- Pearson VUE Exams\*
- PRAXIS\*
- Proctoring Services
- Meazure Learning\*
- Scholastic Aptitude Test (SAT)\*
- Test of English as a Foreign Language (TOEFL)\*

\*Online registration is required by the test companies. Please visit the Testing Center webpage for access to the different test companies' websites at <https://www.nsula.edu/testingcenter/>

## Transcripts

### Official Transcripts:

Students may order an official academic transcript by accessing the online-transcript-ordering system through the secure website, National Student Clearinghouse. This process is very efficient and easy to use. *Note: A transcript sent to the student is considered unofficial.*

Students may also request that their official academic transcripts be printed and mailed by U.S. Mail. The Office of the University Registrar will process the transcript within approximately three working days after the receipt of a written dated, and signed request.

Processing of transcript requests at the end of a semester may take longer. The Transcript Request Form is available on the University Registrar's Office webpage at <https://www.nsula.edu/registrar/>. Signed transcript requests may also be faxed to 318-357-5823 or sent via email to [registrar@nsula.edu](mailto:registrar@nsula.edu) as a PDF attachment.

**View Status of Transcript Request(s):** Access NSUConnect via myNSU at [my.nsula.edu](http://my.nsula.edu). Enter your username and password to enter myNSU. Under the "Quick Links Menu," select "NSU Connect." Click on the "Student" tab, select "Student Records," and then select "View Status of Transcript Request" to check the status of your request(s).

**Unofficial Transcripts:** Students may obtain an unofficial transcript by accessing NSUConnect via myNSU at [my.nsula.edu](http://my.nsula.edu). Enter your username and password to enter myNSU. Under the "Quick Links Menu," select "NSU Connect." Click on the "Student" tab, select "Student Records," and then select "Unofficial Academic Transcript" to view or print a copy of your transcript.

# AUXILIARY SERVICES

## Bookstore (NSU Campus Store)

The Northwestern State's bookstore, located at 912 University Parkway next to Chick-fil-A, is open from 8:00 a.m. to 4:30 p.m. Monday – Thursday, 8:00 a.m. to 12:00 p.m. Fridays, and closed on Saturday & Sunday, with extended hours at the beginning and end of each semester. Also, the bookstore is open extended hours on weekends for home athletic games, recruiting days, conferences, special events, and summer months. Please visit our website for more information - [www.bkstr.com/northwesternstateustore](http://www.bkstr.com/northwesternstateustore).

The Northwestern State bookstore is the place to shop for NSU apparel and merchandise, books, school supplies, electronics, snacks, and much more! The Northwestern State bookstore is proud to offer students the option of Inclusive Access (IncludED) to rent textbooks or purchase them in a digital format along with the option to purchase new or used textbooks. These options present each individual student with the opportunity to obtain their course required textbooks in their preferred format while also saving money. The Northwestern State bookstore offers a price match guarantee through which they will match the purchase price of [barnesandnobles.com](http://barnesandnobles.com) and [amazon.com](http://amazon.com).

The Northwestern State bookstore buys books back from students at any time of the year. At the end of each semester, they buy books back at up to 50% of the list price (depending on continued usage). In the event that the Northwestern State bookstore is not buying the book back to resell in a future term, the book is bought back at the national wholesale value. Please visit our website for the most up to date information (including sales/promotions) @ [www.bkstr.com/northwesternstateustore](http://www.bkstr.com/northwesternstateustore) or contact the Northwestern State bookstore at (318) 238-3630.

## Campus Dining Services

Sodexo Dining Services offers a variety of meal plans to students. All on-campus residents, except seniors and graduate students, are required to purchase a meal plan. Freshmen, living on-campus, are required to purchase the Unlimited Plan. Visit us at [nsuladining.sodexomyway.com/](http://nsuladining.sodexomyway.com/) for more information.

### Dining Facilities

- **Iberville Dining Hall** is an all-you-care-to-eat dining facility with convenient hours and a wide variety of food choices. Meal-Plan meals, declining-balance dollars and cash and credit cards are all accepted at the Iberville Dining Hall.
- **Vic's** is located on the second floor of the Friedman Student Union and offers a variety of concepts for cash and declining balance meal plan purchases. The offerings include SubConnection, Slice of Life Pizza, and Louisiana Kitchen serving breakfast and lunch. Vic's also has beverages, simply to go salads and sandwiches, desserts, and snacks.

# AUXILIARY SERVICES

- **Steak 'n Shake** is located on the first floor of the Friedman Student Union and offers their famous classic Steakburgers and shakes for cash, credit card and declining balance purchases.
- **Chick-Fil-A** is located across from Watson Library at 912 University Parkway. Serving a variety of popular items for cash, credit card and declining balance purchases.
- **Café DeMon** is located on the first floor of Watson Library and offers Starbucks products for cash, credit card and declining balance purchases.

## Meal Plan Changes

Changes in meal plans may be made on or before the last day to register for credit. After that date, changes will be made only for extenuating circumstances and will require approval from Sodexo Dining Services and/or the Director of University Affairs.

The procedure for changing a meal plan due to extenuating circumstances shall be as follows:

- The student shall make a written request to the One Card office.
- If approved, the student's previous meal plan will be canceled with the student being charged for the number of weeks the plan was used.
- The student will be assigned a new meal plan and charged for the number of weeks remaining in the semester.

A student with a cash balance must transfer the balance to a new meal plan.

## Meal Plan Refunds

Those students who cancel a meal plan during the semester shall be refunded in accordance with the following policy:

- **Fall/Spring Semesters**

Students who cancel traditional meal plans after the first day of classes will be charged a prorated amount based on two-week period. The deadline to request a Meal Plan Exemption is seven (7) days after classes begin.

Declining balance dollars will transfer from the fall to spring semester if a meal plan is purchased for spring. This must be used by the end of the Spring Semester. Declining balance dollars will not transfer from the Spring Semester to Summer Sessions.

\*There will be no refunds approved after the seventh day of class has ended.

\*There are no refunds on the declining balance meal plans.





# PLAN TO EAT

## NSU Campus Dining Guide 2024-2025

## Dining Options

### Iberville Dining Hall

We are proud to offer an all-you-to-eat dining hall complete with menu selections that include just about every item you can menu imagine. Delicious home-style entrees, fresh fruit and salads, sizzling grill options, plant-based/vegetarian options, fresh pizza and pasta, deli choices, ice cream, freshly baked desserts and more!

Located near University Place Residence Halls.

### Fork Stop

Featuring Simply to Go, the Fork Stop has all your bottled beverages, snacks, and quick meals covered.

### Vic's

Located in Friedman Student Union, Vic's has plenty of great food options including:

### SubConnection

Fresh Bread and great toppings to make your sandwich.

### Slice of Life

The campus's own corner pizza joint - a great place to find some seriously good hand-tossed pizza made from fresh, quality ingredients.

### Louisiana Kitchen

Serving your full meal breakfast and lunch deals!

Vic's also features bottled beverages, snacks, and Simply-to-Go Items!

### Cafe DeMon

Located in Watson Library, Cafe DeMon features We Proudly Brew Starbucks, and Simply-to-Go.

### Chick-Fil-A

One of our most popular destinations on campus, you'll find all your favorite items here. Located across the street from Watson Library.

### Steak 'n Shake-

Steak 'n Shake is a classic American brand famous for the Original Steakburger and hand-dipped Milk Shakes. Steak 'n Shake is located in The Student Union

For hours, please visit [nsuladining.sodexomyway.com](https://nsuladining.sodexomyway.com) or scan the QR code below.



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@NSUCAMPUSDINING

# 24-25 MEAL PLANS

## FOR HOURS OF OPERATION PLEASE VISIT [NSULADINING.SODEXOMYWAY.COM](https://nsuladining.sodexomyway.com)

The following meal plans are available to everyone. However, if you are a freshman living on campus you are required to have the unlimited meal plan.

### **UNLIMITED PLAN.....\$2,335**

Default Plan & All Freshmen Required - This plan offers unlimited eat in meals for breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on Saturday and Sunday at Iberville Dining Hall. You may enter Iberville up to two times per meal period with this plan so you don't have to worry about missing a meal. You also get \$300 Demon Dollars to use at any dining location including the, Fork Stop, Café Demon, Chick-fil-a and Steak 'n Shake.

If you are a Sophomore or above (those students with 30 hours or above), the following meal plans are available to you. If you do not choose a meal plan, you will be assigned the Unlimited Plan.

### **5 MP PLAN.....\$1,648**

This plan offers 5 meals per week – about 1 meal per school day at Iberville Dining Hall, and \$575 in Demon Dollars. The Plus is you get \$575 Demon Dollars to use at any dining location including Iberville Dining, Fork Stop, Café Demon, Chick-fil-a and Steak 'n Shake.

### **VIC'S ULTRA.....\$1,200**

This plan is a declining balance plan with a \$1200 beginning balance. You get \$1200 Demon Dollars to use at any dining location including Iberville Dining, Fork Stop, Café Demon, Chick-fil-a and Steak 'n Shake

### **VIC'S LITE.....\$800**

This plan is a declining balance plan with a \$800 beginning balance. You get \$800 Demon Dollars to use at any dining location including Iberville Dining, Fork Stop, Café Demon, Chick-fil-a and Steak 'n Shake.

If you are a commuter/non-resident student or faculty/staff, the following options are also available to you.

### **VIC'S COMMUTER.....\$250**

This plan is a declining balance plan with a \$250 beginning balance. You get \$250 Demon Dollars to use at any dining location including Iberville Dining, Fork Stop, Café Demon, Chick-fil-a and Steak 'n Shake.

### **2 MEAL PLAN PLUS.....\$629**

2 Meals per week /\$325 in Demon Dollars per semester - This plan offers 2 meals per week at Iberville Dining Hall. The plus is you get \$325 in Demon Dollars to use at any dining location including Iberville Dining, Fork Stop, Café Demon, Chick-fil-a and Steak 'n Shake

### **10 MEAL PLAN.....\$1,160**

This block meal plan gives you 10 meals per week in the all you care to eat Iberville Dining Hall- perfect for the off-campus athlete or student that wants the value of a meal plan but will not be on campus as much as a resident.



- **Summer Sessions**

There are two meal plans offered during summer sessions. Please visit the Sodexo Dining website at <https://nsuladining.sodexomyway.com/> for more information on all meal plans.

\*There are no refunds on the Summer Meal Plan.

## Housing

### University Columns, University Place, and Varnado Hall

On-campus residential accommodations at Northwestern State University are comprised of three communities: University Columns, University Place, and Varnado Hall. All properties are managed by the University's housing partner, Campus Living Villages. Please visit the housing website for more information at [nsula.edu/campushousing/](http://nsula.edu/campushousing/).

Residents with Campus Living Villages are on-campus students and are required to observe all rules and regulations described in the Northwestern State University Student Handbook and Student Code of Conduct. No later than last day of finals for each semester, continuing residential students must meet the following criteria:

- A semester GPA of 2.0;
- All university balances paid in full;
- Pre-registered for classes for the following semester.

Failure to meet all these three criteria can result in loss of on-campus housing. Those not meeting the criteria can request an appeal to be allowed to remain in housing. The appeal must be made to the Housing Office no later than three weeks after the last day of finals for each semester. The Housing Office is located in the University Place Clubhouse.

\* Students and **their guests** who violate the Student Code of Conduct will be subject to all the sanctions of the Student Code of Conduct.

## One Card/Student Identification Cards

Students are required to obtain and carry a Northwestern State student identification card at all times. First-time students are issued a Northwestern State University identification card for the length of their stay at Northwestern. This card serves as a Sodexo meal card, Athletic and Theatre pass, as well as access to Computer Labs and Watson Library. It also serves as identification to UPC and SGA sponsored events throughout the year. The Northwestern ID card also functions as the student's library card and is required to check out any books or materials from the Northwestern State University Watson Library, as well as the Shreveport

# AUXILIARY SERVICES

and Leesville campus libraries.

The One Card also functions as a debit card for the Sodexo convenience store-Fork Stop, the University Bookstore and all campus dining facilities. Students may deposit money on their One Card by coming to the One Card Office in the Student Services Center to complete an application.

The first issued card is free of charge. Each replacement for a lost, stolen, or broken card is \$20.00. Cards reported stolen will be replaced free of charge with a police report provided at the time the card is made. Students with name or social security changes need to change information in the Registrar's Office first and bring a copy of the information to the One Card Office and an ID will be replaced free of charge. No nicknames or preferred names will be allowed on ID cards; only official information that is on file with the Registrar will be printed on your Northwestern ID card.

ID cards are available in the One Card Office in the Student Services Center between the hours of 8:00 a.m. - 4:30 p.m. Monday through Thursday, and 8:00 a.m.-12:00 p.m. on Fridays (excluding holidays).

The original card will be permanently deactivated when a card is replaced. Your One Card is an access key and must be presented to enter numerous campus facilities, attend special events, obtain services, and utilize the library. Your card and related accounts are non-transferable. If your student ID card is given to anyone, the individual whose identity is represented on the card assumes all financial and/or criminal liability for the card's misuse.

At the beginning of every semester students are required to obtain a current semester sticker on the back of their student identification card that will indicate active enrollment during the respective semester. This process may be completed the week of fee payment or by visiting the One Card Office.

The Northwestern ID card functions as a debit card for those students who activate their Speed Demon Account. This declining balance account is separate from a university meal plan and can be used in campus coke and vending machines, the Sodexo convenience store, the University Bookstore and all campus dining facilities. Students may deposit money on their One Card by coming to the One Card Office in the Student Services Center, 3rd floor, to complete an application.

Northwestern has partnered with BOM Bank to provide free student checking to NSU students. Your student ID will serve as the debit card for this account. All transactions require a PIN for security.

Students also have the option of having their financial aid refunds or student worker payroll checks direct deposited into the checking account of their choice. Students must fill out the EFT (Electronic Funds Transfer) Form available in the Student Accounting Office in the Student Services Center, 3rd floor, or online at the One Card website. Along with the completed form, the student must provide a voided, blank check attached to the form. This enables Northwestern State to automatically deposit refunds directly into the students' checking account.

## University Police

The University Police Department provides 24/7 police protection and services for the Natchitoches campus. University Police also respond to any situation at an off-campus fraternity house. Louisiana Revised Statute 17:1805 vests University Police officers with full law enforcement powers, authority, and responsibilities identical to the local police or parish sheriff in one's home community.

The City of Natchitoches also commissions all officers. Each officer is required by law to complete the Louisiana Commission on the Law Enforcement Police Officer Standards and Training course. This is a rigorous 16-week course taught by a Basic Law Enforcement Academy. All officers receive additional in-service training in the areas of firearms, legal updates, DWI enforcement, drugs, etc.

The University Police Department has an excellent working relationship with other criminal justice agencies including Louisiana State Police, Natchitoches Parish Sheriff's Department, Natchitoches City Police and Natchitoches Parish District Attorney's Office. University Police also operates a "See Something, Say Something" campaign which encourages persons that witness crimes to

furnish University Police with information that may lead to the arrest of the person responsible for the crime. University Police officers are commissioned as such by the Department of Public Safety. Such commission provides the officer the right to carry a concealed weapon and to exercise the power to arrest.

### Campus Safety:

Northwestern State University is dedicated to providing a safe, secure, and crime-free environment for students, faculty, staff, and visitors to all NSU campuses. Realizing the diversity of all campuses and the variety of activities occurring, it is essential that students and faculty/staff members are involved in campus safety and security. Some quick safety tips include:

- Be aware of your surroundings. Do not get distracted with your phone or other items.

**Help is just a tap away.**

Download the CampusShield app today!

Download on the App Store

GET IT ON Google Play

**CampusShield**  
Smartphone App

- Emergency Button Slider**  
Directly connects you to campus safety forces.
- Submit Tip**  
Anonymously submit tips and safety concerns with photos / videos.
- Campus Resources**  
Stay updated by accessing a multitude of campus resources.
- Safety Timer**  
If your pre-set timer hits 0:00, your emergency contacts are notified.
- Non-Emergency Number**  
Dial your campus non-emergency number or request a safety escort.
- Safety Map**  
View campus maps including vital locations and information.
- Mental Health Center**  
Access your campus mental health resources.

||| NORTHWESTERN STATE

# AUXILIARY SERVICES

- If you're going out to a party or a bar, go with a friend.
- Let someone know your plans; where you are going and who you are going with.
- Don't walk alone at night. Use the NSUPD Safety Escort Program. (See below)
- Don't leave items in view in your vehicle. Put them in the trunk or take them inside.
- Always lock your doors and windows.

## **NSUPD Safety Escort Program:**

It is a major of the goal of the NSU Police Department to provide a safe environment for our students, staff, and faculty members. One service that we are happy to use is what is known as **Safety Escort**. If you are leaving a building late at night and want to feel safer walking out to your vehicle, don't hesitate to call our office and request an officer, to make sure you make it to your vehicle safely. If it's nighttime and you are scared to walk across campus alone, call our office and an officer will pick you up and give you a ride to any on-campus building. Call our Office at (318) 357-5431 and an officer will be there as soon as they are available, to see you safely to your destination.

## **Internet & Cell Phone Safety Precautions:**

Social Media and the Internet have become a major part in the life of our university and our students. From Instagram to YouTube the internet has numerous options for shopping and socializing. We just want our students to be aware of a few safe measures to take while on the Internet to protect themselves and their finances.

- 1. Be Careful Who You Friend.** Social Media is a great way to keep up with old friends and even make new ones. However just like in person, you should always take great care of who you friend, because some people aren't who they really say they are. From practical jokers to cyber stalkers, people often use these sites to betray your trust, to find out more about you, and to take advantage of you when vulnerability may arise. The Internet is a great place for someone to tell a lie and not get caught. Not everyone is who they say they are.
- 2. Once it's posted, it's out there and there are no takebacks.** Please know that whatever you put on the Internet, in most cases stays on the internet. If there is an embarrassing situation or a statement that you may regret later, it's probably best if you don't post it. Remember you are at an institution of higher learning, meaning that you are probably going to apply for a lucrative position sometime in the future, do you really want your future boss, spouse, or other person of importance to you, to see you at your most embarrassing moment or something posted out of anger. Just take a moment to think about it before you post it.

### 3. Cell Phones-Be aware of who you are giving your information to.

Never provide your personal information to anyone that you don't know. For example, some social media or networking sites offer an "add a phone number feature", "checking in" at a location and other features. These are great ways for people to find you and the places you like to visit, all information that a potential stalker would love to have. It can also let everyone know that you are not at home at that time.

University Police officers are commissioned by the Department of Public Safety. Such commission provides the officer the right to carry a concealed weapon and to exercise the power to arrest when discharging their duties while in or out of uniform. In the discharge of their duties on campus and while in hot pursuit, on or off the campus, each University Police officer may exercise the power of arrest. University Police officers have the authority to discharge their duties off campus if engaging in intelligence gathering activity, investigating a crime reported on campus, or if specifically requested by the chief law enforcement officer of the parish or city. University Police officers are responsible for a full range of law enforcement services including but not limited to responding to incidents, offense report writing, medical emergencies, fire emergencies, bomb threats, other on-campus emergencies, traffic accidents, enforcement of laws regulating underage drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance. As necessary, crime information involving serious incidents and arrests is shared with the Natchitoches City Police Department and Natchitoches Parish Sheriff's Office. The vehicle identification numbers and serial numbers of all vehicles, office equipment, and personal property stolen from the campus are reported through the National Crime Information Center (NCIC).

\*Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty/ staff member or visitor. The University Police Department emergency telephone number is (318) 357-5431. This number provides direct contact with the radio dispatcher 24 hours a day.

### Investigation and Crime Prevention

One full-time investigator staffs the Investigation/Crime Prevention section. Programs available through this section are crime prevention, self-defense seminar, property I.D. and sexual assault presentations. University Police investigators participate in the training of residence hall personnel.

**CampusShield** is a free app that allows NSU users (faculty, staff, and students) to submit tips to campus safety officers, set a safety timer or quickly notify authorities in the event of an emergency along with the user's location. Users can also let authorities know about suspicious activity or other safety concerns, request safe transport, and connect with campus resources such as crisis hotlines. The app can be downloaded from the Apple App Store and Google Play.

**Safe Walk and Ride** is available from dusk to dawn for the safety of anyone walking alone on campus at night. This service is available for anyone at any time during weekends, holidays, and when the university is closed for semester breaks. This information is presented at all seminars, workshops, and orientations.

The University Police Department reports all safety and security hazards such as streetlights out, broken windows, etc., to the proper department and checks to make sure it is corrected.

## **Missing Student Policy**

Residential students are required by federal mandate to follow the Northwestern State University Missing Student Policy <https://www.nsula.edu/studentexperience/missing-student-policy/> by completing the Missing Student Contact Information Form or by completing paperwork to be exempt from the policy. Residential students under the age of 18, unless emancipated, may not exempt from the policy requirements. Residents must complete the paperwork at the beginning of each new lease period by signing forms in the leasing offices of the facility where they reside. All related forms are confidential and will be maintained in the leasing offices.

## **Crime Statistics**

The University Police Department releases an Annual Crime and Fire Safety Report to the public. These statistics reflect the number of crimes for the three most recent calendar years. These statistics can be found on the Northwestern State Police website under the Annual Security Report, [nsula.edu/universityaffairs/police/](https://www.nsula.edu/universityaffairs/police/).

In compliance with the Clery Act the University collects information on selected crimes: battery (aggravated and simple), burglary, homicide, manslaughter, motor vehicle theft, arson, sexual offenses (rape, fondling, incest, and statutory rape), dating violence, dating violence, stalking, and robbery (aggravated and simple). Also collected is the number of arrests for drug law, liquor law, and weapons law violations. This information is available to the public, to all students, faculty, and staff, and to all prospective students and employees who request this information. The Act also requires colleges and universities to provide law enforcement and security information regarding each campus. Copies of NSU crime statistics can be viewed online at the University Police Department website or a hard copy can be picked up at the University Police Station.



## Automated Teller Machines

For your convenience, one automatic teller machine is located in the Student Union.

The teller machine utilizes: La Cap - Visa - Gulf Net - Pulse - Discover - Alert - American Express - Express Cash - MasterCard - PLUS - Cirrus

## Financial Aid

Northwestern State University's Office of Student Financial Aid is committed to our mission of providing the best possible service to students and families who need help meeting the costs of higher education. Included in the mission of the Financial Aid Office is to ensure that higher education is financially accessible to all of its students through federal need-based aid and merit-based academic scholarships. The University and the Financial Aid Office provides assistance to members of its community through scholarships, grants, loans and student employment.

If you have specific questions, or you would like to just find out more, please contact our Office. You can reach us at one of the following locations:

Student Financial Aid and Scholarship Information: [nsula.edu/financialaid/](https://nsula.edu/financialaid/)

### Natchitoches Office

212 Student Services Center  
Natchitoches, Louisiana 71497  
Phone – (318) 357-5961  
Toll Free – 1-800-823-3008  
Fax – (318) 357-5488  
Email – [nsufinaid@nsula.edu](mailto:nsufinaid@nsula.edu)

### Shreveport Office

1800 Line Avenue  
Office #102  
Shreveport, Louisiana 71101  
Phone – (318) 677-3045  
Fax – (318) 677-3127

## myNSU

There are many informational tools available to you at myNSU. Login is available from the Northwestern State website [nsula.edu](https://nsula.edu). Students are able to securely view student information, including real time student account balances and can make online e-check and credit card payments.

## Refund Policy

A student who resigns from the University will be subject to the University's refund policy. The policy is published online each semester by the Registrar's Office at [nsula.edu/registrar/](https://nsula.edu/registrar/) under "Registration Information."

## Student Billing and Payment Procedures

Information regarding student billing and payment procedures can be found on the Business Affairs-Student Accounting and Cashiering webpage at [nsula.edu/student-accounting-cashiering/](https://nsula.edu/student-accounting-cashiering/) and inquiries can be emailed to [studentaccounting@nsula.edu](mailto:studentaccounting@nsula.edu).

The University bills students monthly through an electronic bill statement (e-bills). Current and historical e-bills can be viewed and printed online 24/7 through the student's [myNSU](#) account. Additional information regarding e-billing processes is available at [nsula.edu/student-accounting-cashiering/](https://nsula.edu/student-accounting-cashiering/) under the "Student Bill Statement" tab.

The following payment options are available to students, parents and guests. Additional information regarding each option is available at [nsula.edu/student-accounting-cashiering/](https://nsula.edu/student-accounting-cashiering/) under the "Payment Options" heading.

1. Online e-check and credit card payments, Visa, Mastercard, American Express, and Discover, can be made online 24/7 by logging into your [myNSU](#) account. Parents and guests authorized by students can also make online payments.
2. Credit cards (Visa, MasterCard, American Express, and Discover) can be accepted by mail. Include the remittance stub available on the e-bill. The e-bill can be viewed and printed through the student's [myNSU](#) account. The University does not accept student account credit card payments by phone.
3. Check and money order payments can be mailed to Northwestern State University, NSU Box 5669, Natchitoches, LA 71497. Include the remittance stub available on the e-bill. The e-bill can be viewed and printed through the student's [myNSU](#) account. Student's name and campus wide ID must be listed on the check or money order.
4. Cash, check, money order and credit card payments can be made in person at the Cashier's Window on the 3rd Floor of the Natchitoches Campus Student Services Building.

## Installment Plan Policy Information

The University has a payment plan, for the current term only, available to all students in good financial standing who cannot pay their full account balance by the first week of the current semester's classes and who do not qualify for full financial aid. The plan is called the "Installment Plan" and it allows students to pay certain deferrable semester charges in three installments over the course of the semester. A copy of the "Installment Plan Policy" is published online each semester at [nsula.edu/student-accounting-cashiering/](https://nsula.edu/student-accounting-cashiering/) under the "Installment Plans" tab.

# FINANCIAL RESOURCES

This policy should be read by all students to understand the plan, its obligations, and the consequences of default. Delinquent balances are subject to being transferred to the State of Louisiana Attorney General's Office, or other outside contracted collection agency, for collection. Upon transmittal, students may be responsible for all collection, attorney and court costs and be reported to major credit bureaus.

\*Note: Installment Plan and Late Payment charges can be appealed. The "Registration Access Installment/Late Charge Appeal" form can be downloaded from the website at [nsula.edu/auxiliary/](https://nsula.edu/auxiliary/).

## General Refund Information

You can view the status of your student account online by logging into your [myNSU](#) account. If you have a credit (negative) balance, a refund will be in line to process with the University's next automated Financial Aid cycle if you are a financial aid recipient, or Business Affairs' check cycle if you are not a financial aid recipient. The refund will be in the form of direct deposit, if elected by the student, or mailed check. Please allow 24-48 hours for direct deposits and 10 days for a mailed check to arrive. If you have been issued a refund, and you do not receive the funds within the specified timeframes, please contact the Student Accounting Office at (318) 357-5447. For security and safety purposes, direct deposit of refunds is highly encouraged by the University. If you have resigned or been cancelled from the current term and no adjustments are reflected on your online account or if the resignation or cancellation is for a prior term, please contact the Registrar's office at (318) 357-6171 to discuss the status of your resignation or cancellation.

## Direct Deposit of Refunds

Direct deposit of refunds is available to students at their bank of choice. The Electronic Funds Transfer (EFT) Authorization form can be downloaded from the One Card Office webpage at [nsula.edu/onecard/](https://nsula.edu/onecard/). For security and safety purposes, direct deposit of refunds is highly encouraged by the University.

## Student Employment - Work Study

This program assists students with their financial needs by providing part-time employment in various departments on the Northwestern campus. Priority is given to students who are eligible for Federal work-study or who were awarded the NSU Employment Scholarship. Email: [studentemployment@nsula.edu](mailto:studentemployment@nsula.edu)

## Student Government Loan

All full time students who pay Student Association fees (excluding Shreveport students), are in good standing with the University (no academic or disciplinary probation), with a 2.0 previous and cumulative semester grade point average

of a 2.0 are eligible to participate in the SGA Loan Fund program. Loans can be made for \$5.00 to \$100.00 for a period of 60 days during the fall and spring semesters. Students can fill out an application in the Dean of Students office.

## **Tuition and Fees**

Tuition and fees are published and made available on the Business Affairs-Student Accounting and Cashiering webpage at [nsula.edu/student-accounting-cashiering/](https://nsula.edu/student-accounting-cashiering/). Inquiries can be emailed to [studentaccounting@nsula.edu](mailto:studentaccounting@nsula.edu).

# SERVICES AND RESOURCES

## **Gail Metoyer Jones Center for Inclusion and Diversity**

The overarching goal of the Gail Metoyer Jones Center for Inclusion and Diversity is to foster a sense of institutional belonging where everyone can thrive and become their very best. To that end, the Center will establish and promote cultural competence by promulgating diversity, equity, and inclusion across campus and in all activities to close the gap in recruitment and retention.

The Gail Metoyer Jones Center for Inclusion and Diversity exists to promote a welcoming environment for all Demons. We are committed to combating prejudice and advocating for all minority and marginalized populations. We exist to give space and voice to everyone, including but not limited to all races; all religions; the Gay, Lesbian, Bisexual, Transgender, and Queer Community; and the Disabled Community. For more information contact: Brittany Blackwell Broussard, Director of Culture and Climate, Room 240A Student Union, (318)-357-4355, [blackwellb@nsula.edu](mailto:blackwellb@nsula.edu); or Dr. Jasmine Wise, Coordinator of Center for Inclusion and Diversity, [wisej@nsula.edu](mailto:wisej@nsula.edu).

## **Instructional Technology and Student Support (Labs)**

In accordance with Louisiana legislation, a Student Technology fee has been instituted to supplement (not replace) currently allocated funds for technology at Louisiana Colleges and Universities.

**Fee Assessment:** The Student Technology Fee charged to a student is five dollars per credit hours per semester and shall not exceed \$100.00 per semester. In accordance with L.R.S. 17:3351.1, assessment of the fee may be terminated by a two-thirds vote of the members of the governing board of each institution's Student Government, and majority of the University of Louisiana Board of Supervisors. Based on each institution's SGA Constitution, any decision might require a majority vote by the student body in a referendum.

Student Technology Advising Team (STAT) serves as a mechanism to allow proper student involvement in the expenditure of technology fees. STAT will have sole authority over expenditures of the Student Technology Fee. The STAT committee shall oversee the student technology fee program of each campus with student membership accounting for a majority of the committee membership. The STAT committee hears and approves all proposals for use of the Student Technology Fee which must follow the tech fee guidelines and prove beneficial to the student body. Business may not be considered at any STAT meeting without a quorum, comprising at least two-thirds of the full committee membership.

All expenditures made for the student tech fee must be authorized in the annual budget recommended by the majority of the members of STAT and approved by the university president. Members of STAT will also serve on the Information Technology Advisory Council (ITAC). The ITAC committee, an at-will committee, serves to provide guidance and support to the university through the appropriate

# SERVICES AND RESOURCES

use of information technology. Check the NSU website, [nsula.edu/studenttech/](https://nsula.edu/studenttech/), for a list of available computer labs, hours of operation, software available, and lab restrictions. In some cases, priority is given to students in specific classes and majors.

## Technology Resources Available to Students

A help desk (Student Online Support) is available to students to answer technology-related questions. SOS also assist with myNSU, Moodle, Office 365 (student email) and Wi-Fi access we can be reached via phone (318-357-6696) or through email [sos@student.nsula.edu](mailto:sos@student.nsula.edu). Students are welcome to visit the Watson Library lab, room 113, for assistance with faxing, along with checking out laptops or projectors for academic use. Equipment may be checked out for a seven-day period, all equipment must be returned by 10:00 a.m. on the seventh day. For current list of hours of operation and for answers to frequently asked questions, visit the website at [helpdesk.nsula.edu](https://helpdesk.nsula.edu).

**Communication Lab:** Northwestern State students with a valid ID may use the equipment in the department upon availability. Cameras and tripods may be checked out for a 24-hour period. Other equipment may be used in the department. The Department of Language and Communication is located on the third floor of Kyser Hall.

## The Orville J. Hanchey Galleries

The Orville J. Hanchey Gallery and Gallery-2 are Northwestern's two art galleries that provide year-round art exhibitions for the students and general public. Admission to the galleries is free. Art exhibitions held in these galleries include works by professional artists and student artists, including art majors from Northwestern. General hours of the galleries are Monday - Friday 8:00 a.m. until 5:00 p.m. To view show schedules, visit: <https://www.nsula.edu/art/>.

## The University Post Office

The University Post Office distributes mail to mailboxes Monday through Friday. Mail arrives daily at approximately 8:00 a.m. and departs once daily at 3:45 p.m. Monday through Thursday and 11:45 a.m. on Friday. UPS and Federal Express deliver items between 10:00 am and 2:00 pm. All residential students are required to rent a mailbox and the fee is \$23.00 per Fall and Spring semester, and \$12.00 in the Summer. The rent will be placed automatically on the student's account and reflected on the student's tuition bill. Students who reside off campus can rent a mailbox as well and have the cost added to their tuition bill if they choose.

# SERVICES AND RESOURCES

**USPS Mail and UPS packages should be addressed as follows:**

Name  
NSU Box  
Natchitoches, LA 71497

**Federal Express packages should be addressed as follows:**

Name  
175 Sam Sibley Drive  
Suite \_\_\_\_\_ (NSU Box #)  
Natchitoches, LA 71457

## **Veterans Affairs**

The Veterans Affairs Office provides support services for all veterans and their family members. Students who will be attending Northwestern State University using the GI Bill should contact the Veterans Affairs Office to complete the necessary paperwork. In addition, veterans/ their eligible family members may receive help with special problems and needs. Contact the Veterans Affairs Office in suite 335 of the Student Services Center or email [vetaffairs@nsula.edu](mailto:vetaffairs@nsula.edu).

