Louisiana Christian University

STUDENT HANDBOOK

2026-2027





Message *from the* President



Welcome to Wildcat Nation!

We are beyond excited to welcome you to Louisiana Christian University! This campus is more than a place to learn; it's a place to grow, to belong, and to become all God has called you to be. There will be moments of joy and celebrating but also know there may be moments that challenge you. But don't give up when things get tough. We are here to support you, pray for you, encourage you, and walk alongside you every step of the way. You're not just students, you're family now, and we can't wait to see all that God does in and through your life.

Cheering you on,
Dr. Mark & Heather Johnson

President and First Lady, Louisiana Christian University

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What Is Academic Affairs

Supervised by the Vice President for Academic Affairs (VPAA), this area of the University is concerned with academic requirements, academic quality, academic integrity, curriculum, grade reporting, permanent academic records, academic advising, faculty recruitment and development, library services, and the evaluation of instruction. Since the educational experience is the focal point of a student's relationship with Louisiana Christian University (LCU), the integrity of both the University and student is maintained by basic academic regulations. The LCU Catalog serves as the primary resource on academic regulations. Contained in the Catalog are complete descriptions of requirements for admissions, plans of study, class attendance policies, the grading system, tuition expenses, courses of instruction, and definitive statements concerning academic processes. Students may request clarification of these policies from their academic advisors should a need arise.

DIRECTORY

Academic Affairs Office, AH (Alexandria Hall) Room 131	318-487-7601
Registrar's Office, AH 145	318-487-7222
Library Services, Norton Library	318-487-7201
Student Success Center, Norton Library	318-487-7629

LCU CONNECTION

The Louisiana Christian University Connection course (CC 100) provides an ongoing process of orientation to facilitate the adjustment of incoming freshmen. The course provides services to maximize student success in the total university experience and activities are designed to enhance the growth and development of students during their freshman year. CC 100: First-Year Experience courses at Louisiana Christian University. Topics covered will help orient the incoming student to life at LCU, connect them to all aspects of campus life, promote academic success while at LCU, and support career goals afterward. Required in the first fall semester for all First Time in College (FTIC) students under the age of 23. A FTIC is defined as a student attending any institution for the first time at the undergraduate level since completing high school and includes students who were dual enrolled in college during high school, regardless of whether an associate's degree was earned at the time of high school graduation. Non-traditional students (23 years of age or older) and transfer students who have earned sophomore status and have successfully completed and are transferring at least 26 credit hours from an accredited college or university are exempt from enrolling in CC 100. For transfer students who have not earned sophomore status, a 1-credit college orientation course may be transferred from another college to satisfy this requirement. A transfer student is defined as a student who attended another college or institution for one or more semesters after his or her high school graduation (not including the summer semester immediately following high school graduation) and before his or her enrollment at Louisiana Christian University.

EMAIL COMMUNICATION REQUIREMENT

The ***official*** way the University communicates with students is through the assigned LCU email address. Students are responsible for knowing and using their school assigned email address. Contact the Office of Information Technology for set up at 318-487-7181.

ACADEMIC ADVISING

Each student is assigned to a faculty member or a special academic counselor who assists in planning his program of study. Once a major has been declared, advising is coordinated by the dean, chair, or coordinator in the major field. Academic advising is a cornerstone of student success. Without proper advising, students may fail to accomplish expected student learning outcomes for their chosen degree. Proper academic advising enhances student retention rates and student success.

Students deserve the best academic advising available to them for their chosen major. To that end, only teaching faculty within the student's chosen discipline or a special academic advisor assigned through the VPAA Office will provide academic advising. If a student has not declared a major, a faculty member designated as an advisor for undeclared majors will advise the student.

Faculty are expected to adhere to the following guidelines:

i. Only teaching faculty within the department of the student's chosen major or a special academic advisor assigned through the VPAA Office will provide academic advising.

ii. Administrative assistants, secretaries, and athletic coaches are not authorized to provide academic advising.

iii. Administrators are to refer students needing academic advising to an appropriate teaching faculty member. Students who intend to pursue a pre-professional program should see the appropriate pre-professional program advisor.

DROPPING AND ADDING COURSES

During the Add/Drop Period, students may alter their schedule by adding or dropping courses. Students' schedules become official at the end of this period, and no additional changes are allowed.

After the Add/Drop period, students may withdraw from classes for a specified period of each term as listed in the Academic Calendar. See the section on Grading System in the LCU catalog for an explanation of the grades that may be received upon withdrawing from a course. Consult the official Academic Calendar for the deadlines for withdrawing with these grades.

After the term date listed on the calendar as 'Last Day to Withdraw with "WP/WF"', a student may not withdraw from a course except with the permission of the VPAA. Such permission is only granted in extraordinary circumstances.

A student may not use the drop process to avoid an "F" that is given for violations of the Code of Academic Integrity, serious misconduct as specified in departmental documents, or an FA (Failure due to absences).

All changes in a student's schedule must be processed through the Registrar's Office to be official. The necessary forms are available online in your Student Portal..

Graduate students should refer to he Graduate Academic Calendar for details and timeline for adding, dropping, and withdrawing from graduate courses.

UNDERGRADUATE ATTENDANCE POLICY

Louisiana Christian University acknowledges the relationship between attendance, student retention, and student achievement.

Academic programs with state and national accreditation have their own often more stringent attendance policies which supersede any university policies. Students must follow those program specific attendance policies to remain at the university and in those programs. In no way will an accredited program be bound by a university policy less stringent than that required by a state or national accrediting or licensure organization.

A student's attendance records begin after the student enrolls in the course.

If a student misses class because of a university-related activity such as intercollegiate athletics, sanctioned field trips, or sponsored activities such as debate tournaments, the student will receive an excused absence. An excused absence is not counted towards remediation or an FA as defined below. Any additional absences will be considered on a case by case basis by the instructor who may ask for acceptable documentation.

Students in online classes are required to interact in some manner within the first five calendar days after registering for the course. Failure to interact in some way within the required timeframe at the beginning of an online course may result in removal from the course.

The student is expected to notify the instructor if they will miss a class session and is responsible for any information, activities, evaluations, or assignments missed because of the absence. All work missed due to an excused absence can be made up. The exact make-up policy will be determined by the instructor and will be clearly defined in the course syllabus.

Instructors are required to monitor attendance, keep accurate records on excused and unexcused absences in the university learning management system, and complete any required reports regarding attendance. The instructor may use attendance in calculating course grades, and any method of calculation must be defined and documented clearly in the course syllabus.

When a student has unexcused absences leading up to and then exceeding the numbers listed in the first chart below, the instructor will submit in CANVAS this information for the university retention specialist for remediation. The make-up policy of instructors will apply to unexcused absences but there is no mandate that students get to make up any missed work for unexcused absences.

Students will be given a FA when reaching the number of unexcused absences listed below:

Delivery Format	Number of Unexcused Absences for Remediation
3 days per week 15-week course	6
2 days per week 15-week course	4
1 day per week 15-week course	2
2 days per week 7-week course	2
1 day per week 7-week course	1

Delivery Format	Total Number of Unexcused Absences for FA
3 days per week 15-week course	10
2 days per week 15-week course	7
1 day per week 15-week course	4
2 days per week 7-week course	4
1 day per week 7-week course	2

ONLINE UNDERGRADUATE ATTENDANCE

Because of the nature of the remote/online curriculum and the participatory structure of course work, students must engage and participate in weekly activities. For all classes, students are encouraged to log in regularly (at least 3 days a week) to check the announcements and calendar, also to complete all assignments for the week. (The due date for assignments may not be extended for purposes of achieving attendance/participation.) An absence for a remote/online class is defined as not submitting at least one graded assignment that is due within a course week. For online classes, a course week starts on Monday at 12:01 am and ends the following Sunday at 11:59 pm CST.

Students are expected to:

- post to discussion forums as assigned (graded assignment),
- respond to other students' posts as assigned (graded assignment), and to participate and engage with course material(s): watching course videos, submitting assignments, and completing all weekly assignments (graded assignments).

• Pre-registered students are required to interact in some manner within the first five calendar days of the semester. Students who register late are required to interact in some manner within five days of registering for the course.

Delivery Format Online	Total Number of Unexcused Absences for Remediation
7 week	2 (weeks of inactivity)
15 week	4 (weeks of inactivity)

Delivery Format Online	Total Number of Unexcused Absences for FA
7 week	3 (weeks of inactivity)
15 week	5 (weeks of inactivity)

ACADEMIC STANDING SCHOLASTIC PROBATION AND SUSPENSION

Students who are permitted to enroll in Louisiana Christian University are considered to be in good academic standing. Freshmen who fail to earn and maintain a 1.5 cumulative grade point average, sophomores who fail to maintain a 1.75 cumulative grade point average, and juniors and seniors who fail to maintain a 2.0 cumulative grade point average will be placed on probation. Grade point average and classification will be based on GPA hours attempted. This policy applies to all full-time and part-time students.

Students on probation will be required to participate in the Academic Counseling Program. (See full description of the program below.) In order to be removed from probation, students must earn the required cumulative GPA for their classification. Students who fail to earn the required cumulative GPA may continue on probation so long as they demonstrate minimum academic progress of earning a minimum 2.0 GPA during a semester. Those who fail to earn the required cumulative GPA and also fail to earn a minimum 2.0 GPA during the probationary semester will be placed on academic suspension and will be ineligible to return to LCU for one semester and a summer. Students on academic suspension will be suspended either the Spring and Summer semesters or the Summer and Fall semesters. Please contact the Registrar's Office for more information.

THE ACADEMIC COUNSELING PROGRAM

The Academic Counseling Program, designed to help students achieve academic success, requires students to meet with the Director of Student Achievement and Retention at least once each month throughout the

semester as a condition of their continued enrollment. Students admitted to the Academic Counseling Program may continue in the program as long as they meet all requirements for their probationary or provisional status. Students who meet the requirements for their probationary or provisional status but fail to participate in the required counseling program must petition an appeals committee to continue at LCU.

CREDIT EARNED WHILE ON SUSPENSION

Credit earned while on suspension from any college or university (including LCU) will not be accepted toward a degree.

APPEAL OF ACADEMIC INELIGIBILITY TO RETURN

Students who believe that special circumstances warrant an exception to any academic policy that classifies them as ineligible to return to Louisiana Christian University may file a written appeal with the Suspension Appeals Committee. The appeal should be in the form of a letter submitted to the committee through the Registrar explaining the situation and providing documentation of the extenuating circumstances. The appeal must be filed at least fourteen calendar days prior to the beginning of the semester or summer term in which the student wishes to enroll. The Suspension Appeals Committee makes final decisions on such appeals.

AUDIO RECORDING OF CLASSROOM LECTURES

Faculty and students are expected to enhance learning environment by addressing all learning styles as appropriate. Thus, the audio recording of classroom lectures is both permitted and encouraged as one method of improving student achievement.

ACADEMIC INTEGRITY POLICY AND PROCEDURE

Because the primary purpose of Louisiana Christian University is to be a community of learning and free inquiry and because the University seeks to create an environment that encourages the development of moral and ethical values, the University places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense.

Academic dishonesty violates the bonds of intellectual, spiritual, and moral principles foundational to all knowledge. Furthermore, academic dishonesty may defraud those who eventually will depend upon the integrity of learning and scholarship. Academic integrity, therefore, must be the concern and the responsibility of all members of the university community, students, faculty, staff, and administrators.

I. RESPONSIBILITIES

The responsibility for academic integrity must be a mutual effort of all those who participate in the academic process. Louisiana Christian University recognizes the special roles of students and faculty in establishing and maintaining a climate conducive to academic honesty.

A. Student Responsibilities

1. Students must understand the concept of academic integrity and its counterpart, academic dishonesty.
2. Students registering for academic credit must sign a statement agreeing to read and abide by the policies (including those related to academic integrity)in the current edition of the Louisiana Christian University Student Handbook.
3. Students should recognize that the regulations governing academic integrity exist for the protection of the honest and that dishonesty in an academic setting must not be condoned. Students are strongly encouraged to alert instructors if they become aware of academic dishonesty occurring in a course.
4. Students are responsible for their own work. Any assignment turned in by a student is assumed to be the work of the student whose name appears on the assignment.
5. Students are ultimately responsible for understanding instructions for any assignment, both written and oral. Students should seek clarification from the instructor when necessary.
6. Students should familiarize themselves with the proper use of citations and quotations to avoid accidentally passing off someone else's work as their own. 7. Any student who threatens or coerces another student or instructor regarding the reporting of information germane to an academic integrity violation will face disciplinary action, with expulsion being the recommended punishment.

B. Faculty Responsibilities

1. Instructors must explain all assignments as thoroughly as is reasonable and should address any extraordinary limitations on outside assistance.
2. Instructors should take reasonable precautions in giving tests to ensure that violations do not occur. The fact that an instructor did not take a specific precaution does not, however, constitute an excuse for any form of academic dishonesty.
3. If collaboration or assistance (e.g., student-prepared notes) on a particular assignment or exam is authorized, the instructor must be clear about his/her expectations on this and subsequent assignments/exams.
4. Instructors should avoid circumstances that create unfair opportunities for students, such as giving the same exam to multiple sections of the same course.
5. Instructors must be willing to investigate possible violations of academic dishonesty.
6. Instructors must file a Code of Academic Integrity Violation Report for all instances of academic dishonesty.
7. Instructors must seek to be fair in their dealings with students, particularly regarding cases of academic dishonesty, and must realize that no student can be convicted on suspicion alone.
8. Instructors may ask students to sign a statement of academic honesty prior to turning in an exam or any other assignment.

II. VIOLATIONS OF ACADEMIC INTEGRITY

Academic integrity violations (Academic Dishonesty) encompass any acts that comprise or subvert the integrity of the educational or research process. These offenses include, but are not limited to:

A. Plagiarism

Plagiarism refers to the representation of another person's words or ideas as one's own in any academic exercise. Examples include, but are not limited to:

1. Copying information word-for-word from a source, without identification of the quoted material and/or proper acknowledgment/citation.
2. Paraphrasing (i.e., put into one's own words) a source's text without providing proper acknowledgment/citation. This violation occurs when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that these ideas originated with the writer.
3. Presenting as one's own any work which was prepared in whole or in part by someone other than one's self. This includes using unauthorized assistance in preparing one's work and acquiring written work from an outside source. Outside sources include other persons, commercial organizations, electronic sources, and other sources.
4. Reproducing in full or in part (without proper citation) another person's work in any form, such as a graphic element, a musical phrase, a computer program, a proof, experimental results, laboratory reports, or data of any type. This includes turning in work of another student as one's own work.

B. Misrepresentation

Examples include but are not limited to the following:

1. Arranging for another student to substitute for one's self during an examination session or in the completion of course work.
2. Taking credit for work not done, such as taking credit for a team assignment without participating or contributing to the extent expected.
3. "Double dipping" (multiple uses of the same work) or presentation of the same or substantially the same written work (or portion thereof) as part of the course requirement for more than one project or course without the prior written permission of the instructor(s) involved. If a student wishes to use another assignment as a base for additional credit, faculty should give the student the opportunity to submit a written explanation of the unique educational benefits of the new project.

C. Fabrication

Fabrication refers to the falsifying or misusing data in any academic exercise. Examples include, but are not limited to the following:

1. Falsifying data collected while conducting an experiment for a course or doing other research.
2. Making up or presenting falsified data in papers, manuscripts, books, lab reports, or other

documents submitted for publication or as a course or degree requirements.
3. Making up a source as a citation in an assignment.
4. Citing a source one did not use.
5. Falsifying material cited.
6. Attempting to deceive the instructor by altering and resubmitting for additional credit assignments, tests, quizzes, or exams that have been graded and returned

D. Cheating and Stealing

Cheating refers to the using or attempting to use, unauthorized assistance in any academic exercise. It includes the stealing or unauthorized acquisition of a test or test answers, or impeding the fair process of examination in any way. Examples of this violation include, but are not limited to:

1. Looking on or copying from someone else's exam, paper, or assignment.
2. Unauthorized use or possession of notes, supplemental notes, or comparable aids (in any format) during an examination, quiz, or other assignment or evaluation. This includes possessing an electronic device that contains unauthorized information for a test or assignment (e.g., programming one's computer, PDA, or calculator inappropriately).
3. Using unauthorized materials (e.g., notes, textbooks, calculators, computers) in the preparation of a test or assignment.
4. Communicating or attempting to communicate answers, hints, or suggestions during an examination.
5. Sharing or collaborating (without instructor's permission) in the preparation and presentation of reports, laboratory reports, or take-home assignments such as copying or giving aid, or otherwise failing to abide by the University's or instructor's rules governing the exercise or examination.
6. Using another person's answers for an assignment.
7. Soliciting, obtaining, possessing, or providing to another person an examination or portions of an exam, prior or subsequent to the administration of the exam, without the authorization of the instructor. Unless the instructor has given permission, students may not provide test questions to other students in any form - oral, written, or electronic.
8. Stealing, or attempting to steal, an examination or answer key from an instructor or proctor.

E. Impeding fair and equal access to the educational and research process

Examples of this violation include but are not limited to the following:

1. Infringing upon the rights of other students to fair and equal access to any library materials and comparable or related academic resources by any means, including maliciously removing, tampering with, or damaging any other resources.
2. Attempting to prevent access by other users to the University's computer system and its resources, to degrade the system's performance, or to copy or destroy files or programs without consent. Louisiana Christian University
3. Intentionally disrupting the educational process in any manner.

F. Misrepresenting or misusing one's relationship with the University

Examples of this violation include, but are not limited to the following:

1. Falsifying, misusing, omitting, or tampering with information (in any form, including written, oral, or electronic) such as test scores, transcripts, letters of recommendation, or statements of purpose, to gain initial or continued access to the University's programs or facilities.
2. Altering, changing, forging, or misusing academic records or any official University form regarding one's self or others.
3. Causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
4. Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity.
5. Reporting an academic integrity violation known to be false.
6. Offering bribes (e.g., monetary remuneration, gifts, or favors) to any University representative in exchange for special consideration or waiver of procedures.

G. Facilitation

Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation. Students who engage in facilitation are also subject to discipline for integrity violations. Examples of this violation include, but are not limited to the following:

1. Giving another student one's assignment or paper (or a portion thereof) to copy.
2. Giving another student answers to a test or assignment.
3. Letting another student copy one's answers during an examination.

H. Use of Artificial Intelligence (AI)

LCU allows individual faculty and/or departments to determine the extent to which cognitive computing can be used in their courses with the expectation that such usage will align with applicable pedagogy and the LCU Theological and Ethical Foundations Statement. Absent a clear statement from a course instructor in the syllabus or course assignment, the use or consultation of cognitive computing tools shall be treated analogously to unauthorized assistance from another person (Section D. Cheating and Stealing, Academic Handbook). The use of cognitive computing tools to substantially complete an assignment, exam, or coursework submission (e.g., by entering exam and assignment questions including camera, screenshots, uploads, copying and pasting, etc...) is never permitted. Students and faculty have an ethical obligation to acknowledge the use of cognitive computing (other than incidental use) and should default to disclosing such assistance when in doubt. This practice reflects LCU's commitment to truthfulness, integrity, and accountability, as modeled in Scripture.

Instructor Discretion

Individual course instructors are free to set up their own policies regulating the use of cognitive computing tools in their courses, including allowing or disallowing some or all uses of such tools. Instructors should:

- Clearly communicate their cognitive computing policies in course syllabi (see sample syllabus statements).

If cognitive computing is allowed for a Canvas assignment, the instructions should clearly delineate how it may be utilized and attributed.

- Encourage students to ask for clarification when they are unsure.
- Consider how cognitive computing use aligns with the educational goals and spiritual formation of their course.

Final Encouragement

As a Christian liberal arts college, we are called to discern wisely, act justly, and walk humbly with our God (Micah 6:8). Let us approach cognitive computing not with fear or uncritical enthusiasm, but with faithful stewardship, ensuring that our use of technology reflects the character of Christ and the mission of LCU.

III. PROCEDURES FOR ADDRESSING VIOLATIONS

A. Summary

The Code of Academic Integrity is enforced at two levels: the classroom level and the administrative level. All alleged violations are first handled at the classroom level by the instructor involved. Classroom-level enforcement involves a student conference and the filing of a Code of Academic Integrity Violation Report which details classroom penalties imposed by the instructor. Instructors who witness acts of academic dishonesty by students who are not enrolled in their courses may submit violation reports; however, they may not impose a classroom penalty. Some alleged violations may be subject to review at the administrative level. This will result in an Academic Integrity Hearing and possible institutional sanctions.

Time constraints indicated throughout this code may be altered for offenses which are committed at a point in the academic calendar which makes a specified schedule infeasible or for offenses committed within the context of an online course, especially if the student lives out of town.

B. Student Conference

If an instructor is reasonably certain that a student has committed an act of academic dishonesty, he or she must meet with the student(s) involved and discuss the following: (1) the specific type of violation, (2) the reasons for suspecting the violation, and (3) the importance of academic integrity. The instructor should thoroughly document the meeting in preparation for filing the Code of Academic Integrity Violation Report and for possible subsequent hearings. For students in distance learning classes or for violations discovered at the end of an academic term, instructors may hold the conference remotely if the student is unable to meet in person. If for any reason the student is not available for a conference before the end of the semester, the instructor may assign a course grade of "I" pending resolution of the charge. (Documentation for the "I" grade must be provided to the Office of the Registrar.) Louisiana Christian University

C. Violation Report

In order to identify repeat offenders and validate any penalties that the instructor may choose to impose, the instructor must complete a Code of Academic Integrity Violation Report for each student

involved and obtain the student's signature. Additionally, the instructor should thoroughly describe and document the violation in writing. For students in distance learning classes, instructors may email a copy of the violation report to the student's official Louisiana Christian University email address if the student is unable to come in person to sign the form. Within 5 business days, the student must sign the form and return it. If the student fails to respond after 5 business days, the student will forfeit the opportunity to request a hearing board and the academic integrity process will go forward. Within 5 business days of discovering the offense, or as soon as practical within the academic calendar, the instructor should make a copy of the Violation Report and send the original to the Chair of the Academic Integrity Committee (the Chair). The Chair will forward copies to the student(s) being accused and the Vice President for Academic Affairs. The original report will become part of the student's confidential academic disciplinary file maintained only in the Office of the VPAA and will serve to put the student officially "on warning" concerning the nature and consequences of academic dishonesty. The classroom penalty for the offense is at the discretion of the instructor. If the student is an underclassman, the work is a minor part of the course, or if premeditation appears not to exist, it is recommended that the student be given an F (or zero if grading is numerical) on the work in question. If the dishonest behavior required advanced planning, considerable time and/or effort, or advanced cooperation, it is recommended that the student be given an F in the course.
Other potential classroom penalties may include, but are not limited to, the following: written or oral reprimand, required additional work, revised work, re-examination, a reduced grade on the assignment, and/or a reduced grade in the course. Depending on the severity of the violation, the instructor may also recommend that an Academic Dishonesty Hearing Board be convened to consider the appropriateness of an institutional sanction.

D. Optional Academic Dishonesty Hearing

If this is a first offense, an Academic Dishonesty Hearing is optional. All requests for a hearing must be made to the Chair in writing, and the Hearing Board will be convened according to the procedural guidelines below. The purpose of an Academic Dishonesty Hearing is to allow the accused student to make a case for his or her innocence and/or to determine whether an institutional sanction should be imposed in addition to the classroom penalty. The Academic Dishonesty Hearing Board will not consider the appropriateness of the classroom penalty

1. Student-Initiated: To request an Academic Dishonesty Hearing, the accused student must first confer with the instructor, the Department Coordinator and where applicable, the Chair of the Department, and the Dean of the School within which the course is taught. If after these conferences the student questions the validity of the academic dishonesty charge, s/he may request that a Hearing Board be impaneled.
2. Faculty-Initiated: If the instructor feels that the severity of the violation warrants an institutional sanction (e.g., suspension, or expulsion), he or she may indicate that on the Violation Report.

Severe violations include (but are not limited to) such offenses:

- a student paying someone else (or being paid) to take an exam or online class
- colluding with other students to actively cheat during an exam

· distributing physical or electronic copies of an exam and sharing those pictures with other students in the class.

3. Administrator-Initiated: After reviewing the Violation Report, the Chair and/or the VPAA may request additional information from the instructor and/or require review the student's judicial disciplinary file. After reviewing the disciplinary file, either administrator may request an Academic Dishonesty Hearing based on the severity of the present offense or an apparent pattern of behavior as evidenced by the current offense in combination with existing disciplinary records.

E. Mandatory Hearing

For a second offense and any subsequent academic integrity violations, an Academic Dishonesty Hearing Board must be convened to consider the validity of the charge and possible institutional sanctions.

IV. PENALTIES

A. Classroom penalties will be determined by the instructor and described in the Violation Report.

1. A student who receives an "F" in a course as a classroom penalty for academic dishonesty may not withdraw from the course at any time during the semester.

2. A student who receives an "F" in a course as a result of a classroom penalty for academic dishonesty (e.g., as a result of reduced grade on an assignment or a reduced grade in the course) may withdraw from the course with a "WF" at any time during the semester. Such a course may not be dropped with a "W" or a "WP" at any time during the semester.

B. Institutional sanctions may be imposed by an Academic Dishonesty Hearing Board.

C. Students who receive a course grade of "F" or "WF" as a result of academic dishonesty or who receive an institutional sanction for academic dishonesty are not eligible to graduate with academic honors.

D. Any student who receives a Violation of Academic Integrity Report will not be eligible for annual honors (e.g. Dean's List) during the academic year in which the violation occurred.

E. A student who loses annual honors or graduation honors due to an academic integrity violation may appeal to the Vice President of Academic Affairs for a restitution of honors. Any such appeal must be in writing to the VPAA within 72 hours of receiving notice that an Academic Integrity Violation Report has been filed or that an institutional sanction has been imposed. The decision of the Vice President of Academic Affairs will be final.

V. PROCEDURAL GUIDELINES FOR ACADEMIC DISHONESTY HEARING

A. A Hearing Board is comprised of two voting faculty members, one non-voting faculty member designated as the Hearing Officer, and one voting student representative. The Chair shall select the Hearing Board members from the Academic Integrity Committee. If the Chair is absent from

campus when a case arises, the Vice President for Academic Affairs will designate a member of the Administrative Council Academic Leadership Team to perform the necessary functions.

B. The Hearing Board may request access to all of the student's disciplinary files, including the academic disciplinary file from the Vice President for Academic Affairs' (VPAA) Office and the judicial disciplinary file from the Chair. The Hearing Board may request additional information from any instructor(s) who filed a Violation Report on the student and any other individuals who may have pertinent information regarding the student.

C. The Chair shall notify the student of his or her right or obligation to appear before the Board at least 3 business days in advance of the hearing. The student may waive the right to the three-day notice to expedite the hearing. Students enrolled in distance learning classes may opt to provide testimony remotely and/or in writing.

D. The accused student may be accompanied by a person of his or her choice who may not be an attorney. This person will not participate actively in the hearing unless requested to do so by the Hearing Board.

E. The Academic Dishonesty hearing is not a court of law, and formal rules of evidence are not necessary.

F. Digital recordings or written notes of the hearing will be maintained in the Office of the VPAA.

G. The accused student has a right to explain to the Hearing Board the facts related to the incident(s), why he or she is not guilty, and/or why an institutional sanction is not warranted. The accused student may request witnesses to appear or to prepare signed written statements. The accused will not be allowed in the hearing during questioning of a witness. The Hearing Board has discretion to include or exclude testimony as it deems fair and appropriate under the circumstances. H. Only Hearing Board members may be present during the Board's deliberations. Hearing Board deliberations will not be recorded.

H. The Hearing Board will choose from among the following options:

1. There is insufficient evidence to support the charge. The Violation Report will be removed from his or her academic disciplinary file and the classroom penalty will be revoked.
2. There is sufficient evidence to support the charge. Penalties will be imposed in the following manner:

a. First Violation Report – If the hearing is being held at the request of the student, the classroom penalty is upheld. If the hearing is being held at the request of the instructor/administration based on the severity of the infraction, additional institutional sanctions may be imposed – See Below.

b. Second Violation Report – The Hearing Board may choose to maintain the original classroom penalty or add additional institutional sanctions – See Below.
c. Third Violation Report – See below for institutional sanctions.

3. Additional institutional sanctions:
   a. failure of the course
   b. suspension from the university
   c. suspension without option to return
   d. withholding diploma/transcript for specified time
   e. expulsion

I. The final decision of the Hearing Board will be a majority vote. In case there is a tie, the Hearing Officer will vote.

J. The Hearing Officer will submit a written copy of the Board's finding to the Chair and to the Vice President of Academic Affairs, who will notify the student within three business days of the decision.

VI. APPEAL OF HEARING BOARD ACTION

A student who receives an institutional sanction of suspension or expulsion by an Academic Dishonesty Hearing Board may appeal the decision to the Vice President of Academic Affairs (VPAA). Any other actions by that Board may be appealed only on the basis of a procedural error, new evidence, an unsupported conclusion, or a disproportionate sanction. Any such appeal must be in writing to the VPAA within 3 business days of the Hearing Board's notification to the student. The decision of the VPAA will be final.

ACADEMIC APPEAL PROCEDURE

A student who questions the validity of a test grade or final grade must pursue the following steps when appealing.

1. Student must confer with the faculty member with whom the problem is questioned. Students should schedule a meeting with the instructor explaining that they would like to appeal a test grade or a final grade and why they feel the grade that they received is not correct. Before the meeting, the student should review the class syllabi and gather any documentation that shows any variance.

Following the meeting with the instructor, if the student is still not satisfied with the solution by the instructor, the student should:

2. Consult with the appropriate department coordinator, division chair and/or dean. Students should schedule a meeting with the department coordinator, division chair, and/or as soon as possible after meeting with the instructor of the course. If there is a department coordinator, students should meet with the coordinator before meeting with the division chair. Students should only meet with a division chair if there is no department coordinator or if the student is still not satisfied with the results of

the meeting with the class instructor. The student should bring the class syllabi and any pertinent information and documentation to the meeting with the coordinator, chair, and/or dean. Students should also be prepared to give a detail summary of the meeting with the class instructor.
If after the meeting with the division chair and a satisfactory explanation or solution has not been found,

3. The student may set forth the grade appeal in writing and submit the letter in a sealed envelope to the Vice President for Academic Affairs located in Alexandria Hall, Room 131. The appeal should be filed no later than thirty (30) days after the grade has occurred to assure that materials relative to the matter will still be available for review. Students should give a detailed explanation in the letter of why they think there is a problem or the grade is incorrect. The student should attach the course syllabi along with any documentation showing why the grade is not correct. The student should also explain the details and the results of the meetings with the course instructor and the department coordinator, division chair, and/or dean. Students should list their telephone number and address on the letter submitted.

4. The Vice President for Academic Affairs will contact the faculty member (course instructor) to request a written response to the student appeal.

5. The Vice President for Academic Affairs will review the response from the faculty member and the appeal to render a decision.

6. If needed, the student and/or faculty member may be contacted for a meeting with the Vice President for Academic Affairs.

7. The Vice President for Academic Affairs will make a decision regarding the grade and will submit the ruling in a letter to the student.

8. The Vice President for Academic Affairs decision will be the final action for the grade.

CONTINUITY OF OPERATIONS PLAN

Louisiana Christian University has established a Continuity of Operations Plan (COOP) for the continuation of academic instruction when a situation occurs that would call for an evacuation or suspension of campus operations.

On campus classes will continue instruction in distance learning mode utilizing Canvas, Google Classroom, Zoom, Teams, and other online methods. Students will complete all reading, writing, or other assignments specified on the course syllabi and continue to submit assignments through distance education methods.

Online courses and programs will continue normal operations. Under the direction of the Academic Affairs Office, faculty teaching in online programs will notify their students of changes in availability.

STUDENTS' RESPONSIBILITIES

A. Pre-Evacuation/Suspension

1. Know how to use Canvas and/or Google Classroom.
2. Enroll in the Wildcat Alert Text System.
3. Provide regular/alternative e-mail address & phone contact information to each instructor.

4. Pack and take textbooks, assignments, syllabi and any other needed materials for each course during an evacuation/suspension.

B. During Evacuation/Suspension

1. Continue to demonstrate the same level of responsibility and performance during an evacuation/suspension.
2. Keep up with course work during the evacuation/suspension as specified on course syllabi and online Portal courses.
3. Complete any reading and/or writing assignments given by professors before an emergency begins.
4. Turn in assignments on time during the evacuation period and once the campus has reopened.
5. Monitor Wildcat Alert Text System.
6. Monitor the main university site (www.lcuniversity.edu) for general information.