## **Voter Registration**

Since 1993, the passage of the National Voter Registration Act makes it possible for all members of the campus community to register on campus where they work or study. In accordance with the NVRA, Northwestern State University is offering the opportunity to register to vote during regular registration and fee payment each semester.

In addition, voter registration forms are available at all times in the One Card Office, in the Student Services Building, the Office of Accessibility and Disability Support, Watson Library, Rooms 108C-D, and the Post Office, where assistance is available to ensure form has been filled out properly before being mailed.

## Accessibility and Disability Support

Accessibility and Disability Support coordinates services and accommodations for students with disabilities and also serves as an information center concerning disability-related issues. These services provide equal educational opportunities to students minimizing the impact of functional limitations upon their academic and nonacademic lives. The office is located in Eugene P. Watson Library, room 108.

## ADA/Disability Services Conflict Resolution Procedure

Disability Support currently has a grievance procedure available to students with complaints involving violations of the Americans with Disabilities Act (ADA). To use this procedure, students are responsible for contacting Accessibility and Disability Support, Eugene Watson Library, room 108, telephone (318) 357-4460.

## ADA Public Accommodations Policy

It is the policy of Northwestern State University to ensure that all of our goods, services, facilities, privileges, advantages, and accommodations are accessible to qualified persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Every effort is made to provide accommodations in an integrated setting appropriate to the needs of the student with the disability.

Northwestern State is committed to providing equal opportunities to students by minimizing the impact of functional limitations upon their academic and non-academic lives through providing reasonable accommodations to qualified persons. Reasonable accommodations are modifications to a course, program, service, or employment that do not fundamentally alter the course or program.

Northwestern State will not use standards, criteria or methods of administration that screen out, exclude or discriminate based on disability. Additionally, the University will not discriminate against any person who is related to or associated with a student with a disability.

This policy is neither exhaustive nor inclusive. This policy applies to all goods, services, privileges, advantages, and accommodations offered by Northwestern either directly or through contractual, licensing or other arrangements.

## NSU Service and Emotional Support/Assistant Animal Policy

NSU will reasonably accommodate persons with disabilities who require the assistance of registered service or emotional support/assistance animals. For service animals, please contact the Office of Accessibility and Disability Support at 318-357-4460 and see our webpage for more information: <https://www.nsula.edu/disabilitysupport/>. For Emotional Support Animals (ESA)/assistance animals, please contact Campus Living Villages and see our webpage for more information: [campuslivingvillages.com](http://campuslivingvillages.com).



## Career Services

Career assistance is available for students unsure of their career path or needing more information about their chosen career field. Assistance is also available in preparing resumes, cover letters, job search skills, and interview skills.

Career Services offers the following appointments through Handshake:

- Career Coaching
- Resume and Cover Letter Reviews
- Mock Interviews
- Part-Time Job Search
- Job Search Planning
- Internship Search
- Graduate School Application Review
- Big Interview

For more information about Career Services and the best way to contact us, visit: <https://www.nsula.edu/careercenter/>. We are in the Career Center, Student Union, room 156. To schedule an appointment, go to: <https://nsula.joinhandshake.com>

### • Job Location and Development (Off Campus Employment)

The Job Location and Development program connects students with part-time opportunities off campus. Students can access part-time jobs through Handshake on the NSU website. The JLD office also provides resume reviews, interview skills, and workshops to help prepare students for success in the workplace as well as hosting part-time job fairs.

For more information, contact the Office of Job Location and Development at (318) 357-5430, or visit the office in room 156 of the Student Union.

## Counseling Services

The University Counseling professional staff provides confidential mental health counseling, career counseling, and crisis intervention services to all NSU undergraduate and graduate students.

Individual, couple, and group counseling formats are provided to students for a broad range of issues ranging from personal growth and adjustment concerns to mood disorders, eating disorders, grief, sexual assault, and more.

Students can call (318) 357-5621 or come by the office in room 305 in the Friedman Student Union Building to make an appointment. Visit us at [www.nsula.edu/ccs/](http://www.nsula.edu/ccs/)

# STUDENT AFFAIRS

Hours of Operation: 8:00am-5:00pm Monday-Thursday; 8:00am-4:00pm on Fridays. Counselors are on call 24 hours a day and may be contacted after hours by calling the University Police at 357-5431.

- **NSU Cares**

The purpose of NSU Cares is to create a prevention-prepared campus community in which suicide completion becomes a “never event” at NSU. The goals of this project focus on creating a system and safety net for students, in addition to a culture of caring, wellness, and hope. If you are worried about the well-being of someone in your campus community, or if you are observing behaviors that make you feel unsafe, then you will find helpful contacts and resources on this website: [www.nsula.edu/nsucares/](http://www.nsula.edu/nsucares/), email [booner@nsula.edu](mailto:booner@nsula.edu), or call (318) 357 5621.



**Suicide Prevention LIFELINE 988** *(Call 24 hours a day, 7 days a week)*

**National Rape Crisis Hotline 1-800-656-4673**

**The Steve Fund - Text STEVE to 741741 to reach a culturally trained counselor**

**Trevor Project Hotline 1-866-488-7386**

**Veterans' Crisis Line 1-800-272-8255 and press 1**

**Trans Lifeline 1-877-565-8860**

## First Year Experience & Student Engagement

Northwestern State University is committed to providing students with a unique, challenging, and supportive academic environment. This commitment begins with the First Year Experience and connects students with the people, programs, and resources necessary to provide a strong foundation for academic success and personal growth. We invite you to learn more about our first-year programs and encourage you to be an involved, engaged, and active participant in your NSU experience. <https://www.nsula.edu/fye/>

## Fraternity and Sorority Life (Greek Life)

The Northwestern State University Office of Greek Life enhances the university's educational mission by providing opportunities for meaningful involvement and personal growth. Greek organizations at NSU are built on four core values: leadership, scholarship, service, and friendship. Members are actively involved in campus leadership roles and self-governance within their chapters. Academic achievement is emphasized, with resources like tutoring and scholarships available to support student success. The Greek community has a strong tradition of service, contributing over 9,000 hours annually to local charities and causes. Perhaps most importantly, Greek life offers students the chance to form lifelong

bonds of brotherhood and sisterhood in a community that respects individuality while fostering deep connections. Through these experiences, Greek life at NSU aims to develop well-rounded, engaged citizens prepared for future success. <https://www.nsula.edu/greeklife/>

necessary to provide a strong foundation for academic success and personal growth. We invite you to learn more about our first-year programs and encourage you to be an involved, engaged, and active participant in your NSU experience. <https://www.nsula.edu/fye/>

## Student Activities and Organizations

Since a well-rounded education at Northwestern State is more than attending classes, a wide range of extra-curricular activities are offered to satisfy students' needs. These activities are not separate and apart from academic life; they serve to increase the total experience.

Activities at Northwestern are selected to suit the needs and interests of the students. Events involving the entire student body include concerts, dances, movies, ball games, exhibits, and forums featuring national figures in both formal and informal discussion. These and many other activities are planned and presented by the students themselves, serving on committees and with organizations.

Approximately 100 recognized student organizations are available to students. Offering something for everyone, these organizations give students ample opportunity to become involved in planning activities, making new friends, developing leadership qualities, and receiving recognition for a job well done. Recognized student organizations are classified as Academic, Club Sport, Communication and Media, Creative and Performing Arts, Cultural and Social Awareness, Department, Faith Based, Fraternity and Sorority, Governing Body, Honor Society, and Special Interest. Questions about organizations may be referred to the Director of Student Activities and Organizations.

Northwestern State offers a wide variety of recreational facilities for college students, including three gymnasiums, eight tennis courts, and the Student Union. These activities are supported by the University because they contribute strongly to the education of the student and provide an excellent avenue for self-development. Priority is given to Northwestern State students and recognized student organizations (RSO) in scheduling events. Questions concerning student activities should be directed to the Director of Student Activities and Organizations located in Room 222 of the Student Union. The professional staff advises student organizations about program planning, university policies and procedures, risk management, and the function of organizations. Policies for student organizations are contained in the Recognized Student Organization (RSO) Manual and can be found online at <https://nsula.presence.io/organization/office-of-student-activities-organizations>.

The University Programming Council operates from this office. The UPC consists of up to ten programming committees that provide cultural, social, recreational, educational, and entertainment programs for the Northwestern State community. Involved students learn leadership and interpersonal skills through the process of planning, budgeting, and evaluating more than 150 individual programs each year. The staff in the Office of Student Activities and Organizations will help students find a way to get involved.

## Student Affairs Council

The Student Affairs Council operates under the guidance of the Dean of Students. The Student Affairs Council at Northwestern serves as an information exchange between Northwestern's student body and the faculty and staff at the University. The primary function of the Council is to act as an advocacy group for those students, faculty, or staff wishing to improve the quality of student life at Northwestern State University. The council will assess services and committees impacting student life and advise the university administration accordingly. For information on membership to Student Affairs Council and other committees impacting student life at Northwestern State University, please go to <https://www.nsula.edu/studentexperience/>.

Membership on the Student Affairs Council consists of students, faculty and staff representing the various divisions of the University. The Dean of Students chairs the Council. For more information contact the Dean of Students, Room 134, Student Services Center.

## Student Health Services

Health Services provides cost effective, convenient, high quality and professional health care to eligible students including assessment, treatment and referrals for students needing medical attention. Telehealth visits with a Certified Nurse Practitioner or Physician's Assistant from Natchitoches Regional Medical Center are also available through Health Services. Student's personal insurance will be billed for the use of Telehealth services. The Health Services fee of \$96 provides for unlimited visits, medical supplies, some diagnostic testing and common medications for frequently seen illnesses. Students must present a current NSU ID to receive services. Eligible students are those taking a class on the Natchitoches campus, living on-campus or those who elect to have the \$96.00 fee assessed per semester. Check your fee sheet to verify eligibility. The Health Services fee is not an insurance policy. Students requiring advanced medical care are provided same-day MD appointments with an internal Medicine Specialist for a \$20.00 co-pay. Eligible students may be seen outside of Health Services operating hours for no cost at the NRMCM Walk in Clinic, including weekends. Prescription medication and diagnostic tests ordered by the MD are the responsibility of the student.

The **Health Services in Shreveport** provides the same services as Health Services-Natchitoches. However, students requiring advanced medical care are referred to Willis Knighton Work Kare for a \$20.00 co-pay. Prescription medications and additional diagnostic tests ordered by Work Kare are the responsibility of the student. In addition, students are able to complete their required clinical health assessments, blood titers, and vaccines at a minimal charge. The Health Services-Shreveport nurse will monitor compliance with clinical health requirements.

## **TRIO Student Support Services**

TRIO Student Support Services is a federally funded program designed to help eligible students achieve success in college by providing proven services, such as: academic and career advising, tutoring, grants, financial literacy workshops, cultural and academic enrichment trips, selecting a major, etc. Student Support Services serves the Natchitoches and CENLA campuses, and the College of Nursing and School of Allied Health in Shreveport. Applications can be found at: [nsula.edu/sss/](https://nsula.edu/sss/) under "How to Join" or visit with our staff in room 243-B Kyser Hall.

# STUDENT LIFE

## Accountability & Student Conduct

The Student Conduct Officer, or a designated representative, under the Vice President for the Student Experience and Dean of Students, administers disciplinary procedures governing students and guests. Disciplinary issues may be referred to a faculty/staff/student discipline committee appointed by the President of the University. Students are expected to conduct themselves at all times in a manner consistent with standards prescribed by the University. Specific disciplinary due process procedures and the Northwestern State Student Code of Conduct and Policies and Procedures are located within this publication.

## Student Body Diversity, Retention, and Graduation Rates

Information regarding student body diversity, retention, and graduation rates can be found by reviewing NSU Fact Book at [nsula.edu/oir/factbook/](https://nsula.edu/oir/factbook/). The NSU Fact Book is published annually by the office of Institutional Research using data from the 14th class days of the fall and spring semesters.

## Student Media

The University recognizes the Current Sauce, Potpourri, Argus and KNWD as the student media of Northwestern State University. These student publications and the radio station serve dual purposes for the students. First and foremost, they were established to serve as forums for student expression, providing students with an opportunity to inquire, question and exchange ideas. Secondly, they provide students with an opportunity to use and expand writing and broadcast skills. Students working in the media are expected to comply with the standards of ethics, law, fairness, and accuracy.

To protect First Amendment rights of students, the University gives Editorial control to students, with the publication editor or radio station manager having the final decision-making authority. Students are encouraged to consult with the faculty advisor about difficult editorial decisions, but the students make the editorial decisions.

Annually, the Student Media Board, as outlined in the Student Government Association Constitution, convenes for the purpose of selecting publication editors and a station manager. The selected editors and station manager appoint the other staff members. The term of each editor and the station manager shall be as stated in the Student Government Association Constitution. No prior restraint shall be exercised on Student Media. The University assumes no liability for the content of student publications and/or broadcast. If a publication or the station becomes subject to a lawsuit, the University will not provide legal assistance for student staff members.

The Media Board has the authority to decide on all matters of non-editorial policy not provided for in other University Policy. The University maintains a clearly written statement of its responsibilities to the student media.

## Sylvan Friedman Student Union

The Student Union serves as the center of student life at Northwestern State University, fostering social interactions and cultural exchanges beyond the classroom. It offers:

- Daily leisure activities and relaxation opportunities
- A venue for student-planned events
- Essential services and amenities for the university community

Services and Facilities:

- Open to the entire university community
- Hosts over 3,000 events annually
- Room reservations available through the Student Union Office (Room 214)
- Recognized student organizations must submit requests via their designated "Account Holder"
- All bookings processed through the Event Management System (EMS)
- Information Sharing: Bulletin boards are located throughout the Student Union for campus-wide communications. All notices require approval from Room 214 before posting.

Our facility complements Northwestern State's academic environment, providing a space where students can unwind, socialize, and engage in extracurricular activities. <https://www.nsula.edu/studentunion/>

## The Pantry

The Pantry, located in the Trisler Power Plant, 143 Central Avenue, [thepantry@nsula.edu](mailto:thepantry@nsula.edu), provides NSU students with access to free food assistance, personal care items, cleaning supplies and other necessities to help students stretch their food budgets. Services are available to all currently enrolled students, five days a week. A valid NSU student ID is required to utilize The Pantry.

## The Robert W. Wilson Recreation Complex

The Complex features an Olympic-sized pool, four tennis courts, and an eighteen-hole golf course that is open year round. There is also a clubhouse and proshop on property. All Natchitoches campus students taking five hours or more are entitled to use the Complex simply by presenting their current identification card and, if playing golf, paying a small green fee. Non-university individuals may use the Complex by paying a daily fee or purchasing a membership. Many activities are programmed at the Complex throughout the year. Student groups may reserve the club house by contacting the Recreation Complex Office.

## Theatre and Dance Events

Northwestern State students are admitted free to all theatre and dance events, with a current student ID and semester sticker. The stickers can be obtained

from the One Card office at the beginning of each semester. Due to limited seating some productions require reservations, please call 318-357-4483 or email [theatreanddance@nsula.edu](mailto:theatreanddance@nsula.edu) for more information.

## Wellness and Recreation (WRAC)

The Northwestern State Department of Wellness and Recreation is located in the heart of campus in the Randall J. Webb Wellness, Recreation, Activity Center (WRAC). This facility is open 7 days a week. The facility is open to students, faculty, staff, NSU alumni, and Natchitoches community. This facility houses two large gymnasiums, 15,000 square feet of strength, cardio, exercise equipment, group exercise studio, fitness assessment laboratory, locker/shower/steam room areas, three racquetball courts, equipment service center, indoor walking/jogging track, and all of the Department of Wellness and Recreation Administrative offices. The Wellness aspect provides over 20 group exercise classes each week, personal training, fitness assessments, massage therapy, and many health-related seminars throughout the year. The intramurals area sponsors more than 20 sports and activities throughout the academic year. More information about any activities sponsored through the WRAC can be found on our website at <https://wrac.nsula.edu/>.

**Club Sports** consists of a variety of co-educational sports teams that offer skill enhancement and competition opportunities for members. Club Sports bridge the gap between intramural and intercollegiate athletics by providing competition at different levels. In addition, students gain valuable leadership skills by taking part in the leadership, responsibility, and decision-making process of club activities. NSU club sports is currently the home to competitive club sports in archery, rowing, fishing, tennis, and esports.

NSU Club Sports is available to all students interested in starting a club sports program. You may begin this process by contacting the Coordinator of Club Sports, Courtney Chancellor, [chancellor@nsula.edu](mailto:chancellor@nsula.edu).

**Esports** Northwestern State University Department of Wellness & Recreation is home to one of the largest and newest esports venues in Louisiana. Opened January 2021, the venue offers nearly 7000 sq. ft. of exclusive gaming experience. Located in the heart of NSU's campus on the bottom floor of the Friedman Student Union, the venue was designed for both the competitive and recreational gamer. More information about esports is available by contacting the Coordinator of Club Sports, Courtney Chancellor, at 357-4166, [chancellor@nsula.edu](mailto:chancellor@nsula.edu) or stopping by the esports venue in room 121 of the student union.



# UNIVERSITY POLICIES AND PROCEDURES

## Alcohol and Drug Policy

### PURPOSE

Northwestern State University is committed to the health, safety and well-being of each member of the Northwestern State University community. In order to further student learning, development and success and to promote the University's academic mission, Northwestern State University fosters an environment of personal and collective responsibility and respectful citizenship. This means that all members of the university community – students, faculty, and staff – have a role in safeguarding a healthy learning environment free of the consequences of alcohol and other drug misuse. The University also strives to create a culture that supports students who do not use alcohol or illegal drugs and students who use alcohol in a safe, legal and responsible fashion in accordance with state and local laws and ordinances and the Drug Free Schools and Communities Act.

### APPLICABILITY

This policy applies to all students, faculty, staff, and visitors of Northwestern State University.

### DEFINITIONS

**Alcoholic Beverage:** Any fluid or any solid capable of being converted into liquid suitable for human consumption and containing more than one-half of one percent alcohol by volume including malt, vinous, spirituous, alcoholic or intoxicating liquors, beer, porter, ale, stout fruit juices, cider, or wine. (pursuant to R.S. 26:241.1

**Approved Vendor or Server:** A licensed and insured alcohol provider that has been contracted by the University to engage in the sale and service of alcoholic beverages on the Northwestern State University Campus in accordance with this policy-i.e. the University Food Service Provider or other contractor with an ATC Responsible Vendor Card granted authority to serve or distribute alcohol by the University Food Service Provider.

**B.Y.O.B. Event:** (Bring Your Own Beverage) An event where guests are responsible for providing their own alcoholic beverages in accordance with this policy.

**Open Bar:** A bar or dispensary at an event with alcohol at which the drinks have been paid for by the host or are prepaid through the admission fee. Please note that student organizations cannot host events with an open bar.

**Event Management System:** The official system used to reserve buildings, facilities, and other sites on the Northwestern State University campus-i.e. EMS.

**Approved Security Personnel:** Individuals or entities authorized by University Police to serve as security for events with alcohol on campus.

# UNIVERSITY POLICIES AND PROCEDURES

**Illegal Controlled Substance:** Means cocaine, phencyclidine, heroin, methamphetamine, or marijuana and any other illegal controlled dangerous substance, the possession or distribution of which is a violation of the Uniform Controlled Dangerous Substances Law, R.S. 40:961 et seq.-(pursuant to R.S. 9:2800.62.2)

**Possession:** Any situation in which an individual is or reasonably can be assumed to be holding, drinking, or transporting an alcoholic beverage or illegal controlled substance.

**Event Host:** The individual, organization, department, etc. responsible for hosting an event with alcohol.

**Request to Serve Alcoholic Beverages Form:** The official form used when requesting to serve alcoholic beverages or host an event with alcoholic beverages on campus.

**Event with Alcohol Notification Form:** The official form that student organizations must submit if hosting an event with alcohol whether on or off campus or on organization premises.

**University Approved Sites:** Buildings, facilities, and locations on campus that are approved to host an event with alcohol.

**University Event:** An event that is sponsored or hosted by the university, a university department, a recognized student organization, or any other entity of the University.

**Non-University Event:** An event that is sponsored or hosted by an individual, organization, or entity that is not officially affiliated with the University.

**University Approved Risk Management Training:** Any education or training provided by or authorized by the University on hosting events with alcohol in accordance with this policy.

**Organization Premises:** Buildings or facilities located on or off the University campus which are privately owned, leased, or rented and operated by a student organization or that a reasonable, objective observer would associate with the student organization for hosting events or activities on a regular basis.

**University President Designee:** A University employee given specific authorization by the University President to approve events with alcohol and/or authorize sites to be used for events with alcohol.

## GENERAL ALCOHOL PROVISIONS

- The serving, possession, and consumption of alcoholic beverages on the Northwestern State University campus or at university functions may be done only in accordance with the provisions of the state and local laws and ordinances and university regulations.

# UNIVERSITY POLICIES AND PROCEDURES

- No one under the age of 21 may use, consume, possess, or purchase alcoholic beverages.
- The University does not allow the possession of any alcoholic beverages on any part of campus except for approved events and in approved areas.
- All events with alcohol on campus must take place in approved areas, utilize a University approved alcohol vendor or server, and be registered through the University's event management system and approved by the University President or his/her designee using the Request to Serve Alcoholic Beverages Form unless otherwise specified in this policy. The Request to Serve Alcoholic Beverages Form must be submitted at least 7 days before the event is to take place.
- B.Y.O.B. (Bring Your Own Beverage) events are prohibited on campus except for approved athletic tailgating, events approved by the University President or his/her designee, and events hosted in organization owned facilities.
- Open Bar access for event guests is permitted for non-university events. Events and activities sponsored by the university but funded with foundation or other such unrestricted funds (i.e. Alumni Association tailgate, donor events, fund raisers, athletic VIP box seating, golf tournaments, etc.) may also utilize an open bar unless otherwise specified in this policy.
- Individual beverages may not be served or consumed in glass containers unless otherwise approved by the University President or his/her designee. Beverages such as wine served in glassware at approved events are permitted.
- Events with alcohol on campus may not last beyond 11 PM unless otherwise specified in this policy.
- University funds may not be used to purchase alcohol. This excludes foundation or other such unrestricted or donated funds.
- Additional guidelines for alcohol at specific events, facilities, sites, etc. may be developed so long as they do not conflict with this policy.

## SECURITY

All non-University events where alcohol is to be served, requires one off-duty University Police Officer or University approved security personnel for each 50 guests, at the expense of the event host. Security needs for university events with alcohol shall be determined by University Police.

# UNIVERSITY POLICIES AND PROCEDURES

## APPROVED SITES

The possession, consumption, sale, or furnishing of alcoholic beverages is prohibited except in those areas where and when such activities are specifically allowed by the facility manager and University President or his/her designee.

Approved facilities and areas:

- Buildings and Facilities
  - Friedman Student Union
  - Alumni Center
  - Orville J. Hanchey Gallery
  - A.A. Fredericks Auditorium
  - Natchitoches Room, Russell Hall
  - Family and Consumer Science Building
  - Arnold R. Kilpatrick President's Residence
  - Robert W. Wilson Recreation Complex
- Outdoor Facilities & Sites
  - Collins Family Pavilion
  - Iberville Green/Seven Oaks Stage
  - Alumni Plaza
- Athletic Facilities
  - Turpin Stadium
  - Prather Coliseum
  - Brown-Stroud Field
  - Jack Fisher Tennis Complex
  - Walter P. Ledet Track Complex
  - Lady Demon Diamond
  - Lady Demon Soccer Complex
  - Athletic Field House
  - Donald's Demon Alley Tailgating Field
- Other areas as specifically approved by the University President or his/her designee.

## PRESIDENT'S RESIDENCE

Events with alcohol may be hosted at the President's Residence at his/her discretion without the use of a Request to Serve Alcoholic Beverages Form.

## ORGANIZATION PREMISES

Events with alcohol that are hosted in organization premises within the provisions of this policy, do not have to submit a Request to Serve Alcoholic Beverages Form. Organizations must notify the University of all events with alcohol as outlined in this policy. B.Y.O.B. events, within the provisions of this policy, are allowed in organization owned facilities.

## STUDENT ORGANIZATIONS

In any situation sponsored or endorsed by the organization or at any event that a reasonable, objective observer would associate with the organization, including those that occur on or off-campus or on organizational premises:

- The organization and its members must comply with all federal, state, and local laws as well as all University and inter/national organization policies.
- Organizations may not host an event with alcohol on or off campus or on organizational premises until receiving university approved risk management training for events with alcohol for the academic year.
- Organizations must submit the Event with Alcohol Notification Form to the University at least 14 days prior to an event with alcohol being hosted whether on or off campus or on organizational premises.
- Events with alcohol, whether on or off campus may not last beyond 2 AM.
- No person under the legal drinking age may possess or consume alcoholic beverages.
- No person may provide alcoholic beverages to a person under the legal drinking age.
- Alcoholic beverages must either be provided and sold by a licensed and insured third-party vendor on a per drink basis or be brought by individual members and guests (i.e. BYOB).
- The presence of alcohol products above 15% alcohol by volume (ABV) is prohibited in any organizational facility or at any event.
- No alcoholic beverages may be purchased with organization funds or student dues. Additionally, no members may coordinate the purchase of alcoholic beverages for the organization or its members or guests. Donations of alcohol to organizations or members may not be accepted.
- Bulk quantities of alcohol (i.e. amounts of alcohol greater than what a reasonable person should consume over the duration of an event) and common sources of alcohol are prohibited.
- Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization shall utilize a guest list to restrict access to the event. Guest lists shall not be required for approved tailgating activities.
- Any promotion of any event with alcohol must prominently include how alcohol will be present at the event and how a guest will be placed on the guest list (e.g. invitations, RSVP, wristbands, tickets, etc.)
- No organization may co-sponsor an event with an alcohol distributor, bar or promoter. An organization may rent or use a room at a third-party vendor held within the provisions of this policy for the purposes of fund raising. Fund raising events must be in compliance with fire code capacity. Tickets cannot be sold at the door.

# UNIVERSITY POLICIES AND PROCEDURES

- Co-sponsorship, co-financing, attendance at, or participation in an event where alcohol is purchased or provided by a host organization, group, or organization is prohibited.
- Alcohol may not be present if the event or activity is related to the new member joining process (i.e. recruitment, intake, rush, etc.). No recruitment events may be held at or in conjunction with a bar or alcohol distributor.
- No person shall permit, encourage, or participate in drinking games, including any activity that involves the consumption of alcohol under duress or encouragement related to the consumption of alcohol.
- Alcohol may not be present if the event or activity is related to new member activities or initiation into an organization, including but not limited to “bid night,” “Big Brother or Sister/Little Brother or Sister” events or activities, “family” events or activities, and the Ritual of Initiation.

## ATHLETIC EVENTS

The Athletic Department shall develop specific policies and procedures addressing the sale, possession, and consumption of alcoholic beverages at athletic facilities and events. General provisions of this policy concerning alcohol at athletic facilities and events are:

- Alcohol may be sold and distributed by the approved vendor/server at athletic facilities and athletic sporting events approved by the University President or his/her designee.
- No alcoholic beverages greater than 15% ABV may be sold, possessed, or consumed in any athletic facility or at any athletic sporting event unless approved by the University President or his/her designee.
- Cups, containers, ice chests, outside alcoholic beverages of any kind, etc. may not be brought into athletic facilities unless specifically approved by the Athletic Department.
- Glass containers of any kind are prohibited at athletic events.
- Tailgating will be limited to home game days unless otherwise approved by the Athletic Department and must take place in designated tailgating areas for each athletic facility.
- Football tailgating activities will be allowed to begin at 5:00 PM the day before a scheduled game and must end thirty minutes before kickoff. Tailgating times for other sports will be set by the Athletic Department.
- No oversized or common source containers including but not limited to kegs or large, unmarked containers, such as a punch bowls, troughs or even lined trash barrels, etc. are permitted at athletic sporting events.
- Drinking games with alcohol, funneling, any activity that encourages binge drinking, or any other activity deemed high risk or inappropriate by the University are prohibited at athletic sporting events.

# UNIVERSITY POLICIES AND PROCEDURES

Please see the Athletic Department *Policies & Procedures for the Sale/Service of Alcoholic Beverages at Athletic Events* for more information.

## **RESIDENCE HALLS OR APARTMENTS**

The use, possession, consumption, sale, manufacture, or furnishing of alcoholic beverages in any part of any residence hall or apartment on the university campus is prohibited.

## **TOBACCO FREE POLICY**

Effective August 1, 2014, Northwestern State University became a Tobacco-Free University.

Northwestern State University recognizes the hazards caused by tobacco use on the health of our community; we shall implement the following policy to provide a tobacco-free environment for all students, faculty, staff, and visitors of this campus.

The use of tobacco products is always prohibited on all NSU property and as follows:

- In all interior spaces on NSU's main campus and all satellite locations
- In all property leased or operated by NSU
- In all housing located on NSU campus
- In all indoor and outdoor athletic facilities
- In any vehicle owned or leased by NSU
- In all personal vehicles while on the campus of NSU while parked or moving

The policy applies to the use of tobacco products including smoking of cigarettes, cigars, pipes or the use of chewing or spit tobacco, electronic smoking devices (i.e., e-cigarettes, vapors), or the use of any other oral smoking device for the purpose of circumventing the prohibition of smoking and or use of other tobacco products.

Tobacco is defined as: cigarettes, cigars, pipe, pipes or rolling tobacco, tobacco substitutes (e.g. clove cigarettes), chewing or spit tobacco, or any type of electronic smoking device.

Smoking is defined as: inhaling, exhaling, burning, carrying, or possessing any lighted or heated tobacco product, including cigarettes, cigars, pipe tobacco, hookah, and other lighted or heated combustible plant material. Smoking also includes the use of electronic smoking devices.

Electronic Smoking Device is defined as any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the produce the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e- cigarette, e-cigar, e-pipe,

# UNIVERSITY POLICIES AND PROCEDURES

e-hookah, vape pen, nicotine inhaler, or under any other product name or descriptor.

## **Faculty, Staff and Students**

Shared responsibility of the Northwestern State University faculty, staff, and students to enforce the tobacco-free environment by encouraging colleagues, students, visitors, and others to comply with the policy. Faculty, staff, and students should communicate the policy with visitors with courtesy and respect. Should the faculty, staff, and students encounter difficulty with enforcing this policy, they should contact campus police and/or university administration.

## **University Administration**

University administration are responsible for implementing and enforcing NSU's tobacco-free environment among faculty, staff, and students. This includes ensuring faculty, staff, and students are adequately informed of the policy and of the disciplinary actions that will be taken should they not meet compliance.

## **Campus Police/Security**

Campus Policy/Security are responsible for implementing and enforcing NSU's tobacco-free environment among faculty, staff, and students. This includes ensuring faculty, staff, and students are adequately informed of the policy and of the disciplinary actions that will be taken should they not meet compliance.

**Students who violate the tobacco-free policy may also be referred to the Louisiana Quit-Line (1-800-QuitNow; [www.quitwithusla.org](http://www.quitwithusla.org)), which is a free counseling service for tobacco cessation.**

## **DRUGS**

Students and employees of Northwestern State University are hereby informed that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited on university property. Students and employees of the University found to be illegally manufacturing, distributing, dispensing, possessing or using controlled dangerous substances on university property shall be subject to disciplinary action in accordance with applicable policies of the University of Louisiana System Board of Supervisors and Northwestern State University as well as Federal, State of Louisiana and local laws. In addition to university disciplinary action, students and employees found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances shall also be subject to criminal prosecution.

## **Legal Sanctions**

Students, employees, and guests are reminded that local, state, and federal laws provide for various legal sanctions and penalties for unlawful possession or distribution of alcohol and controlled substances. These sanctions include, but are not limited to, incarceration and monetary fines.



## **University Sanctions**

Students found to be in violation of this policy will be afforded due process as prescribed in the University Code of Student Conduct. Sanctions for policy violations include a disciplinary warning, up to and including expulsion from the University. Students may also be referred for counseling and/or referral for individual assessment; referral may be included as a condition of any sanction.

Employees found to be in violation of this policy may face disciplinary action, up to and including termination of employment with the University. Employees may also be referred for counseling and/or referral for individual assessment; referral may be included as a condition of any disciplinary action.

Guests found to be in violation of this policy may be subject to penalties up to and including removal and/or banishment from the University.

## Service and Emotional Support/Assistance Animal Policy Confidential Student Records

### **Purpose**

Northwestern State University is committed to reasonably accommodate persons with disabilities who require the assistance of service or emotional support/assistance animals. The University is also mindful of the health and safety concerns of the campus community. Thus, Northwestern State University must balance the need of the individual with the disability with the potential impact of animals on other campus patrons. The successful implementation of the policy requires the cooperation of all students, faculty and staff.

### **Definitions**

#### **Service Animal**

Any dog \*individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability and meets the definition of “service animal” under the Americans with Disabilities Act (“ADA”). The work or tasks performed must be directly related to the individual’s disability.

Examples include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.

#### **Emotional Support/Assistance Animal**

An emotional support/assistance animal is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy University housing. An emotional support/assistance animal may provide physical assistance, calming, stability and other kinds of assistance. Assistance Animals do not perform work or tasks that would qualify them as “service animals” under the Americans with Disability Act.

## Policy

### 1. Service Animals

Northwestern State University faculty & staff will not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. Faculty and staff may ask:

- If the animal is required because of a disability and:
- What work or task the animal has been trained to perform.

NSU cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, NSU may not make any inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g. the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair or providing assistance with stability or balance to an individual with an observable mobility disability).

Students utilizing service dogs on campus must register with the Office of Disability Support. Students with service dogs who plan to live in the Campus Living Villages housing will be asked to register with Campus Living Villages for housing approval. Specific questions related to the use of service animals on the NSU campus by visitors can be directed to the Office of Accessibility and Disability Support at (318) 357-4460.