ON-CAMPUS INSTRUCTION TO DISTANCE LEARNING

Instruction of all on-campus courses will continue during an evacuation/suspension through distance education and will be maintained on the following timeline:

A. One Week or Less

1. Reading, writing, and other assignments made prior to the evacuation/suspension are due as indicated on the syllabus.
2. Online assignments, such as watching a lecture/video and writing a paper, are due as indicated on the syllabus.

B. One to Two Weeks

1. Faculty will continue instruction by holding a minimum of one class session via Canvas, Zoom, Teams, Google Classroom, or other distance learning protocol. These sessions may include one or more video lectures, PowerPoint presentations, interactive Portal assignments, or reading and writing assignments emailed to students by the course instructor.
2. Additionally, homework assignments equivalent to one week of class work will be given to students.

C. More than Two Weeks

1. Instruction will continue in all courses via Canvas, Teams, Zoom, Google Classroom, or other distance learning protocol.
2. Students enrolled in courses designated inappropriate for extended distance education will be assigned a grade of Incomplete in those courses.

D. Special Circumstances

Students in an area impacted by an emergency event.

In general, students will be allowed to address their absence given the following:

1. Student misses 10 - 20% of an academic term directly due to the event
    i. Extensions will be granted to the student.
    ii. Faculty may have the option to waive particular assignments at their discretion.
    iii. A grade of "Incomplete" (I) may be assigned if the event occurred near the end of term.
2. Student misses 21 – 30% of an academic term directly due to the event
    i. A student with proper documentation may request a grade of "I" at the course instructor's discretion.
    ii. A student may have to finish this coursework before enrolling in new courses at the discretion of the Program Director and the School Dean/Division Chair.
    iii. A "Student Success Agreement" must be filed with the Program Director, the School Dean/Division Chair, and the VPAA.
3. Student misses 31% or more of an academic term directly due to the event
    i. A student with proper documentation may request a grade of "I." This grade will be assigned by the instructor after consultation with the Program Director and the School Dean/Division Chair.

Proper documentation: Provide proof of home address at the time of the emergency event. This address must be within an area declared a federal or state disaster area.

DISTANCE EDUCATION

Per the Southern Association of Colleges and Schools Commission on Colleges distance and correspondence education policy statement, distance education (online learning) is defined as follows:

"Distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices; audio conferencing; or video cassettes, DVD's and CD-ROMs if used as part of the distance learning course program."

As part of its mission to cultivate academic excellence in learning, Louisiana Christian University offers both courses and degree programs in which the majority of the instructional interaction occurs when the student and instructor are separated geographically. LCU's online courses and degree programs are designed for working professionals and those with busy schedules who might otherwise be unable to enroll in traditional face-to-face courses. Online courses are ideal for working professionals, military personnel, people with disabilities, dual enrolled students, and homeschooled students. Many degree programs and courses are offered at various start times throughout the year. However, the courses are not self-paced, and all of the course activities, assignments, group projects, and exams must be completed by specific due dates. Online courses are challenging and require as much time and effort as on-campus classes; however, students have the ability to work according to their own schedules and are not required to come to campus.

A student enrolled in a 100% online program is typically a working adult who is managing a student career,

work career, and family and is taking online courses to complete an education or for career enhancement. Given this profile, the online learner is usually mature, independent, self-motivated, and possesses self-discipline, strong time-management skills, organizational skills, and the ability to learn independently. These qualities are important for success in an online course since there are few face-to-face encounters with the instructor.

LCU students in 100% online programs are limited to 15 hours per semester. LCU residential and traditional students who are enrolled in face-to-face programs are limited to six (6) hours of online credit (two 3-hour courses) per semester with approval from their advisor. Students who have failed a course at LCU or another institution may not enroll in an online section of that course. If a student has an extenuating circumstance, he/she may submit a written appeal to the Provost and Vice President for Academic Affairs. The Provost/VPAA's decision will be final.

During the summer sessions, all students may enroll in online courses. If a course is offered online through LCU, a student may not take the course at another institution and transfer it to LCU. Please see Transfer Policy in the University Catalog for more information.

Accreditation Demands

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) does not differentiate between standards for assessment of hybrid, online, and face-to-face courses. Therefore, online and hybrid courses must meet the same standards as an equivalent face-to-face courseface course. If an institution cannot assure that the standards for a hybrid or online course are equivalent or superior to those adopted for the same face-to-face course, the course is inappropriate for online delivery.

Statement on Equivalence

Courses taught in Louisiana Christian University Distance Education must be equivalent to the same courses taught in the traditional format.

1. Courses developed specifically for online delivery must be approved through either the Academic Council or the Graduate Council. New distance education programs must be approved by the full faculty in the same way as new traditional programs.
2. The processes and procedures for offering distance education courses are the same as all other LCU courses.
3. Schools and divisions offering courses in the online format must document that the courses have learning outcomes that are equivalent to those for courses taught in the traditional format.

State Authorization

LCU is committed to complying with rules and regulations regarding the operation of higher education institutions in every state in which it enrolls students. This practice, known as State Authorization, relates to all out-of-state activities ranging from fully online programs to experiential learning activities in face-to-face courses and many other "trigger activities" in between. LCU will review and complete authorizations for all LCU programs with out-of-state activities. LCU can only do this with the cooperation of all units with out-of-state activities, including those without LCU programs. See the University website for more information on SARA.

Credit Hours for Courses and Programs

In accordance with the Federal Definition of a Credit Hour, the SACSCOC policy on a credit hour, and the Carnegie unit for contact time, Louisiana Christian University defines one credit hour as "as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work (as required and outlined in item 1 above) for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, clinicals, and other academic work leading to the award of credit hours.

All classes must be of reasonable length and include both content and contact sufficient to maintain high academic quality and standards commensurate with credit hours awarded for a traditional three-semester hour lecture class. Credit is awarded for a course only when student learning outcomes or other curricular or competency requirements for that course have been satisfactorily met, and the final examination or other similar course capstone event has been passed.

The course syllabus must clearly document that the course covers the same amount of material and course content that would normally be expected if the class were a traditional campus-based course. The syllabus must describe the activities that the student will be required to complete as part of the course. Clear documentation includes the course learning objectives, the course topics, and the expectations for readings, projects, and other assignments. School deans, division chairs, and both campus-based faculty and distance education faculty work alongside the COID to ensure that the course content delivered in an asynchronous environment is of sufficient scope and rigor to ensure the amount of material delivered is comparable to the same campus-based course.

Credits are awarded on the basis of the documented amount of work a typical student is expected to complete within a specified amount of academically engaged time and on the amount of work represented by verifiable student achievement of the established learning outcomes. Merely logging into the virtual classroom does not constitute academic engagement.

During the planning and development of an asynchronous learning environment, faculty should estimate the time a typical student will need to interact with the course content. This time should be equivalent to the number of contact hours normally expected in a campus-based course and should be documented in the course syllabus. In addition to the time on tasks, quality and quantity of work must be equal to those of the traditional course delivery. Syllabi must contain activities that are similar to classroom seat time and activities for independent out-of-class work.

Activities/time similar to classroom seat time:

- Reading an article
- Watching an instructional video
- Watching a recorded lecture
- Completing a simulation exercise
- Completing a tutorial

· Reading computer-assisted instruction
· Taking an exam

Time for assignments similar to classroom seat time (not homework):
· Posting to group discussions
· Online group projects
· Student-teacher interaction
· Student-student interaction

Hours for completing homework assignments and working on individual projects should be considered outside the contact hour requirements for the course. Activities that may qualify as out-of-class assignment are independently pursued such as research, writing a paper, preparing a presentation, and preparing for exams. Faculty are required to submit weekly attendance/participation by using the attendance/participation policy defined for online distance education.

Communication

Louisiana Christian University provides Pronto as the communication tool for online courses to conduct communication between distance education faculty and online students. Pronto provides multiple methods of communicating with students including real-time chat, video & audio calling, announcements, file sharing, task management, instant translation, and Canvas LMS integration. Pronto is to be utilized in all online courses as the official platform for all course-related communication with students.

Distance education faculty are required to establish and maintain professional student/instructor boundaries. Students are instructed not to email their assignments directly to the instructor; instead, they are to upload their work into the Canvas LMS. This process provides an electronic trail of all submissions that is FERPA compliant and allows for the utilization of tools to screen for plagiarism and AI detection. All student questions should be addressed within two days.

Program Length

Louisiana Christian University (LCU) designs and maintains the curriculum for each educational program that is appropriate in length. The length of all programs is determined by credit hours. All education programs exceed the number of semester credit hours as required by the Southern Association of Colleges and Schools Commission on Colleges. All program lengths are stated for each degree program in the University Catalog, and the graduation requirements for all bachelor's degrees state that each student must earn at least 120 hours. The minimum required credit hours for graduate degrees is 30 hours of residency. See LCU's Center for Online Innovation and Development for requirements for all online programs.

Student Complaints

The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints. All policies and procedures

are located in the online Student Handbook.

As an online student at Louisiana Christian University (LCU), you have the right to file a complaint with the National Council for State Authorization Reciprocity Agreements (NC-SARA) if your concern is not resolved through the university's internal grievance process. For details and instructions, please first review LCU's Student Academic Appeal Process located in the LCU Student Handbook.

State Portal Entities Information

SARA Student Complaint Process

Academic Grievance Process - Student Complaints

Refer to the Academic Catalog for more details on this process.

Identity Verification

Louisiana Christian University verifies the identity of students enrolled in distance education coursework through the use of a secure login and passcode. At the time of enrollment, new students provide proof of their identity to The Office of Admissions and Enrollment Management (EM). The Office of Admissions and EM works with the Information Technology Department (IT) to assign each new student a unique username and password. The secure username and password are required for students to access all secure online and network campus sources. Once students login to portal with the assigned unique username and passcode, students establish their own passwords according to strict security guidelines. According to LCU Portal password guidelines, passwords must be at least 8 characters long, include at least one upper-case letter, one lower-case letter, one number, and at least one of the following special characters: ! # $ % & ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~ Passwords expire every 180 days, and previous passwords cannot be re-used. With their secure username and password, students have access to online registration, course management in Canvas, financial aid, and Jenzabar (for official grades).

AUTHENTICATION OF STUDENTS IN ONLINE AND DISTANCE LEARNING COURSES

Responsibility

Federal law guides the University to verify that a student who registers in a "distance education or correspondence education course" is the same student who participates in and completes the course and receives academic credit.

LCU requires that instructors of all Distance Education course sections (currently defined by the Registrar as "Online") ensure that students who register in these courses are the same students who participate in and complete the course activities and assessments and receive academic credit.

Instructors must use two methods of student authentication that meet the standards of SACSCOC accreditation (SACSCOC 10.6) and FERPA (see below). The methods used in a course must be specified on the course syllabus.

Approved Method of Authentication

1. Students present LCU Student ID or Government ID during proctored exams

Method: Students will be required to present LCU Student ID or Government Identification before beginning

a proctored exam.
Process: Instructors review the recorded assessments to confirm display of ID.

2. Instructor proctored assessments
Method: Instructors observe students taking tests/assessments and/or lead one-on-one synchronous oral examinations using a university supported online platform (Teams)
Process: Instructors ask for identification and confirms student identity.
NOTE: To ensure compliance with FERPA policy, students cannot be permitted to see other students or their test taking environment during assessments. Student privacy outside of the University classroom requires that any requirement for remote proctoring inform students at the start of class and in the syllabus of technology, participation, and location requirements for direct observation of test taking.

3. Routine interactions via email, phone, and video
Method: Instructors use check-ins and/or office hours to discuss content, previous assignments, and progress on existing assignments.
Process: Instructors ask for identification and confirms student identity.

4. Synchronous virtual class, small group meetings, and Individual student meetings
Method: Instructors facilitate synchronous class sessions, small group meetings, and individual student meeting discussions using an online platform.
Process: Instructors ask for identification and confirms student identity.

5. Student-created videos and video assignments
Method: Students use webcams with Canvas, Teams, VoiceThread, or other technology to create and submit videos (individually or group) in which they discuss course content, make presentations, or perform other activities.

Approved forms of ID, and Additional Costs

Official student ID photos can be used to confirm the identity of students participating in class activities and assessments. Student photo submission through Student Support Services office includes a process of verifying the student photo against a government issued ID making the LCU ID valid for identification purposes. All students, regardless of standing, have been encouraged to follow these steps prior to the start of the semester. Acceptable IDs for the LCU ID upload include State Issued Driver's License, State Identification Card, Military Identification Card, Passport/Visa, and/or Permanent Residence Card.

Faculty may request that students meet with them and display an acceptable government ID in a private online video conference. Acceptable IDs in these cases include State Issued Driver's License, State Identification Card, Military Identification Card, Passport/Visa, Permanent Residence Card, and LCU Student ID.

There can be no additional cost to students to complete the Authentication processes.

Information and Instructional Technology

Louisiana Christian University provides a technological infrastructure to support distance education instruction, faculty, and students. LCU utilizes Canvas as the primary portal for communications and teaching students online. All technology used to create, deliver, and support distance education is appropriate to the nature and objectives of both the programs and classes taught. The IT Department is tasked with providing a secure computer network that ensures the integrity and privacy of the communications and records. Faculty computer hardware, labs for student use, and email accounts for all Louisiana Christian University students and faculty are provided by the university.

Technical Assistance

Students that require technical assistance with Canvas should use the tech support information provided in Canvas. Students that need account, email or password support should contact the LCU IT Helpdesk (itdept@lcuniversity.edu).

Students planning to take an online class should have their own personal computers. While Louisiana Christian University is pleased to assist online students with technical issues, students who are not technologically literate should acquire computer-use skills before opting to take online classes. It is the students' responsibility to make sure their computers are equipped with the proper hardware and software before enrolling in online classes. The University is not responsible for technical problems that students may have with computers used to access their online classes.

Students need to have their own Internet Service Providers to access their course sites. The University is not responsible for technical problems that students may experience with their Internet Service Providers.

Technical Support/Requirements/Information

https://lcuniversity.edu/campus-life/student-services/it-help-desk/

Technology Information

Students are required to use computers for several important tasks in this program on a regular basis. First, all students are issued an LCU email account, and it is required that students check their LCU email frequently. Second, all courses make extensive use of a supplemental virtual learning environment called Canvas. Students will need stable access to the Internet to use Canvas. Weekly course materials, syllabi, and/or online assignments/exams are distributed or administered through Canvas. Students will need a computer with audio speakers, Microsoft Office (Word, Excel, PowerPoint) (Students can install this for free from their account at portal.office.com), Adobe Reader, Internet access, a webcam, and possibly a printer.

Students will be expected to exhibit skills in electronic communication, word processing, document development, Internet use, media enhanced presentation, and electronic library research and will receive access to training online tutorial, library resource instruction, and the Student Success Center.

Minimum hardware/software requirements:

Students are encouraged to own personal computers that meet these recommended hardware and software guidlines. The IT department for LCU has compiled a list of recommnded hardware and software.

Minimum hardware/software requirements.

Personal Computer:

· Manufactured within the last 5 years; 8+ GB RAM

· Operating system: Current version of Microsoft Windows (or no older than the previous two versions with Microsoft updates applied on a regular basis)

· Web browser: Current version of Google Chrome (Canvas will not work in Safari or Edge.)

· Students can download a free version of Microsoft Officec by visiting portal.office.com and signing in with the LCU email and password provided.

·A webcam may be required for some courses.

Software for PC's:

· Microsoft Word and Excel and a PDF viewr (e.g., Adobe Reader). Other software or browser plugins may be required at the discretion of the instructor in support of course activities or completion.

·Virus Protection Software strongly recommended (free programs are available from Microsoft, Avast, AVG, Pandasoft, and others)

Mac:

·Intel-based sustem runnng a versin of Mac OS that is supported by Apple (current or no older than the previous two versions) with security updates applied on a regular basis.

·Web browser: Current version of Google Chrome (Canvas will not work in Safari or Edge.)

Online Exam Proctoring

There is a $15 fee for the webcam feature used by LockDown Browser (called Respondus Monitor). This one-time fee is valid for 12 months (365 days) for all courses or exams that use Respondus Monitor at LCU. Students enrolled in an online course will be prompted to purchase a Respondus Monitor license the first time an exam requires using LockDown Browser's webcam feature. Payment can be made with PayPal, Visa, or Mastercard.

Student Support Services Handbook

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Directory

All Student Support Offices are located on the 3rd Floor of The Hixon Student Center unless notated.

Student Support Office Suite	318-487-7124
Residence life	318-487-7154
Recreation	318-487-7137
Activities/Organizations	318-487-7137
Health Services (second floor of student center)	318-487-7750
Counseling Services (third floor of student center)	318-487-7420
Spiritual Cultural Enrichment (chapel/cultural credits)	318-487-7124
Career Counseling	318-487-7420
Louisiana Athletic Club	318-487-1000

INTRODUCTION

Welcome Wildcats! To assist students with non-academic life, Louisiana Christian University offers Student Support Services. LCU offers a plethora of ways to get involved in Campus Life and to build lifelong friendships and close community. Bulletin boards across campus house posters with event information. On Mondays, an event newsletter called The Wildcat Weekly is emailed to the official school email, and at the beginning of chapel, the newscast, The Wildcat Minute, helps keep students informed.

Fight Song

Wildcat – Wildcats
Fight for LCU

You gotta fight –fight- fight –fight
Fight for victory

You gotta go for the touchdown
Roll up the score

You gotta win! You gotta win!
And make our Wildcats ROAR!

You gotta fight –fight- fight –fight
Fight 'em all the way

You gotta win this game today!
HEY!

Whatever you do for the orange and blue
Just keep the goal in view

Victory for LCU
HEY!

GO! CATS! GO!

Alma Mater

Where the Louisiana pine tree
Spreads its might arms;
Stands our dear beloved LC
Blessed with Heaven's charms.

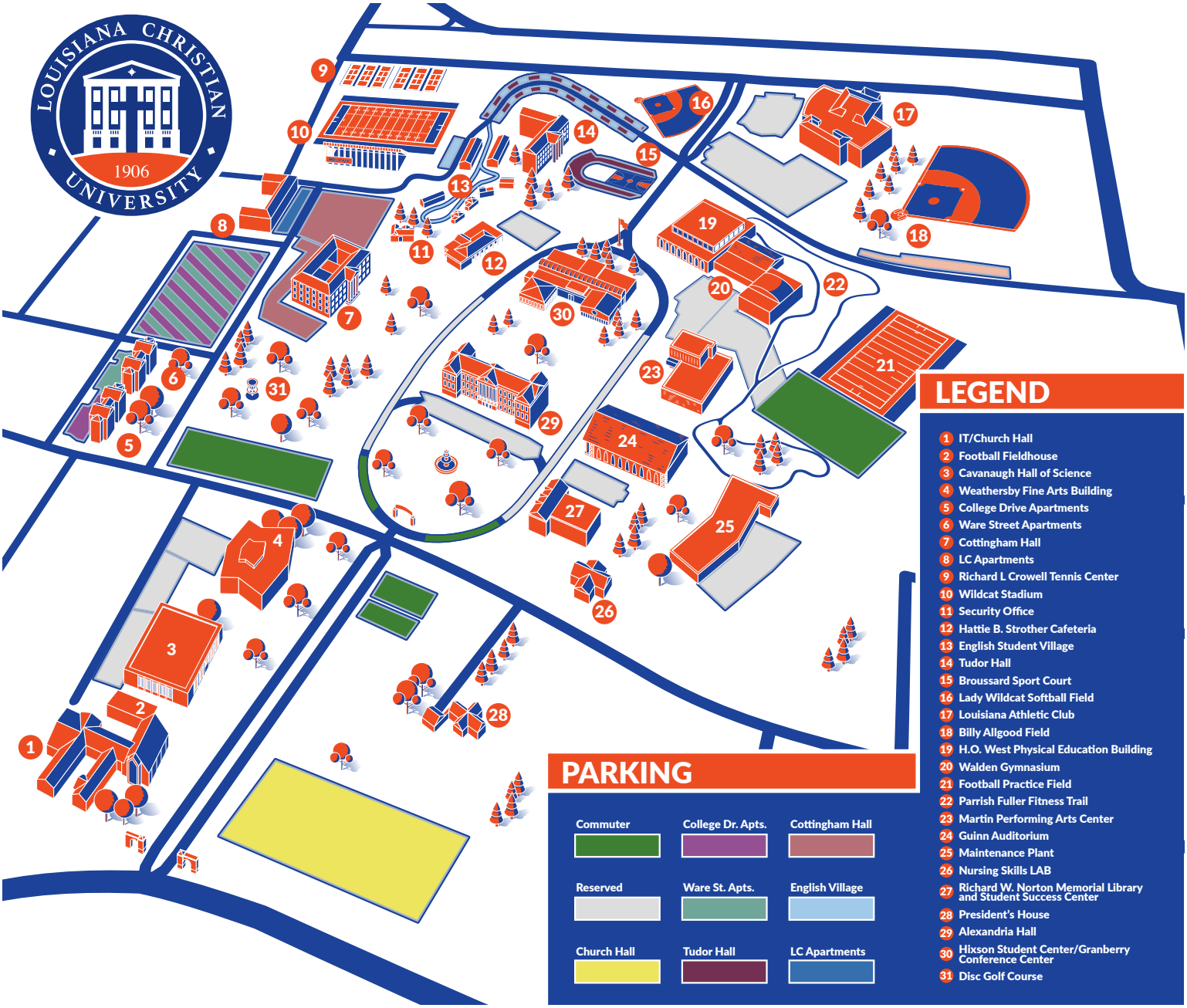
Louisiana, Louisiana,
Louisiana, Louisiana;
We will never cease to love thee,
Alma Mater, hail to thee!

Christian knowledge e'er bestowing
'Til eternity
'Mid the southern breezes blowing
LC Hail to thee!

Louisiana, Louisiana,
Louisiana, Louisiana;
We will never cease to love thee,
Alma Mater, hail to thee!

Ever onward, sons and daughters
Time and tide may fail;
Thy dear name we'll love and honor,
Alma Mater, hail!

Louisiana, Louisiana,
Louisiana, Louisiana;
We will never cease to love thee,
Alma Mater, hail to thee!



RESIDENCE HALLS:

Cottingham Hall (COTT) *(women)*
College Drive Apartment (CDA) *(honors women)*
Tudor Hall (TU) *(men)*
Ware Street Apartment (WSA) *(honors men)*
English Village (EV) *(men's honor apartments)*
Church Hall (CH) *(men)*
Married Student Housing (MSH)

ACADEMIC BUILDINGS:

Alexandria Hall (AH)
1st floor – Administration, Admissions, Financial Aid, Registrar, the Business Office
2nd floor – Division of History & Political Science; Ray & Dorothy Young School of Business, School of Human Behavior (Criminal Justice, Psychology, Social Work)
3rd floor – School of Education; Division of Language and Literature

Cavanaugh Hall (CAV)
Sciences, Mathematics, School of Nursing

Guinn Religious Education Building (GRE)
School of Missions and Ministry; PTA

Weathersby Fine Arts Building (WFAB)
Music, Visual Arts, Graphic Arts

Martin Performing Arts Center (MPAC)
Convergence Media and Theater

HO West Gym Complex (HOW)
Health and Exercise Science

Norton Library (NL)
Library; Student Success Center

SPORTS FACILITIES:

Wildcat Stadium -WS
Church Hall/Football fieldhouse
Coca-Cola Lady Wildcat Softball Field
Billy Allgood Baseball Field
HO West Basketball Complex (HOW)
Walden Gymnasium (WG)
Richard L. Crowell Tennis Center
Baker Health and Wellness Center (LAC)

OTHER:

Campus Security (House by the Cafeteria)
Granberry Conference Center/Hixson Student Center
lower level - Formal Lounge and Large Conference room
main floor - Coffee Shop, The Den, the bookstore, the post office, the game room, Frye suite lounge
upper level - Student Support Services Office Suite - IDs, ResLife, Recreation, Calling and Career, Discipline, counseling center

Hattie B's Cafeteria
Louisiana Athletic Club
Workout club, Athletic coaches, Wellness center

Information Technologies (IT)
Lynn Alumni Center (AC)

Student Events & Campus Organizations

STUDENT EVENTS

Student events are held on campus throughout the year and are advertised on various social media accounts, printed posters, and other forms of media. Events range in type from talent shows, interactive challenges, tournament-style events, themed dances, and so much more. Students are encouraged to submit ideas for events to the Director of Student Activities and peer representatives that serve on Union Board.

SPORTS EVENTS

Louisiana Christian University offers opportunities to view and cheer on our beloved Wildcats in a variety of NAIA sports including football, men's and women's basketball, men's and women's soccer, baseball, softball and women's volleyball. To find out more information about game times and places go to www.lcwildcats.net

RECREATION EVENTS (FORMALLY INTRAMURALS)

LCU's Recreational Services seeks to provide students, alumni, faculty, and staff with a variety of recreational opportunities in both individual and team settings. Events vary each year, but the annual LCU REC Intramural sports include four seasonal sports, Co-Ed Sand Volleyball, Men's and Co-Ed Flag Football, Men's and Co-Ed Basketball, and Men's and Co-Ed Softball, and tournaments like Ultimate Frisbee, Pickleball, Spikeball, and Dodgeball to name a few. LCU REC promotes fitness, wellness, and fun in a loving, Christ-centered environment. Any questions regarding LCU's Recreational Services events can be addressed in the Student Life Suite on the third Floor of the Hixson Student Center. Event ideas are always welcome and encouraged. Students are invited to contact the Director of Student Activities for more information.

STUDENT ORGANIZATIONS

Students have opportunities for involvement in campus life through a variety of activities and organizations. The Student Government Association, the Union Board, and the Baptist Collegiate Ministry serve as major campus-wide organizations and represent large segments of the student body. These groups do not have narrowly defined membership criteria and are open to all students at LCU. They offer a wide array of activities for students and provide student input into the development of programs, policies, and student activities. In addition to these major groups, a diverse group of service clubs and professional societies offer a wide range of options for involvement.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) represents student views and concerns to the faculty and the administration. Governmental leaders participate in policymaking, the judiciary system, institutional planning, and the implementation of University programs.

All social, academic, and honorary organizations are governed through the SGA under the supervision of the President's Table. Chaired by the Vice President of the SGA, the President's Table consists of all organizational presidents and serves as a coordinating body for organizational activities. The group meets monthly to address campus-wide issues and to provide input into policies governing organizations.

The SGA elects executive officers and representatives in a campus-wide election each Spring Semester. Freshmen representatives and commuter representatives are elected in a special election held each Fall Semester. Any full-time student with a minimum grade point average of 2.00 is eligible for election to the board. Certain offices may require more stringent and specific criteria. Students should consult the SGA Constitution for detailed information. For more information or a copy of the SGA Constitution, call the Director of Student Activities.

UNION BOARD

The Union Board sponsors social, educational, cultural, and recreational activities for all students on campus during the year. The Board organizes campus-wide actives, including luaus, concerts, movie nights, games and activities, and numerous special events including the Homecoming Hoedown and Cochon de Lait.

Union Board consists of two executive officers, selected by the Union Board staff in the fall semester, and a varying number of members. The Board is supervised by the Director of Student Activities. Any full-time student with a minimum grade point average of 2.0 is eligible to apply for Union Board in the Spring Semester. Certain offices may require specific experience or expertise. Students should contact the Director of Student Activities for more information.

ACTIVE ORGANIZATIONS

Debate Club
Delight Ministries
E-Sports Club
LCU Disc Golf Club
Renewed Mind Society
Social Work Club
The Inklings
Turning Point USA
Wildcat Catholics
Fellowship of Christian Athletes
Wildcats for Life
Fresh Fire Club
Harvest Laborers
Baptist Collegiate Ministries

GREEK LIFE

Kappa Omicron
Lambda Chi Beta

HONORS SOCIETIES

Alpha Epsilon Delta
Phi Alpha
Alpha Chi
Phi Alpha Theta
Psi Chi

STUDENT PUBLICATIONS

WILDCATS MEDIA

In keeping with an ever-changing media landscape, the Department of Convergence Media transitioned away from a traditional print newspaper to an online news platform, www.WildcatsMedia.com (www.lcuniversity.edu). To access the newspaper, click on the Wildcats Media ribbon. Written, edited and published by student staff members with the supervision of a faculty adviser, the website provides a laboratory experience for the development of journalistic skills. Wildcats Media's presence on the Internet includes a Facebook page, Twitter feed, and YouTube channel. For more information, students should call 318- 487-7597.

WILDCAT WEEKLY

Wildcat Weekly is a newsletter designed to keep students up to date on events and to give health and safety tips. Please check the student email each Monday for new information.

BAPTIST COLLEGIATE MINISTRY

The Baptist Collegiate Ministry (BCM) is a campus ministry under the leadership of the BCM Director and a student Leadership Team. The BCM offers a variety of opportunities for personal discipleship, worship, leadership development, fellowship and outreach to both campus and community.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

The Fellowship of Christian Athletes (FCA) is open to all faculty, staff, and students as well as varsity athletes and students with particular interests in sports, health, and physical education. It provides opportunities for service and fellowship.

LCU CATHOLIC STUDENT ORGANIZATION

The LCU Catholic Student Organization creates opportunities of the growth of our Christian Community through spiritual, social and service activities, and it also seeks to foster understanding of the Catholic faith with all other denominations.

For more information, please call Terri Blaisdell, 487-7694.

Spiritual Life & Chapel Program

At Louisiana Christian University, spiritual growth is an important part of the college experience. Chapel provides a unique opportunity for the campus community to gather together for worship, encouragement, learning, and reflection. Through chapel services and enrichment experiences, students are challenged to deepen their relationship with Christ, explore their faith, engage with biblical truth, and discover how God can use them to impact the world.

Chapel is also a time when students, faculty, and staff come together as one university family. These shared experiences help strengthen community, celebrate accomplishments, encourage meaningful conversations, and inspire students to live out their faith both on campus and beyond.

In addition to spiritual formation, LCU offers cultural enrichment opportunities that broaden students' understanding of the world, encourage intellectual growth, and foster appreciation for the arts, leadership, service, and contemporary issues.

CHAPEL ATTENDANCE EXPECTATIONS

LCU is committed to providing meaningful chapel experiences that contribute to the holistic development of every student. Chapel services are typically held each Tuesday at 11:00 a.m. in Guinn Auditorium, with additional special chapel services scheduled throughout the semester.

All full-time students are expected to earn a minimum of 11 chapel credits each academic semester.

Chapel Exemption

The following students meet the qualifications for chapel exemption:

- Part -time (enrolled for less than 12 hours)
- Students who are enrolled in online courses only
- Second degree seeking students (have already earned a bachelor's degree)
- Non-traditional students (age 25 or older by the first day of the semester)

Students who do not meet chapel attendance requirements may be placed on chapel probation and will be required to satisfy attendance expectations during the following semester. Continued failure to meet chapel requirements may result in additional disciplinary action as outlined by the Office of Student Life.

Fall Semester Required Chapels:

- Freshman Convocation (First Chapel)
- Founders Day Chapel
- Christ, Church and Culture (c3) Chapel

Spring Semester Required Chapels

- First Chapel of the Semester
- Christ, Church and Culture (c3) Chapel
- Honors Convocation

If a student misses a mandatory chapel without an approved excused absence, they will be required to complete one additional chapel attendance beyond the standard semester requirement. For example, instead of the required 11 chapels, the student would need to attend 12 chapels that semester in addition to completing the make-up work for the mandatory chapel that was missed. A student who missed a mandatory chapel with an excused absence will only be required to write the reflection paper make-up assignment for the chapel that was missed.

Students who do not meet chapel attendance requirements may be placed on chapel probation and will be required to satisfy attendance expectations during the following semester. Continued failure to meet chapel requirements may result in additional disciplinary action as outlined by the Office of Student Life. Excused

Chapel Absences & Make-Up Opportunities

Students may occasionally miss chapel due to illness, university-sponsored travel, athletic competition, academic obligations approved by the university, family emergencies, or other circumstances approved by the Office of Student Life.

The University provides a variety of chapel and spiritual enrichment opportunities throughout each semester, offering students flexibility when occasional conflicts or unforeseen circumstances arise. In most cases, students can meet their chapel credit requirement without the need for additional assignments. However, students who do not earn the required 11 chapel credits by the end of the semester may be eligible to complete an approved make-up assignment to satisfy the attendance requirement.

Students are encouraged to communicate absences promptly and provide appropriate documentation when requested.

Make- Up Work

Students are allowed to submit make-up work for a maximum of 2 missed chapels a semester by meeting the following requirements and completing the assignment within 14 business days of the missed chapel.

Excused absences:

- University sponsored travel (athletics, debate, etc.)
- Family emergency (funeral, medical crisis, etc.)
- Sickness (doctor's excuse required)

Required Make-Up Work:

- Students must watch the missed chapel service on Wildcat Plus.
- Submit a 500–750-word essay with the following criteria
    - Basic information | student name, date submitted, chapel date watched, speaker's name, chapel title/

theme and scripture passage used.