Only Service Animals will be allowed in any NSU building or structure and public events.

### 2. Service Animals in Training

Individuals who desire an accommodation for a service animal in training must demonstrate that there is a proper training plan designed to work for the benefit of an individual with a disability. They must also abide by all relevant provisions of this policy. An animal being trained to be a service animal has all the same rights as a fully trained animal when accompanied by a trainer and identified as such.

### 3. Emotional Support/Assistance Animals\*

Emotional support/assistance animals that are not considered service animals under the ADA may still be permitted, in certain circumstances, in the Campus Living Villages housing pursuant to the Fair Housing Act. An individual may keep an emotional support/assistance animal as an accommodation in housing if:

- The individual has a documented disability from appropriate provider.
- The animal is deemed necessary to afford the individual an equal opportunity to use and enjoy a dwelling; and

# UNIVERSITY POLICIES AND PROCEDURES

- There is an identifiable relationship between the disability and the assistance the animal provides.

\*\*Emotional support/assistance animals are NOT allowed in any university building/facility other than the student's residence.

## 4. On-campus housing requirements

A student requesting an emotional support/assistance animal that is living or planning to live in on-campus housing (Campus Living Villages) must register with Campus Living Villages and complete the necessary paperwork.

Campus Living Villages may decline to approve a request for an emotional support/assistance animal, if an accommodation is unreasonable. An accommodation is unreasonable if it presents an undue financial or administrative burden on the University or poses a substantial and direct threat to personal or public safety or to the property of others, or constitutes a fundamental alteration of the nature of the service or program.

All roommates and/or suitemates of the owner must sign an agreement acknowledging that the emotional support/assistance animal may be moved to another location, as determined by the Campus Living Villages staff and asked to find a roommate/suitemate willing to sign the agreement.

If an emotional support/assistance animal owner is found to be in violation of the emotional support/assistance animal policy, then the animal and/or the owner may be removed from the Campus Living Villages.

## Service & Emotional Support/Assistance Animal Owner Responsibilities

The Owner of the Service or Emotional Support Animal is expected to accept the following responsibilities\*:

- Students receiving this accommodation are limited to one (1) animal.
- Students receiving this accommodation must be the owner of the approved animal.
- All approved animals living on campus will be required to have a campus ID tag.
- Owner must show animal campus ID upon request of any university employee.
- Owner must comply with applicable local, state, and federal laws concerning the ownership of an animal. City of Natchitoches animal ordinances may be found at: [https://www.municode.com/library/la/natchitoches/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH6ANFO](https://www.municode.com/library/la/natchitoches/codes/code_of_ordinances?nodeId=PTIICOOR_CH6ANFO)
- The Owner, not the university or another resident/student, is responsible for the care and conduct of the animal.

# UNIVERSITY POLICIES AND PROCEDURES

- Animals must be kept clean, healthy and under the control of the owner at all times. This means that all animals are to be on a leash, harness or within a carrier device at all times when outside of the designated living quarters (the residents assigned room).
- All required immunizations must be up to date and a copy of the immunizations must be on file in Campus Living Villages.
- Animals must wear a collar with appropriate tags (i.e. vaccinations, contact information, NSU tag) at all times.
- Animals must not pose a direct threat to the safety of others.
- The owner is responsible for the prompt clean up and disposal of the animal's waste.
- No waste is to be disposed of in any trash receptacle inside any building, or through any sewer system inside each building (sinks and toilets). Outside dumpsters should be used.
- Animals must sleep in the owner's room or apartment. NSU/Campus Living Villages can inspect the residence on a regular basis to determine if there is infestation or other damages to the property.
- Animals must not be disruptive to other students including:
  - o Excessive noise
  - o Other behaviors that may be disruptive including digging, barking howling, whining, etc.
- NSU is not responsible for an animal during a fire alarm, fire drill or natural disaster/emergency.
- An animal cannot be left alone for more than 12 hours. The owner is responsible for finding appropriate accommodations for the animal when they will be leaving for a period of more than 12 hours.
- The owner is responsible for any bodily injury or damage caused by the animal to any individual and is also responsible for the subsequent charges.
- The owner must notify Campus Living Villages when the animal is no longer needed in the residence.
- If the owner is seeking to replace an animal with another, the student must file a new request and documentation.
- Approvals are only good for the academic semester in which the approval is made. A new request/notification must be each semester.
- It is the owner's responsibility to keep a dog or cat on flea and tick control. The owner will be responsible for the cost of eliminating any pest infestation as a result of the animal. The student is responsible for the cost of extermination.

# UNIVERSITY POLICIES AND PROCEDURES

\*Failure to comply with any of the above policies may result in consequences by the Dean of Students/Student Conduct and/or the removal of the animal and the owner of the animal. In addition, the owner could possibly incur fines of \$50.

## **Other Non-Service and Non-Emotional Support Animals**

Guests and University community members are allowed to walk their dogs on campus. However, the animal must be under the care and control of the owner at all times. Animal must be leashed. Owners are expected to dispose of animal waste. No waste is to be disposed of in any trash receptacle inside any building, or through any sewer system (sinks and toilets) inside campus buildings; outside dumpsters should be used. No animal, with the exception of service animals approved by the Office of Accessibility and Disability Support, will be allowed at public venues, events (except pet invited events) or inside buildings. The animal must be leash trained and may not cause a disturbance to others. The owner of the animal, not Northwestern State University, is held responsible for damages to persons or property damages caused by animals. Northwestern State University reserves the right to deny access to campus to animals and owners who violate this policy.

## **Conflicting Disabilities**

Students with medical condition(s) that are affected by animals (respiratory diseases, asthma and severe allergies) should contact the Office of Accessibility and Disability Support if they have a health or safety related concern about exposure to a service or emotional support/assistance animal. The individual will be asked to provide medical documentation that identifies the conditions and will allow determination to be made as to whether the condition is disabling and whether there is a need for accommodation.

The Office of Accessibility and Disability Support, Dean of Students, Campus Living Villages and NSU Police will work to resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved.

## **Confidential Student Records**

Northwestern State follows all FERPA, HIPAA, and other governing agencies' guidelines concerning student records: academic, advising, financial aid, student accounting and card services (One Card), student services, student support services, student conduct, student health services, counseling, career services, disability services, testing and athletic. To view the comprehensive policy relating to protection, storage and release, please go to: <https://www.nsula.edu/registrar/ferpa/>

## Policy on Public Speech, Assembly, and Demonstrations

Northwestern State University views free speech as fundamental to democracy and the mission of higher education. NSU is committed to the lawful expression of ideas on our campus by students, administrators, faculty, staff and invited guests in accordance with state law, and the policies of the University of Louisiana System which include reasonable time, place and manner restrictions.

- Northwestern State University shall strive to ensure the fullest degree of intellectual freedom and free expression.
- It is not the responsibility of NSU to shield individuals from speech protected by the First Amendment of the US Constitution and Article I, Section 7 of the Constitution of Louisiana, and other applicable laws, including without limitation ideas and opinions they find unwelcome, disagreeable, or even deeply offensive.
- Students and faculty have the freedom to discuss any topic that presents itself, as provided under the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana and other applicable laws permit and within the time, place, and manner of expression that are consistent with this policy and that are necessary to achieve a significant institutional interest.
- Students and faculty may assemble and engage in spontaneous expressive activity as long as such activity is not unlawful and does not materially and substantially disrupt the functioning of the institution, subject to the requirements of this policy.
- Any person lawfully present on campus who wishes to engage in noncommercial expressive activity at NSU shall be permitted to do so freely, as long as the person's conduct is not unlawful and does not materially and substantially disrupt the functioning of the institution.
- Protests or demonstrations that infringe upon the constitutional rights of others to engage in or listen to expressive activity by creating a substantial or material disruption to the functioning of the institution or to someone's expressive activity shall not be permitted.
- The public areas of Northwestern State University are traditional public forums and are open on the same terms to any speaker.
- Northwestern State University will not deny a belief-based student organization, any benefit or privilege available to any other student organization, or otherwise discriminate against a belief-based organization, including any requirement that the leaders of the organization:
  - o Affirm and adhere to the organization's sincerely held beliefs.

# UNIVERSITY POLICIES AND PROCEDURES

- o Comply with the organization's standards of conduct.
- o Further the organization's mission or purpose, as defined by the organization.

## **Time, Place, and Manner Restrictions**

- Demonstrations or protests may not block ingress or egress to roadways, buildings, exterior patios, plazas, walkways, or gathering spaces.
- Demonstrations and protests should take place at least 150 feet from academic buildings during academic hours to avoid disrupting the academic functions of the university.
- Sound systems and amplification devices may only be used in areas and during hours that will not disrupt the academic and administrative functions of the university.
- Restricted areas of the campus, or those areas not deemed a traditional public forum, may not be used for demonstrations or protests.
- The interior of buildings may not be used for spontaneous expressive activity. Interior rooms and spaces must be reserved using that facility's reservation methods and be used for that facility's purpose.
- Harassment, threats, and expressions directed to provoke and likely to produce imminent lawless actions are prohibited.

## **Registration & Preferred Locations**

The safety of members of the NSU community and visitors to the campus is paramount. To maintain safety and security, to minimize risks of harm and to minimize conflict with academic processes, the university has designated three preferred locations for demonstrations and protests. Preferred locations are:

- Student Union Plaza
- Flag Pole on the Kyser Hall Brickway
- Green Space between CAPA and Varnado Hall

To better provide safety and security to students, administrators, faculty, staff, and visitors, Northwestern State University requests that demonstrations and protests be registered with the Vice President for the Student Experience at least 24-48 hours in advance.

## **On Campus Residency**

### **Regulations for Off-Campus Residency**

According to the Rules of the Board of Supervisors for State Colleges and Universities, an unmarried full-time undergraduate student is required to live on campus if space is available, unless exempt by the University for good and rea-



# UNIVERSITY POLICIES AND PROCEDURES

sonable cause. The University Administration has a responsibility to adhere to the policies of its governing body, therefore, the University requires an unmarried, full-time undergraduate student desiring to reside off campus to receive prior approval and to:

1. Live with a verifiable family member. A verifiable family member is a parent, grandparent, married brother or sister, or legal guardian.
2. Be classified as a military veteran (documented by Form DD214).
3. Reside in a property owned by the student or student's family (parent, grandparent, married brother or sister, or legal guardian). Proof of ownership must be substantiated by notarized statement from owner of property.
4. Have a significant medical problem documented by physician's statement. (This statement must be on the University's medical form).
5. Have a significant financial hardship documented by statement from parents indicating their contribution to cost of student's university expenses, itemized statement from student indicating funds available for expenses and anticipated expenses, copy of student's university expenses, a copy of parent's W-2 and 1040 filed from preceding year and student's W-2 form for preceding year.
6. Be 21 years of age or older by 14th class day.
7. Have resided on campus for six semesters. Summer will count as a semester if the student has taken at least 6 hours and resided on campus for that summer.
8. Be married, divorced (documented by marriage license or divorce decree) or in guardianship of a dependent child (documented by legal documentation).
9. Be classified as a senior with 90 or more semester hours.
10. Suffer other significant hardships if required to reside on campus (documented by a statement from parent or guardian, counselor, or dean or advisor).
11. Commuter living in a commutable area. Commutable area is defined as one of the following parishes: a) Bienville b) Bossier c) Caddo d) DeSoto e) Grant f) Natchitoches g) Rapides h) Red River i) Sabine j) Vernon k) Winn. A written **NOTARIZED** statement from parents or legal guardian providing the permanent address and parish from which student will be commuting is required.

\*Exemptions, if approved, are good for one year only and must be resubmitted for approval 14 days prior to the start of class each fall semester.

A student who meets one of the above criteria and wishes to reside off campus should apply through the Auxiliary Services office by submitting an Application for Off-Campus Residency and furnishing appropriate documentation and/ or other written information supportive of the request at least 14 days prior to the start of classes for the semester the student wishes to commence residing

off campus. All applications, other than automatic exemptions, will be referred by the Assistant to the Executive Director of University Affairs for Auxiliary Services to be reviewed by the Executive Director of University Affairs for Auxiliary Services for approval.

A student should inquire in advance about requesting permission from the University to reside off campus to avoid inconvenience for the student and the University. Prior to entering into any type of lease or rental agreement, a student should secure authorization to reside off campus.

## **Regulations for the Appeal Process for Exemptions**

If a student's Application for Off-Campus Residency or Application for Exemption from Campus Dining Services is reviewed by the Executive Director of University Affairs for Auxiliary Services and determines that the student failed to meet eligibility based on the selected criteria, the student has the right to appeal in the following manner:

1. Student must submit additional information, documentation, or proof of an extenuating circumstance that was NOT originally submitted in the first attempt to appeal within ten (10) calendar days of the notification letter of denial from the Committee.
2. Upon review of the additional information, documentation, or proof of an extenuating circumstance by the Assistant to the Executive Director of University Affairs for Auxiliary Services forwards new documentation to the Executive Director for a second review.
3. If the Executive Director reconsiders the appeal and the outcome is a denial, the student has the right to submit additional information, documentation, or proof of an extenuating circumstance that was NOT submitted with the original application or the appeal to the Assistant to the Executive Director of University Affairs for Auxiliary Services, who will then refer the appeal to the Dean of Students. The Dean of Students will then evaluate the additional information, documentation, or proof of extenuating circumstance that was not submitted with the original application or the appeal and forward to the Executive Director for review. The decision of the third attempt to appeal will be final.

## **Greek Housing**

Greek houses with approved live-in facilities are considered on-campus housing and will operate in accord with all policies, procedures, and rules established by the Board of Supervisors and the University. In order to reside in Greek housing, students must make application according to established policies and procedures. Those students residing in Greek housing are required to participate in campus dining services and Health Services. Exemption information can be obtained from the One Card Office, Student Services Building. Greek housing policies are available from the Director of Fraternity and Sorority Life.

## Policy on Research with Human Subjects

Research is a mission of the University, and the involvement of the NSU community, including students, in research programs and activities is important to advance knowledge and serve human needs. During your time as a student at NSU, you will have various opportunities to participate in assessment, measurement, and testing programs like focus groups, surveys, tests, and interviews. Some of these will be optional and voluntary while others will be mandatory. The University encourages cooperation and participation in such programs and activities. Many times, research activities allow for opinions to be expressed, services to be improved, funds to be reallocated for new programs, and other positive institutional changes.

When human beings participate as subjects in research projects, safeguards must be established to protect their health, well-being, and rights. Under the policies established by the United States Department of Health and Human Services (HHS), this protection is extended to all human subjects regardless of the nature of the research being performed. In response to these federal requirements, Northwestern State University established the Human Subjects Institutional Review Board (IRB) to review all research proposals in which human beings (including NSU students) participate. The purpose of such a review is to ensure that each person who is involved in a university-sanctioned research study is protected adequately from harm. Possible harms include physical, psychological, legal, employment, educational, and the privacy and confidentiality of the data collected from each participant.

It is the responsibility of the NSU faculty or staff member overseeing the human subjects research study to assure compliance with this policy for research conducted by either a student advisee or the faculty/staff member.

NOTE: The IRB, the university administration, and the NSU research community are committed to limiting harm to human beings as much as is reasonable and practical; however, it is not possible to eliminate completely all potential risks of a research study.

For more information on the purposes and methods of a particular study, consult with the NSU faculty or staff member overseeing the research. For more information on policies and procedures related to the protection of human beings in research studies, see the NSU IRB website at <https://www.nsula.edu/irb/> or contact the NSU IRB Office (Email: [irb@nsula.edu](mailto:irb@nsula.edu). Phone: 318-357-5228).

## Regulations Governing Student Organizations

Student organizations are an integral part of the University community and participation within an organization is completely voluntary. Organizations are obligated to contribute to the scholastic attainment and general development of the individual. Skills and experiences obtained through membership in an organization serve as a valuable supplement to the formal curricula.

### General Policy

When groups of students wish to have a continuous association, intended to last beyond the term of those immediately involved, causing them to congregate for activities on the campus, requiring from time to time the use of university facilities, and advertising them to the public as a group centered on the campus, it is proper that they be required to certify with the University. All certified organizations should be accorded the same privileges and bound by the same obligations. No student organization may carry on any activity on university-controlled property unless it has been certified under the procedures outlined herein. The Northwestern State University Student Code of Conduct shall supersede all other policies.

### Recognized Student Organization

For information pertaining to regulations, privileges, and certification of a Recognized Student Organization, please refer to the Recognized Student Organization Manual which can be accessed at the following website: <https://nsula.presence.io/>.

### Administration of the Code

Except as outlined below, the regulations governing student organizations shall follow the procedures outlined in the Student Code of Conduct.

### Risk Management for Student Organizations

Student organizations are expected to conduct activities and events in a manner which supports the educational mission of the University, as well as to comply with all federal, state, and local laws, and University policies and procedures. The University is committed to providing students and student organizations with policies and procedures that support low risk, healthy, and safe events on and off campus. All events on campus or during organization-sponsored activities, or any event an observer would associate with the University and/ or organization, including off-campus events, must be in compliance with all policies for student organizations. Northwestern State University does not endorse student organization sponsored events held on or off campus, where alcohol is present. Northwest-

# UNIVERSITY POLICIES AND PROCEDURES

ern State University assumes no legal responsibility or liability for the activities, on or off campus, of student organizations. The purpose of the risk management policies and procedures is to ensure that safety remains a top priority in planning and implementing events for student organizations. Current Student Organization Risk Management Policies can be found in the RSO manual.

## **Sanctions for Organizational Misconduct and Withdrawal of Recognition**

A student club or organization which fails to comply with the Northwestern State University Student Code of Conduct, the policies and procedures established by the University, the national affiliate policies, or fails to function within its prescribed purpose, shall be subject to sanction(s) by: A) the Director of Fraternity and Sorority Life or the Dean of Students designee (for Fraternity and Sorority Life related incidents) or, B) the Director of Student Activities and Leadership Development or the Dean of Students Designee (for other non-Fraternity/Sorority RSOs) and C) the committee on organizations. Sanctions may be imposed following procedures outlined in the Student Code of Conduct. A sanction may be imposed alone or in conjunction with one or more additional sanctions. The sanctions for Organizational Misconduct and Withdrawal of Registration can be found in Article VIII, Section 3.0 of the University Student Code of Conduct. Members of student organizations who violate the Student Code of Conduct may also be referred to the Office of Accountability and Student Conduct.

## **Appeals Procedures**

An organization may appeal a decision by the Director of Fraternity and Sorority Life or the Director of Student Activities and Leadership Development or the designee which results in the organization receiving a sanction of disciplinary probation, suspension, or deactivation to the University to the Committee on Organizations. The organization shall submit a written appeal to the Dean of Students Office within five class days of notice of such sanction. An organization may appeal a decision of the Dean of Students to the Vice President for The Student Experience, or designee. The organization shall submit a written appeal to the Vice President of The Student Experience, or designee, within five days of notice of the sanction being upheld. This last appeal decision shall be final.

## Campus Safety and Emergency Procedures

### Student Safety Committee

Northwestern State University has a Student Safety Committee to promote safety on the Natchitoches Campus. This student run committee develops safety programs and reviews policies and procedures to strengthen security for students, faculty, and staff. Students interested in Student Safety should contact the Dean of Students Office.

### Carry and Show Your One Card

Many safety issues impacting Northwestern State University students result from the actions of non-students who violate our Student Code of Conduct. For self-protection and the safety of the Northwestern State University community, students are expected to carry their Student Identification Cards with them at all times and be prepared to show IDs to police and other University personnel upon request. Help keep Northwestern State University safe; carry your Speed Demon Card and cooperate with University Police when asked to show your ID.

### Bicycle, Skateboard, Motor Conveyance Policy

Northwestern State University is committed to providing a safe and enjoyable campus for its students, faculty, staff and guest. Multiple forms of transportation are commonly used on the University property. This policy is created to ensure that all modes of transportation used are done so in a safe manner, not only for the user of the equipment but also for pedestrians and motor vehicle drivers and occupants.

#### **Applicability:**

This policy applies to all Northwestern State University students, faculty, staff, visitors, and guest to the main Natchitoches campus.

#### **Definitions:**

**Operator** – A person who is in primary control of a device or motorized conveyance listed in this policy.

**Students** – For purposes of this section the term student shall include a student currently enrolled at Northwestern State University, a student of Louisiana School for Math, Science, and the Arts; a student currently enrolled in Bossier Parish Community College that attends courses on the Northwestern State University campus.

**Pedestrians** – Pedestrians are defined as any person who is walking or traveling in a conveyance utilized by a person fitting American with Disabilities Act qualifiers.

# UNIVERSITY POLICIES AND PROCEDURES

**University Property** – All property owned, leased, cared for, and/or controlled by Northwestern State University.

**Bicycle** – A bicycle is a device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels.

**Skateboard** – A skateboard is a device propelled by human power with wheels and a floorboard designed to be stood upon when riding.

**Roller Skates** – A roller skate is a shoe or boot with wheels or casters attached to its sole for skating on hard surfaces. This definition includes in-line skates, which are roller skates whose wheels are arranged in a straight line, and Heelys, which are shoes with a wheel that protrudes and retracts from the heel, sole or boot.

**Acrobatics** – Acrobatics is defined as any action on roller – equipped devices that is not necessary for the safe forward movement of the rider and which might be described as a “trick” or “routine”, including, but not limited to, such maneuvers as having all wheels off the ground at the same time, jumping up or down steps, grinding, and so on.

**Motorized** – Motorized as defined for this policy, is any transportation device other than a bicycle that is powered by a engine of type that is not a motor vehicle (ex. golf carts, gators, etc.)

The University encourages the use of transportation to and from places on campus. Use of such forms of transportation is limited or restricted only when necessary to provide for the safety of all members of the University community or to protect University property. This policy addresses the use of the following forms of transportation.

## I. Bicycles

- a. If a bicycle is being operated on a public roadway, the operator must follow all Louisiana Traffic Laws. It must travel with the flow of traffic on the roadway and follow all traffic control devices
- b. A person propelling a bicycle shall not ride other than upon or astride a permanent or regular seat attached thereto
- c. No bicycle shall be used to carry more persons at one time than the number for which is it designed and equipped.
- d. A person operating a bicycle shall at all times keep at least one hand upon the handle bars.
- e. When operating a bicycle on the sidewalk or other pedestrian areas, operators are to give right of way to all pedestrians and exercise due care when operating the bicycle at all times.

# UNIVERSITY POLICIES AND PROCEDURES

- f. Bicycles should be operated at a safe speed and all wheels maintain contact with sidewalk or roadway at all times.
- g. At no time should the operator for any reason traverse stairs, rails, or perform acrobatics with the conveyance.
- h. Helmets and other certified safety equipment are strongly encouraged to protect the operator from injury should an incident occur.
- i. If damage should occur to University property from use of the conveyance in a way that conflicts with this policy the operator of the device shall be held liable and responsible for repair or replacement.

## II. Skateboards, Scooters, and similar devices

- a. Unless otherwise indicated by signage or regulation operators of skateboards may be ridden on sidewalks and pedestrian areas.
- b. Operators must exercise due care when traveling on the conveyance.
- c. When operating on a sidewalk or other pedestrian areas, operators are to give right of way to all pedestrians.
- d. No skateboard shall be ridden inside buildings, on accessibility ramps, alley, roadways, or parking lots.
- e. Skateboards, scooters, skates and similar devices shall be operated at a safe speed and all wheels maintain contact with sidewalk in a forward motion at all times.
- f. Skateboards and other similar devices may be carried, but not ridden inside University buildings and classrooms as long as they do not create an obstruction, trip hazards, or damage to University property.
- g. At no time should the operator for any reason traverse stairs, rails, or perform acrobatics with the conveyance.
- h. If damage should occur to University property from use of the conveyance in a way that conflicts with this policy the operator of the device shall be held liable and responsible for repair or replacement.
- i. Helmets and other certified safety equipment are strongly encouraged to protect the operator from injury should an incident occur.
- j. Use of skateboard as a sled or luge is strictly prohibited.

## III. Motorized

- a. The use of motorized conveyances should mainly occur on roadways however when not practical the use of sidewalks and grass areas is authorized.
- b. When traveling on the roadway, operators are to follow all Louisiana Traffic Laws and obey all traffic control devices.



# UNIVERSITY POLICIES AND PROCEDURES

- c. When not traveling on roadways operators shall give right of way to pedestrians and other operators on human powered conveyances.
- d. Operators must exercise due care when traveling on the conveyance.
- e. Motorized conveyances should be operated at a safe speed as allowed by the current traffic conditions.
- f. Number of passengers is not to exceed that of designed seating for the conveyance.
- g. Only motorized conveyances approved by the University Chief of Police or his/her representative is authorized on University Property.
- h. University motorized conveyances are to be operated by authorized personnel while completing a function in regards to their University duties and should not be used off campus without written permission.
- i. Motorized conveyances should never be operated in any building at any time, without special permission from the Chief of Police, Vice President for University Affairs, or the President of the University.
- j. If damage should occur to University property from use of the conveyance in a way that conflicts with this policy the operator of the device shall be held liable and responsible for repair or replacement.
- k. Operators of University owned conveyances shall have permission from their supervisor or department head. Until such permission is granted that person shall not operate a University owned conveyance.

## Threat Assessment and Reporting

To minimize harm to students, faculty and staff, at Northwestern, the University has a Threat Assessment and Behavioral Team with Guidelines for Reporting.

The Team is comprised of University employees who, through their positions, maintain close contact with students, faculty and staff and, have training in assessment of potentially dangerous situations.

All members of the Northwestern State community are encouraged to participate in Threat Assessment by reporting events and individuals they believe might pose risk for violence or harm to the Dean of Students Office or University Police.

## Purple Alert

Purple Alert is a rapid notification system for disseminating alerts to NSU students, faculty and staff. In an emergency situation which poses an immediate risk to the health and safety of the campus community, Purple Alert will be activated. When activated, PURPLE ALERT sends



# UNIVERSITY POLICIES AND PROCEDURES

a brief notice about the situation and instructions of what to do. The message is sent via various mechanisms, including cell phone text message, cell phone voice call, landline phone call, and email messages. Additional information will be made available to you via the University's website, email, phone, campus radio and television resources, and other means. All member of the Northwestern Community are encouraged to participate.

All student and employee NSU email addresses are registered within the system. Each student or employee receives a registration email which allows them to set up an account, and register their personal email address, as well as cell and home phone numbers. The Purple Alert logo is located on the NSU homepage and other NSU websites.

## University Hazing Policy

### I. Northwestern State University Statement on Hazing

Northwestern State University (“University”) is committed to maintaining a supportive, educational environment that fosters respect for the dignity and rights of all its community members. This commitment reflects the University’s adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. As such, acts of hazing are considered irresponsible, intolerable, and inconsistent with the University’s mission. Student organizations and/or individual members found to have engaged in hazing shall be in violation of the University’s Policy (“Policy”) and may be in violation of state law (R.S. 14:40.8).

### II. Policy and Procedures Memorandum

In compliance with Acts 635, 637, and 640 of the 2018 Regular Session of the Louisiana Legislature, and Act 382 of the 2019 Regular Session of the Louisiana Legislature, the 2019 Board of Regents Uniform Policy on Hazing, and the University of Louisiana System Policy on Hazing, the University reaffirms its Policy that any form of hazing of any student enrolled at the University is prohibited. Violation of this Policy can result in both disciplinary actions imposed by the organization and/or institution as well as criminal charges.

### III. Louisiana Hazing Laws & Penalties Overview

- The Max Gruver Act creates the crime of criminal hazing with offenders facing a fine up to \$1,000, imprisonment for up to six months, or both; if the hazing results in serious bodily injury, death, or if the hazing involves forced alcohol consumption that results in a blood alcohol level of at least .30, offenders will face a fine up to \$10,000 and imprisoned with or without hard labor for up to five years. Offenders shall be expelled, suspended, or dismissed from the University and not permitted to return for at least one semester.
- If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the University and law enforcement.
- If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the University.
- If any person serving as a representative or officer of an organization (including but not limited to, any representative, director, trustee, or officer of any national or parent organization) knew and failed to report to law enforcement that one or more of the organization’s members were hazing another person, the organization may be subject to a fine up to

\$10,000, forfeiture of any public funds received, and forfeiture of all rights and privileges of being an organization (university recognition). If hazing results in the serious bodily injury or death of the victim or results in a blood alcohol level of at least .30 the period of forfeiture of rights and privileges will not be less than four years.

- Any person at the scene of an emergency who knows that another person has suffered serious bodily harm caused by reckless behavior such as hazing must, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person including seeking help or reporting the need for help to the appropriate authority. Persons who fail to immediately report the need can be criminally charged with a fine up to \$1,000, imprisoned with or without hard labor for up to one year, or both. If the injury results in death, the offender will be fined up to \$2,000, imprisoned with or without hard labor for up to five years, or both.
- Identifying information of students who report violations of the Student Code of Conduct, including hazing, will be protected.
- The University must provide annual hazing education and prevention training to all students.
- Consent by the individual subjected to hazing is not a defense against the crime of hazing.

## IV. Definitions

- a. Louisiana Law defines **Hazing** as: any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:
  - i. The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
  - ii. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- i. Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- ii. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects

the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

- iii. Activity involving consumption of food, liquid, or any other substance, including but not limited to, an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- iv. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
- v. Physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution is not considered "hazing."

The University further defines **Hazing** as: any action taken or situation created intentionally or unintentionally – with or without consent – that endangers a student or creates risk of injury, produces mental or physical harm, embarrassment, degradation, harassment or ridicule – whether on or off campus – for the purpose of affiliation with, initiation into, or as a condition of continued membership in any student organization, club, group or team.

Other Hazing activities may include, but are not limited to the following:

- All forms of physical activity not part of an organized and voluntary athletic contest or not specifically directed toward constructive work.
- Activities that significantly interfere with class, other University obligations (e.g. athletics, etc.) work, studying, and sleep.
- Explicitly or implicitly causing, inducing, pressuring, coercing, or requiring an individual to violate any federal, state, or local law, and/or University policy.
- Any action or situation which may lead to compromising an individual's self-respect, moral or religious values, or suffering mental or emotional harm.
- Transporting individuals against their will, kidnapping, imprisoning, or abandoning an individual which endangers the health or safety of that individual.
- Restraining or tying up individuals.
- Blindfolding (outside of the context of an approved ritual).
- Activities involving placement of substances on or in the body of an individual (e.g., eggs, paint, honey, etc.).

# UNIVERSITY POLICIES AND PROCEDURES

- Lineups or interrogations.
  - Pressuring individuals to get a brand, tattoo, shave their head, or modify their body in any way.
  - Assigning meaningless tasks to individuals.
  - Any form of personal servitude (e.g., driving, cleaning rooms, serving meals, washing cars, purchasing items on another's behalf, etc.).
  - Assigning "pranks" such as stealing, defacing property, and harassing other organizations and/or individuals.
  - Scavenger hunts for meaningless items or which promote trespassing, breaking the law, endanger members, or occur at unreasonable times.
  - Forced memorization of non-essential information.
  - Compelling any individual to wear or carry unusual or burdensome items.
  - Activities intended to interfere with an individual's employment or family obligations.
  - Excluding individuals from social contact.
  - Select individuals being solely responsible for an organization's obligations.
  - Requirements that financially take advantage of individuals.
  - Explicitly or implicitly requiring an individual to wear any degrading, inappropriate, or uncomfortable garments.
  - Conspicuous dress that is not expected of all organization members for events, activities, dress up days, etc.
  - Preventing individuals from wearing any required garments or accessories.
- b. **Organization** is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.
- c. **Pledging** is any action or activity related to becoming a member of an organization, including recruitment and, rushing.
- d. **Appropriate authority**
1. Any state or local law enforcement agency.

2. 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
  3. Emergency medical personnel.
- e. **Reckless behavior** is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to, excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.
- f. **Serious bodily injury** is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

## V. Prevention and Education Programs

- Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook. In addition, each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process either in person or electronically. If the student receiving the information required is a minor, that information shall also be provided to his parent or legal guardian.
- Each organization (as defined above in this Policy and in R.S. 17:1801.1) shall, as a condition of operating at the University, adopt the hazing prevention policy that the University has adopted which shall include possible University sanctions against the organization in the event of a reported or confirmed hazing incident, and a policy that prohibits hazing. Each organization shall provide annually at least one hour of hazing prevention education that includes education relative to such policies to all members, prospective members, and anyone who is employed by or volunteers with the organization. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the University relative to the students, employees, and volunteers receiving such education evidenced by an attestation of such individuals receiving the education.
- The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty to investigate and report, and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws.

## VI. Reporting Requirement

It shall be the duty of all current and potential student organization members and pledges to report immediately, in writing, any violation of this Policy to the appropriate institution administrator. Personally identifiable information of any person who reports or witnesses violations of the Student Code of Conduct or other policies intended for the safety of students or employees of the University is protected from Louisiana public record laws, unless access to this information is specially required by other provisions of Louisiana or federal law or court order. Any violation of this Policy shall be investigated, and appropriate disciplinary action taken. To report a suspected or recent incident of hazing contact:

- **The Vice President for the Student Experience and Dean of Students**  
318-357-5285 • Student Services Center- 134
- **Director of Student Affairs**  
318-357-6128 • Student Services Center- 103
- **The Office of Accountability and Student Conduct**  
318-357-5286 • Friedman Student Union- 309
- **Health Services**  
318-357-5351 • Infirmary Building- 108
- **Counseling Services**  
318-357-5621 • Friedman Student Union- 305
- **The Office of Student Activities and Organizations**  
318 357-5438 • Friedman Student Union- 222
- **The Office of Greek Life**  
318-357-5439 • Student Services Center- 139
- **University Police**  
318-357-5431 • Infirmary Building- 115
- **University Band Director**  
318-357-5825 • Creative and Performing Arts Center- 114B
- **University Athletic Director**  
318-357-5251 • Athletic Fieldhouse- 101

You may also contact any University administrator, faculty member, coach, or staff member to report an incident of hazing.

### Other reporting options are:

- **National Anti-Hazing Hotline** - anonymous telephone line to report a suspected or recent hazing incident: 1-888-NOT-HAZE (1-888-668-4293)
- **University of Louisiana System Hazing Portal:** [www.ulsystem.edu/hazing](http://www.ulsystem.edu/hazing)

If an organization has taken disciplinary action against one of its members for



# UNIVERSITY POLICIES AND PROCEDURES

hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the University immediately using the standard hazing reporting form.

If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the University immediately using the standard hazing reporting form.

When the University receives a report of alleged incident of hazing pursuant to the hazing statutes, the University shall:

- a. Report to law enforcement as soon as practicable under the circumstances, the alleged act or acts of hazing as required by R.S. 14:40.8. The information reported to law enforcement shall include all information and details received by the University relative to the alleged incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing identified in the report.
- b. Document in writing all actions taken with regard to the report including but not limited to the date the report was received, reports made to law enforcement as provided in R.S. 14:40.8, and any other information relative to the University's investigation, processing, and resolution of the incident.
- c. Failure of the University to comply with the reporting provisions may be subject to a fine of up to ten thousand dollars.

## VII. Duty to Seek Assistance

In accordance with Act 637 of 2018, codified at R.S. 14:502, any person at the scene of an emergency who knows that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. Any student who fails to seek assistance as defined by the law and this Policy shall be subject to penalties outlined in R.S. 14:502

Criminal charges for violations of R.S 14:502 may include:

- a. A fine of up to one thousand dollars, imprisonment with or without hard labor for up to one year, or both.
- b. If the serious bodily injury results in the death of the person, any person who violates the provisions of R.S. 14:502 shall be fined up to two thousand dollars, imprisoned with or without hard labor for up to five years, or both.

## VIII. Sanctions

### a. Organizations and Affiliates

- i. If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the University immediately using the standard hazing reporting form.
- ii. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the University immediately using the standard hazing reporting form.
- iii. If any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization of which any of the underlying entities as recognized in Section IV B of this Policy is sanctioned or recognized member at the time of the hazing, knew and failed to report, as soon as practicable under the circumstances, to law enforcement that one or more of the organization's members were hazing another person, the organization may be subject to penalties under R.S. 14:40.8.
- iv. Penalties under R.S. 14:40.8 may include:
  - a. Payment of a fine of up to ten thousand dollars,
  - b. Forfeiture of any public funds received by the organization,
  - c. Forfeiture of all rights and privileges of being an organization that is organized and operating at the education institution for a specific period of time as determined by a court of law. If the hazing results in the serious bodily injury or death of the victim, or results in the victim having a blood alcohol concentration of a least .30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, the period of time shall be for not less than four years.

### b. Students

- i. Any student who violates the provisions of Acts 635, 637 and 640 of the 2018 Regular Session of the Louisiana Legislature and this Policy shall be expelled, suspended, or dismissed from the institution and not permitted to return for at least one semester, quarter, or comparable academic period and may be subject to criminal charges.

- ii. Consent is not a defense. It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.
- iii. Any student who fails to seek assistance as defined by the law and this Policy shall be subject to penalties outlined in R.S. 14:502.
- iv. Criminal charges for violations of R.S. 14:502 may include:
  - a. A fine of up to one thousand dollars, imprisonment with or without hard labor for up to one year, or both.
  - b. If the serious bodily injury results in the death of the person, any person who violates the provisions of R.S. 14:502 shall be fined up to two thousand dollars, imprisoned with or without hard labor for up to five years, or both.

## c. **University Sanctions**

- i. Students found to be in violation of this policy will be afforded due process as prescribed in the University Code of Student Conduct. Sanctions for policy violations include a disciplinary warning, up to and including expulsion from the University in addition to legal sanctions.
- ii. Organizations found to be in violation of this policy will be afforded due process as prescribed in the University Code of Student Conduct. Sanctions for policy violations include a disciplinary warning, up to and including permanent loss of recognition from the University in addition to legal sanctions.

## **IX. Authority of University Police Officers**

- a. While in or out of uniform, University police officers shall have the right to carry concealed weapons and to exercise the power of arrest when discharging their duties on campus and on all streets, roads, and rights-of-way to the extent they are within or contiguous to the perimeter of campus. In the discharge of their duties on campus and while in hot pursuit on or off campus, each University police officer may exercise the power of arrest. For purposes of R.S. 14:40.8, the right of University police officers to carry a concealed weapon and to exercise the power of arrest when discharging their duties shall extend to all alleged acts of hazing committed by members of an organization that is organized and operating at the University for which the police officer is commissioned regardless of the location where the alleged acts occurred.
- b. Any person arrested by a University police officer, in the exercise of the power granted pursuant to this section, shall be immediately transferred by such officer to the custody of the sheriff or city police wherein

# UNIVERSITY POLICIES AND PROCEDURES

the arrest occurs.

- c. Upon authorization by the chief administrative officer of the University, a University police officer shall have the authority to discharge his duties off campus as follows:
  - i. When investigating a crime committed on campus or when investigating the crime of criminal hazing committed off campus by members of an organization that is organized and operating at the University for which the police officer is commissioned.

## IX. Anti-Hazing Resources

- Stop Hazing - hazing & prevention research resource: [www.stophazing.org](http://www.stophazing.org)
- Hazing Prevention.Org - online resource for hazing education: [www.hazingprevention.org](http://www.hazingprevention.org)

## Cyberbullying

Cyberbullying involves the use of information technology (email, websites, social networking, internet messaging, or any other technology) for hostile behavior to harm or to upset others. A person cannot easily get away from cyberbullying since using email and the internet are everyday practices. Northwestern State prohibits all forms of cyberbullying. Please refer to the Student Code of Conduct within the handbook.

For more information on bullying, visit the following sites:

- <http://www.stopbullying.gov/cyberbullying//how-to-report/index.html>
- <http://www.stopbullying.gov/cyberbullying/what-is-it/index.html>
- <http://www.helpguide.org/mental/bullying.htm>

## Student Complaints and Grievances

Northwestern State University recognizes a student's need to express grievances during the college experience. The Dean of Students and Student Accountability and Advocacy offices function to assist students in lodging and resolving such complaints. Students may contact the Dean of Students or the Office of Accountability and Student Conduct to file a written complaint and/or for assistance in filing complaints.

Northwestern State University students who wish to lodge a written complaint about an employee of the institution (faculty or staff), another student, policies and procedures, harassment, bullying, sexual harassment, equal access or other complaints, should contact the Dean of Students at [deanofstudents@nsula.edu](mailto:deanofstudents@nsula.edu).

Ordinarily, complaints against students or student organizations follow Article V or Article VII (Title IX) of the Student Code of Conduct and complaints against employees of the university or its agents follow the Student Grievance Procedure

# UNIVERSITY POLICIES AND PROCEDURES

found in Appendix I or II (Title IX) in the Student Code of Conduct. Students should seek clarification from the Office of Accountability and Student Conduct or Dean of Students when filing a complaint.

## **Student Complaints may be categorized as follows:**

1. Complaints about an employee (faculty or staff) of the institution (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
2. Complaints about another student or organization (See Article V of the Student Code of Conduct).
3. Complaints against a department (it's policies or procedures) (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
4. Complaints of sexual harassment against an employee or another student and all student related Title IX complaints (Sexual Misconduct Policy, Article VII, and Appendix II in the Code of Conduct).
5. Complaints of harassment or bullying by a student or student organization (See the Student Grievance Procedure, Article V in the Student Code of Conduct); complaints of bullying or harassment by faculty or staff (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
6. Complaints about equal opportunity access (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).
7. Other complaints not included above (Contact the Office of Accountability and Student Conduct or the Dean of Students).

The Dean of Students and the Office of Accountability and Student Conduct realize that in certain situations, it is inappropriate for students to meet with the person against whom they wish to lodge a complaint. In such cases, a designee from the dean's offices may act as a liaison or assist the student in meeting with the person or that person's supervisor. Complaints may be formal (written grievances) or informal. Whatever the circumstances, the Dean of Students or the Office of Accountability and Student Conduct will assist students in the process of filing complaints. Northwestern State strives to maintain the confidentiality of the parties involved in the grievance process.

## **Student Appeals**

Student Appeals are not considered complaints. However, Northwestern seeks to allow students to appeal University policy and decisions when the student believes they have experienced unusual circumstances which may be out of their control or when the student believes the University failed to follow policy. Students may seek assistance at any time from the Student Accountability and Advocacy offices or the Dean of Students.

## Student Appeals are categorized as follows:

1. Admission Appeal (to determine if there is an exception, see <https://www.nsula.edu/admissions/>)
2. Academic Suspension Appeal (to allow an appeal of academic suspension, see program department head <https://www.nsula.edu/academics/>)
3. Admission Access Appeal (to allow registration with balance, see <https://www.nsula.edu/onecard/>)
4. Grade Appeal/Registration, Credits and Graduation (to change grades, issue credit, see <https://www.nsula.edu/registrar/>)
5. Financial Aid and Scholarship Appeal (to maintain financial aid awards, see <https://www.nsula.edu/financialaid/>)
6. Residency Appeal (to waive out of state tuition, see <https://www.nsula.edu/registrar/>)
7. Auxiliary Services Appeal (to waive on campus living and food service requirements, see <https://www.nsula.edu/auxiliary/>)
8. Parking and Traffic Appeal (to waive tickets or fees, see <https://www.nsula.edu/campus-parking-and-driving-regulations/>)
9. Disciplinary Appeal (to overturn sanction in conduct hearing, see <https://www.nsula.edu/studenthandbook/>)
10. Retroactive Withdrawal/Resignation or Cancellation Appeal (to allow various post semester withdrawals with documented extenuating circumstances, see <https://www.nsula.edu/registrar/>)

All student appeals are reviewed by committees at the last level of the appeal. However, in some cases, appeal may originate and be resolved with individual employees.

## Power Based Violence Sexual Misconduct Policy/Title IX

### I. Introduction

This Uniform Policy (Policy) serves as Northwestern State University's overarching policy against power-based violence in all its forms. It outlines procedures mandated by state law and identifies best practices that address both Title IX Conduct and power-based violence which includes sexual misconduct.

This Policy is intended to inform and guide individuals who have been affected by power-based violence, whether as a Complainant, a Respondent, or a witness, and to provide fair and equitable procedures for all parties. It is applicable with respect to conduct that occurs both on and off campus.

Power-based violence, which is addressed in this overarching Policy, is a broader term that covers gender/sex-based misconduct beyond the Title IX Regulations' "sexual harassment" definition. Power-based violence prohibited by this Policy includes conduct defined in Act 472.

The accompanying Title IX Formal Grievance Procedure covers a narrower subset of conduct (i.e., Title IX Conduct) that must be addressed under a defined formal grievance process as required by the U.S. Department of Education under new Title IX Regulations, effective August 14, 2020. When power-based violence meets the criteria specified in the Title IX Regulations, it must be addressed under the Title IX Formal Grievance Procedure, and not this overarching Power-Based Violence Policy, to the extent the processes differ between the two policies. (See 34 C.F.R. §106.44-.45.)

"Sexual harassment" is defined in the Title IX Regulations (§106.30) as conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo-An Institution's faculty or staff member/employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to education programs or activities; or
3. Sexual assault, dating violence, domestic violence, or stalking (See defined terms in Appendix A).

The Title IX Grievance Procedure applies to an Institution's education program activity, which is defined by the Title IX Regulations to include locations, events, or circumstances in which an Institution exercises substantial control over both

# UNIVERSITY POLICIES AND PROCEDURES

the Respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the Institution. Under the Title IX Regulations, the Title IX Grievance Procedure does not apply to any education program or activity that does not occur in the United States (§106.44(a)).

However, power-based violence that is not covered by the Title IX Grievance Procedure, such as off-campus power-based violence alleged to have an on-campus effect or occurring during a study abroad program, may be addressed under this broader Policy.

Combined, BOR's and Louisiana's public postsecondary education systems and their Institutions' policies and procedures are intended to ensure that all students impacted by an incident or Formal Complaint of power-based violence receive appropriate support and fair treatment, and that allegations of power-based violence are handled in a prompt, thorough and equitable manner.

## II. Policy Statement

Northwestern State University (NSU) has Adopted the Louisiana Board of Regent's (BOR) Uniform Policy on Power Based Violence. <https://pbv.laregents.edu/> Updates and amendments will be performed as required by the BOR.

This policy applies in accordance with federal and state law, including Act 472 of the 2021 Legislative Session of the Louisiana Legislature (Act 472), Title IX of the Education Amendments of 1972 (Title IX) and Title VII of the Civil Rights Act of 1964 (Title VII), the Violence Against Women Act (VAWA), The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and other applicable laws.

The comprehensive scope of this Policy includes procedures to address both power-based violence (which includes sexual misconduct) and Title IX conduct (see Title IX Formal Grievance Procedures). Northwestern State University shall implement policies, procedures, practices, and educational programs to prevent, respond to, and redress incidents involving acts of power-based violence including sexual misconduct and Title IX conduct. This Policy is designed to help NSU to create and maintain safe learning, working, and living environments for all individuals who participate in the institutions' activities and programs, including online instruction. It reflects BOR and NSU's strong commitment to promoting an environment that is free from power-based violence which includes sexual misconduct and Title IX conduct.

NSU will follow the lead of the BOR in reviewing, evaluating, and making any



# UNIVERSITY POLICIES AND PROCEDURES

revisions or amendments to applicable power- based violence policies on an ongoing and as-needed basis.

Inquiries about the application of this policy should be directed the Northwestern State University Title IX Coordinator:

Julie Powell  
306B Sylvan Friedman Student Union  
Natchitoches, LA 71497  
318-357-5570  
obannonj@nsula.edu  
<https://www.nsula.edu/studentexperience/notalone/>

This Policy is not intended to infringe upon or restrict rights guaranteed by the United States Constitution, including the right to free speech under the First Amendment or the due process clauses of the Fifth and Fourteenth Amendments.

### III. Notice of Non-Discrimination

Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX prohibits use of federal money to support sex discrimination in education programs and provides individuals protection against such practices.

In compliance with federal law and USDOE federal guidance, including the provisions of Title VII of the Civil Rights Act of 1964 (Title VII), Title IX of the Education Amendments of 1972 (Title IX), Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, the Age Discrimination in Employment Act of 1967 (ADEA), Executive Order 11246, Executive Order 13988, the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended by the Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, an Institution shall not discriminate against individuals on the basis of their race, sex, sexual orientation, gender identity, gender expression, religion, color, national or ethnic origin, age, disability, military service, covered veteran's status, or genetic information in its administration of education policies, programs, or activities; admissions policies; scholarship and loan programs; athletic or other Institution-administered programs; or employment.

As part of NSU's commitment to maintaining a community free of discrimination, and in compliance with Title IX's mandate, the University will address

allegations of power-based violence, including sexual harassment and sexual assault, in a timely and effective manner. Further, Institutions will provide resources as needed for affected persons (Reporters, Complainants, Respondents and third parties within an Institution's community), and will not tolerate retaliation against any person who reports or participates in the investigation of alleged power-based violence or sex/gender discrimination.

## IV. Scope

This Uniform Policy (Policy) serves as BOR's overarching policy against power-based violence in all of its forms. It outlines procedures mandated by state law and identifies best practices that address both Title IX Conduct and power-based violence which includes sexual misconduct. This Policy is intended to inform and guide the development of institutional policy to address individuals who have been affected by power-based violence, whether as a Complainant, a Respondent, or a witness, and to provide fair and equitable procedures for all parties. It is applicable to all Institutions with respect to conduct that occurs both on and off campus. Power-based violence, which is addressed in this overarching Policy, is a broader term that covers gender/sex-based misconduct beyond the Title IX Regulations' "sexual harassment" definition. Power-based violence prohibited by this Policy includes conduct defined in Act 472 (See defined terms in Appendix A).

### A. Overview of Complaint Definition(s)

A "Complainant" refers to an individual who is alleged to have been subjected to an incident of power-based violence (i.e., a First-Party Reporter or a victim or person who has otherwise been affected by power-based violence or, under the Title IX Formal Grievance Procedure governing sexual harassment, an individual who is alleged to be the victim of conduct that could constitute sexual harassment). A Complainant has certain rights under this Policy, as discussed below.

A "Respondent" refers to an individual who has been accused of conduct that could constitute power-based violence prohibited under this Policy (or, under the Title IX Formal Grievance Procedure governing sexual harassment, an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment). A student Respondent has certain rights under this Policy, as discussed below, and under the Title IX Formal Grievance Procedure when that Procedure is applicable.

A "Third Party" refers to any other participant in the process, including a witness to the incident or an individual who makes a Report on behalf of someone else.

# UNIVERSITY POLICIES AND PROCEDURES

As used throughout this Policy, references to the “Title IX Coordinator” shall include any Deputy Title IX Coordinator and any other person expressly designated by the Title IX Coordinator to act on their behalf.

## V. Safety Education

A healthy and prevention-minded campus culture allows students to learn to the best of their abilities on a safe and nurturing campus. Robust education and training programs for both students and employees are the cornerstone of these efforts and essential to building a culture in which sexual misconduct is rare and both Complainants and Respondents are well supported. Prevention depends on clear and well-communicated guidelines, underpinned by regular education on understanding of sexual misconduct and power-based violence, positive versus harassing behaviors, tools for reporting harassment and adjudicating disputes, and sanctions for violations.

Based on management board policy, the administration of each Institution, in consultation with campus or local law enforcement agencies, shall develop and distribute information to students regarding power-based violence, campus safety, and internet and cell phone safety and online content that is a potential threat to school safety.

The information shall include the following:

1. Instruction on how to identify and prevent power-based violence and how to detect potential threats to school safety exhibited online, including on any social media platform;
2. How to report incidents of power-based violence, crimes on campus, violations of the student code of conduct, and possible threats to campus safety; and
3. Where to find reports regarding campus safety.

The information shall be distributed as part of the new student orientation and shall be posted on an easily accessible page of each Institution's website.

The reporting process for possible threats to the campus shall, at a minimum, include:

1. A standardized form to be used by students, faculty, and other personnel to report potential threats. The form shall request, at a minimum, the following information:
  - a. Name of Institution, person, or group being threatened;
  - b. Name of student, individual, or group threatening violence;
  - c. Date and time the threat was made; and
  - d. Method by which the threat was made, including the social media

# UNIVERSITY POLICIES AND PROCEDURES

- outlet or website where the threat was posted, a screenshot or recording of the threat, if available, and any printed evidence of the threat.
2. A process for allowing anonymous reporting and for safeguarding the identity of a person who reports an incident of power-based violence or a safety threat.

For every report of an incident of power-based violence or a safety threat received the actions taken by the Institution and the campus law enforcement agency or security officers will be documented. When there is a perceived imminent threat or safety concern, to the extent possible, campus law enforcement may be contacted.

## VI. Retaliation Prohibition

Retaliation is expressly prohibited under this Policy. Retaliation includes, but is not limited to, intimidation, harassment, threats, or other adverse action or speech against the person who reported the misconduct, the parties, and their witnesses.

The BOR, system management boards, and Northwestern State University expressly prohibit retaliation against anyone who:

- 1) in good faith reports what they believe is power-based violence,
- 2) cooperates with an investigation or proceeding under this Policy, or
- 3) opposes conduct that they believe to violate this Policy.

However, an individual who reports an incident of power-based violence or participates in an investigation or proceeding and has perpetrated or assisted in the perpetration of committing the power-based violence reported, is still subjected to an investigation for a potential violation of this policy and may be subject to disciplinary action.

NSU will not only take steps to prevent retaliation but will also take strong corrective action if it occurs. Anyone who believes they have been retaliated against should immediately report it to the Title IX Coordinator, who will treat it as a Report. Any individual found to have retaliated against another individual will be in violation of this Policy and will be subject to disciplinary action. Employees who are mandatory reporters (i.e., Responsible Employees) under this Policy are required to report retaliation.

Anyone who knowingly makes a false accusation of unlawful discrimination, harassment, or retaliation of any form will be subject to an investigation for a potential violation of this Policy and may be subject to disciplinary action, up to and potentially including termination for employees and expulsion for students.

## VII. Reporting Power-Based Violence

NSU's policy provides that anyone can report an incident of power-based violence (to include Sexual Misconduct and Title IX Conduct).

A Report can be made by any individual who has:

1. Experienced or been affected by power-based violence (i.e., First-Party Reporter); or
2. Knowledge of or witnessed power-based violence happening to or affecting someone else (i.e., Third-Party Reporter).

**NSU strongly encourages all individuals to report incidents of power-based violence even if the individual does not intend to pursue a Formal Complaint.** In addition, the University will take prompt action to provide Supportive Measures for the safety and well-being of any affected person as well as the campus community.

### A. REPORTING INCIDENTS OF POWER-BASED VIOLENCE

NSU has made available, on the Title IX webpage, contact information for the Title IX Coordinator and Deputy Coordinator(s), as well as methods for reporting power-based violence. The preferred manner of reporting is via the Reporting Link, located at <https://www.nsula.edu/studentexperience/notalone/> (in the upper right corner). To speak to the Title IX Coordinator please call 318-357-5570, email [obannonj@nsula.edu](mailto:obannonj@nsula.edu) or come by Room 306 of the Student Union.

The alleged victim shall have a right to obtain a copy of any Report made that pertains to the alleged victim.

After making a Report, an individual may choose to file a Formal Complaint to pursue resolution (under this policy or the Title IX Formal Grievance Procedure, as applicable) or if applicable, an Informal Resolution involving the Respondent may be chosen. The Respondent may choose to be involved or not be involved in an Institution's investigation and any related proceedings; or may choose to end involvement in the process.

- i. ONLINE REPORTING** NSU provides an online reporting system to collect anonymous disclosures of incidents of power-based violence and crimes, and track patterns of power-based violence and crimes on campus. The online system also includes information regarding how to report an incident of power-based violence or crime to a Responsible Employee and law enforcement.

## B. MANDATORY REPORTING FOR EMPLOYEES

An employee who receives a direct statement regarding or witnesses an incident of power-based violence committed by or against a student is a Responsible Employee (unless they are designated specifically as a Confidential Advisor). A Responsible Employee shall promptly report the incident to the Institution's Title IX Coordinator.

A Responsible Employee must report the following to the Title IX Coordinator:

1. The identity of the alleged victim;
2. The identity of the alleged perpetrator;
3. The type of power-based violence or retaliation alleged to have been committed;
4. Any other information about witnesses, location, date, and time that the incident occurred; and
5. Any other relevant information.

However, according to state law a Responsible Employee is not required to make a report if information involving power-based violence was received in the following circumstances:

1. During a public forum or awareness event in which an individual discloses an incident of power-based violence as part of educating others;
2. Disclosure made in the course of academic work consistent with the assignment; or
3. Disclosure made indirectly, such as in the course of overhearing a conversation.

If an individual chooses to make an initial report to an employee other than the Title IX Coordinator, that employee must refer the information to the Title IX Coordinator because the Title IX Office bears responsibility for responding to reports of power-based violence. Once the information is received by the Title IX Coordinator, it constitutes a Report.

NSU recommends as a best practice that, if an employee believes an individual may intend to share any information regarding an instance of power-based violence with them, the employee should seek to confirm that the reporting party understands the employee's obligations as a mandatory reporter. If the reporting party would prefer to speak with a confidential resource, the employee should direct the reporting party to a confidential resource. NSU must provide a list of confidential resources in their policies. This information is accessible at the following website: <https://www.nsula.edu/studentexperience/notalone/>.

## C. CONFIDENTIAL AND ANONYMOUS REPORTING

In accordance with state law, unless waived in writing by the alleged victim, the identity of an alleged victim of an incident reported under R.S. 17:3399.13 is confidential and not subject to disclosure except to:

1. A person employed by or under contract with the Institution to which the report is made, if the disclosure is necessary to conduct the investigation of the report or any related hearings;
2. A law enforcement officer as necessary to conduct a criminal investigation of the report;
3. A person alleged to have perpetrated the incident, to the extent required by law; or
4. A potential witness to the incident as necessary to conduct an investigation of the report.

Note: Consistent with FERPA's prohibition on re-disclosure of confidential information, any person who receives another person's confidential information solely as a result of participation in any investigation or proceeding under this Policy is prohibited from using or disclosing such confidential information outside of such forums without express consent or for any improper purpose. This provision only applies to other people's confidential information, as a party is never restricted from discussing their own experience. This provision does not apply to any information learned outside of an investigation or proceeding under this Policy.

An alleged victim shall be advised of the right to seek a Confidential Advisor. See additional information pertaining to Confidential Advisors.

## D. ADMINISTRATIVE REPORTING

In accordance with state law, an Institution's Title IX Coordinator, Chancellor, System President, and System Management Board are required to submit summarized reports on power-based violence incidents and to publish those reports on their respective websites.

- a. Title IX Coordinator: Not later than October Tenth (10) and April Tenth (10) of each year, the Title IX Coordinator of an Institution shall submit to the Chancellor of the Institution a written report on the reports received in accordance with information required by the BOR.

The Title IX Coordinator of an Institution shall immediately report to the Chancellor of the Institution of an incident reported to the coordinator if the coordinator has cause to believe because of the incident that the safety of any person is in imminent danger.

- b. Chancellor: The Chancellor of each Institution shall submit a report to the Institution's Management Board and System President within

# UNIVERSITY POLICIES AND PROCEDURES

fourteen (14) days of receiving the report from the Title IX Coordinator in accordance with the information required by the BOR. The report shall be posted on the Institution's website.

- c. System President: The System President shall submit a system-wide summary report within fourteen (14) days of receiving the reports from the Chancellors to the System Management Board in accordance with the information required by the BOR. The report shall be published on the website of the system.
- d. System Management Board: The System Management Board shall send an annual system-wide summary report to BOR by December Thirty-First (31) in accordance with the information required by the BOR. BOR shall post the report on its website. In addition, each management board shall send an annual training report to BOR by January Thirtieth (30). The report shall include the number of employees and confidential advisors for each institution, and the number and percentage of those who have completed the required annual training. The training report shall be published on the website of each system.
- e. Board of Regents: BOR shall annually submit a report to the Governor, the president of the Senate, the speaker of the House of Representatives, and the Senate and House Education Committees by February Twenty-Eighth (28) which shall include the statewide information. The report shall also include any recommendations for legislation. The report shall be published on BOR's website.

## **E. EMPLOYEE'S FAILURE TO REPORT OR FALSE REPORTING**

A Responsible Employee who is determined by the Institution's disciplinary procedures to have knowingly failed to make a Report or, with the intent to harm or deceive, made a Report that is knowingly false shall be terminated.

## **F. STUDENT'S FALSE REPORTING**

As a Best Practice BOR recommends; Any student who knowingly and in bad faith makes a false accusation of power-based violence or retaliation of any form will be subject to an investigation for a potential violation of this Policy and may be subject to disciplinary action.

## **G. IMMUNITIES AND AMNESTY**

An individual acting in good faith who reports or assists in the investigation of a report of an incident of power-based violence, or who testifies or otherwise participates in a disciplinary process or judicial proceeding arising from a report of such an incident may not be subjected to any



disciplinary action by the Institution in which the individual is enrolled or employed for any violation of the Institution's code of conduct reasonably related to the incident for which suspension or expulsion from the institution is not a possible punishment.

Immunity shall not apply to an individual who perpetrates or assists in the perpetration of power-based violence.

NSU shall provide an amnesty policy for any student who reports, in good faith, power-based violence to the University. Such a student shall not be sanctioned by the Institution for a nonviolent student conduct violation, such as underage drinking, that is revealed in the course of making such a report.

## **VIII. INTERCAMPUS TRANSFER POLICY TRANSCRIPT WITHHOLDING, NOTATION & COMMUNICATION**

In accordance with state law, public postsecondary Institutions shall implement uniform transcript notation and communication policies to effectuate communication regarding the transfer of a student who is the subject of a Power-Based Violence (PBV) or Title IX (TIX) Formal Complaint or who has been found responsible for an incident of PBV or TIX pursuant to an Institution's investigative and adjudication process. The following Section(s), which include procedures relative to the withholding or notation of transcripts during the investigative and adjudication processes, were developed by BOR in consultation with the System Management Boards.

At a minimum, for any student who is the subject of a PBV or TIX Formal Complaint and who attempts to transfer to another institution, the Institution from which the student seeks to transfer ("Sending Institution") shall either;

- (1) withhold the transcript of the student or
- (2) place a notation on the student's transcript.

If the Sending Institution does not know whether the student seeks to transfer to another Institution, the student's transcript shall either be withheld or notated.

The Sending Institution shall notify the student that their transcript has been withheld or notated, and of the appeals process to have the hold or notation removed. Either the transcript is withheld, or the notation remains on the transferring student's transcript until the University makes a determination that the transferring student is not responsible for PBV or TIX offences or the transferring student prevails in a request to appeal the withholding of a transcript or notation, whichever occurs first.

## A. WITHHOLDING STUDENT TRANSCRIPTS

If the Sending Institution chooses to withhold upon the filing of a Formal Complaint, NSU shall place an administrative hold on the transcript of a student who is the Respondent of the Formal Complaint. For any student who is the subject of a Power-Based Violence Formal Complaint that also constitutes sexual harassment under Title IX, the University should commence an investigation and place a notation on the student's transcript, rather than withholding the transcript.

When a student transcript is withheld, the institution to which the student seeks to transfer ("Receiving Institution") must make a timely inquiry directed to the Sending Institution regarding the purpose of the transcript hold. Upon such an inquiry, the Sending Institution must timely disclose appropriate and factual information, consistent with the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

## B. NOTATION

If the Sending Institution chooses to notate upon the filing of a Formal Complaint, the Institution may place a notation on the transcript of a student attempting to transfer to another institution. For any student who is the subject of a power-based violence Formal Complaint that also constitutes sexual harassment under Title IX, the Sending Institution should commence an investigation and place a notation on the student's transcript, rather than withholding the transcript.

For a transferring student who is the subject of a pending investigation, the notation on the transcript shall read: "ADMINISTRATIVE MATTER PENDING" or other notation sufficient to place the Receiving Institution on notice and trigger an inquiry regarding the notation directed to the Sending Institution. For a transferring student for whom a final decision has been rendered, and the student has been found to be responsible for power-based violence, the notation on the transcript shall read: "STUDENT FOUND RESPONSIBLE IN VIOLATION OF CODE OF CONDUCT" or other notation sufficient to place the Receiving Institution on notice and trigger an inquiry regarding the notation directed to the Sending Institution.

When a student transcript is notated as described above, the Receiving Institution must make a timely inquiry directed to the Sending Institution regarding the purpose of the transcript notation. Upon such an inquiry, the Sending Institution must timely disclose appropriate and factual information, consistent with the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

If a student is not found responsible, the Sending Institution must remove the notation and must send an updated version of the student's transcript to the Receiving Institution (if known).

## **C. TRANSCRIPT WITHHOLDING AND NOTATION APPEALS**

A student whose transcript has been withheld or notated as described above may request a release of the hold or an expungement of the notation for good cause shown. Cause may include, but is not limited to when;

- (1) a student who transferred while under investigation was found not responsible or
- (2) a student was initially found responsible and later evidence showed that the student was in fact not responsible. In the second instance, an Institution must send an updated version of the student's transcript.

Such request shall be submitted in writing to the appropriate University Official through the Title IX Office. The Institution shall notify the requesting student of its decision no later than seven (7) business days from the date that the appeal request is made.

## **D. APPLICABILITY**

State law requires that all Louisiana public postsecondary institutions implement this Transcript, Withholding, Notation, and Communication policy; all Louisiana non-public postsecondary institutions are encouraged to implement this policy. Nothing in this Policy shall prohibit or prevent a Sending Institution from withholding or notating the transcript of a student who is the subject of a power-based violence Formal Complaint, or who has been found responsible for power-based violence, when such student seeks to transfer to a non-public postsecondary or out-of-state institution. The BOR recognizes an obligation to ensure investigation and adjudication of all complaints of power-based violence, regardless of the type or location of the postsecondary institution where they occur. Accordingly, the BOR strongly encourages all institutions to adopt practices that fully meet this obligation.

## **IX. VICTIM'S RIGHTS POLICY**

Northwestern State University will do the following, but not limited to:

- Take immediate action in the investigations of alleged incidents
- Treat the victim/complainant with dignity and respect
- Provide timely, written notice of the allegations, proceedings, processes, and outcomes under this policy
- Provide Supportive Measures which include, but are not limited to, counseling services, moving residence halls, changing the students' schedule,

# UNIVERSITY POLICIES AND PROCEDURES

changing transportation options (if applicable), issue mutual no contact directives, and any other reasonable accommodations.

- Inform the victim/complainant in writing of the outcome or resolution of the complaint, any sanctions, and the rationale for the outcome, any appeal, or any other decision considered final.

## **X. IDENTIFIED BEST PRACTICES BY THE BOR**

In addition to compliance with federal and state laws and regulations, BOR has prescribed and identified a set of best practices, in accordance with Act 472, which Institutions should implement to address the resolving of power-based violence.

Once the Title IX Coordinator learns of any Report of alleged power-based violence or sex/gender discrimination, they should implement Supportive Measures as needed and initiate an investigation into the alleged incident.

The form of the investigation may vary depending on whether the alleged conduct falls within the scope of power-based violence/sexual misconduct or Title IX Conduct. If the alleged power-based violence satisfies the USDOE's definition of Title IX sexual harassment (i.e., Title IX Conduct), the Title IX Coordinator should ensure investigation and adjudication of the allegation pursuant to the Title IX Formal Grievance Procedure. However, if the alleged conduct does not satisfy the USDOE's definition of Title IX Sexual Harassment, the Title IX Coordinator will refer to the part of this Policy that addresses BOR's best practices, outlined in the Sections below.