·Contentsummary(250-400words)|Themainmessage,keypoints,majorbiblicalprinciplesdiscussed, illustrations or stories shared.

· Personal reflection (250-350 words) | What as the most significant point of the message? How did the chapel message challenge or encourage you? What did you learn about faith, character, leadership, service or discipleship? How might you apply the message to your life, studies, relationships, or future career?

· Application statement | Include one specific action step you can take based on the message.

· Email the essay to kb.thomas@lcuniversity.edu

Academic Integrity for Chapel Make-Up Assignments

Students are expected to complete chapel make-up assignments honestly and independently. The use of unauthorized Ai-generated content, plagiarism, or any other form of academic dishonesty is prohibited.

· Permitted Ai use (grammar assistance or brainstorming if disclosed)

· Unauthorized Ai use (submitting Ai-generated reflections as one's own work)

Consequences for Academic Integrity Violation for Chapel Assignments:

1. First offense:
   · The make-up assignment receives no credit.
   · The student must complete a new make-up assignment or attend an additional chapel, as determined by the Office of Student Life.
   · The incident is documented.
2. Second offense:
   · No credit for the assignment.
   · The student must complete two additional chapel requirements or an alternative restorative assignment.
   · The student meets with Student Life or the Dean of Students.
   · The incident is recorded as a conduct violation.
3. Repeated or egregious offenses:
   · Referral to the institution's student conduct process.
   · Sanctions consistent with the institution's academic integrity and student conduct policies, which could include disciplinary probation or other appropriate measures.

Probation for Chapel Deficiencies

Students who fail to meet the 11 chapel requirements in a given semester will be placed on probation and will be required to make up the chapel deficiencies the following semester in addition to the chapel requirements for that semester.

Failure to complete 11 chapel requirements per semester that a student is enrolled will result in the student's diploma being held by the Registrar's Office until the chapel requirements have been satisfied.

Cultural Enrichment Requirement

In addition to chapel participation, students must earn five (5) cultural enrichment credits each academic semester.

These opportunities are designed to expose students to diverse perspectives, leadership development, service opportunities, current issues, and artistic experiences that contribute to a well-rounded educational experience.

Opportunities for cultural credit can be found in your student canvas and are announced throughout the semester by Student Support Services and may include events such as:

- Life Hacks presented by the Counseling and Career Director
- Theater Louisiana Christian University productions
- Choral events
- Art events
- LCU Library hosted events
- Guest lectures and presentations
- Approved campus cultural events

Cultural credits may not be substituted for chapel credits. Due to the nature of cultural events these cannot be made up. Students who do not meet cultural attendance requirements may be placed on a Student Life probation and will be required to satisfy attendance expectations during the following semester. Continued failure to meet cultural requirements may result in the student's diploma being held by the Registrar's Office until cultural credit requirements are satisfied.

Chapel Etiquette & Participation

To create an environment that is respectful, engaging, and free from distractions, students are expected to:

Arrive on time and remain for the duration of the service.

- Participate respectfully in worship and presentations.
- Silence all electronic devices.
- Refrain from activities that distract from the experience of others.
- Demonstrate courtesy and respect toward speakers, worship leaders, and fellow students.

Students who arrive after the official start of chapel may not receive chapel credit.

Most chapel services conclude by 11:45 a.m. Students should keep this time reserved when planning classes, work schedules, and other commitments. In the rare event that chapel extends beyond the scheduled time, class schedules will be adjusted accordingly.

Recording and Copyright

Audio or video recording of chapel services by audience members is not permitted unless prior authorization has been granted by the university. This policy helps protect the intellectual property and rights of speakers, musicians, and presenters.

Student Conduct

Chapel and cultural events are intended to be meaningful experiences for all participants. Students are expected to conduct themselves in a manner consistent with the values and mission of Louisiana Christian University.

Repeated disruptive or disrespectful behavior may result in disciplinary action as outlined in the Student Code of Conduct.

Important Information

STUDENT IDENTIFICATION CARDS

Student identification (ID) cards are issued to all new students at the beginning of their first term. Each ID card includes the student's photograph, student identification number, and a unique barcode programmed specifically for that student.

Student ID cards serve as the official form of identification on campus and are used for campus dining, library services, admission to campus events, student discounts, residence hall access (where applicable), and chapel and cultural credit attendance. Every student is required to carry their LCU student ID while on campus and present it upon request by a University official.

There is no charge for the initial student ID card.

If a student loses, damages, or needs to replace their student ID card, the following procedure must be followed:

- The student must contact the Office of Residence Life to request a replacement ID card.
- Residence Life will place the $30 replacement ID fee on the student's university account.
- The student must pay the replacement fee at the Business Office and obtain a payment receipt or pay the fee directly on their portal.
- The student must present the receipt or show proof of payment on their portal to the Office of Student Life before a replacement ID card will be produced.
- Replacement ID cards will not be issued without proof of payment.

ID CARD POLICIES

- Student ID cards are the property of Louisiana Christian University and may only be used by the individual to whom they were issued. ID cards are non-transferable and may be confiscated if used fraudulently.
- Students may not loan, share, or allow another individual to use their ID card.
- Tampering with an ID card, including punching holes, applying stickers or labels, altering the card, making reproductions, or otherwise modifying it, is prohibited. These actions may interfere with the card's electronic functionality and render it invalid.
- Student ID cards may not be collected or held as collateral for the temporary use of equipment, services, or other items.

• Only authorized personnel in the Office of Student Life are permitted to produce and issue student ID cards.
• Students found in possession of two or more active student ID cards my be assessed a $30 fine and may be subject to additional disciplinary action.

LCU EMAIL

The official way the University communicates with students is through the assigned LCU email address. Students are responsible for knowing and using their school assigned email address. Each accepted student automatically receives their LCU email address credentials from the Admissions office and those credentials are emailed to the student's personal email address on file.

WIFI

The LCStudents WiFi network is available in each building of the University. Students receive their unique personal password in an email from "Extreme Networks" after they are accepted to attend.

PORTAL

Instructions for Portal access are in the original LCU Credentials email sent to each new accepted student.

CANVAS

LCU's learning management system is called Canvas and is located on the LCU website. Students should follow the prompts for username (LCU EMAIL) and password.

IT HELP

IT Staff offer assistance to all students. Students may call 318-487-7200, email IT, or go by the office at the front of the campus near Church Hall.

Services

STUDENT SUCCESS SERVICES

The Louisiana Christian University Student Success Center (SSC) is a comprehensive one-stop shop for academic support services on campus. The goal of the SSC is to increase retention by providing students with access to free tutoring in core courses, thereby fostering the independent, critical thinking skills they need to succeed in the university and beyond. Located in the Norton Library, the SSC offers a range of academic assistance in the form of individual tutoring, study groups, and other support services for LCU's student body. Students meet with peer tutors who have excelled in the course they tutor and who have been trained to facilitate discussion on course content. All of the programs and initiatives offered in the Center are free for LCU students.

For Assistance in Writing

The first stop for writing help is the Writing Center, located in the Student Success Center. Trained writing assistants work one-on-one with students on every aspect of the writing process. Students typically need to make appointments, but walk-ins are welcome if an appointment is available.

Free help on writing assignments, includes the following:

- Analytical essays
- Argumentative essays
- Response papers
- Research papers in all majors
- Book reports and reviews
- Film and drama reviews
- Lab reports
- Critiques
- Proposals, business reports, letters, and memos
- Service-learning writing projects

Students receive help with all phases of the writing process, from brainstorming ideas to synthesizing sources, tightening arguments, and revising for clarity and style. Writing assistants do not edit or correct students' papers; instead, they work with students to help them strengthen their critical thinking skills and improve their own writing.

For Assistance in Math

Tutors in math are located in the Math Center in the Student Success Center. Peer tutors meet one-on-one with students who need help in math, from the fundamentals of algebra through calculus to differential equations and linear algebra. Appointments are best, but not necessary as long as students arrive when a tutor is available.

SPECIAL SERVICES AND DISABILITIES ACCOMMODATIONS

Louisiana Christian University is committed to following Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as amended in 2008, and other applicable federal and state regulations and university policies which prohibit discrimination on the basis of disability. Under these laws, students with a documented disability have a right to receive reasonable accommodations. Students also have responsibilities under these laws.

Student Rights and Responsibilities

Students with disabilities have the right to:

- An equal opportunity to learn.
- An equal opportunity to participate in and benefit from the academic community.

Students with disabilities shall be responsible for the following:

- Registering with Student Success Center Special Services.
- Submitting documentation of a disability from a qualified and appropriate professional that demonstrates how the disability affects/impacts a particular delivery system, instructional method, or evaluation criteria when requesting accommodations.
- Completing a Student Success Center orientation prior to receiving accommodations.
- Requesting accommodations through the Student Success Center each semester in a timely manner.
- Meeting with faculty and other service providers to discuss accommodations as needed. Information about the disability is confidential.
- Notifying Student Success Center of any issues, concerns, or delays in receiving requested accommodations in a timely manner.
- Meeting and maintaining fundamental academic standards of the Louisiana Christian University.

Students who have greater needs may choose to enroll in the Student Success Center Special Services. Through this program, extensive individualized tutoring is arranged. Assistance can be provided with note taking, study skills, time management, research, paper writing, etc. Audio books are available. Test accommodations can be arranged, e.g., in a distraction-free environment or with extended time.

LCU is committed to student success; however, students are not required to use accommodations nor will LCU provide them unless they are requested by the student. The student must take the lead in registering with Student Success Center Special Services and submitting requests for accommodations each semester.

LIBRARY SERVICES

The Richard W. Norton Memorial Library provides technologically-enriched resources, services, and spaces to foster a community of collaborative teaching, learning, and research. In seeking to fulfill its mission, the library strives to be a key partner in students' academic pursuits, collaborating to achieve success together.

Resources

The library provides resources in multiple formats to meet the research needs of students, faculty, and staff across the disciplines. The library's physical resources number approximately 100,000 volume equivalents, some of which are organized into focal collections, such as juvenile materials, the divinity collection, the Hyatt collection, and special collections and archives. Electronic resources, which are accessible 24/7, include over 270,000 e-books, nearly 77,000 e-journals, and 180 databases from such companies as EBSCO, ProQuest, Oxford, and Gale. The library is a selective depository for both state and federal government documents. Materials are discoverable via the library's online catalog, LCCat, and EBSCO's discovery service, both of which are available on the library's website.

Access

Through authentication services, current students, faculty, and staff have access to the library's online resources on or off campus. Off-campus access is facilitated via a proxy, which requires that users simply provide their current campus login credentials before being directed to online resources. During the regular

semester, the library is open 70 hours per week, providing access to the library's physical materials and study spaces. Exceptions to regular hours are posted on the library's website and social media accounts. Entrance doors are locked 15 minutes prior to the posted closing time.

Course Reserves

Each semester, faculty may choose to place reading materials on reserve for equitable access and use. Course reserves are searchable in the library's online catalog, LCCat, and are typically available for student use in three-hour increments, although faculty may choose other loan periods at their discretion. Materials are available at the library's circulation desk. Course reserves are facilitated through the library's Circulation Services department.

Special Collections and Archives

The library retains and organizes materials related to the history of Louisiana Christian University. Some of the more extensive holdings include course catalogs, yearbooks, and University newspapers. Other collections include faculty-authored works, alumni-authored works, and materials related to the history of Baptists in Louisiana. Special collections include the Robert MacGimsey Collection and the Joseph Willis Institute Collection. Access to these materials is restricted and must be made by appointment.

Borrowing

In addition to traditional borrowing services for the library's physical resources, the library participates in several reciprocal borrowing programs. Within the state, authorized users may visit and borrow materials from other participating academic institutions. Nationally, authorized users may borrow materials from other institutions participating in the ACL Reciprocal Borrowing program. For information on borrowing limits, renewals, fees, etc., see the library's website.

Interlibrary Loan

The library's membership in various organizations (OCLC, LOUIS, ACL) provides researchers the opportunity to obtain books, journal articles, and other resource materials which are not available through the library's collections. Interlibrary loan allows the library to supplement its collections and enhance research opportunities. Interlibrary loan services may be used to request needed materials, typically at no cost and within a matter of days, depending upon the resource.

Research Assistance

Qualified library faculty and staff use research and course guides, custom tutorial videos, an FAQ, on-site workshops, and classroom instruction to connect students with targeted resources and strategies for conducting research and completing assignments. In addition, research help is available via a variety of communication channels, including e-mail, phone, chat, and text. Research consultations may also be scheduled with a librarian to receive tailored personal research assistance.

Spaces

A variety of study spaces in the library accommodate the learning needs and preferences of students. Located on the first floor, "the commons" provides a comfortable, collaborative space ideal for large group project meetings and is equipped with several mobile whiteboards. Five group study rooms, which can be reserved in advance, offer more privacy for smaller group work. The computer lab offers 20 thin client computer workstations, which are loaded with the Microsoft Office Suite (Access, Excel, PowerPoint, Publisher, Word, etc.), Acrobat Reader, Internet browsers (Chrome, Firefox, IE), and media players (Windows Media and QuickTime). Wi-Fi is available throughout the building. Individual study carrels are available in the library book stacks. The library's coffee bar, Overdue Brew, provides complementary hot beverages for library visitors.

STUDENT WELLNESS SERVICES

Louisiana Christian University Student Wellness Services promotes and helps maintain the physical, emotional, and spiritual health of our students, faculty, and staff. The Student Wellness Center is located on the 2nd floor of the Student Center. Supervised by the Director of Student Wellness Services, the facility provides services for students, faculty, and staff. During the academic year, a Registered Nurse is on duty each Monday through Thursday from 8:30a.m. – 4:00 p.m. and closed on Fridays. The office number is (318) 487-7750. Though Student Wellness Services is not a resident facility offering primary health care, it does serve as a referral service and a dispensary for a limited inventory of first aid supplies and over-the-counter medications. No fee is charged for a visit to the nurse. The nurse is also available to administer allergy injections to students who are enrolled, but this requires a physician's order with specific instructions regarding schedule and dosing. The student is responsible for providing the allergy antigen. The nurse can assist with keeping track of blood pressure or glucose readings and can administer B12 or other cyclically administered injections with written orders and serum/medication provided by the student's family or staff's physician.

The nurse in Student Wellness Services consults with the University Physician for further treatment when needed. The University Physician holds a clinic and sees students who are ill in Health Services each Wednesday afternoon during the spring and fall semesters. An appointment is required to see the doctor. There is no fee charged for a visit to the doctor; however, if the doctor orders lab work, x-rays, or prescription medications, students are responsible for the costs.

A. INSURANCE COVERAGE

Students are highly encouraged to subscribe to an insurance policy covering hospitalization and surgery and should provide a statement of proof of insurance prior to registration. LCU is not responsible for insuring students or for insurance coverage of those students who fail to subscribe to an insurance program.

B. EMERGENCIES

Students who are in need of urgent or emergency medical care after hours may contact one of the local walk-in clinics that is staffed with a doctor or nurse practitioner or visit he emergency room at one of the local hospitals. Students can contact the walk-in clinics at the numbers listed below to obtain directions and office hours. The walk-in clinics should be able to bill the student's insurance for the visit.

Cenla Occupational Medicine Clinic	318-787-0610 - Pineville
Huey P. Long Community Clinic	318-769-5664 - Pineville
Incarnate Word Community Clinic	318-448-6800 - Alexandria
Rapides After Hours Urgent Care	318-487-1925 - Pineville
Premiere Urgent Care	318-787-6877 - Alexandria
Premiere Urgent Care	318-704-6770 - Pineville
Christus Community Clinic	318-528-5000 - Pineville

The local emergency room contact numbers are listed below:

Rapides Regional Medical Center	318-769-5000
Cabrini Hospital	318-448-6750

COUNSELING SERVICES

The Louisiana Christian University Counseling and Career Services offers free and confidential services to currently enrolled students. Counselors provide support for a variety of concerns that may affect academic success and career trajectories, promoting Christ-centered behavioral health intervention, vocational exploration, professional development, and meaningful work.

Students may schedule an appointment with a counselor by calling (318) 487-7420 or emailing counseling@lcuniversity.edu. If a student experiences a mental health crisis after hours, contact Campus Security at (318) 308-6505 or (318) 487-SAFE (7233). In some situations, it may also be appropriate to call 911 and then notify Campus Security for assistance.

The National Suicide Hotline is available 24/7 at 1-800-273-TALK (8255), or by texting 988. The Crisis Text Line is available 24/7 by texting 741741.

The Center for Career and Calling focuses on helping students explore vocation, discover spiritual gifts, and prepare for professional life. Its mission is to engage students as early as possible, ideally from their first day on campus, and to help them seek answers to questions of calling, work, and service.