Following an investigation, the Title IX Coordinator has authority to resolve a Report, including the implementation of any Supportive Measures, and should close the case if the Report does not constitute or become a Formal Complaint.

### **A. INITIAL STEPS & DETERMINATION OF APPROPRIATE PROCEDURES**

After an Institution's Title IX Office has received a Report of alleged power-based violence, the Title IX Office should perform an initial assessment consistent with the information below prior to moving forward with an investigation (if one is required/requested) to determine whether the reported conduct meets the USDOE's jurisdictional and definitional requirements to be categorized as Title IX conduct. If that initial assessment reveals that the alleged conduct does meet the definition of sexual harassment as contained within the USDOE's Title IX Regulations, the investigation should proceed pursuant to the Title IX Formal Grievance Procedure. If the alleged conduct does not meet the USDOE's definition of sexual harassment, the investigation should proceed pursuant to this Policy.

## **B. INITIAL CONTACT WITH POTENTIAL COMPLAINANT**

After receiving a Report of power-based violence, an Institution's Title IX Office should notify the individual who is the alleged victim in the Report of the option to have an Advisor accompany them to any meeting or interview related to the power-based violence process.

In initial contact with a potential Complainant, the Title IX Office should also:

1. Give the potential Complainant a copy of the relevant policies;
2. Explain the process for filing a Formal Complaint with the Title IX Office;
3. Provide the potential Complainant with information regarding the rights/responsibilities as a party in this matter;
4. Explain the process for investigating and resolving a power-based violence or Title IX Formal Complaint (including the available appeal procedures);
5. Explain the procedural differences based on Title IX vs power-based violence conduct;
6. Instruct the potential Complainant not to destroy any potentially relevant documentation in any format;
7. Inform the individual of the availability of Supportive Measures with or without the filing of a Formal Complaint;
8. Discuss the potential Complainant's expressed preference for manner of resolution and any barriers to proceeding (e.g., confidentiality concerns);
9. Explain the prohibition against retaliation; and
10. Communicate necessary details of the report to the campus police department for entry into the Institution's daily crime log.

## **C. SUPPORT MEASURES**

If the Title IX Coordinator receives notice of alleged power-based violence, whether through online reporting or other reporting methods, the Title IX Coordinator or designee should contact the Complainant to discuss the availability of Supportive Measures with or without the filing of a Complaint (or Formal Complaint under the Title IX Grievance Procedure) and consider the Complainant's wishes with respect to Supportive Measures. Supportive Measures should also be made available to the Respondent.

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent regardless of whether a Complaint (or Formal Complaint) has been filed. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort ser-

# UNIVERSITY POLICIES AND PROCEDURES

vices, mutual no contact orders between the parties, changes in work or housing locations, leaves of absence, and increased security and monitoring of certain areas of the campus, and other similar measures.

Supportive Measures are designed to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all parties and the University's educational environment.

## **XI. FILING A FORMAL COMPLAINT**

If a potential Complainant wishes to pursue an incident of power-based violence beyond simply reporting it, they may file a Formal Complaint. The filing of a Formal Complaint means that the individual is asking an Institution to take further steps, such as a full investigation and possibly an adjudication to resolve the alleged issue. Any Complainant (i.e., an alleged victim or survivor or someone who has otherwise been directly affected by power-based violence) may file a Formal Complaint, and the Institution will treat it as such.

An individual who is alleged to have been subjected to an incident of power-based violence (i.e., a victim or a person who has been directly affected by power-based violence) and subsequently files a Formal Complaint will be referred to as a Complainant.

Any Third-Party Reporter (i.e., someone who has knowledge of or witnessed power-based violence) may request for an Institution to treat their Report as a Formal Complaint, but that request would not make the Third-Party Reporter into a Complainant.

Similarly, the fact that the Title IX Coordinator converts a Report to a Formal Complaint does not make the Title IX Coordinator a Complainant. However, the Title IX Coordinator reserves the right to initiate a Formal Complaint in order to meet the University's Title IX obligations to provide a safe and nondiscriminatory environment and if the University determines that it must take additional steps to protect the campus community. Depending on the conduct alleged and the location of the incident, a Formal Complaint and subsequent investigation will be governed by either this Policy or the Title IX Formal Grievance Procedure.

**A. HOW TO FILE A FORMAL COMPLAINT** Individuals seeking to file a Formal Complaint may do so with the Title IX Coordinator. Formal Complaints should include all information the individual believes to be relevant (e.g., time, location, and nature of incident, names of individuals involved, wit-

nesses to the incident, names of other persons affected by the incident, etc.). Individuals seeking to file a Report should be allowed to submit on paper (hard copy), in electronic form, or in person, whereby the individual can file a Formal Complaint by meeting with the Title IX Coordinator (or Deputy Coordinator) to provide a verbal description of the power-based violence which the Title IX Office will use to draft a written document that the individual will review, verify, and sign to constitute a Formal Complaint.

Note: If the Complaint filed satisfies the requirements of a Title IX Formal Complaint as defined by 34 CFR §106.30, the Title IX Office should proceed under the Title IX Formal Grievance Procedure.

**B. WITHDRAWAL OF FORMAL COMPLAINT** Northwestern State University will allow a Complainant to withdraw their Formal Complaint. If a Formal Complaint is withdrawn, the Title IX Office should assess the information provided and proceed accordingly. Withdrawal of the Formal Complaint should ordinarily end the Formal Complaint and resolution process. However, the Title IX Office should reserve the right to proceed with the Formal Complaint, even after the Complainant withdraws it, in order to protect the interests and safety of the Institution's community. In such cases, the Complainant shall be notified immediately of the Institution's decision to proceed.

## XII. POWER-BASED VIOLENCE/TIX GRIEVANCE PROCEDURE

*This Section describes the investigation and resolution process.*

The University should investigate all Reports of power-based violence reported to the Title IX Coordinator regardless of whether the Report becomes a Formal Complaint. The investigation and adjudication procedures (if needed) will be prompt, fair, and impartial.

### A. NOTICE TO RESPONDENT

The person alleged to have committed power-based violence is called the Respondent. The Respondent should be notified in writing via the Notice of Investigation and Allegations (NOIA), that a Formal Complaint alleging power-based violence has been filed against them. The Respondent should be advised that they may have an Advisor accompany them to any meeting or interview related to the investigation and resolution process.

Within seven (7) business days of receiving NOIA, the Respondent should meet with the Title IX Office. The Title IX Office is required to provide the same information that was presented to the Complainant during their initial contact.

After reviewing the Formal Complaint and meeting with the Title IX Office the Respondent may choose to end the resolution process by accepting responsibility for the conduct alleged in the Formal Complaint. If the Respondent accepts responsibility for the conduct alleged in the Formal Complaint, the appropriate University Official(s) should determine the appropriate sanction(s) for the Respondent. If the Respondent disputes the allegations in the Formal Complaint, the matter will proceed to an investigation.

## **B. INVESTIGATION PROCESS**

The Title IX Office should designate Investigators specifically trained in power-based violence investigations to conduct a prompt, thorough, and fair investigation.

The process should begin with intake meetings conducted by the Title IX Coordinator. The investigation phase should include interviewing the Complainant or Reporter, the Respondent, and any witnesses; reviewing law enforcement investigation documents if applicable; reviewing relevant student or employment files; and gathering and examining other relevant documents and evidence.

As a part of the investigation, the University should provide an opportunity for all parties to present written statements, identify witnesses, and submit other evidence.

Both Complainants and Respondents should be advised of the utilization of Advisors throughout the investigation process. Parties should be advised that Advisors are not permitted to participate directly in Resolution Hearings or Informal Resolution Conferences, except to the extent an Advisor's participation is required during Title IX grievance hearings; they may be present solely to advise or support the party and are prohibited from speaking directly to the Investigator, the power-based violence adjudicating University Official(s), other parties, or witnesses. If a party does not have an Advisor, they may request that the TIXC assign one for them to assist in the process.



## C. FINDINGS & INVESTIGATIVE REPORT

At the conclusion of the investigation, Investigators should prepare a report (the “Investigative Report”) summarizing and analyzing the relevant facts determined through the investigation, with reference to any supporting documentation or statements. The report should be delivered to the Title IX Coordinator, who should analyze the report to ensure that the investigation was prompt, impartial, thorough, and consistent with this Policy. Before the Investigative Report is finalized, the Complainant and Respondent should be given the opportunity to review one another’s statements and may also be provided with a written summary of other information collected during the investigation if the information is requested and the Title IX Office deems it appropriate to disclose.

A Complainant or Respondent should submit any comments about their own statement, or on any investigation summary that might be provided, to the Investigators within ten (10) University business days after the statement or summary was provided. Following the receipt of any comments submitted, or after the allowed comment period has lapsed without comment, the Investigators should address any identified factual inaccuracies or misunderstandings, as appropriate.

The final Investigative Report should provide a summary of the Investigators’ impressions, including context for the evidence collected, but should not make a final determination as to whether a violation of the Power-Based Violence Policy occurred, reserving that decision (and any sanctions) for the appropriate DM/HP(s). The parties should be provided with a copy of the final Investigative Report simultaneously.

## D. RESOLUTION

### 1. INFORMAL RESOLUTION

For Formal Complaints with a student Respondent, at the discretion of the Title IX Coordinator, the parties should be advised of their option to pursue an Informal Resolution as an alternative to a Formal Resolution. An Informal Resolution should involve a remedies-based, non-judicial process designed to eliminate or address potential power-based violence. This process should aim to ensure fairness, to facilitate communication, and to maintain an equitable balance of power between the parties.

Institutions should not compel face-to-face confrontation between the parties or participation in any particular form of Informal Resolution. The Title IX Coordinator should make an initial decision about whether a case qualifies for an Informal Resolution. If both parties

then agree to pursue that path, the Institution will halt any investigation or scheduled Hearing Resolution Process so that the parties can explore the possibility of Informal Resolution. Participation in an Informal Resolution is voluntary, and either party can request to end the Informal Resolution process at any time and commence or resume the investigation process. If the parties agree to a resolution during an Informal Resolution process, the Title IX Coordinator will oversee its implementation, the Formal Complaint would be deemed withdrawn, and the matter should be terminated. The case is closed, and an Appeal is not allowed. The resolution will be considered binding, and its breach would give rise to a new Formal Complaint.

## 2. FORMAL RESOLUTION

### **THE FORMAL HEARING RESOLUTION PROCESS:**

The Formal Hearing Resolution Process may be used at the discretion of the Title IX Coordinator. The following provisions apply to a live hearing:

- **Hearing Venue Options and Recordings.** The live hearing may occur in person or via video technology. The DM/HP(s) and Parties must be able to simultaneously see and hear a party or witness while that person is speaking. Both options are considered fair and equitable. Alternative arrangements may also be made at the Title IX Coordinator's discretion.
  - All hearings will be recorded, and Parties may request a copy of the recording from the Title IX Coordinator following the live hearing. A transcript may be provided instead of the actual recording.
  - No unauthorized recordings are permitted.
- **Scheduling.** Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term, including during the summer, as needed, to meet Northwestern State University's resolution timeline and ensure a prompt resolution. Employees, including Parties and witnesses, who do not have 12-month contracts are still expected to participate in Resolution Processes that occur during months between contracts.
- **Hearing Participants.** Persons who may be present for a hearing include the Decision Maker/Hearing Panel (DM/HP), hearing facili-

# UNIVERSITY POLICIES AND PROCEDURES

tator, Investigator(s), the Parties and their Advisors, anyone providing authorized accommodations, interpretation, and/or assistive services, and anyone else deemed necessary by the DM/HP. Witnesses are present only during their portion of the testimony.

- **Advisors.** The Parties may have the assistance of an Advisor of their choosing at the hearing or can request that Northwestern State University appoint a trained Advisor for them. Appointed Advisors are not attorneys. If a party wishes to have an attorney as their Advisor, they must locate and pay for that attorney themselves.
  - During the pre-hearing meeting and live hearing, Parties may only be accompanied by their Advisor. No other persons (e.g., additional support persons, advisors, friends, family) may accompany, attend, or listen in on the pre-hearing meeting or live hearing unless explicitly authorized by the Title IX Coordinator, with each party being provided the same opportunity.
  - Parties and Advisors are permitted to have their phones and a laptop or tablet, but these should only be used during the hearing in a matter consistent with Policy.
  - During the hearing, all questions that a party wishes to ask must be posed by the Advisor, not the Parties. **OR**
  - At the discretion of the TIXC, all questions during the hearing may be asked by the DM/HP. Parties and Advisors may suggest questions to be posed by the DM/HP during the pre-hearing meetings or by submission of written questions during the hearing. The method of submitting questions to the DM/HP will be specified by the DM/HP during the pre-hearing meetings.
  - If the party does not have an Advisor, the Title IX Coordinator will provide the party with an Advisor for the purpose of Advisor-conducted questioning.
- **Impact Statements.** Each party may submit an impact and/or mitigation statement to the Title IX Coordinator that the DM/HP will review during any sanction determination.
  - Upon receipt of an impact and/or mitigation statement, the Title IX Coordinator will review the impact/mitigation statement to determine whether any immediate needs exist.
  - The Title IX Coordinator will only provide the impact statements to the DM/HP if it is determined that the Policy has been violated. At that point, when the Title IX Coordinator shares the impact statements with the DM/HP, they will also be shared with the Parties.

# UNIVERSITY POLICIES AND PROCEDURES

- **Disability Accommodations and Other Assistance.** Parties should contact the Title IX Coordinator at least seven (7) University business days prior to the hearing to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, if possible.
- **Conflicts of Interest or Bias.** The Decision Maker/Hearing Panel (DM/HP) must not have a bias for or against complainants or respondents generally or the individual Complainant or Respondent in particular.
  - The DM/HP must recuse themselves if such bias or conflict of interest exists.
  - If the DM/HP believes there is a possible conflict of interest or bias, they will consult with the Title IX Coordinator about possible recusal or removal.
  - The Parties may raise challenges that the DM/HP is biased or has a conflict of interest. The Parties must raise challenges with the Title IX Coordinator within two (2) business days of receiving the hearing notice.
  - The Title IX Coordinator will only remove and replace a DM/HP in situations of demonstrated bias or conflicts of interest. Perceptions of bias or conflict are not sufficient to cause removal.
  - If a DM/HP recuses themselves as the result of a conflict of interest or bias, or is removed, the Title IX Coordinator will promptly appoint a new DM/HP who does not have a conflict of interest or bias and notify the Parties accordingly.
- **Evidence Provided to DM/HP and Parties.**
  - The DM/HP will be provided with electronic copies of the Final Investigative report and all relevant but not impermissible evidence, including the names of all Parties, witnesses, and Advisors, at least ten (10) University business days in advance of the hearing.
  - The Parties will be provided with electronic copies of all the materials provided to the DM/HP as part of the hearing notice, unless those materials have already been provided.

## E. HEARING NOTICE

The Title IX Coordinator will send the Parties a notice of hearing with sufficient time for the Parties to prepare for the hearing, typically at least ten (10) University business days prior to the hearing. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The hearing notice includes:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable hearing procedures, and a state-

ment of the potential sanctions/responsive actions that could result.

- The time, date, and location of the hearing.
- A description of any technology that will be used to facilitate the hearing.
- Relevant information regarding hearing logistics, pre-hearing meetings, the Final Investigative report, the Parties and witnesses participating in the hearing, the identity of the DM/HP, details related to questioning, the role of Advisors, impact/mitigation statements, and how to request disability accommodations or other assistance.

## **F. WITNESS PARTICIPATION**

Student witnesses are encouraged to participate in, and make themselves reasonably available for, the hearing. Employee witnesses are expected to participate in, and make themselves reasonably available for, the hearing. Witnesses may participate in-person or via video technology that allows the DM/HP and the Parties to see and hear the witness while that person is speaking. Witnesses are not permitted to be accompanied by an advisor. At the discretion of the DM/HP, a witness may join by phone if no other reasonable alternative is available.

The Title IX Coordinator will notify all witnesses of their requested participation in the hearing at least (5) five University Business days prior to the hearing. Witnesses will be present for the hearing only during their testimony. If any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Title IX Coordinator may reschedule the hearing. Any witness scheduled to participate in the hearing must have been first interviewed by the investigator(s), unless:

- All Parties and the DM/HP assent to the new witness's participation in the hearing without remanding the complaint back to the Investigator, and
- The DM/HP deems the evidence presented by the new witness to be relevant, not impermissible, and not information already established in the record, and
- The witness's late involvement was not the result of bad faith by the witness, the Parties, or others.

If the above criteria are not met, but the witness's evidence is deemed relevant, not impermissible, and not duplicative, the DM/HP may, at their discretion, engage in any of the following actions:

- o Delay the hearing.
- o Provide the Parties with at least five (5) business days to review the relevant portions of the new witness's statements, if such statements are submitted.

# UNIVERSITY POLICIES AND PROCEDURES

- o Remand the Complaint back to the Investigator for further investigation or verification.
- o Allow the Parties to review and comment on the testimony of the new witness.

If the evidence is deemed not relevant or impermissible, the DM/HP may proceed with the hearing absent the new witness's participation.

## **G. INTRODUCTIONS AND HEARING PROCEDURE EXPLANATION**

The DM/HP/Hearing Panel (DM/HP) will explain the hearing procedures and introduce the participants. The DM/HP will answer any procedural questions prior to and as they arise throughout the hearing.

## **H. INVESTIGATOR PRESENTATION OF FINAL INVESTIGATIVE REPORT**

The Investigator(s) will present a summary of the Final Investigative report, including a review of the facts that are contested and those that are not. The Investigator may be questioned first by the DM/HP and then by the Parties' Advisors. The Investigator may attend the duration of the hearing or be excused after their testimony at the DM/HP's discretion.

## **I. TESTIMONY AND QUESTIONING**

The Parties and witnesses may provide relevant information in turn, beginning with the Complainant's opening statement, then the Respondent's, and then questioning in the order determined by the DM/HP. The DM/HP(s) will facilitate questioning of the Parties and witnesses first by the DM/HP and then by the Parties through the DM/HP **OR** through their Advisors.

All questions must be directed toward and asked through the DM/HP and are subject to a relevance determination before they are asked. The DM/HP will determine the method by which the Parties will submit their questions to the DM/HP for their review and, if approved, to be posed. Questions that the Parties wish to have posed can be questions for that party themselves, another party, or witnesses.

The DM/HP will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The DM/HP will limit or disallow questions deemed inappropriate on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), seek or pertain to impermissible evidence, or are abusive. The DM/HP has final say on all questions and determinations of relevance and appropriateness. The DM/HP may consult with legal counsel on any questions of admissibility.

# UNIVERSITY POLICIES AND PROCEDURES

The DM/HP then poses the questions deemed relevant, not impermissible, and appropriate to the party and/or witness.

If the Parties raise an issue of bias or conflict of interest of an Investigator or DM/HP at the hearing, the DM/HP may elect to address those issues, consult with legal counsel, refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not an issue at the hearing, the DM/HP should not permit irrelevant questions that probe for Investigator bias.

The DM/HP will allow witnesses who have relevant and not impermissible information to appear at a portion of the hearing to respond to specific questions from the DM/HP and the Parties, and the witnesses will then be excused.

## **J. REFUSAL TO SUBMIT TO QUESTIONING**

Any student witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning. Employee witnesses are required to participate in the hearing if they are reasonably available. The DM/HP can only rely on the available relevant and not impermissible evidence in making the ultimate determination of responsibility. The DM/HP may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer any or all questions.

An Advisor may not be called as a witness at a hearing to testify to what their advisee has told them during their role as an Advisor unless the party being advised consents to that information being shared.

## **K. HEARING RECORDINGS**

Northwestern State University records hearings (but not deliberations) for purposes of review in the event of an appeal. No unauthorized audio or video recording of any kind is permitted during the hearing.

The DM/HP, the Parties, their Advisors, Appeal DM/HPs, and other appropriate Northwestern State University officials will be permitted to review the recording or review a transcript of the recording upon request to the Title IX Coordinator. No unauthorized disclosure, including sharing, copying, or distribution of the recording or transcript, is permitted.

## **L. DELIBERATION AND DETERMINATION**

After closing statements from the Parties, the DM/HP(s) will deliberate in closed session to determine whether the Respondent is responsible for the alleged Policy violation(s) based on the preponderance of the

evidence standard of proof. If a panel is used, a simple majority vote is required to determine the finding. Deliberations are not recorded.

When there is a finding of responsibility for one or more of the allegations, the DM/HP(s) may then consider any previously submitted impact and/or mitigation statement(s) provided by the Parties in determining appropriate sanction(s). The Title IX Coordinator will ensure that any submitted statements are exchanged between the Parties if they are viewed by the DM/HP. Impact/mitigation statements do not influence the finding, they only potentially influence the sanctions.

The DM/HP will then prepare and provide the Title IX Coordinator with a written outcome letter detailing all findings and final determinations, the rationale(s) explaining the decision(s), the relevant and not impermissible evidence used in support of the determination(s), the evidence not relied upon in the determination(s), any credibility assessments, and any sanction(s) and rationales explaining the sanction(s).

This statement is typically submitted to the Title IX Coordinator within ten (10) business days of the conclusion of the hearing, unless the Title IX Coordinator grants an extension. The Title IX Coordinator will notify the Parties of any extension.

### **XIII. SANCTIONS**

Factors the University Official(s) may consider when determining sanctions and responsive actions include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the sex discrimination, sex-based harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sex discrimination, sex-based harassment, and/or retaliation
- The need to remedy the effects of the sex discrimination, sex-based harassment, and/or retaliation on the Complainant and the community
- The impact on the Parties
- The Respondent's acceptance of responsibility
- Any other information deemed relevant by the University Official(s)

The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.



The sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

## A. STUDENT SANCTIONS/OUTCOMES

Sanctions listed below include but are not limited to sanctions used in the Responsible finding of a PBV/TIX Formal Complaint/Hearing.

- **Reprimand:** A formal statement that the conduct was unacceptable and a warning that further violation of any Northwestern State University policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Required Counseling:** A mandate to meet with and engage in either Northwestern State University-sponsored or external counseling to better comprehend the misconduct and its effects.
- **Restrictions:** A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or holding leadership roles in student organizations.
- **Probation:** An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from extra-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Separation from the institution, or one or more of its facilities, for a defined period of time, typically not to exceed two (2) years, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to re-enroll/readmit the student. The student is typically required to vacate institutional property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Title IX Coordinator or other appropriate official. During an institution-wide suspension, the student is banned from institutional property, functions, events, and activities unless they receive prior written approval from an appropriate institutional official. This sanction may be enforced with a trespass action, as necessary. [This sanction may be noted as a Disciplinary Suspension on the student's official academic transcript, per institutional policy and/or state law.]

# UNIVERSITY POLICIES AND PROCEDURES

- **Expulsion:** Permanent separation from the institution. The student is banned from institutional property, and the student's presence at any institution sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary. [This sanction may be noted as Disciplinary Expulsion on the student's official academic transcript, per institutional policy and/or state law.]
- **Withholding Diploma:** Northwestern State University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating Policy.
- **Revocation of Degree:** While very rarely exercised, Northwestern State University reserves the right to revoke a degree previously awarded from Northwestern State University for fraud, misrepresentation, and/or other violation of Northwestern State University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Other Actions:** In addition to, or in place of, the above sanctions, Northwestern State University may assign any other sanctions as deemed appropriate.

## B. Employee Sanctions/Outcomes

An employee found responsible for violating this policy may expect the range of sanctions to include, but not be limited to, suspension, administrative leave, demotion, psychological assessment, counseling, restricted presence on campus and/or termination of employment.

## XIV. GRIEVANCE PROCEDURE APPEALS

The appeal process is equally available to the parties and includes the procedures and permissible basis for the Complainant and Respondent to appeal. A request for appeal, along with supporting documentation must be submitted based on one of the following grounds within five (5) University business days of the delivery of the Notice of the Outcome. **A request for appeal without supporting documentation will result in dismissal.**

Appeals should only be raised on one or more of the following grounds:

1. A procedural irregularity that affected the outcome of the matter;
2. To consider new facts or information that were not known or knowable to the appealing party before or during the time of the resolution and that are sufficient to alter the decision;
3. The Title IX Coordinator, Investigator, or Decision Maker/Hearing Panel had a conflict of interest or bias that affected the outcome of the matter;

# UNIVERSITY POLICIES AND PROCEDURES

As to all appeals the Institution should, at a minimum:

1. Notify the other party in writing when the appeal is filed and implement appeal procedures equally for both parties;
2. Ensure the University Official(s) for the appeal review is/are not the same individual(s) who reached the determination regarding responsibility or dismissal, the Investigator(s), or the Title IX Coordinator;
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome;
4. Issue a written decision describing the result of the appeal review and the rationale for the result; and
5. Provide a written decision simultaneously to both parties.

## XV. TRAINING

### A. RESPONSIBLE EMPLOYEES

The University shall require annual training for each of its

- (i) Responsible Employees;
- (ii) Individuals who are involved in implementing the Institution's student grievance procedures, including each individual responsible for resolving Formal Complaints of reported power-based violence, Title IX violations, or power-based violence policy violations;
- (iii) Title IX Coordinator(s); and
- (iv) Employees who have responsibility for interviewing any alleged victims of power-based violence.

NSU shall ensure that employees receive PBV training described in this Subsection no later than the beginning of the 2022-2023 academic year. No later than January 1, 2022, BOR, in coordination with the attorney general and in consultation with state or local victim services organizations, shall develop the annual training program required in this Section. BOR shall annually review the annual training program and revise it as needed.

### B. CONFIDENTIAL ADVISORS

Each Institution shall designate individuals who shall serve as Confidential Advisors, such as health care staff, clergy, staff of a women's center, or other such categories. Such designation shall not preclude the Institution from partnering with national, state, or local victim services organizations to serve as Confidential Advisors or in other confidential roles.

Prior to designating a person as a Confidential Advisor, the person shall complete a training program that includes information on power-based violence (including "sexual harassment" under Title IX, as well as other types of power-based violence falling outside Title IX's jurisdictional re-

# UNIVERSITY POLICIES AND PROCEDURES

quirements), trauma-informed interactions, Title IX requirements, state law on power-based violence, and resources for victims. The Confidential Advisor shall also complete annual training relative to power-based violence and Title IX. The initial and annual training shall be developed by the Attorney General in collaboration with BOR and shall be provided through online materials.

Each Institution's website shall provide contact information for obtaining a Confidential Advisor.

The Confidential Advisor to an alleged victim of power-based violence shall inform the alleged victim of the following:

1. The rights of the alleged victim under federal and state law and the policies of the Institution;
2. The alleged victim's reporting options, including the option to notify the Institution, the option to notify local law enforcement, and any other reporting options;
3. If reasonably known, the potential consequences of those reporting options;
4. The process of investigation and disciplinary proceedings of the Institution;
5. The process of investigation and adjudication of the criminal justice system;
6. The limited jurisdiction, scope, and available sanctions of the institutional student disciplinary proceeding, and that it should not be considered a substitute for the criminal justice process;
7. Potential reasonable accommodations that the Institution may provide to an alleged victim; and
8. The name and location of the nearest medical facility where an alleged victim may have a rape kit administered by an individual trained in sexual assault forensic medical examination and evidence collection, and information on transportation options and available reimbursement for a visit to such a facility.

The Confidential Advisor may, as appropriate, serve as a liaison between an alleged victim and local law enforcement, when directed to do so in writing by an alleged victim who has been fully and accurately informed about what procedures shall occur if information is shared, and assist an alleged victim in contacting and reporting to a Responsible Employee or local law enforcement.

The Confidential Advisor shall:

1. Be authorized by the University to liaise with Title IX staff at the uni-

versity to request reasonable accommodations through the university to allow the alleged victim to support measures.

2. Be authorized to accompany the alleged victim, when requested to do so by the alleged victim, to interviews and other proceedings of a campus investigation and institutional disciplinary proceedings; (PBV only. Not allowed in TIX cases.)
3. Advise the alleged victim of, and provide written information regarding, both the alleged victim's rights and the Institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a court of competent jurisdiction or by the Institution.
4. Not be obligated to report crimes to the Institution or law enforcement in a way that identifies an alleged victim or an accused individual, unless otherwise required to do so by law; and
5. To the extent authorized under law, provide confidential services to students. Any requests for accommodation made by a Confidential Advisor, as provided in this Section, shall not trigger an investigation by the Institution.

The Institution shall appoint an adequate number of Confidential Advisors. The BOR shall determine the adequate number of Confidential Advisors for an Institution based upon its size, no later than January 1, 2022, and on January 1st annually thereafter.

Each Institution that enrolls fewer than five thousand students may partner with another Institution in their system or region to provide the services described in this Section. However, this provision shall not absolve the Institution of its obligations under this Section.

## **XVI. DATA PUBLICATION(S)**

### **A. POWER-BASED VIOLENCE CLIMATE SURVEY**

Beginning in the 2022-2023 academic year, each Institution shall administer an anonymous Power-Based Violence Climate Survey (Survey) to its students once every three (3) years. If an Institution administers other surveys with regard to campus safety, this Survey may be included as a separate component of any such survey, provided that the power-based violence component is clearly identified as such.

Participation in this Survey shall be voluntary. No student shall be required or coerced to participate in the Survey, nor shall any student face retribution or negative consequences of any kind for declining to participate.

# UNIVERSITY POLICIES AND PROCEDURES

Subject to the foregoing paragraph, each Institution shall make every effort to maximize student participation in the Survey.

BOR shall:

1. Develop the survey in consultation with the System Management Boards and in accordance with national best practices;
2. Work with System Management Boards in researching and selecting the best method of developing and administering the survey;
3. Consult with victims' advocacy groups and student leaders who represent a variety of student organizations and affiliations, including student government associations, academic associations, faith-based groups, cultural groups, and fraternities and sororities, when meeting the requirements of this Section;
4. Submit a written report on survey results to the House Committee on Education, Senate Committee on Education, and the Governor not later than forty-five (45) days prior to the convening of the next Regular Session of the Legislature following the administration of the survey. The report shall summarize results from each public postsecondary education Institution and the state as a whole; and
5. Publish the survey results on BOR's website and in any other location or venue BOR considers necessary or appropriate.

Institutions must:

1. Administer a survey during the 2022-2023 academic year and every third year thereafter;
2. Report Survey results to the System Management Board and BOR; and
3. Publish the Survey results in a prominent, easily accessible location on the Institution's website.

## **B. CAMPUS SECURITY REPORT**

In accordance with Act 447 of the 2021 Regular Legislative Session of the Louisiana Legislature, each Institution must publish on its website a semi-annual security report to contain updated campus security policies and campus crime statistics.

The reports shall be updated and posted by April Tenth (10) and October Tenth (10) of each academic year. The report must include, at a minimum, all information relative to such policies and statistics specified in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1092 (Clery Act).

BOR recommends as a best practice to include information related to statistics of incidents of power-based violence.

# UNIVERSITY POLICIES AND PROCEDURES

The report shall be posted in a prominent location that is readily accessible from the main landing page of the Institution's website. If an individual campus does not have its own website, this information shall be posted on the main website of the Institution, with the campus clearly indicated.

BOR shall review Institutions' websites for compliance with this Section. BOR shall notify the House Committee on Education, the Senate Committee on Education, and the State Bond Commission upon an Institution's failure to comply with this Section.

In addition, the State Bond Commission shall not authorize the Institution to incur any debt that is subject to the Commission's approval for a period of two years following notification of the Institution's failure to comply with this Section.

In accordance with state law, any person may commence a suit in the district court for the parish in which an action in violation of this Section occurred for the issuance of a writ of mandamus or injunctive or declaratory relief to require compliance with the provisions of this Section, together with reasonable attorney fees and costs.

## **XVII. MEMORANDA OF UNDERSTANDING**

On or before January 1, 2022 and each subsequent year, each Institution, law enforcement, and criminal justice agency located within the parish of the campus of the Institution, including the campus police department, if any, the local district attorney's office, and any law enforcement agency with criminal jurisdiction over the campus, shall enter into and maintain a written memorandum of understanding (MOU) to clearly delineate responsibilities and share information in accordance with applicable federal and state confidentiality laws, including but not limited to trends about power-based violence committed by or against students of the Institution. This MOU must be signed by all parties to the MOU.

The head of any law enforcement or criminal justice agency located within the parish of the campus of the institution shall execute an MOU proposed by an institution within the law enforcement agency's criminal jurisdiction within thirty days of receipt of the proposal.

Each MOU shall include the following:

1. Delineation and sharing protocols of investigative responsibilities;
2. Protocols for investigations, including standards for notification and communication and measures to promote evidence preservation;

3. Agreed-upon training and requirements for the parties to the MOU on issues related to power-based violence for the purposes of sharing information and coordinating training to the extent possible;
4. A method of sharing general information about power-based violence occurring within the jurisdiction of the parties to the MOU in order to improve campus safety; and
5. A requirement that the local law enforcement agency include information on its police report regarding the status of the alleged victim as a student at an Institution.

Each executed MOU shall be reviewed annually by each Institution's Chancellor, Title IX Coordinator, and the executive officer of the criminal justice agencies involved and shall be revised as considered necessary. Nothing in this Section or any MOU shall be construed as prohibiting an alleged victim or Responsible Employee from making a Formal Complaint to both the Institution and a law enforcement agency).

## **XVIII. CAMPUS POWER-BASED VIOLENCE POLICIES**

The Board of Regents shall establish uniform policies and best practices to implement measures to address the reporting of power-based violence on Institutions' campuses, the prevention of such violence, communication between Institutions regarding incidents of power-based violence, and the provision of medical and mental health care for these alleged victims.

Each Institution's Management Board shall institute policies incorporating the policies and best practices prescribed by BOR regarding the prevention and reporting of incidents of power-based violence committed by or against students of an Institution.

The policies, at a minimum, shall require each Institution to provide for the following:

1. Confidential Advisors
2. Website
3. Online Reporting
4. Amnesty Policy
5. Training
6. Inter-campus Transfer Policy
7. Victims' Rights Policy



## XIX. WEBSITE COMPLIANCE

In addition to publishing the specified reports outlined in this Policy, Institutions must list on their websites:

- a. Contact information for obtaining a Confidential Advisor;
- b. Reporting options for alleged victims of power-based violence;
- c. The process of investigation and disciplinary proceedings of the Institution;
- d. The process of investigation and adjudication of the criminal justice system;
- e. Potential reasonable accommodations that the Institution may provide to an alleged victim;
- f. The telephone number and website address for a local, state, or national hotline providing information to victims of power-based violence, which shall be updated at least on an annual basis;
- g. The name and location of the nearest medical facility where an individual may have a rape kit administered by an individual trained in sexual assault forensic medical examination and evidence collection, and information on transportation options and available reimbursement for a visit to such facility;
- h. Each current memorandum of understanding between the Institution and local law enforcement and criminal justice agency located within the parish of the campus (12:15-13:5); and
- i. Data publications as specified in by the BOR in this Policy.

## XX. DEFINITIONS

The following definitions apply to the Power Based Violence and/or Title IX Misconduct

- **Advisor.** Any person chosen by a party, or appointed by the institution, who may accompany the party to all meetings related to the Resolution Process and advise the party on that process.
- **Title IX Coordinator.** The person with primary responsibility for overseeing and enforcing the Title IX Policy. As used in these policies and procedures, the "Title IX Coordinator" also includes their designee(s).
- **Appellate/Appeals Committee:** The person or panel who reviews for standing, and accepts or rejects a submitted appeal request, determines whether any of the appeal grounds are met, and directs responsive action(s) accordingly.

# UNIVERSITY POLICIES AND PROCEDURES

- **Complainant.** A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination, sex-based harassment, or retaliation under the Policy; or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct under the Policy and who was participating or attempting to participate in Northwestern State University's education program or activity at the time of the alleged sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct.
- **Complaint.** An oral or written request to Northwestern State University that can objectively be understood as a request for Northwestern State University to investigate and make a determination about the alleged Policy violation(s).
- **Confidential Employee.**
  - An employee whose communications are privileged or confidential under federal or state law. The employee's confidential status, for purposes of this definition, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
  - An employee whom Northwestern State University has designated as confidential under this Policy for the purpose of providing services to persons related to sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct. If the employee also has a duty not associated with providing those services, the employee's confidential status only applies with respect to information received about sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct in connection with providing those services; or
  - An employee who is conducting an Institutional Review Board-approved human subjects research study designed to gather information about sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct. The employee's confidential status only applies with respect to information received while conducting the study.
- **Dating Violence.**
  - Violence committed by a Respondent,
  - who is in or has been in a social relationship of a romantic or intimate nature with the Complainant; **and**
  - where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - length of the relationship
    - type of relationship

# UNIVERSITY POLICIES AND PROCEDURES

- frequency of the interaction between the Parties involved in the relationship.
- **Decision Maker/Hearing Panel.** The person or panel who reviews evidence, determines relevance, and makes the Final Determination of whether Policy has been violated and/or assigns sanctions.
- **Domestic Violence.**

Felony or misdemeanor crimes committed by a person who:

  - o is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of Louisiana or a person similarly situated to a spouse of the Complainant;
  - o is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
  - o shares a child in common with the Complainant; or
  - o commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws of Louisiana.
- **Education Program or Activity.** Locations, events, or circumstances where Northwestern State University exercises substantial control over the context in which the sex discrimination, sex-based harassment, retaliation, or other prohibited conduct occurs and also includes any building owned or controlled by a student organization that Northwestern State University officially recognizes.
- **Employee.** Northwestern State University faculty, staff, employees (including graduate students), and residential assistants.
- **Finding/Final Determination.** A conclusion by the standard of proof that the alleged conduct did or did not violate Policy.
- **Fondling.**
  - o The touching of the private body parts (breasts, buttocks, groin) of the Complainant by the Respondent o or causing the Complainant to touch the Respondent's private body parts o intentionally for a sexual purpose without the consent of the Complainant, including instances where the Complainant is incapable of giving consent.
    - because of their age or
    - because of their temporary or permanent mental incapacity or physical incapacity.
- **Informal Resolution.** A resolution agreed to by the Parties and approved by the Title IX Coordinator that occurs prior to a Final Determination in the Resolution Process.

# UNIVERSITY POLICIES AND PROCEDURES

- **Investigative Report.** The Investigator's summary of all relevant evidence gathered during the investigation. Variations include the Draft Investigative report and the Final Investigative report.
- **Investigator.** The person(s) authorized by Northwestern State University to gather facts about an alleged violation of this Policy, assess relevance and credibility, synthesize the evidence, and compile this information into an Investigative report.
- **Knowledge.** When Northwestern State University receives Notice of conduct that reasonably may constitute sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct in its Education Program or Activity.
- **Mandated Reporter.** A Northwestern State University employee who is obligated by Policy to share Knowledge, Notice, and/or reports of sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct with the Title IX Coordinator.
- **Notice.** When an employee, student, or third party informs the Title IX Coordinator of the alleged occurrence of sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct.
- **Parties.** The Complainant(s) and Respondent(s), collectively.
- **Peer Retaliation.** Retaliation by a student, against another student.
- **Pregnancy or Related Conditions.** Pregnancy, childbirth, termination of pregnancy, lactation, or medical conditions related thereto, or recovery therefrom.
- **Preponderance of the Evidence.** Meaning it is more likely than not that something did or did not occur.
- **Quid Pro Quo.** An Institution's faculty or staff member/employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- **Rape.** Penetration, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent
  - o because of their age or
  - o because of their temporary or permanent mental or physical incapacity

# UNIVERSITY POLICIES AND PROCEDURES

- **Relevant Evidence.** Evidence that may aid a DM/HP in determining whether the alleged sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct occurred, or in determining the credibility of the Parties or witnesses.
- **Remedies.** Typically, post-resolution actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore or preserve equal access to Northwestern State University's Education Program and Activity.
- **Resolution Process.** The investigation and resolution of allegations of prohibited conduct under this Policy, including Informal Resolution, Administrative Resolution, and/or Hearing Resolution.
- **Respondent.** A person who is alleged to have engaged in conduct that could constitute sex discrimination, sex-based harassment, retaliation for engaging in a protected activity under this Policy, or Other Prohibited Conduct.
- **Retaliation.** Intimidation, threats, coercion or discrimination against a person by a student, employee, or person authorized by the University to provide aid, benefit or service.
- **Sanction.** A consequence imposed on a Respondent who is found to have violated this Policy.
- **Sex.** Sex assigned at birth, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.
- **Sexual Assault.** Any sexual act, including Rape, Sodomy, Sexual Assault with an Object, or Fondling directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent; also, unlawful sexual intercourse.
- **Stalking.** Engaging in a course of conduct on the basis of sex, that is, directed at a specific person that would cause a reasonable person to:
  - fear for the person's safety, or
  - the safety of others; or suffer substantial emotional distress
- **Student.** Any person who has gained admission.
- **Title IX Coordinator.** At least one official designated by Northwestern State University to ensure ultimate oversight of compliance with Title IX

and Northwestern State University's Title IX program. References to the Coordinator throughout the Policy may also encompass a designee of the coordinator for specific tasks.

- **Title IX Team.** The Title IX Coordinator, any deputy coordinators, investigators, and any member of the Resolution Team, including advisors, hearing panel members, DM/HPs, etc.
- **Work Product.** Any document produced by the Northwestern State University team relating to a complaint or any part of the resolution process. It is prohibited for any party to share a Work Product in any manner.

## XXI. RECORD RETENTION

1. Title IX case records shall be maintained for a minimum of seven (7) years following the incident.
2. In cases of PBV/Title IX Sexual Misconduct with a RESPONSIBLE finding, a permanent notation shall be entered on the Respondent's Academic Transcript that states: **STUDENT FOUND RESPONSIBLE IN VIOLATION OF THE CODE OF CONDUCT** and maintained in the Office of the University Registrar unless otherwise stated in the Outcome.

# CODE OF CONDUCT

## NORTHWESTERN STATE UNIVERSITY

### Student Code of Conduct

<b>ARTICLE I: Introduction</b> .....	4
<b>ARTICLE II: Conduct Authority</b> .....	5
Section 1.0 Jurisdiction of the University	
Section 2.0 Violation of Law and University Discipline	
Section 3.0 Review of Student Code of Conduct	
<b>ARTICLE III: Definitions</b> .....	8
Section 1.0 Terms	
<b>ARTICLE IV: Student Rights and Responsibilities</b> .....	12
Section 1.0 University Community	
Section 2.0 Academic Freedoms and Responsibilities	
Section 3.0 Educational Records	
Section 4.0 Freedom of Inquiry and Expression	
Section 5.0 Student Life	
Section 6.0 University Housing	
Section 7.0 Redress of Student Grievances/Complaints	
Section 8.0 Rights of a Charged Student or Recognized Student Organizations (RSOs)	
<b>ARTICLE V: Prohibited Conduct</b> .....	18
Section 1.0 Offenses of Academic Misconduct	
Section 2.0 Offenses Against the University Community	
Section 3.0 Offenses Against Persons	
Section 4.0 Offenses Against Property	

# CODE OF CONDUCT

Section 5.0 Offenses Disrupting Order or Disregarding Health and Safety

Section 6.0 Abuse of the Accountability Process

Section 7.0 Retaliation

Section 8.0 Recognized Student Organization (RSO) Misconduct

## **ARTICLE VI: Accountability Procedures . . . . . 29**

Section 1.0 Complaints and Investigations

Section 2.0 Informal Accountability Process

Section 3.0 Formal Accountability Process

## **ARTICLE VII: Appeals . . . . . 35**

Section 1.0 Requesting an Appeal

Section 2.0 Appeal Review Process

## **ARTICLE VIII: Administration of the Appeals – Informal Process . . . 38**

Section 1.0 Training of Accountability Process Members

Section 2.0 Student Affairs Administration’s Responsibilities

Section 3.0 Student Responsibilities

Section 4.0 Notice of Appeal Review

Section 5.0 Appeal Review Procedures

## **ARTICLE IX: Administration of the Appeals – Formal Process . . . . 40**

Section 1.0 Training of Accountability Process Members

Section 2.0 Disciplinary Appeals Committee Selection

Section 3.0 Chairperson’s Responsibilities

Section 4.0 Student Affairs Administration’s Responsibilities

Section 5.0 Student Responsibilities

Section 6.0 Notice of Disciplinary Appeals Committee Hearing



# CODE OF CONDUCT

Section 7.0 Appeal Hearing Procedures

**ARTICLE X: Accountability Outcomes** .....46

Section 1.0 Accountability Outcomes (Non-Academic Misconduct)

Section 2.0 Accountability Outcomes (Academic Misconduct)

**ARTICLE XI: Interim Measures** .....50

Section 1.0 Interim Measures - Individual

Section 2.0 Interim Measures - Recognized Student Organization (RSO)

**ARTICLE XII: Student Grievance/Complaint Against NSU Employee (Non-Title IX)** .....53

Section 1.0 Grievances or Complaint Procedures

Section 2.0 The Path and Order to Resolution Grievances

Section 3.0 The Resolution Levels

Section 4.0 The Resolutions

Section 5.0 The Resolution Procedures

Section 6.0 Notice

**ARTICLE XIII: Involuntary Withdrawal Due to Emotional, Psychological, and/or Medical Reason** .....57

Section 1.0 Involuntary Withdrawal

Section 2.0 Involuntary Withdrawal Summons

Section 3.0 Procedures

Section 4.0 Appeal Hearing Request on Involuntary Withdrawal

**ARTICLE XIV: Potential Conflict of Interest/Bias** .....61

**ARTICLE XV: Record Retention** .....61

Section 1.0 Disciplinary Records

# CODE OF CONDUCT

## ARTICLE I: INTRODUCTION

Northwestern State University has an educational mission, with programs and activities that promote the pursuit of knowledge through instruction, research and service. The University exists as a community of students, faculty, administrators, and staff who provide, participate in, and support these activities and programs. The university campus, facilities, properties and other resources facilitate this educational mission.

University policies are designed to preserve and enhance the university's ability to function effectively and efficiently as an academic institution. These policies recognize rights and responsibilities for all university community members and are aligned with the University's Core Values.

- **Our students are our priority.** We provide each student with transformational and experiential learning experiences to assist in the development of an ever-growing individual, scholar, and professional.
- **Diversity helps define who we are.** We welcome and respect all traveling on a journey for knowledge. Differences make us stronger.
- **We are future focused.** We are in constant search of individual and organizational improvement by seeking new, inclusive, and innovative opportunities to develop our students and improve our University.
- **Innovation is leading the forward edge of change.** We strive to be at the forefront of all we do.
- **We honor and respect the ideals of freedom.** We protect the freedom of all members of our community to seek truth and express their views.
- **We are careful stewards.** We responsibly and sustainably manage the economic and natural resources entrusted to us.

# CODE OF CONDUCT

- **Integrity is our cornerstone.** We hold ourselves to the highest ethical standards as educators, scholars, students, and professionals.
- **We are a team.** We are a collaborative community that focuses on ensuring the success of every member.

These guiding principles provide the framework and the philosophy behind the Student Code of Conduct (“Code”).

This Code supports the university’s educational mission by protecting the vital processes, resources, and community interests. Policies and procedures within the Code are designed to promote a campus environment conducive to learning and educational pursuits. This Code seeks to ensure that students enjoy all proper rights, without undue infringement by others.

Students, as members of the community at large, are entitled to the freedoms and rights guaranteed by the Constitutions of the United States and the State of Louisiana. As members of the university community, students also have rights particular to an institution of higher learning. These rights and responsibilities are further discussed in Article IV (“Student Rights and Responsibilities”) of this Code.

**Northwestern State University of Louisiana students are responsible for becoming and staying familiar with the Student Code of Conduct.**

**NSU reserves the right to change this code as necessary, and it will be implemented once those changes are posted online.**

## ARTICLE II: CONDUCT AUTHORITY

General authority in the governance of students enrolled at Northwestern State University is delegated to the University President by the University of Louisiana System Board of Supervisors. Authority is further delegated to the Vice President for The Student Experience and Dean of Students (VPSE & DoS), who administers this Code for the University. University Officials are trained faculty/staff members designated by the Office of Accountability and Student Conduct. The Code is published and made available to all University students.

# CODE OF CONDUCT

Upon admission, a student shall be deemed to have accepted the conditions and obligations stated herein, in addition to all other applicable university regulations which have been or may be issued and published by proper authority. This Code shall apply to all students and Recognized Student Organizations. In addition to student conduct on university property, conduct off-campus shall be fully within the scope of this Code, when applicable. The University shall follow the Accountability Process when the alleged conduct directly and/or adversely affects the mission of the institution or the University community.

## Section 1.0 Jurisdiction of the University

- 1.1 University jurisdiction and discipline applies to behaviors that take place on the campus, at university-sponsored events, and may also apply off-campus when the Conduct Officer or designee determines that the off-campus conduct affects a substantial university interest. A substantial university interest includes any of the following circumstances:
  - 1.1.1 The Complainant of such offense is a member of the university community (e.g., student, faculty, staff, administrator, contractor).
  - 1.1.2 The offense occurred at university-sponsored or sanctioned event (e.g., Greek houses, athletic events).
  - 1.1.3 The Respondent used his or her status as a member of the university community to assist in the commission of the offense (e.g., using another student's I.D. card to gain access into the WRAC).
  - 1.1.4 The offense seriously impairs the educational mission and/or interests of the University (e.g., armed drug dealer arrested downtown).
  - 1.1.5 Any situation where it appears that student's conduct or behavior may present a danger or threat to the health, safety, or well-being of him/herself or others.
- 1.2 The University asserts an interest in the conduct of its students and expects students to observe University regulations and obey the law at all times, whether on University property or in

# CODE OF CONDUCT

the community at large, throughout the period in which they seek admission to, are admitted to, are enrolled in, or seeking continuing enrollment in the University. Students may be subject to disciplinary action by the University for any conduct that violates university regulations or civil and criminal laws, regardless of location, wherein the conduct occurs, whether on or off-campus.

- 1.3 Students are accountable for the conduct of their guests on-campus or at university-sponsored or controlled events, functions, and locations including, but not limited to student housing, entertainment venues, and athletic venues.
- 1.4 The University has designated the Title IX Coordinator to administer the University's Power Based Violence and Sexual Misconduct Policy and Procedures. These policies govern complaints of sexual discrimination, sexual harassment, sexual assault, stalking, and dating and domestic violence. Nothing in these regulations should be read to contradict or superseded those policies.

## **Section 2.0 Violation of Law and University Discipline**

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings.

- 2.1 A student cited with an off-campus violation of federal, state, or local laws, but not with any other violation of the Code, may be subject to disciplinary action. Outcomes may be imposed for misconduct that is detrimental to or demonstrates disregard for the university community and/or its pursuit of university objectives.
- 2.2 The Accountability Process may be instituted against a student cited for violation of a law that is also a violation of this Code if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

# CODE OF CONDUCT

- 2.3 An individual whose conduct violates federal, state, or local law, as established by clear and convincing evidence as outlined herein, need not be criminally charged or convicted for their conduct to be deemed a violation of the Code.
- 2.4 When a student is cited by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding under the Code, however, the University may advise off-campus authorities of the existence of the Code and of how such matters will be handled internally within the university community. The University will cooperate fully with law enforcement and other agencies in the enforcement of the law and in the conditions imposed by courts for the rehabilitation of student violators.
- 2.5 The University shall not be bound by the outcome of criminal and civil proceedings in the University's determination of whether misconduct did or did not occur or in the selection of an appropriate Outcome(s).

## Section 3.0 Review of Student Code of Conduct

- 3.1 The Student Code of Conduct shall be reviewed annually or as needed. Students, faculty, staff, and administrators are included on the review committee. Recommendations for revisions shall be submitted to the VPSE & DoS for consideration and approval.

## ARTICLE III: DEFINITIONS

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

### Section 1.0 Terms

- 1.1 **Absentia.** The student/RSO involved is not present for any meetings within the disciplinary process.

# CODE OF CONDUCT

- 1.2 **Academic Integrity/Misconduct.** Those violations detailed in the Code that are specific to Academic student behavior. Certain conduct may constitute both Academic and Behavioral Misconduct.
- 1.3 **Accountability and Student Conduct (ASC).** The Office responsible for the implementation and administration of the Student Code of Conduct and Accountability Process.
- 1.4 **Accountability Conference.** An opportunity for a student/RSO to address the allegations and charges with University Official(s).
- 1.5 **Accountability Outcome.** An accountability resolution and any requirements, restrictions, or changes in status assigned to the student/RSO by University Official(s). These Accountability Outcomes are individually defined in Article IX of this Code.
- 1.6 **Accountability Summons.** The notification of the Accountability Hearing or Conference delivered in writing to the student's NSU email address.
- 1.7 **Adjudicator.** The trained employee who presides and arbitrates during a Hearing. The adjudicator may or may not be a member of the University Community.
- 1.8 **Advisor/Advocate.** A person who is chosen by a student/RSO to accompany the student/RSO to meetings related to the Accountability Process, to advise the student/RSO on that process, and to conduct cross-examination at the Hearing, if any. The person may or may not be an attorney. If the student/RSO secures an attorney, the student/RSO is responsible for any attorney fees.
- 1.9 **Banned.** Prohibited from accessing university property(ies), activities, or events.
- 1.10 **Clear and Convincing (LA HB174).** A standard of proof in which the evidence is highly and substantially more likely to be true than untrue. This is a higher standard of proof than "proof by a preponderance of the evidence", but it does not require "proof beyond a reasonable doubt." (Reference: LA HB174)

# CODE OF CONDUCT

- 1.11 **Complainant.** A person making allegations that another individual or organization has committed a wrong against them.
- 1.12 **Conduct Officer.** A person who administers the disciplinary process governing students and visitors at the University.
- 1.13 **Determination Letter.** A formal document issued by University Official(s) stating the Findings and Outcomes of the Accountability Conference, Appeal Request, or Appeal Review.
- 1.14 **Disciplinary Appeal Committee.** A group of faculty, staff, and students tasked with responsibility under this Code to review and respond to Appeals.
- 1.15 **Disciplinary Record.** A written or electronic document or transcript of proceedings of an Accountability Case, Hearing, or Appeals Review. A Disciplinary Record may contain more than one proceeding.
- 1.16 **Emergency Removal.** The immediate action of taking away or banishing an individual who constitutes a threat to the health, safety, and welfare of students, others, or university property.
- 1.17 **Finding.** Conclusion reached as a result of the Accountability Process.
  - 1.17.1 **Not Responsible.** Found not to be in violation.
  - 1.17.2 **Responsible.** Found to be in violation.
  - 1.17.3 No Determination. Insufficient information to determine an Outcome.
  - 1.17.4 Accepts Responsibility. Willingly admits to the violation.
- 1.18 **Hearing.** The structured forum in which evidence is presented, witnesses are heard, and decisions concerning responsibility and outcomes, if applicable, are made.
- 1.19 **Interim Measures.** Limits a student's/RSO's access to campus for a specific (temporary, not permanent) amount of time.



# CODE OF CONDUCT

- 1.20 **Ordinance.** A law or regulation enacted by a local government.
- 1.21 **Outcome.** An action or sanction imposed against a respondent having been found responsible for a violation of the Code.
- 1.22 **Pre-Hearing Conference.** An informal meeting with ASC to explain the Accountability Process, share the University's expectations for the Hearing, and answer questions to promote an orderly, productive, and fair Hearing.
- 1.23 **Preliminary Investigation.** An initial investigation of the complaint or Code violation to determine if further investigation is necessary.
- 1.24 **Recognized Student Organization (RSO).** An organization that has fulfilled all the requirements established by the University for official recognition.
- 1.25 **Respondent.** A student or RSO who is alleged to have violated the Code.
- 1.26 **Student.** A person who has been admitted to the University and (a) is registered for or pursuing undergraduate, graduate, or professional studies or courses at the University, either full-time or part-time, including those attending classes on campus or off-campus; (b) is not currently registered or enrolled for a particular semester but who has a continuing relationship with the University; or (c) is enrolled or participating in a university-sponsored program, including, but not limited to, orientation and study abroad programs.
- 1.27 **Student Code of Conduct.** Policies and procedures, representing student rights, responsibilities, and behaviors, designed to help maintain a campus environment conducive to learning and other educational pursuits. Also referred to as "Code," "Student Code," or "Code of Conduct".
- 1.28 **Student Due Process and Protection Act (LA HB364).** Enacted by the Louisiana Legislature and adopted by Northwestern State University. HB364 states that "Any student enrolled at an institution under the jurisdiction of

# CODE OF CONDUCT

the management board and accused of a violation of the disciplinary or conduct rules that carry a potential penalty of suspension of ten (10) or more days, deferred suspension, or expulsion, has the right to be represented, at the student's expense, by an attorney or a non-attorney advocate who may fully participate during any disciplinary proceeding or during any other procedures adopted and used by that institution to address an alleged violation of the institution's non-academic rules or policies." (Reference: LA HB364)

- 1.28 **University.** Refers to Northwestern State University (NSU) of Louisiana's main campus, off-campus instruction sites, or any division thereof including trips, extension courses, practicum or clinical courses, and other activities over which the Board of Supervisors for the University of Louisiana System has control or responsibility.
- 1.29 **University Business Day.** A day that the University is open for normal business hours, Monday through Friday only.
- 1.30 **University Employee.** Any person employed by the University for any purpose.
- 1.31 **University Official.** Trained faculty/staff members designated by the Office of Accountability and Student Conduct with responsibility under this Code to adjudicate an alleged violation or complaint as assigned by the ASC.
- 1.32 **University Premises, Property, and "Campus."** All land, buildings, equipment, facilities, and improvements that are owned, leased, or controlled by the University (including adjacent streets and sidewalks).

## ARTICLE IV: STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities identified below are not intended to be an exhaustive list. Article IV, as written, shall not, in any way, prevent recognition of additional, different, or modified rights and obligations for students through supplements to this Code, issuance of other university policy, or any alternative appropriate means.

# CODE OF CONDUCT

## Section 1.0 University Community

- 1.1 The University has the right and the responsibility to formulate and disseminate policies to promote the general welfare of the university community. Students have the responsibility to learn about the university's policies.
- 1.2 Students shall be represented through the Student Government Association and by serving on committees in those affairs of the University that concern student welfare.
- 1.3 Students shall conduct themselves in a manner that recognizes the rights of others and promotes the welfare of the university community.

## Section 2.0 Academic Freedoms and Responsibilities

- 2.1 In academic matters, students have a right to be governed by justifiable regulations.
- 2.2 Students have a right to an environment that is conducive to learning and distraction-free. Students are responsible for behavior conducive to the teaching/learning process.
- 2.3 Students shall be free to take reasoned exceptions to data and views offered in the classroom without reprisal, provided such exceptions do not hinder the structured learning process.
- 2.4 Students have a right to grades representing the instructor's professional judgment.
- 2.5 Students have a right to accurately and clearly stated information that would enable them to determine:
  - 2.5.1 The general requirements for establishing and maintaining an acceptable academic standing.
  - 2.5.2 Their academic admission status with the University and any special conditions that apply.
  - 2.5.3 The graduation requirements of any particular degree program.

# CODE OF CONDUCT

- 2.6 Students have a right to be informed of the content and objectives of a course, the method of evaluation, and the relative importance of each test, paper, etc., comprising the total evaluation for the course.
- 2.7 Students are responsible for meeting the requirements of a course according to the standards of performance established by the instructor.
- 2.8 Students have a right to protection against improper disclosure of information acquired by instructors related to the student's grades, views, beliefs, health, or character.
- 2.9 Students have a right to seek assistance from an instructor during the instructor's scheduled office hours.
- 2.10 Students have the right to refrain from activities that involve unreasonable risk to the student's physical and mental health.

## **Section 3.0 Educational Records**

- 3.1 Students have a right to confidentiality and access to their student educational records.

## **Section 4.0 Freedom of Inquiry and Expression**

- 4.1 Students shall be free to examine and discuss all questions of interest and to express opinions.
- 4.2 Students shall be free to support any causes by lawful means. At the same time, it shall be made known that public expression or demonstrations by students or student organizations represent only the views of those making the statement and not the university community.
- 4.3 Discussion and expression of all lawful views is permitted in public places subject to reasonable time, manner, and place required for maintenance of order and to applicable state, federal, and local laws. The University retains the right to provide for individuals' safety, property protection, and the continuity of the educational process in maintaining order.
- 4.4 RSOs may invite any speaker, subject to requirements for the use of institutional facilities and subject to the university

# CODE OF CONDUCT

speaker's policy stated in 4.3 above.

- 4.5 Students have a right to express opinions through student media and are responsible for adhering to the canons of professional journalism.

## **Section 5.0 Student Life**

- 5.1 Students shall be free to organize and associate to promote their common interests.
- 5.2 RSOs are required to publicize information concerning purpose, criteria for membership, and a current list of officers.
- 5.3 RSOs may reserve university facilities according to facility use reservation procedures.

## **Section 6.0 University Housing**

- 6.1 A student has the right to be secure in their possessions against invasion of privacy and unreasonable search and seizure.
- 6.2 Students shall not violate the rights of other students residing in university residential facilities.
- 6.3 University housing is a privilege and not a right.
- 6.4 Students shall follow housing regulations and on-campus residency requirements.

## **Section 7.0 Redress of Student Grievances/Complaints**

- 7.1 A student shall have the right to file a grievance/complaint. Procedures to pursue grievances/complaints against another student are detailed throughout this Code. Procedures to pursue grievances/complaints against a university employee are found in Article XII of this document.

## **Section 8.0 Rights of a Charged Student or Recognized Student Organizations (RSOs)**

The following subsections apply to any student or RSO accused of a Code violation that may result in separation from the University of ten (10) days or more.

# CODE OF CONDUCT

- 8.1 Student Due Process and Protection Act. Any student or RSO is entitled to rights in accordance with the Student Due Process and Protection Act, [LA HB364](#). Student's rights are as followed:
- 8.1.1 Informed of their rights.
  - 8.1.2 Notified of the alleged violation(s).
  - 8.1.3 Notified of the evidence the institution used to make the charge.
  - 8.1.4 Presumed innocent.
  - 8.1.5 Provided access to an administrative file that contains all non-privileged documents pertaining to the allegation.
  - 8.1.6 Assured of elimination of conflicts of interest among counselor, investigator, institutional prosecutor, and adjudicator.
  - 8.1.7 Offered the right to Appeal.
  - 8.1.8 Entitled to legal counsel at their own expense or a non-attorney advisor/advocate.
  - 8.1.9 Offered the opportunity to examine and cross-examine witnesses.
  - 8.1.10 If a student's due process was violated, the student has the right to private right of action against the institution to recover actual damages.
- 8.2 Role of Advisor/Advocate. The student has the right to be assisted by an Advisor/Advocate, of their choosing, in accordance with LA HB364, Article IV, Section 9.1:
- 8.2.1 The Advisor/Advocate shall provide support, guidance, and advice to the Student or RSO during any disciplinary meeting or procedure.
  - 8.2.2 If a student is charged with a violation of behavioral misconduct that carries a potential penalty of suspension or expulsion, the student has the right

# CODE OF CONDUCT

to be represented, at their expense, by an Advisor/Advocate. The Advisor/Advocate may fully participate during any Accountability proceeding.

8.2.3 An RSO accused of violating behavioral misconduct has the right to be represented, at the RSO's expense, by an Advisor/Advocate who may fully participate during any Accountability proceeding.

8.2.4 An Advisor/Advocate may "fully participate" in the Accountability Process by making opening and closing statements, examining and cross-examine witnesses, and providing the alleged Student/RSO with support, guidance, and advice.

8.3 **Responsibilities of a Charged Student or RSO.** A charged student or RSO shall have the following rights and responsibilities before and during an Accountability Conference or Hearing:

8.3.1 To be honest.

8.3.2 To attend an appointment with the University Official(s) on a specified date, time, and location.

8.3.3 To attend all that apply: Accountability Conference or Hearing scheduled by the University Official(s) if included in the Accountability Summons Letter.

8.4 **In Absentia Consideration of Charges.** Charged students or RSOs who have received a written summons from an approved University Official to appear for an Accountability Conference/Hearing by the appropriate University Official(s) have three (3) university business days to confirm the appointment. Should the charged student or RSO fail to confirm the scheduled Accountability Conference and/or fail to attend the scheduled Accountability Conference, the charged student or RSO shall forfeit the right to present their case and will have said charges considered in absentia by the appropriate University Official(s). The University Official(s) will then decide on the charge(s).

University students who reside off-campus, in university residence halls, or in other on-campus residential living spaces

# CODE OF CONDUCT

and who are censured in absentia will receive notification from the appropriate University Official(s) through the student's official NSU email. RSOs censured in absentia will be sent a notification from the appropriate University Official(s).

## ARTICLE V: PROHIBITED CONDUCT

### Section 1.0 Offenses of Academic Misconduct

- 1.1 **Cheating or deception in any form:** Misrepresenting one's mastery of course content or experiential learning as a requirement for a course (e.g., internship, fieldwork, practicum, service-learning, student teaching, clinical experience, etc.).
- 1.2 **Plagiarism (including duplicity):** Misrepresenting another's words, ideas, phrases, sentences, or data as one's own; the failure to properly acknowledge source material with citations and references; or the submission for credit substantially unchanged work in more than one (1) course.
- 1.3 **Misuse of resources:** Acquiring or distributing, without permission, any academic material belonging to a member of the university faculty or staff, which includes stealing, selling, posting, buying, or otherwise accessing or sharing any content used to fulfill academic requirements.
- 1.4 **Falsification:** Falsifying or fabricating any information, data, or citation in any academic work including but not limited to documents intended to support medical excuses or absence from class or academic work.
- 1.5 **Facilitating another student's academic dishonesty:** Collaborating, conspiring, or cooperating to fulfill educational requirements to misrepresent individual effort and knowledge.

### Section 2.0 Offenses Against the University Community

- 2.1 **Acts of dishonesty**, including, but not limited to:
  - 2.1.1 Furnishing false or misleading information to any University Official or Office.



# CODE OF CONDUCT

- 2.1.2 Fabricating, forgery, alteration, or misuse of any university document, record, or instrument of identification.
- 2.1.3 Tampering or interfering with campus, local, state, or federal elections or an individual's right to vote in the same, including, but not limited to, asking or requiring someone to provide evidence of voting or evidence of voting for a particular candidate or issue, coercing or using valuable incentives (e.g., organization participation points, food, beverages, etc.) to induce an individual to vote in an election or for a particular candidate or issue, or taking detrimental actions against an individual who refuses to vote or provide evidence of voting for a particular candidate or issue.
- 2.1.4 Bribery and acceptance of bribes.

2.2 **Disruptive conduct** is materially or substantially disruptive to the normal operations of the University, or incites others to do so, in any of the following activities: teaching, research, administrative functions, Accountability proceedings, other university activities whether on or off-campus, and other authorized activities that take place on campus. In evaluating whether conduct is materially or substantially disruptive, the University may consider the totality of factors, including, but not limited to, whether there was an intent to prevent the activity or event from continuing to completion and whether the conduct was a sustained and continuous disruption. Disruptive conduct does not include any conduct protected by the First Amendment, but may include any of the following:

- 2.2.1 Disruption of University Officials in the performance of their duties.
- 2.2.2 Disruption of a university activity or event.
- 2.2.3 Disruption of a class or curricular activity. This includes classroom or other academic workplace behavior that interferes with: (a) the instructor's authority or ability to conduct the class; (b) other students' ability to benefit from the instructional program; or (c) interference with

# CODE OF CONDUCT

the rights of others to carry out their activities or duties at or on behalf of the University.