Career services are available to undergraduate and graduate students, as well as recent graduates, alumni, working professionals, and employers. Students may make an appointment for individualized services or visit the office in the Hixson Student Center, Third Floor.

POST OFFICE SERVICES

The LCU Post Office is located on the main floor of the Hixson Student Center. Stamps and envelopes may be purchased at the post office window. Student post office boxes must be rented to receive incoming mail for $10.00. The mailing of packages, letters, and UPS and FedEx services may be utilized during posted hours. The Post Office is closed during holidays, but mail will be received and distributed. Lobby hours will be posted before any holiday.

Scheduled hours are:
Window Services - Monday - Thursday: 7:45 - 4:30 p.m. Fridays: 7:45 – 12.
Box Access - Posted building hours.
Mail to be metered should be dropped off before 2:30 p.m.

BOOKSTORE SERVICES

The bookstore is on the main floor of the Hixson Student Center and offers a full range of classroom supplies, gifts, and personal items. Bookstore hours are from 7:45 a.m.– 4:30 p.m., Monday through Thursday, and 7:45 a.m. –11:30 on Friday, except during university holidays. Hours of operation between semesters may vary and will be posted. All major credit cards are accepted for purchases.

At Louisiana Christian University, we are committed to preparing graduates and transforming lives. With our expanded partnership with VitalSource, we are taking that commitment even further to help reduce financial obstacles to academic success. With our new partnership with VitalSource, required course materials are included in the cost of attendance for all students for fall and spring semesters. With this partnership, course materials will be available on or before the first day of class. Each student is automatically enrolled in the program. The program lowers the cost of required course materials upfront and provides the resources needed to help you succeed. Your student account is billed for these materials before the start of classes. The required materials for your classes will be available in digital format on the first day of class (through Canvas). Accessing your materials is extremely easy. Log in to your Canvas account, find your class and you should see an option to click on your text for access. If there is no digital format available, the text for your course will be available for pickup in the bookstore on the first day of class. In the case where all your courses are online and you cannot come to campus for pickup, you can contact the bookstore to arrange for your physical textbooks to be shipped and pay the shipping cost. If for some reason you cannot access the materials or you need assistance, you can contact the bookstore directly at bookstore@lcuniversity.edu.

Textbooks for the summer term are listed on the Louisiana Christian University Bookstore website. Online students can purchase books from the LCU's Bookstore through the online site. Students select their textbooks from the course number and then check out. LCU's Bookstore will receive a message regarding the order and shipping of the textbooks to the students. In addition, students can also contact the bookstore directly and conduct the transaction over the telephone at 318-487-7630.

Returns on general merchandise must be made within 30 days and be accompanied by a receipt. Items that have been specially ordered and are normally not carried by the bookstore are not returnable. Electronic items are returnable only if they are in their original unopened packaging, or if after opening, the item is found to not be in workable condition.

Textbooks can be returned for full refund during the drop/add period at the beginning of the summer semester provided the following requirements are met:

1. Cash receipt and proof of class change, or drop are provided with all signatures.
2. Withdrawal from university form presented along with cash receipt.
3. Class schedule and receipt provided if the wrong book is purchased.

New textbooks cannot be returned for a full refund if the book has been marked in any way. Textbooks purchased in sealed packages must be returned in unopened original packaging. If opening the textbook is unavoidable, students are asked to keep the original packaging and return it with the book.

Returns made after drop/add will be refunded on a sliding scale in accordance with the university's refund policy provided the book is in the original packaging. In cases where a book is not in resalable condition, as a new textbook, refund will be given at a used textbook price. Study guides that have been written in may not be returned for refund. The bookstore also offers rental textbooks on a select group of texts approved by wholesale supplier.

DINING SERVICES

Louisiana Christian University offers dining services to residential and commuter students. The Wildcat Plan allows for 19 meals per week with unlimited helpings and the $205 in Cat Cash can be spent at the Den, Coffee Shop, Wildcat Blends, or Wildcat Subs. Hattie B. Strothers Cafeteria offers a diverse selection of cafeteria style choices including pizza and hamburgers. Other dining services are located in the Student Center and include the Den, Wildcat Blends, and Coffee Shop. Chick-Fil-A (on Tuesdays/Thursdays ONLY) offers a limited lunch menu. A sandwich shop is located in the LAC fitness center.

All residents must have a meal plan unless there is a medical issue in which a doctor requires a specific diet. If this is the case, the resident must fill out a meal exemption form and provide a doctor's note explaining the medical issue and the required diet.

Meal exemption forms can be found in the Office of Student Support Services (Granberry 3rd Floor) or online at this link.

BUSINESS OFFICE SERVICES

Personal checks may be cashed without charge in the Business office, Room 148, Alexandria Hall. Appropriate identification must be provided. Checks may not exceed $50.00 a day. A fee of $35.00 will be assessed for NSF checks. Check writing privileges will be denied anyone who has written more than one NSF check to the University. The Business office hours are 7:45 am – 5:00 pm Monday – Thursday; 7:45 am – 12:00 noon Friday.

Financial Policies

Louisiana Christian University seeks to provide fair and equitable financial policies. The goal is to balance the benefit of the policies between both the student and the University. These policies and regulations are established by the Board of Trustees. Students should determine if they can fulfill these financial obligations before enrolling.

Student Accounts

LCU's official policy requires students to complete all check-in finalization steps and satisfy any payment obligations prior to the first day of classes for any balance remaining after the application of anticipated financial aid to tuition, fees, room, and board charges. Students are responsible for self-paying any outstanding charges

until their financial aid has been approved. Access to CANVAS will be granted only to students who have fulfilled these requirements before classes begin. Students who complete the required check-in finalization and payment processes after the start of the term (during the drop/add period) will receive CANVAS access once all requirements have been satisfied.

In an effort to help students who may find payment in full to be a financial hardship, the University will offer payment plans (if eligible) to students, except as outlined below:

A. 100% Online Students

Students that are enrolled 100% online will not be allowed to participate in a payment plan due to the discounting of tuition. Access to CANVAS will be granted only to students who have fulfilled the check-in finalization and payment requirements before classes begin. Students who complete the required check-in finalization and payment processes during the drop/add period will receive CANVAS access once all requirements have been satisfied. Schedules will be permanently dropped, and enrollment cancelled on all students who have not properly completed finalizing their enrollment and have not paid their balance in full by the last day of drop/add.

B. International Students

International students who are attending under the provisions of the Immigration and Naturalization Service (INS) are required to provide proof of financial position. By providing this documentation, the student is stating that he/she has sufficient funds to cover the cost of attendance; therefore, international students will not be allowed to participate in a payment plan. Access to CANVAS will be granted only to students who have fulfilled the check-in finalization and payment requirements before classes begin. Students who complete the required check-in finalization and payment processes during the drop/add period will receive CANVAS access once all requirements have been satisfied. Schedules will be permanently dropped, and enrollment cancelled on all students who have not properly completed finalizing their enrollment and have not paid their balance in full by the last day of drop/add.

Payment

Please visit our website for the current university refund policies.

University Refund Policy

Please visit our website for the current university refund policies.

Refund Schedule Upon Resignation From The University

Please visit our website for the current university refund policies.

Distribution Of Refund Checks

Refunds resulting from drop/adds or resignations will not be made until after an audit of fees has been

performed. Refunds resulting from resignations will not be disbursed to students until both Federal and Institutional financial aid sources have been reimbursed according to Title IV regulations. Credit balances resulting from the application of financial aid will be available for refund according to Federal guidelines.

Non-Refundable Aid

Non-refundable aid, such as institutional scholarships, provide financial assistance to a student and cannot be refunded. If the student does not use all of the non-refundable aid, leftover funds are not returned to the student. For example, if the student's non-refundable aid exceeds eligible tuition and fees, the remaining

balance is either kept by the institution for the next semester or redistributed according to the institution's policies. At the end of the academic year, any credit balance remaining on a student's account that derived from non-refundable institutional aid will be reallocated back to the institution.

- Activity Awards (Debate, Cheerleading, Chorale, Voices, Elevate Band, Ambassadors, SGA Officers, Union Board Members) are all non-refundable aid.
- Credit balances on a student's account that are derived from non-refundable institutional aid will not be eligible for the purchase of Cat-Cash used in dining services.
- A one-time $50 voucher will be issued by the Business Office for use in the bookstore with any credit balance that derives from non-refundable institutional aid, but it is specifically for educational materials only (i.e., textbooks, supplies, or other academic resources).The voucher cannot be used to purchase apparel or any other non-educational merchandise from the bookstore. If the student does not use the entire $50 on eligible materials, the remaining amount cannot be refunded to the

Title IV Financial Aid Recipients

In accordance with the 1998 Reauthorization of the Higher Education Act of 1965, the refund policy for Title IV aid recipients has been changed to the "Return of Title IV Funds" policy. The law now defines the amount of Title IV grants and loans that the student has earned the right to use. The amount a student has earned is directly related to the length of time he or she has remained enrolled during the semester. The law requires that a certain percentage of Title IV funds be returned when a student resigns before completing more than 60% of the semester for which s/he received the funds. Specific information and examples regarding the Return of Title IV Funds policy are available in the Office of Student Financial Aid.

STUDENT RECORD SERVICES

Louisiana Christian University preserves and maintains permanent institutional records relating to each student. Information contained in these records can be made available to authorized persons or institutions as a service to students in accordance with the following policies.

Student Right To Privacy/FERPA

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. The Family Rights and Privacy Act does not allow higher education institutions to discriminate disclosure of information to third parties, including parents, regardless of age. LCU does not discriminate against students with regard to age. If a student is appropriately admitted to LCU, all University policies and procedures apply. All enrolled students fall under all FERPA and HIPA laws and guidelines regardless of age. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

Louisiana Christian University will disclose information from a student's educational records only with the written consent of the student except in certain legally permissible situations, i.e., to University officials who have a legitimate educational interest in the records, to certain government or other public officials, and to parents of an eligible student who claim the student as a dependent for income tax purposes. However, information designated by LCU for directory purposes, or the results of any disciplinary proceeding conducted by the University alleging a sex offense of the accused may be released without the student's consent. A student may grant the University the right to release confidential information, such as grades, academic progress reports, class attendance records, financial aid, disciplinary actions, financial account information to parent(s)/ guardian(s)/ spouse by completing and signing the Student Consent to Release Confidential Information Form. To ensure that the identity of the person who is making the request is the student, the student must show his/ her LCU student ID, and the form must be submitted in person to the Office of the Registrar, Alexandria Hall, Room 145 and/or Office of Student Support Services, Hixon Student Center. For distance education students, the online form can be submitted through the student's assigned University email with a scanned copy of his/ her LCU student ID. The form can be downloaded from the Registrar's website.

Directory Information

Louisiana Christian University designates the following items as Directory Information: student name, address, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards/honors received, full or part-time enrollment status, most recent previous school attended, and photographs. The University may disclose any of those items without prior written consent, unless the student completes and submits to the Records Office the Request to Prevent Disclosure of Directory Information Form within the first two weeks of classes each semester. The form can be downloaded from the Registrar's website.

RECORD	CUSTODIAN	LOCATION
Academic • Course records • Grades • Transcripts	Registrar	Alexandria Hall Room 146
Admissions • Applications • ACT scores • Recommendations	Director of Admissions Registrar	Alexandria Hall Room 108 Room 145
Testing • Test Scores	Registrar Counselor	Alexandria Hall Hixson Student Center
Disability Evaluations Student Success Services	Director of Student Success Center	Academic Resource Center, Norton Library
Student Conduct • Investigative records • Hearing records • Disciplinary outcome	Office of the Executive Assistant to Student Support Services	Hixson Student Center 3rd floor

Permanent Records

Academic records are maintained by the Vice President for Academic Affairs and are held in the Registrar's office. They constitute the student's permanent record and contain only information relevant to academic performance. These records are available only to authorized persons. Academic Integrity Violations are also housed in the Office of the VPAA. Disciplinary records contain information relating to student violations of University policy and are kept by the Dean of Students. They are maintained separately from academic records and are available only to authorized persons. For further information regarding disciplinary records, see Student Handbook, Student Disciplinary Policies and Procedures.

Access To Records

Currently enrolled students are free to examine copies of their academic and disciplinary records maintained by the University. Any currently enrolled student who desires to review his or her record may make a written request to the University custodian of the record. The custodian will provide a copy of the record to the student within 45 days.

Student Right To Challenge Records

Any student who desires to challenge the accuracy or completeness of a written University record will follow these procedures.

1. The student will submit to the custodian of the record a written statement setting forth the specific accuracy or incompleteness of the record. The statement or challenge will be filed as part of the record pertaining to the student.
2. If further action is desired, the student will confer with the custodian of the record concerning the matter and attempt to resolve the matter satisfactorily. Any agreed settlement will be written and signed by the student and custodian and made a part of the record.
3. If the challenge is not settled by the student and custodian, the student will have the right to appeal to the Committee for Student Accountability by submitting a copy of the challenge and the record to the Committee. After a hearing, the Committee will determine the validity of the challenge. The decision of the Committee will be reduced to writing and made a part of the record.

The above procedures will not be employed to challenge the validity of a grade or any other decision given by a University professor or administrator. Appeals of grades must be in accordance with the Academic Appeal Procedure. Appeals of disciplinary decisions must be made in accordance with the student disciplinary process.

Location Of Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, the offices in which student records are maintained, along with the University custodian in charge of the records, are listed below:

Financial Aid • Aid applications • Financial statements • Award letters	Director of Financial Aid	Alexandria Hall Room 108
Residential Life • Room assignments • Damage deposit records • Residential Life records and fines	Director of Residential Life	Hixson Student Center 3rd floor
Medical • Health history • Medical records • Donor records • Physician & immunization records	Coordinator of Student Wellness	Hixson Student Center 2nd Floor
Calling and Career Placement • Recommendations • References • Resumes	Center for Calling and Career	Hixson Student Center 3rd floor
Business Office • Course and Fee Statements • Fines and Sanctions Statements • Payment history to the school • Refunds issued by the school • 1098-T • 1042-S	Bursar	Alexandria Hall Room 148

Louisiana Athletic Club

Louisiana Christian University partners with the Louisiana Athletic Club (LAC) to promote student health and wellness.

Students who are enrolled full-time in an undergraduate degree program receive a complimentary membership to the Louisiana Athletic Club for the duration of their enrollment. The LAC features state-of-the-art fitness equipment, group fitness opportunities, and amenities designed to help students maintain a healthy lifestyle while balancing the demands of college.

Graduate students and undergraduate students enrolled part-time are not eligible for the complimentary membership. However, they may purchase a Louisiana Athletic Club membership at a discounted student rate by contacting the Louisiana Athletic Club for current pricing and enrollment information.

The Louisiana Athletic Club is also open to the public through paid memberships. Because the facility serves both the university and the surrounding community, all members are expected to comply with club policies to ensure a safe, respectful, and enjoyable environment for everyone. **Failure to comply with LAC policies may result in the loss of membership privileges and may also lead to disciplinary action by the University.**

The LAC is committed to supporting students' health and wellness by providing:

· Clean and well-maintained facilities
· Properly maintained exercise equipment
· A professional, trained, and knowledgeable staff
· Quality fitness programming

Students are encouraged to visit the Louisiana Athletic Club web page for all amenities provided and their operating policies. Any questions or concerns with the LAC should be addressed with a member of the Louisiana Athletic Club staff. The Louisiana Athletic Club reserves the right to amend its policies as necessary.

Student Membership Includes:

· Access to both the Pineville and Alexandria locations
· Deluxe locker rooms
· Towel service
· Assistance from professionally trained fitness staff

Hours of Operation

	PINEVILLE	*ALEXANDRIA*
Monday- Thursday	4:30am-10:00pm	4:30am-9:30pm
Friday	4:30am-10:00pm	4:30am-7:30pm
Saturday	7:00am-7:00pm	7:00am-3:00pm
Sunday	12:00pm-7:00pm	24HR. access cards only

Loss of Membership Privileges

The Louisiana Athletic Club reserves the right to discontinue membership privileges for any reason without notice at any time for the following reasons:

- Misuse of club's equipment or property.
- Destruction of the club's equipment or property.
- Theft of club's equipment or theft of property of other member's and/or club staff.
- Failure to follow reasonable safety practices and precautions determined by the club.
- Fighting on club property.
- Use of profanity.
- Possession of alcohol on club's property.
- Possession of illegal drugs or drug paraphernalia on club's property.
- Smoking or use of tobacco products in the club.
- Failure to pay membership fees.
- Failure to follow member dress code.