- 2.3 **Failure to comply** with directions of University Official(s) or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 2.4 **Violation of published policies**, including but not limited to those of the University of Louisiana System Board of Supervisors or university policies, rules, requirements or regulations, community standards, Title IX policy, risk management policies, parking and traffic regulations, and plans/requirements related to health and safety.
- 2.5 **Failure to promptly meet university-related financial obligations.**
- 2.6 **Issuance of worthless checks** for university-related financial obligations.

## Section 3.0 Offenses Against Persons

- 3.1 **Physical Abuse.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person, including, but not limited to, simple assault and aggravated assault.
- 3.2 **Hazing.** As outlined in the University Hazing Policy, hazing includes any action taken or situation created for the purpose of affiliation with, initiation into, or as a condition of continued membership in any student organization, performance group, or athletic team recognized by the University, when it (a) endangers a student, (b) creates risk or injury, or (c) produces mental or physical harm, embarrassment, degradation, harassment or ridicule.
  - 3.2.1 Hazing as: any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:
    - 3.2.1.1 The person knew or should have known that

# CODE OF CONDUCT

such an act endangers the physical health or safety of the other person or causes severe emotional distress.

3.2.1.2 The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization.

3.2.2 Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

3.2.2.1 Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.

3.2.2.2 Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

3.2.2.3 Activity involving consumption of food, liquid, or any other substance, including but not limited to, an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm that adversely affects the physical health or safety of the individual or causes severe emotional distress.

3.2.2.4 Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

3.2.2.5 Physical activity that is normal, customary,

# CODE OF CONDUCT

and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution is not considered "hazing."

3.2.3 All forms of hazing are prohibited under university policy and constitute a violation of the Code.

3.2.4 Any definitions, requirements, and related terms are outlined in the University Hazing Policy.

3.3 **Sexual Misconduct.** The University prohibits sexual misconduct and any related retaliation.

Any definitions, requirements, violations, accommodations, prohibitions, and Outcomes outlined in the University's Power Based Violence and Sexual Misconduct Policies are incorporated herein by reference.

3.4 **Harassment.** Harassment that is not of a sexual nature includes:

3.4.1 Conduct that violates university policy, which may include conduct (physical, verbal, graphic, written, or electronic) that is (a) unwelcome; (b) discriminatory on the basis of genetic information, race, color, religion, national origin, age, disability or protected veteran status; (c) directed at an individual; and (d) so severe and/or pervasive that it interferes with an individual's ability to participate in or to realize the intended benefits of a university activity, opportunity, or resource. Conduct must be deemed severe and/or pervasive from both a subjective and an objective perspective. Similar conduct that relates to an individual's sex (which includes gender, sexual orientation, gender identity, and gender expression) is addressed in the University's Power Based Violence/ Sexual Misconduct Policy.

3.4.2 Any attempt to intentionally and repeatedly make

# CODE OF CONDUCT

contact with a person over their stated objections for the purpose of harassing or alarming them, including, but not limited to, non-gender-based stalking (see “Stalking” definition in NSU’s Power Based Violence/ Sexual Misconduct Policy).

3.4.3 Invasion of another’s privacy, where that person has a reasonable expectation of privacy, including, but not limited to, creating, making, possessing, storing, sharing, or distributing unauthorized audio, video, digital, or photographic images of a person taken in a location in which that person has a reasonable expectation of privacy.

3.5 **Threatening Behavior.** Threatening behavior is any written, oral, or physical conduct that causes a reasonable expectation of injury to the health or safety of any person, animal, or damage to any property. A student may be responsible for threatening behavior even if the object of the threat does not observe or receive it.

## Section 4.0 Offenses Against Property

4.1 **General.** Attempted or actual theft of, and/or potential or actual damage to property (e.g., belonging to the University, a member of the university community).

4.2 **Physical Access.** Unauthorized possession, duplication, or use of keys or access cards to any university premises or unauthorized entry to or use of university premises or other public or private property.

4.3 **Electronic Access/Abuse.** Theft or other abuse of computer usage, including, but not limited to:

4.3.1 Unauthorized entry into or transfer of a file.

4.3.2 Unauthorized use of another individual’s identification or password and/or computer, tablet, phone, or other similar device.

4.3.3 Use of university computing facilities, network, equipment, accounts, or services in a manner contrary

# CODE OF CONDUCT

to university policy, including, but not limited to, sending, downloading, or viewing obscene messages, material, or content and/or interfering with the work of another student or University Official.

- 4.4 **Water Access/Abuse.** Unauthorized entry into the water of any fountain or other body of water on the university campus that is not designed and maintained for recreational purposes. Dumping, throwing, placing or causing to be placed any material, object, trash, person, animal, waste or debris in the water of any fountain or other such body of water located on the university campus.

## Section 5.0 Offenses Disrupting Order or Disregarding Health and Safety

- 5.1 **Controlled Substances.** Use, possession, solicitation, cultivation, manufacturing, dispersing, attempted distribution, or distribution of and/or driving under the influence of narcotics, synthetic drugs, or other controlled substances or the possession of drug paraphernalia that is prohibited by law.
- 5.2 **Non-controlled Substances.** Improper use or possession of products for purposes of altering mood or state of being. This includes the misuse of legal products such as inhalants.
- 5.3 **Alcohol.** Use, possession, or distribution of alcoholic beverages, except as expressly permitted by the law and university regulations, or public intoxication and/or driving under the influence. If a student under the age of twenty-one (21) is found responsible for a violation of university policy involving alcohol, the University may notify the student's parent(s) or guardian(s).
- 5.4 **Weapons.** Illegal or unauthorized possession or use of firearms, ammunition, explosives, fireworks, or any other dangerous weapon (any instrument that may be used to inflict bodily harm), substance or material of any kind on university property or at any university-approved activity.
- 5.1.1 Possession of a firearm, when in violation of state laws,

# CODE OF CONDUCT

University of Louisiana System policy, or university policy, shall be grounds for dismissal from the University.

5.1.2 Any instruments/devices designed or may be used as a weapon to injure or threaten another individual, including non-culinary knives with a blade greater than four (4) inches.

5.1.3 Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, or other projectile, whether loaded or unloaded, including those devices powered by CO<sub>2</sub>.

5.1.4 Any explosive device, including fireworks.

5.5 **Disruption.** Actions that disrupt the normal operations of the University and infringe on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian and/or vehicular, on campus; and/or could potentially cause damage to property; actions that incite or contribute to panic or distress and disrupt the normal operations of the University, regardless of intent.

5.6 **Blocking Traffic.** Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions and events.

5.7 **Disorderly Conduct.** Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at activities and events sponsored by, or participated in, by the University.

5.8 **Illegal Activity.** Violation of federal or state law, or local ordinances.

5.9 **Traffic and Parking.** Violation of traffic and parking rules and regulations, including, but not limited to:

# CODE OF CONDUCT

- 5.9.1 Repeated or flagrant violations of the rules as set forth in Campus Parking and Driving Regulations.
- 5.9.2 Tampering with, removal, or theft of wheel locks, barricades, traffic cones or traffic control devices.
- 5.10 **Gambling.** The operation of any form of gambling business or related activity.
- 5.11 **Fraud.** The unauthorized use of university property or resources for personal gain.
- 5.12 **Contributing/Abetting.** Being present during any violation of university policy or the Code in such a way as to condone, support, or encourage that violation. Students who anticipate or observe such a violation are expected, if possible, to report any potential violation before it occurs or report details of the violation after its occurrence.
- 5.13 **Animal Cruelty.** Acts of animal cruelty, abuse, or failure to report such acts.
- 5.14 **False Alerts.** Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms, or other safety equipment.
- 5.15 **Arson.** Starting or maintaining a fire or causing an explosion that results in damage to a building or other property and/or injury to a person.
- 5.16 **Racing.** Engaging in, or aiding and abetting the participation in, a motor vehicle speed contest, a motor vehicle exhibition of speed, a motor vehicle sideshow, a motor vehicle burnout, a motor vehicle donut, or other reckless driving maneuver.

## Section 6.0 Abuse of the Accountability Process

- 6.1 Failure to obey the summons of a University Official(s).
- 6.2 Failure to control the participation of a selected Advisor/ Advocate at any point in the Accountability Process.
- 6.3 Falsification, distortion, or misrepresentation of information before a University Official(s) during the Accountability Process.



# CODE OF CONDUCT

- 6.4 Disruption or interference with the orderly conduct of the Accountability Process.
- 6.5 Pursuit of an alleged violation of the Code in a manner that is intentionally dishonest, frivolous, or malicious (e.g., filing a false report).
- 6.6 Attempting to influence the impartiality of University Official(s) prior to and/or during the Accountability Process.
- 6.7 Harassment (verbal or physical) and/or intimidation of University Official(s) prior to, during, and/or after the Accountability Process.
- 6.8 Failure to comply with Outcome(s) imposed under the Code.
- 6.9 Any other act that is intended to or has the effect of delaying or interfering with the orderly operation of the Accountability Process.

## **Section 7.0 Retaliation**

It is a violation of this Code for any student to retaliate or allow retaliation in any manner against a member of the university community who, in good faith, reports a suspected violation of this Code to University Official(s) or participates in any aspect of the conduct process relating to a suspected violation. This includes, but is not limited to, efforts to retaliate either directly or indirectly against an individual as well as direct or indirect retaliation against that individual's family and friends. Retaliation based on the Outcome of the Accountability Process is also prohibited.

Instances of retaliation arising out of allegations of sexual misconduct are also prohibited, see the [Power Based Violence/Sexual Misconduct Policies](#).

## **Section 8.0 Recognized Student Organization (RSO) Misconduct**

Student organizations enrich the campus and community by providing a source of intellectual, personal, and social development of students through their programs and activities. The University fulfills an important mission by providing procedures and policies for the registration and support of student organizations.

# CODE OF CONDUCT

RSO's must comply with the rules and policies of the University and other rules and policies that may govern the organization and applicable laws. Further, any RSO that is a member, chapter, affiliate, or associate of a local, state, national, or international organization (collectively "parent organization") must provide notice and details to the ASC within twenty-four (24) hours of receiving notice of any investigation, charges, outcome, probation, discipline, or misconduct related issue involving an RSO or any of its members and the parent organization.

- 8.1 **Responsibility of Officers.** A fundamental aspect of any organization is the right of the membership to elect officers who serve to ensure, among their other duties, that the activities of the RSO are conducted properly. It is the responsibility of the officers of each RSO to:
  - 8.1.1 Ensure that the organization complies with this Code and to
  - 8.1.2 Actively oppose and/or prevent any planned or impromptu organizational activity that would violate the Code.
  - 8.1.3 Advise and counsel individual members of their organization whose conduct could lead to misconduct charges against the organization, as provided herein.
- 8.2 **Further Responsibilities.** Any organizational officer who knowingly allows their organization or a member of that organization to violate the Code without taking steps to prevent the violation also commits a violation of the Code. Any organizational officer who knows of an unreported violation of the Code that has been committed and does not report it to appropriate University Officials is in violation of the Code. The organization may also be sanctioned if an organizational officer is found to be in violation of this provision of the Code.

# CODE OF CONDUCT

## ARTICLE VI: ACCOUNTABILITY PROCEDURES

Members of the university community are strongly encouraged to participate in the Accountability Process as witnesses if they have knowledge or information regarding the alleged violation(s) in question and if they have been requested to participate. Individuals who are not members of the university community will generally be permitted to participate as a witness if they have direct knowledge or information regarding the incident or alleged violation in question. Information and materials that the University obtains during the Accountability Process may be disclosed to law enforcement in response to a valid subpoena.

Northwestern State University uses the Clear and Convincing standard of proof in all Student Conduct Accountability proceedings (Reference: [LA HB174](#)).

Sexual harassment and sexual assault, specific forms of misconduct, are governed by the university's comprehensive [Power Based Violence/ Sexual Misconduct Policies](#). Nothing in these regulations shall be read to contradict or supersede that policy with respect to those forms of misconduct.

### Section 1.0 Complaints and Investigations

1.1 **General.** A complaint alleging a student or RSO committed a violation(s) of this Code may be filed by any member of the university community or authorized university personnel having knowledge of the violation(s) based on personal observation or other reliable information. Although there is no time limit on the reporting of misconduct, the University may ultimately be unable to adequately address the incident, if significant time has passed or if the student involved has graduated or ceased enrollment.

1.1.1 Complaints should be submitted as soon as possible after the event takes place, preferably within thirty (30) calendar days of the knowledge of the occurrence to the ASC via the [Incident Reporting Form](#). Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible.

# CODE OF CONDUCT

- 1.1.2 The complaint shall identify the alleged violation(s), the facts upon which the allegation is based, and shall be signed by the person filing the complaint.
  - 1.1.3 Upon receipt of a complaint that a student or RSO has allegedly committed a violation(s) of this Code, the University Official(s) shall review the allegation(s) and, if appropriate, refer to other departments including the Behavior Intervention Team (BIT).
- 1.2 **Dismissal.** If the preliminary investigation indicates the allegation(s) to be unsubstantiated, or there is insufficient evidence to support reasonable cause, the University Official(s) shall dismiss the complaint with no further action. A *Dismissal letter* will be provided to the Complainant.
- 1.3 **Substantiated.** If the allegation is found to have substance, the University Official(s) shall notify the student (“Respondent”) via an *Accountability Summons letter* and conduct an Accountability Conference. As a result of this conference, the University Official(s) will determine whether a formal or informal Accountability Process is appropriate. A substantive allegation may result in a temporary disciplinary hold on a student’s record.
- 1.4 **Complete Notice.** A student or RSO subject to a charge or Accountability proceeding by the University is entitled, upon receiving notice of the charge (*Accountability Summons letter*), to notice of any and all violations of the University’s non-academic rules or policies and the Accountability proceedings or charges that will occur as a result. This notice shall include but need not be limited to each section of the Code that the student or RSO is alleged to have violated and any evidence the University used and collected in making the charge.
- 1.5 **Rights.** Prior to scheduling any Accountability proceeding, the University shall inform the student/RSO in writing of their rights.
  - 1.5.1 Any student/RSO accused of a violation of the Code that carries a potential penalty of suspension of ten (10) or more university business days, deferred

# CODE OF CONDUCT

suspension, or expulsion has the right to be represented at the student's or RSO's expense, by an attorney or a non-attorney advisor/advocate. The advisor/advocate may fully participate during any accountability proceeding or during any other procedure adopted and used by the University, including an Accountability Hearing or Appeal Review. They may address an alleged violation of the University's non-academic rules or policies.

- 1.5.2 A student or student organization subject to an accountability proceeding by the University is entitled, upon receiving notice of the charge, to notice of any and all violations of the institution's non-academic rules or policies and the accountability proceedings or charges that will occur as a result.
- 1.5.3 The student/RSO has the express presumption of innocence and may not be deemed responsible of the violation until they formally acknowledge responsibility or the conclusion of a Hearing where the University has established every element of the alleged violation.
- 1.5.4 The University shall maintain and grant access to the student/student organization an administrative file of the Accountability proceedings which shall include all documents and evidence in the University's possession or control relevant to the alleged violation and the University's investigation. The file shall not include privileged documents or internal memorandums that the University does not intend to introduce as evidence at any Hearing on the matter.

- 1.6 **Next Steps.** Following receipt of a complaint and completion of preliminary investigation, if the alleged violation is found to be substantiated, the Accountability Process may proceed along Informal or Formal lines. These processes are outlined in Sections 2.0 and 3.0 below.

# CODE OF CONDUCT

## Section 2.0 Informal Accountability Process

The structure of the hearing will generally proceed as follows:

- 2.1 **Accountability Conference.** An Accountability Conference with the University Official(s) will be scheduled within ten (10) university business days to explain the nature of the complaint and the Accountability Process. At this meeting, the student/RSO may indicate, either verbally or in writing, to the University Official(s), whether they accept or deny the alleged code violation(s). As part of the Conference or Hearing, the University Official(s) will do the following:
  - 2.1.1 Interview relevant witnesses;
  - 2.1.2 Obtain documentary evidence;
  - 2.1.3 Observe physical information;
  - 2.1.4 Analyze content; and
  - 2.1.5 Make a Finding.
- 2.2 **Accountability Conference Outcome.** If the student/RSO is found not responsible for violating the Code, an *Accountability Determination Letter* will be sent by NSU email, and the case will be dismissed. If the student/RSO is found responsible, the University Official(s) conducting the Accountability Conference will determine the Findings and Outcomes for the misconduct, which the student/RSO may accept or reject. The following options are available:
  - 2.2.1 If the student/RSO accepts both the Findings and the Outcome, an Accountability Determination Letter will be sent via NSU email, the student/RSO waives any right to an Appeal, and the process ends.
  - 2.2.2 If the student/RSO rejects the Findings but accepts the Outcome, an Accountability Determination Letter will be sent via NSU email, the student/RSO waives any right to an Appeal, and the process ends.
  - 2.2.3 If the student/RSO accepts the Findings but rejects the Outcome, an Accountability Determination Letter will

# CODE OF CONDUCT

be sent via NSU email, the student/RSO has the right to Appeal based on one or more grounds (Article VII, Section 1.0). The student/RSO may Appeal a decision resulting from a Conference by submitting an online [Appeal Request Form](#) within ten (10) University business days after receiving notification of the Conference results in the *Accountability Determination Letter*.

- 2.2.4 If the student/RSO rejects both the Findings and Outcome they have the right to Appeal based on one or more grounds (Article VI, Section 4.0). The student/RSO may Appeal a decision resulting from a Conference by submitting an online Appeal Request Form within ten (10) university business days after receiving notification of the Conference results in the Accountability Determination Letter.

## Section 3.0 Formal Accountability Process

The structure of the hearing will generally proceed as follows:

- 3.1 **Pre-Hearing Meeting.** A meeting with the University Official(s) will be scheduled to explain the nature of the complaint, discuss the Accountability Process, and identify potential Hearing dates.
- 3.1.1 A *Pre-Hearing Letter* will be sent via the students' NSU email with information about the Accountability Hearing and all evidence related to the incident report. The University Official(s) will provide the student/RSO reasonable continuing access to the administrative file and the ability to make copies of all evidence or documents in the file beginning at least seven (7) University business days prior to any Hearing, or sooner if otherwise specified under federal law, except that individual portions of the administrative file shall be redacted if disclosure of the evidence is required by law.
- 3.2 **Accountability Hearing.** The Accountability Hearing shall provide reasonable opportunity for the student/RSO to

# CODE OF CONDUCT

present a defense and for witnesses to be heard. The student/RSO is responsible for notifying any witness(es) of the date, time, and place for the Hearing. The names of witnesses and their relationship to the matter must be submitted to the ASC in writing before the Hearing. Accountability Hearings will be conducted according to the following guidelines:

- 3.2.1 The Hearing shall be closed only to those persons directly involved and will be recorded by the University Official. All other recording devices are prohibited in hearings.
- 3.2.2 The standard of review shall be clear and convincing. The committee shall ascertain whether valid reasons for the outcome(s) were substantiated, and the procedures followed were consistent in their application.
- 3.2.3 The student/RSO is given an opportunity to make an opening statement.
- 3.2.4 The University Official(s) shall present the University's related evidence and call such witnesses as required.
- 3.2.5 The student/RSO shall present any evidence or call such witnesses to present a defense.
- 3.2.6 The University Official(s), Advisor/Advocate, and student/RSO may question all witnesses. Witnesses may be sequestered.
- 3.2.7 The student/RSO is given an opportunity to make a final statement.
- 3.2.8 When the hearing convenes, no new evidence will be considered.
- 3.2.9 At the conclusion of the hearing, closed deliberations will begin and a decision will be determined.
- 3.2.10 Within five (5) university business days of the conclusion of the Accountability Hearing, the University Official may dismiss the allegations as



# CODE OF CONDUCT

unsubstantiated or impose appropriate Outcome(s). An Accountability Determination letter will be issued to the student/RSO via NSU email with the Findings and Outcome of the Hearing and information about the Appeal Process.

- 3.3 **Outcome.** The University may reimburse the student for any tuition and fees paid for the suspension period, including a deferred suspension or expulsion not previously refunded, if applicable.

## ARTICLE VII: APPEALS

The student/RSO has the right to appeal based on one or more grounds. 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 appeals have been exhausted. The Appeal processes are outlined below.

### Section 1.0 Requesting an Appeal

- 1.1 **Grounds for Appeal.** Appeals are limited to the following grounds:
- 1.1.1 **A procedural error** in due process that would change the Outcome.
  - 1.1.2 **New or contradictory evidence** that would change the Outcome and that was not reasonably available at the time the determination regarding responsibility or dismissal was made.
  - 1.1.3 The **Outcomes imposed are substantially disproportionate** to the severity of the violation or guidelines set by the University for this type of offense or the cumulative conduct record of the responding student.
- 1.2 **Appeal Request Form.** An Appeal must be requested in writing using the Appeal Request Form within ten (10)

# CODE OF CONDUCT

university business days after delivery of the Accountability Determination Letter. The Appeal Request Form and documentation/proof will be reviewed for consideration to determine if the request meets the grounds for Appeal.

- 1.2.1 University Official(s) may request supporting documentation from the Accountability Conference or Hearing to make this determination. This is not a review of the merits of the Appeal, but solely a determination as to whether the request (a) could reasonably be construed to meet the grounds and (b) is filed in a timely manner.
- 1.2.2 University Official(s) may consult with legal counsel on questions of procedure or rationale, for clarification, if needed. The University Official(s) will maintain documentation of all such consultation.
- 1.2.3 Respondents can only submit one (1) Appeal Request Form. Any amendments to the initial request must be made within the original time limit for Appeal (ten (10) university business days).

1.3 **Appeal Request Determination.** In most cases, Appeal requests are confined to a review of the written documentation, record of the original determination, and pertinent documentation regarding the grounds for appeal specified in the Appeal Request Form.

- 1.3.1 **Appeal Request Denied.** If the Appeal Request Form (a) does not provide information that meets the grounds in this Code, or (b) is not filed within the specified time for Appeals, then the Appeal request will be denied. The student/RSO and their Advisor/Advocate will be simultaneously notified via email of the denial and the rationale. This decision is final. A student/RSO may not submit any new Appeal Requests after the initial Appeal Request has been determined. The *Appeal Request Determination Letter* will be sent within five (5) university business days of receipt of the Appeal Request Form.

# CODE OF CONDUCT

- 1.3.2 **Appeal Request Approved.** If the Appeal Request Form (a) provides information that meets any of the grounds in this Code, and (b) the Appeal is filed within the specified time for Appeals, then the Appeal Request will be approved. The student/RSO and their Advisor/Advocate will be simultaneously notified via email regarding the next steps. The *Appeal Request Determination Letter* will be sent within five (5) university business days of receipt of the Appeal Request Form.

## Section 2.0 Appeal Review Process

- 2.1 **Appeal Review.** Any student or RSO that is found to be in violation of the institution's non-academic rules or policies shall be afforded one (1) opportunity to Appeal the University's initial decision to an appellate entity that is an institutional administrator or body that did not make the initial decision.

An Appeal is not an opportunity for the University Official(s) to substitute their judgment for that of the original Decision-maker merely because they disagree with the Finding and/or Outcomes(s). Appeal decisions are to be respectful of the original determination, making changes to the Finding only when there is clear error to the Outcomes and responsive actions and only if there is a compelling justification to do so.

In accordance with [LA HB364](#), the University designates the appellate entity as the final institutional authority on the matter; however, nothing in this Section shall preclude a court from granting a prevailing plaintiff equitable relief.

- 2.2 **Appeal Review Determination.** After reviewing the criteria for Appeal and considering the evidence provided, the University Official(s) may:

- 2.2.1 Uphold the decision of the original Outcome;
- 2.2.2 Reduce or Modify the imposed Outcome;
- 2.2.3 Order a new Hearing (*Formal process only*).

An *Appeal Determination Letter* will be emailed to the student/

# CODE OF CONDUCT

RSO and their Advisor/Advocate simultaneously, or without significant time delay between notifications. The *Appeal Determination Letter* will specify (a) the Findings on each ground for Appeal, (b) specific instructions for remand or reconsideration, (c) Outcome(s) that may result which NSU is permitted to share according to federal or state law, and the rationale supporting the essential Findings to the extent NSU is permitted to share under federal or state law.

## 2.3 **The Outcome of an Appeal Review constitutes the Final Determination.**

2.4 **Outcome Status During the Appeal.** The student's responsibility to comply with the Outcome given in the *Accountability Determination letter* will vary depending on whether Emergency Removal measures were taken.

2.4.1 If emergency removal measures are in place prior to the original Outcome and/or Appeal determination, the emergency removal remains in effect.

2.4.2 If no emergency removal measures are in place, any Outcome(s) imposed in the *Accountability Determination letter* will be set aside (e.g., not implemented) until the Appeal Review Determination is made.

## **ARTICLE VIII: ADMINISTRATION OF THE APPEALS – INFORMAL PROCESS**

### **Section 1.0 Training of Accountability Process Members**

1.1 All university Official(s) involved in the Accountability Process will have received training in the appropriate university Accountability Process procedures.

### **Section 2.0 Student Affairs Administration's Responsibilities**

2.1 The VPSE & DoS or designated representative shall evaluate the appeal request and supporting documentation for relevance and timeliness and will determine if the appeal request is granted.

# CODE OF CONDUCT

- 2.2 If the appeal request is granted, the VPSE & DoS or designated representative shall review all documents related to the accountability conference and may request additional information (e.g., documents, meeting, witnesses).
- 2.3 The VPSE & DoS or designated representative shall provide the student(s) with the official outcome of the appeal review.

## **Section 3.0 Student's Responsibilities**

- 3.1 The student shall submit an appeal request, supporting documentation, name of advisor/advocate, and any witnesses to the VPSE & DoS and for evaluation.
- 3.2 If the appeal request is granted, the VPSE & DoS shall review the documentation and the student may appear for an Appeal Review on a scheduled date at a prescribed time, if requested. If the appeal request is denied, it will be the end of the accountability process.

## **Section 4.0 Notice of Appeal Review**

- 4.1 If an Appeal Review is needed, notification of the Review shall be in writing through normal university communication channels via the student's NSU email.
- 4.2 The notice, if needed, shall specify the date, time, and place of the Appeal Review. The Review shall not be less than four (4) or more than ten (10) university business days after the notification date. The VPSE & DoS or designated representative, for good cause, may postpone the Review and notify involved persons of the new Review date.
- 4.3 The notice shall direct the student to appear and inform the student that failure to do so without good cause will result in the student's forfeiture of the right to Appeal.
- 4.4 The notice shall advise the student that the Review shall be closed and of the student's right to be advised by counsel or attorney and right to present new evidence and question witnesses.

# CODE OF CONDUCT

## Section 5.0 Appeal Review Procedures

- 5.1 The Review procedures shall be informal in nature and provide reasonable opportunities for witnesses to be heard.
- 5.2 The Review shall be closed. Those present shall be limited to the VPSE & DoS or designated representative and appropriate staff, maximum of one (1) advisor/advocate for the student and legal counsel for the University. Witnesses shall be sequestered.
- 5.3 The VPSE & DoS shall ascertain whether the sanction(s) were substantiated, new evidence may impact the original decision, and the procedures followed were consistent in their application.
- 5.4 The VPSE & DoS or designated representative shall follow the procedures outlined herein:
  - 5.4.1 The VPSE & DoS meets with the student to review the irregularities or inconsistencies in the procedures and/or application of the rules and regulations as outlined in Student Appeal.
  - 5.4.2 The student shall have an opportunity to explain irregularities or inconsistencies in the procedures and/or application of the rules and regulations.
  - 5.4.3 The University or the student may present new evidence or witnesses. Such evidence or witnesses must have been unavailable for the Accountability Conference.
- 5.5 The VPSE & DoS or designated representative may decide to (a) uphold the original decision, or (b) reduce or modify the sanctions imposed by the representative.

# CODE OF CONDUCT

## ARTICLE IX: ADMINISTRATION OF THE APPEALS – FORMAL PROCESS

### Section 1.0 Training of Accountability Process Members

- 1.1 All university Official(s) involved in the Accountability Process will have received training in the appropriate university Accountability Process procedures.

### Section 2.0 Disciplinary Appeals Committee Selection

- 2.1 The Appeals Committee shall consist of eleven (11) members, four (4) faculty or staff members and two (2) students appointed by the University President, and two (2) faculty or staff members and three (3) students recommended by the Student Government Association and appointed by the University President.
  - 2.1.1 When hearing cases of sexual misconduct, students shall be released from the committee.
- 2.2 The University President shall appoint the chairperson. In the absence of the appointed chairperson, the committee shall elect a temporary chairperson.
- 2.3 A quorum shall consist of six (6) members, two (2) of which must be student members.
- 2.4 Faculty or staff members shall serve staggered terms of four (4) years; student members shall be appointed annually and may serve multiple terms.
- 2.5 A member unable to serve shall submit a written resignation to the chairperson. A chairperson unable to serve will submit a written resignation to the University President.
- 2.6 The committee may remove a member by simple majority vote for malfeasance, nonfeasance, or misfeasance of the committee's responsibilities.
- 2.7 If a quorum of the committee cannot be assembled to meet timelines required by this Code, the University President shall make the necessary temporary appointments to provide a quorum.

# CODE OF CONDUCT

## Section 3.0 Chairperson's Responsibilities

- 3.1 The chairperson shall instruct the committee on this Code and hearing procedures. The hearing shall be conducted in the spirit of fair play. Rulings of the chair may be overruled by a two-thirds vote of the members present.
- 3.2 The chairperson presides over the hearing.
- 3.3 The chairperson ascertains that the VPSE & DoS or designated representative and the student have performed their responsibilities.
- 3.4 The chairperson rules on the admissibility of evidence, motions, objections and recognizes committee members for questioning.

## Section 4.0 Student Affairs Administration's Responsibilities

- 4.1 The VPSE & DoS or designated representative, with the concurrence of the chairperson shall establish the date, time, place and provide notice of hearing to all involved persons.
- 4.2 The VPSE & DoS or designated representative shall provide the student with a transcript of the administrative hearing if requested by the student. New evidence and/or names of witnesses, which were unobtainable or unavailable for the administrative hearing, shall also be provided to the student.
- 4.3 The VPSE & DoS or designated representative summons students and/or university personnel to serve as witnesses and ensures that evidence and/or witnesses requested by the student and/or committee are available for the hearing.
- 4.4 The VPSE & DoS or designated representative reports noncompliance with a summons by university personnel to the appropriate vice president.
- 4.5 The VPSE & DoS or designated representative makes necessary arrangements for the hearing, including the recording of the proceedings.
- 4.6 The VPSE & DoS or designated representative shall present the case on behalf of the University.



# CODE OF CONDUCT

## Section 5.0 Student's Responsibilities

- 5.1 The student shall appear for the hearing on the scheduled date at the prescribed time.
- 5.2 The student shall notify the VPSE & DoS or designated representative in writing three (3) university business days prior to the hearing of any documents or witnesses the student wishes summoned on the student's behalf.
- 5.3 At least three (3) university business days prior to the hearing, the student shall notify the VPSE & DoS or designated representative if the student is to be advised by an attorney during the hearing.

## Section 6.0 Notice of Disciplinary Appeals Committee Hearing

- 6.1 Notification of the Appeal Hearing shall be in writing through normal university communication channels via the student's NSU email.
- 6.2 The notice shall specify the date, time, and place of the hearing. The hearing shall not be less than four (4) nor more than ten (10) university business days after the date of receipt of notification. The chairperson, for good cause, may postpone the hearing and request the VPSE & DoS or designated representative to notify involved persons of the new hearing date.
- 6.3 The notice shall direct the student to appear and inform the student that failure to do so without good cause will result in the student's forfeiture of the right to Appeal.
- 6.4 The notice shall advise the student that the hearing shall be closed and of the student's right to be advised by counsel or attorney and right to present evidence and question witnesses.

## Section 7.0 Appeal Hearing Procedures

The Appeal Hearing shall provide reasonable opportunity for the student/RSO to present a defense and for witnesses to be heard. Appeal Hearings will be conducted according to the following guidelines:

# CODE OF CONDUCT

- 7.1 The student/RSO is responsible for notifying any witness(es) of the date, time, and place for the Appeal Hearing. The names of witnesses and their relationship to the matter must be submitted to the ASC in writing before the Hearing.
- 7.2 The hearing shall be closed. Those present shall be limited to the VPSE & DoS or designated representative and appropriate staff, maximum of one (1) advisor/advocate for the student and legal counsel for the University, and the committee members. Witnesses shall be sequestered.
- 7.3 The standard of review shall be clear and convincing. The committee shall ascertain whether valid reasons for the outcome(s) were substantiated, and the procedures followed were consistent in their application.
- 7.4 The committee shall follow the procedures outlined herein:
  - 7.4.1 The VPSE & DoS or designated representative presents the procedures and evidence used to reach the decision.
  - 7.4.2 The members of the committee shall have an opportunity to question the VPSE & DoS or designated representative for points of clarification.
  - 7.4.3 The student shall have an opportunity to explain irregularities or inconsistencies in the procedures and/or application of the rules and regulations.
  - 7.4.4 The members of the committee will have an opportunity to question the student for points of clarification.
  - 7.4.5 The members of the committee will have an opportunity to question any witnesses for points of clarification.
  - 7.4.6 The University or the student may present new evidence. Such evidence must have been unavailable for the Accountability Hearing.
  - 7.4.7 The VPSE & DoS or designated representative shall

# CODE OF CONDUCT

present the University's final closing remarks.

7.4.8 The student shall make closing remarks.

7.4.9 The VPSE & DoS or designated representative shall make succinct final remarks.

7.4.10 All involved parties including the VPSE & DoS or designated representative shall be excused and the committee shall commence sequestered deliberations.