- Harassing other members.
- Taking pictures or videos in the locker room

Summer Membership

Students who wish to continue using the Louisiana Athletic Club during the summer months may purchase a summer student membership at the current summer student rate established by the Louisiana Athletic Club (LAC). The summer membership is available for the months of May, June, July, and August and must be paid in full at the time of enrollment. There is no enrollment fee, and the membership will automatically expire at the end of August.

Students should contact the Louisiana Athletic Club directly for current summer membership pricing and enrollment information.

Residence Life Handbook

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PURPOSE

The mission of the Office of Residence Life is to effectively manage on-campus housing, to uphold campus policies and procedures, and to provide a quality atmosphere that encourages personal, spiritual, and academic growth, for the purpose of aiding students in their transition into adulthood.

OFFICES AND STAFF

The Residence Life Office is a unit of Student Support Services and under the general supervision of the Director of Residence Life. The Residence Life Office is located in the Student Support Services Suite on the top level of the Hixson Student Center and can be reached by calling (318)487-7154 or by emailing **Reslife@lcuniversity.edu.**

Each Residence Hall is directly supervised by a Residence Director (RD) living on the premises. Student Resident Assistants (RAs) are the first point of contact for students in campus housing.

RESIDENCE HALLS

- Tudor Hall (Men) TU
- Cottingham Hall (Women) COTT
- Ware Street Apartments (Men's honors apartments) WSA
- College Drive Apartments (Women's honors apartments) CDA
- English Village (Men's apartments) EV
- Church Hall (Men) CH

RESIDENCE HALL AMMENITIES

MAIN DESK

Main desks are located in Cottingham Hall, English Village, and Tudor Hall in a central area of the dorm. A Residence Life member will be readily available at the main desk to provide information or provide student assistance from 6:00 p.m. to 10:00 p.m. nightly except for Wednesdays and Sundays, unless there is a coinciding university mandatory event. The Resident Assistant on duty will welcome students into the dorm, provide information for students, and oversee open house hours.

Church Hall, College Drive Apartments, and Ware Street Apartments do not have a main desk area. Staff contact information will be posted throughout the building should a student need a Residence Life staff member.

LAUNDRY

Each Residence Hall is equipped with laundry services and vending machines. Students are requested to show consideration for other residents by the prompt removal of clothes from washers and dryers. Clothes left in the laundry room for more than 48 hours will be removed and donated. Monetary losses or mechanical problems with laundry machines should be reported to an RA. Louisiana Christian University is not responsible for the loss, theft, or damage of clothing in the residence hall laundry rooms.

Housing Policies And Procedures

ELIGIBILITY FOR CAMPUS HOUSING

To qualify to live in campus housing, an undergraduate student must be a full-time student and enrolled in at least twelve (12) credit hours, and a graduate student must be a full-time student and enrolled in at least six (6) credit hours. A student who is not registered as a full-time student as defined above and has extenuating circumstances may appeal for an exception to the Vice President for Student Life. The Vice President for Student Life will make the final decision on the student's appeal for an exception. If a student falls below full-time status at any point during the semester, the student must meet weekly with the Dean of Students and Director of Residence Life.

FIRST TIME IN COLLEGE STUDENT HOUSING

All First Time in College (FTIC) female students under the age of 21 who apply for campus housing are required to live in Cottingham during their first semester at LCU, and all First Time in College (FTIC) male students under the age of 21 who apply for campus housing are required to live in Church Hall or Tudor Hall during their first semester. A FTIC is defined as a student attending any institution for the first time at the undergraduate level since completing high school and includes students who were dual enrolled in college during high school and who may have completed an associate degree at the time of high school graduation.

HONORS STUDENT HOUSING

Returning LCU students and transfer students who have reached sophomore status with a minimum GPA of 2.25 and have no disciplinary record are eligible to apply for Honors Housing in College Drive Apartments (CDA) and Ware Street Apartments (WSA). Selected suites in CDA and WSA are reserved for incoming freshman Honor's Program students. Students may pick up an application from the Student Support Services office to seek admission into Honors Housing. Honors Housing is awarded on a first-come, first-served basis. While English Village (EV) is not classified as Honors Housing, it is still a privilege to reside in English Village (EV). Any form of disciplinary or room violations will result in the student moving to Tudor Hall or Church Hall.

RESERVING A ROOM

After completing advising, students are expected to do the following:

- Log on to portal
- Click on "Campus Life" tab
- Click on the appropriate "Housing Application"
- Complete the application form
- Pay a $100 deposit, if required

When a student completes the form and pays the deposit if required, the Director of Residence Life will receive notification of payment. Once the Director of Residence Life receives evidence of your submission and verifies enrollment, a room will be assigned to you. No exceptions will be made.

SEMESTER ROOM CHARGES

Room rent is based on the semester schedule and does not include holidays.

PRIVATE ROOM CHARGES

When space permits, students may fill out the necessary form at the Residence Life Office to reside in a private room. Private rooms cannot be guaranteed.

ROOM CHANGES

Room change requests must be processed and approved by the Director of Residence Life and agreed upon by all parties involved. Room changes must be processed before the final date of registration each semester. Once room assignments are finalized, additional room changes will be made at the discretion of the Director of Residence Life. The resident will be responsible for additional room charges that result from a room change if the cost of room rental is more than the original fees assessed.

Upon approval of a room change, a resident must check out of the original room and return the key to the RA. Failure to check out properly upon a room change will result in a fine of $25. The resident will be given 48 hours to remove all belongings from the originally assigned room once the resident has been issued the key to the new room. If possessions remain in the original room after 48 hours, the resident will be fined a minimum of $25 for failure to comply with policies and procedures and items will be donated.

ROOM CONSOLIDATION

If a student is left without a roommate for any reason within the first 2 weeks of any semester, the student may be required to consolidate rooms with another student who does not have a roommate. Consolidation means that the student will either have to select a new roommate or will be moved to another room with a roommate. Students will be given the option to choose their own roommate and decide who will move. The Residence Director is available to help with consolidation and will provide names of persons who need roommates. If a student fails to make his/her own arrangements, the University will reassign the student to another room or assign the student a new roommate.

ON-CAMPUS RESIDENCY REQUIREMENT

All unmarried full-time students (students taking 12 or more hours) under the age of 21 are required to live in campus housing unless they have been approved as a commuter student residing with parents or legal guardians within a fifty-mile radius of Louisiana Christian University. At the time of acceptance, new students must state their intention to live on campus or with parents. Each student must verify policy compliance with the Director of Residence Life prior to the completion of registration.

Students found in violation of this policy will be billed for room and board for the semester.

Students found in violation of the on-campus residency requirement and who are also in violation of the Code of Student Conduct will be subject to discipline as outlined in the Student Handbook. The Code of Student Conduct applies to student conduct both on and off campus and remains in effect for all students until they graduate or officially withdraw from the University, even when classes are not in session.

COMMUTER STUDENTS

A commuter student is defined as a student who is a legal dependent of a parent or legal guardian with whom he/she has current physical residence within a 50-mile radius of Louisiana Christian University.

In order to process the request to live off campus, LCU must verify residency of the person(s) where the student will be living locally. Verification documents include the most recent tax filings from the person who lives locally. The only information that LCU ResLife requires is proof of primary address. Sensitive tax information may be redacted, and the file sent to:

Louisiana Christian University
The Director of Residence Life
1140 College Drive Box 586
Pineville, LA 71359

Upon receipt of this document, the tax documents will be securely filed, and the request will be considered.

Students that claim a local dwelling exemption yet fail to complete the verification process will result in the student being billed for the cost of the room and board.

OFF-CAMPUS RESIDENCE ELIGIBILITY

Students who meet one of the eligibility requirements listed below may apply to the Director of Residence Life for an Exemption for Off-Campus Living. Request for Exemption for Off-Campus Living Forms are available in the Residence Life Office and online (www.lcuniversity.edu). A student must fill out and submit the Exemption Form no later than August 1 and meet one of the following criteria:

- Enrolled for less than 12 hours during a fall or spring semester and will not add additional hours of study to his/her schedule before the final date of registration.
- Has completed six semesters of residence hall living at Louisiana Christian University.
- Is at least 21 years of age by the day of the semester.
- Lives locally within a fifty-mile radius of campus with parents, grandparents, or legal guardian provided their primary address is within the Pineville area for tax purposes.
- Married and/or has legal guardianship of a minor by custody.

These are the only exceptions that will be considered. Requests that do not meet the above criteria will not be approved.

If the applying student does not meet the requirements below, the Director of Residence Life will send a statement of denial to the student. The statement includes the process of appeal which the student may go through if the student feels like his/her case was misrepresented. The responsibility for hearing the student cases and rendering appeal decisions are at the discretion of the Vice President for Student Life.

If a student does not meet one of the eligibility requirements and is denied off-campus living, the student will be required to live on campus. If the student defies the policy, does not reside on campus, and takes a residence off-campus, the student will be billed for room and board.

Students found in violation of the on-campus residency requirement and who are also in violation of the Code of Student Conduct will be subject to discipline as outlined in the Student Handbook. The Code of Student Conduct applies to student conduct both on and off campus and remains in effect for all students until they graduate or officially withdraw from the University, even when classes are not in session.

GRADUATE STUDENT HOUSING

Residence Halls are generally intended for traditional student use. However, at the discretion of the Director of Residence Life graduate students will be permitted to live on campus, but they must agree to abide by the Code of Student Conduct at all times.

RESIDENCE HALL PROCESS FOR CHECK IN

Residence Halls will open and close as published on the Residence Life and Student Activity University Calendar unless otherwise posted. Both FRESHMEN AND UPPER CLASSMEN WILL BE GIVEN A SPECIFIC TIME SLOT FOR MOVE-IN. The Residence Life staff will conduct the check-in procedure when students arrive. All students are required to provide the following:

- Emergency contact information
- Cell phone number for the resident

Students are responsible for notifying Residential Life when this information changes. Students will not be permitted to check in to the Residence Hall without all the above.

The Residence Life staff will complete a room inventory form before the resident moves any belongings into the room. After receiving the room key, an RA will show the student to his/her room and complete the room inventory form with the student. This form is used to record any existing damages in the room (blinds, carpet, furniture, etc.) Residents will sign to verify the information is correct before he/she moves in. After the form is completed, the student will be allowed to move belongings into the room. This same form will be used to check students out of the dorm upon leaving the University. The purpose of this form is to ensure that students are not charged for damage that she/he did not cause.Incidental wear and damage that results from normal use is a matter of routine maintenance and not the responsibility of the student.

HOUSING AND HOLIDAY BREAKS

Residence halls remain open for brief breaks during the semester. During these times, students may remain in their rooms. The residence halls will close for longer breaks such as Thanksgiving, Christmas, and Easter. During these times, students are not permitted access to the buildings. Before the dorms close for these holidays, residents will be required to properly check out with the Residence Life staff and turn in their door keys. Residents may leave personal belongings in their rooms during these breaks. All perishable foods and trash must be emptied upon leaving for a holiday break.

HOLIDAY HOUSING AND SPECIAL ACCOMMODATIONS

Students who need housing accommodations during these breaks will be required to apply for Holiday Housing. Holiday housing privileges will be granted at the discretion of the Director of Residence Life and must be approved no later than one week prior to the posted dorm closing. Students can anticipate a charge of $20 per night to stay in the Residence Hall during the holiday.

Athletes and international students who need to stay additional days past the end of the semester or who need to return early before residence halls officially open must request that their coach send a written request to the Office of Residential Life at least two weeks before the additional days are needed. The Residence Life Office has no obligation to make provisions for such students if requests are not submitted on time. Special accommodations for internationals students will be limited to three days prior to the start and end of the fall and spring semesters. All international students and athletes will be charged the same rate as holiday guests if they fail to meet the deadline to apply for holiday housing.

Residence halls close for maintenance and housekeeping at the end of the spring semester. During these times, students are not permitted access to the buildings and must remove all personal belongings from their rooms.

SUMMER HOUSING

Students who register for classes or stay in the area for summer employment can apply for summer housing at the rate of $85 per week. However, students must be registered for classes in the upcoming fall session to be approved for summer housing on-campus. Failure to pay rent in a timely manner may result in removal from the residence, denial of further housing privileges, and denial of permission to register/attend classes until the balance is paid.

Living on campus during the holidays and summer terms is a privilege. All students who are using summer housing must adhere to the Louisiana Christian University Code of Conduct. Students who are found in violation of the Student Code of Conduct and/or housing policies will have their residence privileges revoked during these times.

RESIDENCE HALL CHECK-OUT PROCEDURES

The check-out process is the same for every break that requires students to check out. Students will first need to sign up for a check-out time with their RA. This sign-up sheet can be found on the RA's door. Check-out times must be picked 24 hours in advance of the check-out time that students select to allow the RA adequate time to prepare. All belongings of the student should be removed from the room prior to the RA's inspection as well as all trash disposed of properly and the room swept. The room will be inspected by the Resident Assistant who will note any condition(s) that are different from check-in. The damages will be assessed, and the student will be billed for the cost of the repairs. It is the responsibility of the student to respect facilities of the University. After the room has been inspected, students will sign their inventory sheets and return their keys. Incidental wear and damage that results from normal use is a matter of routine maintenance and not the responsibility of the student.

After holidays or breaks, students are not permitted to return to campus prior to the date announced in the University Calendar. Students are to vacate their rooms and check out properly with the housing staff

according to the closing date in the University Calendar. Approvals for special accommodations must be made in advance and through the Director of Residence Life if a student needs to arrive early or stay late. See HOLIDAY HOUSING AND SPECIAL ACCOMMODATIONS. Charges are assessed on a per day basis for any days the buildings are not officially open. Additional fines may be assessed if the resident does not vacate his/her room by the designated time.

FINES FOR FAILURE TO FOLLOW CHECK-OUT PROCEDURES

Fines apply to holiday, summer, and semester check-outs. Students will not be permitted to register, attend classes, or get a transcript until all fines are paid. Students will be fined for the following:

- Moving out or leaving without checking out with the Resident Assistant $50
  This fine applies to students who left the residence with or without their belongings & failed to meet with their Resident Assistant to review and sign check-out paperwork
- Being late for personal check-out time scheduled with the Resident Assistant $25
  This fine applies to those who remained in the Residence Halls and were late for Personal Check-out time.
- Remaining 1 to 29 minutes past the posted ResHall closing $50
- Remaining 30 minutes or more after the posted ResHall closing $175

Students who have not checked out of their rooms 30 minutes after the posted Residence Hall closing time will have their belongings disposed of, and the fine will be added to their student account.

Students who leave personal property and/or trash in their rooms after check-out will be fined based on the number of materials that have to be removed by Residence Life staff.

- Failing to remove all belongings and trash $50 min./$500 max.

Louisiana Christian University is not responsible for any personal items left behind in the residence halls after check-out.

TERMINATION OF RESIDENCY

Any student who wishes to vacate a residence hall, must have their room inspected by an RA, and turn in their room key. Each individual who wishes to terminate occupancy must complete the above procedure with a staff member. Failure to check out properly will result in the forfeiture of the damage deposit, a $25 fine, key replacement cost, and charges for any damages to the room/residence hall. In addition, students will continue to be charged rental fees until they officially check out of the residence hall. Upon completion of the required paperwork and procedures, the student may be eligible to receive a pro-rated refund of pre-paid rental fees.

GENERAL REGULATIONS FOR CAMPUS HOUSING

MANDATORY RESIDENCE HALL MEETINGS

Mandatory hall meetings are called by the Director of Residence Life, Residence Directors, or Resident Assistants to inform students of pertinent matters. Every resident is required to attend these meetings. Disciplinary action will result and a fine of $25.00 per missed meeting will be assessed to residents who miss a mandatory meeting. Residents who know that they will be unable to attend a mandatory residence hall meeting due to work, school, athletic responsibilities are responsible for notifying the RD of their building and filling out a Meeting Exemption Form. The Meeting Exemption Form must be requested at least 48 hours in advance of the scheduled meeting. Approval of the exemption is at the discretion of The Director of Residence Life. If an exemption is granted, it is the responsibility of the resident to schedule time with the RA to obtain the information shared at the meeting. Failure to apply for an exemption, to follow-up with an RA, or to attend a meeting without an exemption will result in a $25 fine. Residents will be required to abide by all Residential Life policies and procedures shared in residence hall meetings, regardless of whether or not the resident attended the meeting in which rules were changed or added.