7.5 The committee may decide the following:

7.5.1 Uphold the decision of the VPSE & DoS or designated representative,

7.5.2 Reduce or modify the sanctions imposed by the VPSE & DoS or designated representative,

7.5.3 Vacate the decision of the VPSE & DoS or designated representative due to irregularities in procedures, or

7.5.4 Remand the matter for rehearing to cure procedural irregularities.

7.6 The student shall be notified in writing by normal University communication channels of the committee's decision within three (3) university business days following the Disciplinary Appeals Hearing. The notice of decision shall inform the student of the student's right to appeal, in writing, the committee's decision within five (5) university business days to the University President.

7.7 A student may appeal to the Board of Supervisors if the sanction is one of suspension from the university for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the university level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the institutional level, the appeal must be written within thirty (30) calendar days of the institution's decision. The Board's review is limited to a determination of compliance with established and appropriate procedures at

# CODE OF CONDUCT

the institutional level. The student shall be notified of the Board's decision.

The Board of Supervisors conducts reviews of student appeals via materials provided by the student grievant and the university. It consists of an exhaustive examination of procedures followed by the university regarding due process and not the specific details of the grievance matter. The student grievance process does not provide the benefit of a hearing by the student directly to the Board of Supervisors.

## ARTICLE X: ACCOUNTABILITY OUTCOMES

A student or RSO committing a violation of this Code shall be subject to the Accountability Outcomes outlined in this article. An Outcome may be imposed alone or with one (1) or more additional Outcomes. Accountability Outcomes for both non-academic and academic misconduct are defined in Sections 1.0 and 2.0 below.

The Accountability Process uses Outcomes to encourage positive change and developmental growth and to protect persons, property, and the integrity of the University. A Student/RSO will receive written notice of assigned Outcomes via NSU email, along with specific conditions required for successful completion.

The ASC may delay registration for classes or withhold the issuance of an official transcript, grade, diploma, or degree to a student alleged to have violated a rule or regulation of the University who has not completed an Outcome or has failed to respond to an ASC directive.

The following Outcomes may be imposed or instituted by the University for any violation of this Code:

### Section 1.0 Accountability Outcomes (Non-Academic Misconduct)

- 1.1 Expulsion.** Permanent, forced withdrawal, involuntary separation (physical and virtual) from Northwestern State University of Louisiana. The student is banned from university property, and the student's presence at any University-

# CODE OF CONDUCT

sponsored activity or event is prohibited without prior approval from the University Official or VPSE & DoS (Reference: Article XV, Section 1.2.1).

- 1.2 **Suspension.** Involuntary forced withdrawal from the University for a specified period determined on an individual case basis, which limits the student's access to the campus to written permission in advance from the University Official or VPSE & DoS (Reference: Article XV, Section 1.2.1).
- 1.3 **Voluntary Withdrawal.** An option offered for a student to voluntarily withdraw from the University upon condition that readmission is not sought for a specified period. Upon voluntary withdrawal, campus access is limited to written permission of the University Official(s) or the VPSE & DoS.
- 1.4 **Probation.** Probationary status for a specified period. Restrictions, which accompany probation, shall be determined on a case-by-case basis. Probation shall also indicate that further infractions of the Code may result in suspension or expulsion from the University.
- 1.5 **Restriction of Privileges.** Denial, withdrawal, or limitation of one or more privileges made available for students/RSOs by the University for a specified period.
- 1.6 **Work Reparation.** An option available to a student/RSO that can be used in lieu of restitution, or fine.
- 1.7 **Fine.** An order that the student/RSO pays the University a designated sum of money in view of the type of offense.
- 1.8 **Restitution.** An order that the student/RSO make a compensatory payment to an appropriate party for damages to property, loss of funds, or medical bills resulting from an act of battery.
- 1.9 **Educational Alternative.** An order or option that the student issue an apology, carry out research, participate in counseling, attend a seminar, or perform any other reasonable assignment intended to have an educational effect. A RSO may be ordered to participate in a workshop or carry out any other reasonable assignment intended to have an educational effect for the organization's membership.

# CODE OF CONDUCT

- 1.10 **Censure.** An official, written reprimand, which includes a notification that further instances of misconduct within a stated or indefinite period may result in more severe disciplinary action.
- 1.11 **Warning.** A written or oral notice to the student/RSO that a continuation or repetition of a specific behavior may cause further and more severe disciplinary action.
- 1.12 **Bar Against Readmission.** Imposed on a student who has left the University and has an action pending on allegations of disciplinary misconduct. This Outcome terminates on resolution of the matter of disciplinary misconduct but may be superseded by other Outcome(s) as determined in the resolution.
- 1.13 **Residence Hall Suspension.** Separation of the student from the residence halls for a defined period, after which the student is eligible to return. Conditions for readmission may be specified.
- 1.14 **Residence Hall Expulsion.** Permanent separation of the student from the residence halls.
- 1.15 **No-Contact Directive (NCD).** A student/RSO may be directed to cease all communication and contact with another student, group of Students, Instructor, other university employee, or another individual. Under a No Contact Directive, a student may be prohibited from entering or remaining in or around a specified university building, facility, or campus area. A NCD may also be issued as an Interim Measure in limited circumstances where it has been determined that a student may be a threat or harm to others.
- 1.16 **Deactivation.** Termination of university recognition of the RSO permanently or for an indefinite period. Reapplication for an RSO deactivated for an indefinite period shall not be permitted within two calendar years from the date.
- 1.17 **Community Service.** The student/RSO may be assigned to a community service site located on or off campus, with acceptance by the agency or organization. A predetermined number of hours must be completed by a given date.

# CODE OF CONDUCT

## Section 2.0 Accountability Outcomes (Academic Misconduct)

Students are subject to grade changes, dismissal from classes, and referral to ASC by Department Head, Director, or Dean where academic conduct is alleged. Students should follow the Appeal procedure outlined in the University Catalog to Appeal a grade.

- 2.1 **Expulsion.** Permanent, forced withdrawal, involuntary separation (physical and virtual) from Northwestern State University of Louisiana. The student is banned from university property, and the student's presence at any University-sponsored activity or event is prohibited without prior approval from the University Official or VPSE & DoS (Reference: Article XV, Section 1.2.1).
- 2.2 **Suspension.** Involuntary forced withdrawal from the University for a specified period determined on an individual case basis, which limits the student's access to the campus to written permission in advance from the University Official or VPSE & DoS (Reference: Article XV, Section 1.2.1).
- 2.3 **Voluntary Withdrawal.** An option offered for a student to voluntarily withdraw from the University upon condition that readmission is not sought for a specified period. Upon voluntary withdrawal, campus access is limited to written permission from the University Official(s) or the VPSE & DoS.
- 2.4 **Forced Withdrawal from Course.** Involuntary forced withdrawal (with a "W" placed on the transcript) from the course in which the offense occurred. Credit for the course is not awarded.
- 2.5 **Voluntary Withdrawal from Course.** An option offered for a student to withdraw of their own free will from the course in which the offense occurred without credit for the course.
- 2.6 **Probation.** Placement of the student in a Probationary status for a defined period. Restrictions that accompany probation shall be determined on a case-by-case basis. Probation also provides that further infractions of the Code may result in suspension or expulsion from the University.

# CODE OF CONDUCT

- 2.7 **Change in Course Grade.** Change of the grade in course which the infraction occurred—required approval of the Dean of the College of the student’s major.
- 2.8 **Change in Assignment Grade.** Change of grade for the theme, report, term paper, essay, written work, painting, drawing, sculpture, other artwork, or other activity in which the infraction occurred.
- 2.9 **Censure.** An official, written reprimand, which includes a notification that further instances of misconduct within a stated or indefinite period may result in more severe disciplinary action.
- 2.10 **Warning.** A written or oral notice to the student that a continuation or repetition of a specific conduct may cause further and more severe disciplinary action.
- 2.11 **Bar Against Readmission.** Imposed on a student who has left the University and has an action pending on allegations of academic misconduct. This Outcome terminates on resolution of the matter of academic misconduct but may be superseded by other Outcome(s) as determined in the resolution.
- 2.12 **Educational Alternative.** An order or option that the student issue an apology, carry out research, participate in counseling, attend a seminar, or perform any other reasonable assignment intended to have an educational effect.

## ARTICLE XI: INTERIM MEASURES

Under certain urgent circumstances, expedited, temporary measures may be necessary or appropriate. Interim Measures may be enacted to ensure the physical safety of the university community.

### Section 1.0 Interim Measures - Individual

- 1.1 The Director of Accountability and Student Conduct (ASC) or designee(s) may impose Interim Measures at any point prior to or during the Accountability Process related to an alleged violation upon reasonable belief that a student’s continued presence on university-controlled property or at university-



# CODE OF CONDUCT

affiliated activities constitutes an immediate threat/risk of harm to students, other individuals, or university premises.

- 1.2 Reasonable Interim Measures include but are not limited to adjusting student housing arrangements, imposing conditions of mutual no contact between the accused student and the alleged victim, temporarily suspending a student, or banning a student from campus.
- 1.3 A student may request a review of the Interim Measures in writing to the Director of ASC within three (3) university business days of the issuance of the Interim Measures. Reasonable efforts will be made to hold such a review of the Interim Measures before a University Official within five (5) university business days of the receipt of the request for review of the interim measures to determine if the measures should continue, as issued, through the remainder of the Accountability Process. If the student submits a timely review request, the review may be held beyond this five (5) university business day period if scheduling issues exist. During the Hearing, the student shall have the right to be represented by an attorney (at their own expense) or non-attorney Advisor/ Advocate. At any requested review, information will be presented in support of Interim Measures. The student may offer statements or other information to rebut any grounds offered in support of the Interim Measures. The Interim Measures Hearing may result in a continuance of, revocation, and/or modification of the Interim Measures.
  - 1.3.1 A student placed on Interim Measures under this Section will be afforded the opportunity to make up academic work missed during the period the measures were imposed. The student is responsible for arranging with instructors to complete the missed work.
  - 1.3.2 In cases where Interim Measures are upheld because of the Interim Measures Hearing, the measures will remain in effect until a final Outcome is reached through the Accountability Process.

# CODE OF CONDUCT

- 1.4 If the accused student is unable to attend the Interim Measures Hearing, the Hearing shall move forward in absentia.
- 1.5 An accused student's waiver of the right to an Interim Measure Hearing shall not constitute an admission of guilt or a waiver of any additional rights provided.
- 1.6 The decision of the University Official following the Interim Measures Hearing will be final.

## **Section 2.0 Interim Measures - Recognized Student Organization (RSO)**

- 2.1 The Director of ASC or designee(s) may impose Interim Measures on an RSO in certain instances. Some such instances include (a) organized conduct that is a violation of law and/or this Code, (b) when the conduct represents flagrant disregard of the rights or property of persons in the university community, or (c) when the behavior is in a flagrant disregard of the property or authority of the University.
- 2.2 During a timely investigation and Accountability Process, RSO activities may be limited, up to and including a full discontinuation of all activities.
- 2.3 An RSO may request a review of the Interim Measures in writing to the Director of ASC within three (3) university business days of the issuance of the Interim Measures. Reasonable efforts will be made to hold such a review of the Interim Measures before a University Official within five (5) university business days of the receipt of the request for review of the interim measures to determine if the measures should continue, as issued, through the remainder of the Accountability Process. If the RSO submits a timely review request, the review may be held beyond this five (5) university business day period if scheduling issues exist. During the Hearing, the RSO shall have the right to be represented by an attorney (at their own expense) or non-attorney Advisor/Advocate. At any requested review, information will be presented in support of Interim Measures. The RSO may offer statements or other information to rebut any grounds offered in support of the Interim Measures. The Interim Measures

# CODE OF CONDUCT

Hearing may result in a continuance of, revocation, and/or modification of the Interim Measures.

- 2.4 If the RSO representative is unable to attend the Interim Measures Hearing, the Hearing shall move forward in absentia.
- 2.5 An accused RSO's waiver of the right to an Interim Measure Hearing shall not constitute an admission of guilt or a waiver of any additional rights provided.
- 2.6 The decision of the University Official following the Interim measures Hearing will be final.

## **ARTICLE XII: STUDENT GRIEVANCE/COMPLAINT AGAINST NSU EMPLOYEE (NON-TITLE IX)**

All student complaints against a university employee should be directed to the Office of the VPSE & DoS or designated representative. The procedure for resolution of a student's grievance/complaint, unless otherwise specified, may begin with the person with whom the student has a complaint. If the issue cannot be resolved or the student feels uncomfortable to address the employee, the matter may be pursued through the immediate supervisor of the person with whom the student has a complaint. A student may end a complaint at any time or convert from informal to formal or vice versa.

### **Section 1.0 Grievances or Complaint Procedures**

The VPSE & DoS administers grievance and complaint procedures. The VPSE & DoS will:

- 1.1 Consult with student(s) in the process.
- 1.2 Advise if the complaint is formal or informal; written complaints are considered formal and shall be initiated via the [Student Grievance/Complaint Against NSU Employee \(Non-Title IX\)](#) form.
- 1.3 Determine the correct path to resolution.
- 1.4 Seek investigative assistance as needed.

# CODE OF CONDUCT

- 1.5 Maintain all records.
- 1.6 Consult with appropriate offices for assistance during the process.
- 1.7 Assign advisor/advocates as requested.

## Section 2.0 The Path and Order to Resolve Grievances

The order of resolution for grievances may vary depending upon the employment category of the person against whom the grievance is being made. Grievances against:

- 2.1 Faculty members should initially be pursued through the Department Head, then the Dean of the College, the Provost, and finally the University President.
- 2.2 Staff members should be pursued through the person's immediate supervisor and then the subsequent chain of command to the VPSE & DoS area and finally the University President.
- 2.3 Vice President may be pursued through the University President and the University of Louisiana System Board of Supervisors.
- 2.4 University President should be pursued through the University of Louisiana System Board of Supervisors.

## Section 3.0 The Resolution Levels

- 3.1 **Initial Complaint Review:** The [Student Grievance/Complaint Against NSU Employee \(Non-Title IX\)](#) form shall provide the appropriate person with a written statement of grievance, stating the nature of the grievance, the pertinent facts, and the remedial action desired. Any other relevant material shall also be presented. Under normal circumstances, the student shall receive a written response from said person within five (5) university business days of the letter's receipt of the grievance statement. The VPSE & DoS may allow for additional time at any point in the process when extraordinary circumstances exist.

# CODE OF CONDUCT

- 3.2 **Informal Resolution:** If the complaint is informal in nature, the student may attempt to resolve the issue through meetings with the person with whom they have a complaint or the immediate supervisor of that person and continue up the chain of command. The student may at his discretion select to go first to the immediate supervisor of the person with whom they have the complaint informal resolutions may result in a written agreement. Advisor/Advocate may be assigned in the informal complaint process.
- 3.3 **Formal Resolution:** Formal Complaints/Grievances shall be submitted on [Student Grievance/Complaint Against NSU Employee \(Non-Title IX\)](#). Students may contact the VPSE & DoS to assist in the grievance process. Students may select an Advisor/Advocate. An Advisor/Advocate can assist during the process and may attend meetings or review written documents. In the formal process, written responses are required.

## Section 4.0 The Resolutions

Available resolutions shall be one of the following:

- 4.1 A decision in favor of the student.
- 4.2 A decision supporting the previous action.
- 4.3 A statement of compromise agreed upon in a discussion with the parties involved and signed by them.
- 4.4 A recommendation to the person's immediate supervisor, with a copy to the student, or an explanation for delaying the decision (unless previously specified by the VPSE & DoS for an additional five (5) university business days, followed by a response as in Sections 4.1 - 4.3 by the end of the additional five (5) university business days.
- 4.5 Information in the agreement is private. Personnel information for employees, in some circumstances, may not be shared and may not be included in the agreement. The University may ask the parties involved to sign a Non-Disclosure Agreement.

# CODE OF CONDUCT

## Section 5.0 The Resolution Procedures

At any level, if a student does not receive a response in the manner stated above, the student may, within five (5) university business days, submit the complaint/grievance to the appropriate administrator at the next level.

- 5.1 The procedure will be the same as described above. An administrator's failure to respond will not preclude a student from addressing the grievance to the next level.
- 5.2 If the student believes that a satisfactory resolution of the grievance has been reached at any level, the process shall be concluded, and no further action taken by any party.
- 5.3 If a student provides just cause for the grievance after exhausting the administrative chain, the student may seek redress from the University President.
- 5.4 When the matter is presented in writing to the President, the President may review the case in person, review case files only, or ask for a second review by the Vice President for the area in question.
- 5.5 The President shall render a final decision within fifteen (15) university business days of receipt of the grievance.
- 5.6 A student may Appeal to the Board of Supervisors within 30 days of the last decision if the grievance is against the President or a Vice President. The Board's review is limited to reviewing written materials and determining compliance with established and appropriate procedures.

## Section 6.0 Notice

- 6.1 Except for appeals going to the University of Louisiana System, students must inform the VPSE & DoS and NSU employees of their decision to either accept a resolution or move to an Appeal within five (5) university business days of the employee's response. Unanswered responses will be considered resolved.
- 6.2 Students may file a grievance or complaint related to university policy or procedure by following the above-outlined

# CODE OF CONDUCT

processes. Student complaints related to the policy will be heard in the area owning or housing the policy. The VPSE & DoS will assist students in the process.

- 6.3 Meetings, formal or informal, when agreed upon by all parties, may be conducted virtually.

## **ARTICLE XIII: INVOLUNTARY WITHDRAWAL DUE TO EMOTIONAL, PSYCHOLOGICAL, AND/OR MEDICAL REASONS**

Northwestern State University is committed to offering an educational opportunity to all students. When a student constitutes a threat to the health, safety, and welfare of the student, others, or university property or is unable to effectively pursue academic studies because of behavior that is disruptive to the educational process of the University, the Behavior Intervention Team (BIT) may take the necessary actions to protect the student in question and any other persons. Such action may include involuntary withdrawal from the University and/or notification of the student's parents or guardians (even if the student is 18 years or older). Danger to self or others may include but is not limited to suicidal attempts, gestures, repeated intentional self-injury, threats or acts of assault and behaviors which necessitate unusual measures to monitor. Decisions of the BIT concerning a perceived imminent threat take priority over other university policies and procedures.

Involuntary withdrawal for medical reasons will be undertaken when the student exhibits behavior resulting from severe psychological disturbance as documented by a licensed psychologist, psychiatrist, or counselor. Students who refuse or are unable to cooperate with recommended assessment and/or treatment or those whose psychological or physical condition suggests a disorder 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 (involuntary committal).

# CODE OF CONDUCT

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 VPSE & DoS and will be used to determine the terms of reinstatement of the student.

## Section 1.0 Involuntary Withdrawal

Conditions for Involuntary Withdrawal include:

- 1.1 Behaviors, either voluntary and/or involuntary, that violate the Code.
- 1.2 Behavior that poses a direct threat to the health or safety of other university community members.
- 1.3 When the University can no longer guarantee a safe environment for the student after all reasonable interventions and accommodations have been made to provide the student support and protection.
- 1.4 Behavior that is so disruptive to other members of the university community that it disrupts or derails the educational process, interfering with the rights of others to learn and meet their educational goals.

## Section 2.0 Involuntary Withdrawal Summons

A student shall be summoned in writing to attend a conference with the VPSE & DoS or Student Conduct Officer and any person the VPSE & DoS requests as a consultant. The notice shall include:

- 2.1 A statement of the reasons for the Conference.
- 2.2 A statement that if the appropriate professional staff and/or consultant recommends the student to be involuntarily withdrawn from the University, the student has the option to Voluntarily Withdraw from the University while waiving any rights to a Hearing or to request a Hearing.
- 2.3 A statement advising the student that the election of a Hearing waives the student's confidentiality rights to medical and



# CODE OF CONDUCT

psychological records for the purpose of the Hearing.

- 2.4 A statement outlining the rights of the student as provided herein. The purposes of the Conference with the Student Conduct Officer or the VPSE & DoS are the following:
  - 2.4.1 Assess the incidents with the student.
  - 2.4.2 Evaluate the degree of the problem.
  - 2.4.3 Determine whether the individual will be referred immediately to the appropriate professional staff or consultant for an Interview and, if so, advise the student that refusal to participate in the Interview will subject the student to Suspension from the University.
  - 2.4.4 Review the rights of the student as cited herein.
  - 2.4.5 Afford the student the right to choose Voluntary Withdrawal from the University or request a Hearing before the Committee on Involuntary Withdrawal. If an Administrative Referral is made, and whenever possible, the student will be accompanied to the Interview by an appropriate professional staff member. The professional staff member or consultant conducting the Interview shall make a determination concerning the degree of psychological disturbance and advise the Student Conduct Officer or the VPSE & DoS of the appropriate action.

## Section 3.0 Procedures

The student shall be afforded the following rights when a Hearing is requested before the Committee:

- 3.1 A written letter of the time and place of the Hearing at least three (3) university business days prior to the Hearing. The letter will also advise the student of the student's right to an Advisor/Advocate as defined in the Code and inform the student that if the student chooses to have an Advisor/Advocate present during the Hearing, the student is required to notify the Director of ASC or the VPSE & DoS at least two (2) university business days prior to the Hearing. Additionally,

# CODE OF CONDUCT

the letter shall inform the student that the student's Advisor/ Advocate shall be limited to advising the student during the proceeding.

- 3.2 The right to present witnesses and evidence on behalf of the student and to question witnesses and challenge evidence presented by the University.
- 3.3 The right to Appeal the decision of the committee to the University President within five (5) university business days of receipt of the Committee's decision. The Appeal is limited to grounds of prejudicial procedural error or arbitrary and capricious actions. The decision to Appeal will not stay the initiation of the Withdrawal. The President shall notify the University Official or the VPSE & DoS and the student within five (5) university business days of receipt of the Appeal.

## **Section 4.0 Appeal Hearing Request on Involuntary Withdrawal**

- 4.1 If a Hearing is requested before the Committee on Involuntary Withdrawal, a Hearing shall be arranged within five (5) university business days. The President appoints the Committee. The Director of ASC or the Vice President for The Student Experience and Dean of shall serve in an ex-officio capacity. The Committee shall determine by the substantial weight of the evidence:
  - 4.1.1 Whether the student exhibits the behavior cited herein.
  - 4.1.2 Whether the student should be involuntarily withdrawn.
- 4.2 On determination that Involuntary Withdrawal is necessary and, in turn, carried out, the conditions for readmission are specified and depend on a psychological evaluation by a psychiatrist and a medical clearance being submitted for review by appropriate university professional staff and/or consultant.
- 4.3 A student may be removed immediately from university property as provided in the Appeals, Article VII of the Code pending initiation of the above procedures.

# CODE OF CONDUCT

## ARTICLE XIV: POTENTIAL CONFLICT OF INTEREST/BIAS

Matters related to the Code should be handled by people free of any actual or reasonably perceived conflicts of interest and biases for or against any party. Any person exercising investigative or decision-making authority under this Code who believes they may have a conflict of interest or bias that would prevent them from impartially exercising their authority shall disclose the potential conflict/bias to the University Official(s) as soon as practicable after it is discovered. Arrangements will then be made to designate a conflict/bias-free alternative decision-maker in the case at issue.

Furthermore, if the accused student or RSO believes a person exercising investigative or decision-making authority under this Code has a conflict of interest or bias relating to the matter that would prevent them from impartially exercising their authority, the student or RSO may promptly object to the University Official(s) within five (5) university business days of becoming aware of the potential conflict.

If the student or RSO believes the University Official(s) has a conflict of interest or bias, such objection should be made to the VPSE & DoS or designee. Regardless of the time, such objection must occur before a determination of responsibility is made under the Code.

If the objection as to a conflict or bias is made with respect to the chairperson or a member of an Accountability body, such an objection must occur before the scheduled Hearing. The challenged person will be replaced if the Director of ASC or designee determines the objection is reasonable. The decision of the VPSE & DoS or designee regarding a challenge will be final.

## ARTICLE XV: RECORD RETENTION

### Section 1.0 Disciplinary Records

The Office of Accountability and Student Conduct cases and records are education records of the University and are maintained by ASC. A student may review and examine their own Disciplinary Record(s). Generally, these records are not available for others to review except in accordance with law. All Disciplinary Records are confidential.

# CODE OF CONDUCT

Disciplinary Records are retained as follows:

- 1.1 Files for suspensions, expulsions, and violent offenses are retained indefinitely. All other files are retained for at least seven (7) years after the incident. At the end of the seven-year period, the files may be destroyed in accordance with the university's record disposal policies.
- 1.2 In some cases of misconduct, a student may be suspended or expelled separating the Student from the University. A notation shall be added to include one of the following: permanently dismissed, "STUDENT IS INELIGIBLE TO ENROLL" or suspended for a specified period, "STUDENT IS ELIGIBLE TO RETURN (semester) (year)" on the student's Academic Transcript and maintained in the Office of the University Registrar unless otherwise stated in the Outcome.
  - 1.2.1 The student is prohibited from being initiated into an honorary, social, or service organization and from receiving credit at a component of the University system for scholastic work done in residence or by correspondence or extension. Upon expulsion or suspension, the student's academic record will reflect W's in the semester in which they were separated from the University or grades as recorded by the Registrar upon dismissal. A Disciplinary Hold will be placed on the student's NSU account for the duration of the outcome.
- 1.3 All notations are a permanent part of the academic record.
- 1.4 RSO records are kept in accordance with guidelines for individual student records.
- 1.5 A student's academic transcript and disciplinary records shall be separately maintained.
- 1.6 Disciplinary dismissal results in annotation to the semester's academic transcript. Should the charges be dismissed, the annotation will be removed.

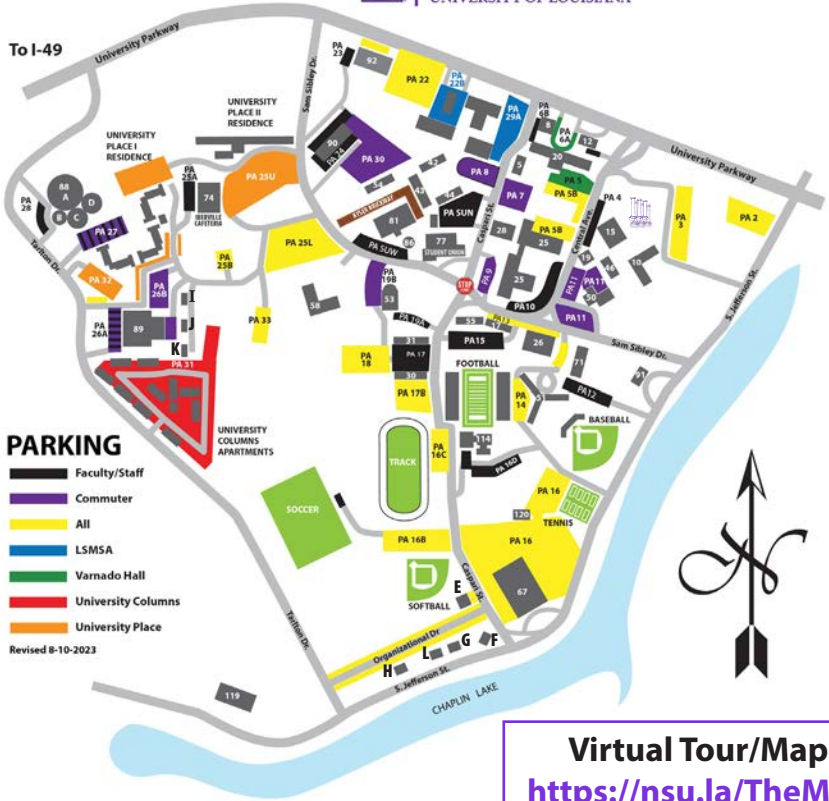
# CODE OF CONDUCT

***Northwestern State University students are responsible for staying familiar with the Student Code of Conduct. NSU reserves the right to make changes to this code as necessary, and it will be implemented once those changes are posted online.***

# CAMPUS MAP



**NORTHWESTERN ST**  
UNIVERSITY OF LOUISIANA



**Virtual Tour/Map**  
<https://nsu.la/TheMap>

## BUILDING KEY

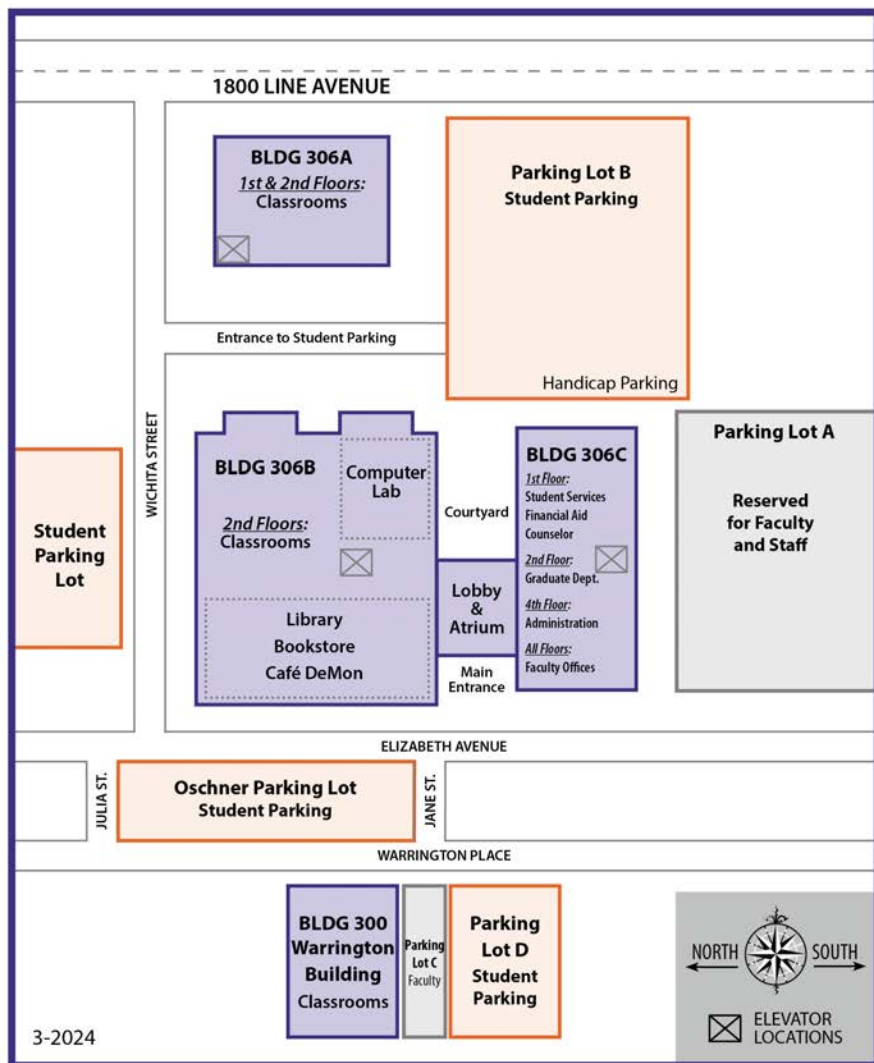
- |      |   |     |  |     |                                       |
|------|---|-----|--|-----|---------------------------------------|
| 005  | Infirmary/Health Services and University Police           | 044 | Family and Consumer Science Bldg.          | 092 | Eugene P. Watson Memorial Library     |
| 008  | National Center for Preservation Technology and Training  | 046 | Warehouse                                  | 106 | Recreation Complex Pavilion           |
| 010  | Warren Easton Hall  | 050 | Print Shop/Fine Arts Annex                 | 108 | Walter Ledet Track Complex            |
| 011  | Alumni Center   | 051 | Prudhomme Hall                             | 111 | Jack Fisher Tennis Complex            |
| 015  | Russell Hall  | 053 | St. Denis Hall                             | 114 | Athletic Fieldhouse                   |
| 017  | Caspari Hall  | 054 | Williamson Hall                            | 115 | Brown-Stroud Baseball Field           |
| 018  | Harry "Rags" Turpin Stadium                               | 055 | Student Services Center                    | 120 | Collins Pavilion                      |
| 019  | Trisler Power Plant                                       | 058 | Alost Hall                                 | 130 | Equine Center                         |
| 019  | The Pantry  | 067 | Prather Coliseum                           | 140 | Lady Demon Softball Field             |
| 025  | A.A. Fredericks Fine Arts Center                          | 071 | Roy Hall                                   | 145 | Lady Demon Soccer Complex             |
| 025A | Creative and Performing Arts (CAPA) Annex - New Fine Arts | 074 | Iberville Cafeteria                        |     |                                       |
| 025A | Auxiliary Services  | 077 | Friedman Student Union Bldg.               |     | On-Campus Student Organization Bldgs. |
| 026  | Wellness, Recreation and Activity Center (WRAC)           | 079 | Culinary Arts Annex                        | E   | Baptist Collegiate Ministry (BCM)     |
| 028  | Nesom Natatorium  | 081 | John S. Kyser Hall                         | G   | Phi Mu House                          |
| 030  | South Hall  | 086 | Post Office                                | H   | Sigma Sigma Sigma House               |
| 031  | James A. Noe Military Science Bldg.                       | 088 | Teacher Education Center                   | I   | Theta Chi House                       |
| 042  | Morrison Hall (Scholars' College)                         | 089 | Health and Human Performance Building      | J   | Tau Kappa Epsilon House               |
| 043  | Fournet Hall  | 090 | Bienvenu Hall                              | K   | Alpha Omicron Pi House                |
|      |   | 091 | Arnold J. Kilpatrick President's Residence | L   | Pi Kappa Phi House                    |

# SHREVEPORT CAMPUS MAP



## NORTHWESTERN STATE

College of Nursing and School of Allied Health





[nsula.edu](http://nsula.edu)