RESIDENCE HALL ACCESS, KEY AND CARD SECURITY, AND REPLACEMENTS

Room keys are issued only by the authorization of the Residence Director of each building. Each student will be issued only one key to his/her room. A student may not possess keys to any other student's room. Students are not to exchange keys, duplicate keys, or pass keys to subsequent occupants of the room. Violation of this regulation is considered a serious offense and disciplinary action will be taken. Unauthorized possession of a master key or any key for other than its designated purpose is also a serious offense and will result in disciplinary action.

Lost keys should be reported immediately to the Resident Assistant and/or Residence Director. Lost keys will be replaced at a cost of $25.00 per key so the lock can be replaced.

All residential buildings have magnetic locks that open by swiping your student ID. In the event of failure of an ID to open a lock or a missing/forgotten ID, residents should call for assistance in this order: 1st their RA; 2nd their Residence Director; and 3rd Campus Security. If students need assistance, they should contact Campus Security. If this situation occurs, residence hall doors are to be opened only by authorized University officials.

RESIDENCE HALL INSPECTION

Louisiana Christian University respects student's right to privacy and guards against arbitrary and unnecessary intrusion. University personnel may enter a student's room to ascertain health and safety conditions, check the physical condition of the room, make repairs to facilities, perform custodial operations, and aid in emergency situations. Occupants are required to maintain their room in an orderly and hygienic manner. Residence hall staff will make weekly inspections of the rooms to ensure adequate living standards are maintained. Students failing to maintain adequate standards of cleanliness may be billed for custodial services.

Residence hall staff will make every effort to complete room inspections at a time when residents are present,

however, residents to not have to be present for room checks to be completed. Violations reported during routine room checks will be dealt with according to the Louisiana Christian University Student Handbook. More serious violations will be assessed with consequences imposed by the Dean of Students.

The University reserves the right to enter and conduct a search of any room. Authorization for searches can be given by the President of the University, the Executive Director of Student Life, the Dean of Students, the Director of Residence Life and the Director of Campus Security and Operations. In situations where it is deemed that a delay in obtaining authorization constitutes a danger to individuals or property or may result in the destruction or disposal of contraband, the room or vehicle can be entered and searched without authorization. Individuals may also be searched if University personnel deem there is probable cause (e.g. smell of marijuana, reports of alcohol, weapons, or illegal substances, concern for student welfare, fire code violation, etc.) to believe a student may be in violation of the Code of Student Conduct and may possess or hide evidence. A reasonable effort will be made to conduct the search in the presence of an occupant of the room, the person who registered the vehicle on campus, and a witness. Trained K-9's can be utilized at any time by the K-9 handler. A search will be conducted by at least two University employees (Campus Security and a member of the Student Life Staff). A list of objects/items taken as a result of the search will be signed by all individuals involved in the search.

COURTESY HOURS

Reasonable quiet is always expected in residence halls. In order for residence halls to best meet the needs of all students, all residents must be considerate of their neighbors' needs, including their need for quiet time. Courtesy hours will be observed in each residence hall nightly from 10:00 p.m. until 8:00 a.m. as well as 24-hours during finals week. All students and their guests are expected to observe these hours and provide an atmosphere conducive to study.

Courtesy hours prohibit the following:

- Loud stereos and televisions in resident's rooms or lounge areas
- Speakers placed against walls adjoining a neighbor's room
- Loud conversations or laughter resident's rooms, lounge areas, or hallways
- Running anywhere inresidence halls due to safety hazards, disruptions, and potential problems for others
- Slamming doors in any part of the dorm
- Yelling down the hall or any noise/behavior that infringes on the rights of others

Students who are disturbed by noise should notify the RA if they are unable to resolve the problem. The RA will act as a mediator and request residents and guests to comply with courtesy hours. If cooperation does not occur, the RA will submit an incident report to be reviewed by the Director of Residence Life as well as the Dean of Students who will determine the disciplinary actions that will take place. Disciplinary action may include, but is not limited to the following: community service, fines, possible removal from campus housing, and/or dismissal from the University.

ROOM VISITATION/OPEN HOUSE PRIVILIGES

Visitation in an on-campus room or apartment assigned for occupancy by members of the opposite sex is forbidden without the expressed permission of the Residence Director. Please be advised that this policy also applies to parents and siblings of residents. Open house privileges apply to all residence halls with the exception of Married Student Apartments.

For the convenience and courtesy of residents, open house hours are scheduled regularly according to the following established University policies:

1. Guest must be a minimum of 18 years-of-age unless they are a current full-time student of Louisiana Christian University or a family member.
2. Guests must enter the residence hall through the main entrance or the entrance closest to the back desk check-in area.
3. Guests must leave their student ID and/or Driver's License with the RA on duty at the residence hall office.
4. Residents must meet their guests at the sign-in area and escort them to their room or a lounge area. A resident may not check another resident's guest into the dorm.
5. Guests must conduct themselves according to the rules of the University and of the residence halls. This specifically includes quiet hours.
6. Rooms must be well lit. Overhead lights must be on at all times, and the doors must remain open and unlocked.
7. Residents and their guests of the opposite sex are not permitted to lie on dormitory beds for any reason. They also may not be under the same blanket on any piece of furniture.
8. Residents and their guests of the opposite sex must keep their feet on the floor when sitting on the same piece of furniture.
9. At the conclusion of the visit or the conclusion of Open House hours, guests must be escorted back to the residence hall office area by their host to reclaim their ID and check out.
10. A roommate's privacy, plans, needs for rest and quiet time must be considered when a resident plans to bring a guest to the room.
11. Guests must use designated opposite sex restrooms during their visit. These restrooms are located in the lobby areas, and it is the responsibility of the resident to escort the guest to the restroom and back again.
12. Guests are required to check out by the end of Open House hours and exit the residence hall through the same door they used to enter the building.

Open House rules apply to the common areas in the dorms and all buildings on campus. Failure to comply with Open House rules will minimally result in the loss of Open House privileges for all parties involved for a minimum of one semester. Flagrant and repeated violations will result in severe disciplinary action. Residents who live in English Village, Church Hall, College Drive Apartments, and Ware Street Apartments and violate the Open House rules will be required to move to Cottingham Hall or Tudor Hall.

OPEN HOUSE HOURS FOR IN-ROOM VISITATION

Monday Evenings	6:00 – 10:00 pm
Tuesday Evenings	6:00 – 10:00 pm
Thursday Evenings	6:00 – 10:00 pm
Friday Evenings	6:00 – 10:00 pm
Saturday Evenings	6:00 – 10:00 pm

OPEN HOUSE HOURS FOR RESIDENCE HALL COMMON AREAS

Sunday through Thursday	Close at Midnight
Friday and Saturday	Close at 1:00 am

The University and the Residence Life Office reserves the right to cancel Open House for any reason without prior notice to the residents. Cancellation of visitation will occur during university scheduled events or in the event of an emergency. The Residence Life Office also reserves the right to schedule additional open house hours to accommodate university scheduled events such as move-in, Family Weekend, and Cochon de Lait. This special courtesy will allow parents and family members to extend visits with residents during these special occasions.

GUEST HOUSING

Louisiana Christian University does not provide guest housing due to limited space in the residence halls. Resident students may have overnight guests of the same sex and over the age of 14 with prior approval of their roommates and their Residence Director. Requests to have guests stay in the residence halls should be submitted to the Residence Director at least 24 hours in advance of the guest's arrival. When guests arrive, they must sign in with a Resident Assistant. Guests are not permitted to stay longer than 2 consecutive nights without permission of the Residence Director. Guests are also not permitted to stay in the residence halls for more than 3 nights a week. All other requests should be submitted to the Residence Director and must be approved by the Director of Residence Life. Residents are responsible for the conduct of their guests and should thoroughly inform guests of University policies. Guests are expected to comply with the rules of the University as noted in the Student Handbook. Resident students may be held accountable for and be disciplined for violations and damages caused by their guest(s). Failure to gain approval of an overnight guest from a Resident Assistant or to sign in with a Resident Assistant upon guest's arrival will result in a $100 fine.

STRAY ANIMALS AND WILDLIFE ON CAMPUS

Feeding stray animals or other wildlife on campus is strictly forbidden. Students who feed stray animals on campus, including but not limited to cats, dogs, squirrels, etc., will be fined a minimum of $50.00.

PROHIBITED ITEMS AND BEHAVIORS

Louisiana Christian University is subject to the laws of the state of Louisiana, and our facilities are regularly inspected by the Fire Marshall. Adherence to fire safety policies is mandatory, and violations will be subject to disciplinary actions and possible criminal prosecution. Violations can result in the removal of the resident from the residence hall and possibly result in suspension from the University.

PROHIBITED APPLIANCES

The use of certain appliances is a violation of fire and safety standards. Students may not have large appliances in their rooms. Air conditioners, electric heaters, air fryers, hot plates, electrical skillets, halogen lamps, grills, toasters, coffee pots with hot plates, sandwich makers, and waffle irons are specifically forbidden in residence halls. For CDA, WSA, and EV, small kitchen appliances are allowed in the kitchen area only. Grills must be used at least 50 feet from the building. Under no circumstance should a grill or smoker be used on the English Village boardwalk. The storage of propane tanks in residence halls is also strictly forbidden. If any item in question is not listed here, it is the discretion of the Residential Life staff to determine whether or not the item will be permitted for fire and safety reasons.

PERMITTED APPLIANCES AND GUIDELINES

Microwaves, televisions, and **3.2 cubic foot refrigerators or smaller** are permitted; however, a room can yield **only one of each.** It is the responsibility of each resident to contact his/her roommate to make sure these items are not duplicated. Students should consult the Residence Director if the use of an appliance is questionable.

EXTENTION CORDS

The use of extension cords in residence halls is strictly forbidden. Overloading an electrical outlet is the leading cause of fires in residence halls and homes. Plugging more appliances into a power cord than it is intended to supply is a fire hazard and is also forbidden. Therefore, violation of this policy will be treated seriously. The use of power strips/surge protectors is permitted.

CANDLES

Incense, candles, oil lamps, wax burners, lighters, torches, flammables, and any other items that require or generate open flames are not permitted in residence halls. Students found in violation of this policy will be fined and the items confiscated. Continued violation could result in the removal of the resident from the residence hall and possibly result in suspension from the University.

ARSON

Arson is knowingly setting fire to or burning property. The University holds zero tolerance for arson committed by students or their guests. Alleged acts of arson will be investigated and punished to the full extent of the law. Arson is a felony offense, and criminal penalties include prison and substantial fines.

SMOKING

Smoking Violations: Louisiana Christian University is dedicated to supporting the health and well-being

of its students and employees, and strongly encourages them to abstain from the use of cigarettes and other tobacco products including e-cigarettes and vapes, in accordance with the Surgeon General's health warnings. Therefore, students who smoke or use other tobacco products or electronic cigarettes (E-Cigarettes and Vapes) are strongly encouraged to seek education, support and assistance in discontinuance of smoking/tobacco use of any kind from healthcare providers and community resources (i.e. American Cancer Society).

Louisiana Christian University is a smoke-free campus. Therefore smoking, the use of tobacco products, the use of electronic cigarettes (E-Cigarettes), and tobacco/smoking paraphernalia are strictly prohibited.

When students are off campus representing the Louisiana Christian University at meetings and other events and/or wearing apparel with the University logo in public venues, they must abide by the smoking/tobacco use rules of that venue. Failure to adhere to these rules regarding smoking, the use of tobacco products and the use of electronic cigarettes (E-Cigarettes) may result in disciplinary action.

This policy applies to all frequenters of the campus: trustees, administrators, faculty, staff, students, contractors, vendors, clients, and visitors.

Sale and use of tobacco products on campus is prohibited. The free distribution of tobacco products on campus is prohibited. All tobacco advertising in public spaces, such as billboard and signage, is prohibited. Tobacco advertisements are prohibited in the University publications.

The success of this policy hinges on the courtesy and cooperation of all members of the Louisiana Christian University community. If verbal reminders are unsuccessful, and a person knowingly continues to violate the policy, please report the person to the Office of Safety and Security for review and action.

Students are expected to comply with all University policies. Non-compliance of the tobacco-free policy should be reported to the Safety and Security Department and the Office of Student Support Services. The Safety and Security Department will issue citations for all community members. Violations will result in fines and/or other disciplinary actions.

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

Alcoholic beverages (including containers) and illegal drugs, including prescription drugs in the possession of someone other than the person designated by the prescription, are prohibited on campus. Clothing and posters advertising or advocating these items are also prohibited. Violations will result in disciplinary procedures as outlined in The Code of Student Conduct.

PETS

Except for fish in aquariums, pets may not be kept in the residence halls, Married Student Housing, or on campus. Students found in violation of this policy will be fined a minimum of $100.00 and subject to further disciplinary action. The fine for a pet will double with each subsequent violation, and after the third offense, residence hall privileges will be revoked.

EMOTIONAL SUPPORT AND SERVICE ANIMALS

For the policy regarding emotional support animals and service animals, student should review the "Emotional Support and Service Animal" section at the end of *the Student Handbook*.

THEFT, VANDALISM, AND PROPERTY LOSS

Louisiana Christian University is not responsible for theft or loss of personal belongings maintained in residence halls. Personal items are the sole responsibility of the owner and should be properly marked and secured by the student in a safe place. Incidents of theft or vandalism should be reported immediately to the Resident Assistant or Residence Director and to the Department of Campus Safety and Security. The Department of Safety and Security will coordinate and conduct the investigation of all thefts and vandalism. Students are strongly advised to obtain insurance to cover losses through theft or vandalism. Students who are determined to be in possession of another student's property are subject to disciplinary action.

LOST AND FOUND

All found property is to be turned into the Student Support Services Department and will stored in the Student Support Services office. To claim found property items, individuals must present a valid Driver's License, Louisiana Christian University photo ID card, or a valid photo ID card from another source; military ID or another state photo ID card. Individuals must be able to accurately describe the property that was lost in order to claim that property.

NOTE: Property with little or no monetary value and properly considered to be a health hazard such as chemicals or food containers will be destroyed.

UNAUTHORIZED SOLICITATION AND SALES

Any form of unauthorized sales, solicitation, or door-to door-distribution of materials, including but not limited to, surveys or questionnaires, is prohibited. Student organizations must obtain permission from the Student Support Services to sponsor a fund raiser or post a flyer. No student is allowed to use the University property/facilities to conduct private business enterprises. Residents are expected to report any unauthorized sales or solicitation in their building to their Resident Assistant or Residence Director.

RESIDENCE LIFE FINES

Missing a mandatory ResHall meeting	$25
Failure to check out for holidays	$50
Failure to check out properly when a resident moves out of the dorm	$50-$100
Lost keys	$25
Failure to evacuate building during a Fire Alarm	$50 min.; doubles thereafter
Pulling a Fire Alarm without cause	$200
Failure to check-in an overnight guest	$100
Opposite sex entering with another Student ID	$50
Failure to stay in assigned room for 4 nights per week	disciplinary action
Failure of weekly room check (first offense)	written warning
Failure to clean room within 24 hours of written warning	$25

Repeated failure of weekly room check doubles with each subsequent violation

Excessive noise (doubles with each subsequent violation)	$25
Possession of illegal items in room, e.g., candles, coffee pots, etc.	$25
Feeding stray animals	$50
Possession of pets in the dorm (doubles with each subsequent violation)	$100
Open house violations *(English Village, College Drive Apartments and Ware Street Apartments residents will be required to move)*	loss of privileges
Use of tobacco products on campus	$100 & disciplinary action
Use of alcohol or other illegal substance on campus (1st offense)	$150 & disciplinary action
Possession of alcohol (1st offense)	$150 & disciplinary action
Possession of other illegal substance on campus (1st offense) *See drug policy for more details*	$350 & disciplinary action
Failure to comply with university official *(Includes RA's, RD's, The Director of Residence Life, Faculty, Staff, or Administrator)*	$25 minimum
Moving out or leaving without checking out with the RA	$50
Late for personal check-out time scheduled with RA	$25
Remaining 1 to 29 minutes past posted residence hall closing	$50
Remaining 30 or more minutes after the posted residence hall closing	$175
Failure to remove all belongings and trash from residence hall	$50 min./$500 max.

Louisiana Christian University is not responsible for any personal items left behind in the residence halls after check out.

MAINTENANCE OF FACILITIES

VANDALISM AND DAMAGES

Prevention and reporting of vandalism or damage to residence halls, academic buildings, or any other campus facility is an obligation of every individual in the LCU community. Activity or behavior associated with such damage could result in danger for members of our community and is not acceptable. For damages in residence units where the individual(s) responsible cannot be identified, each of the residents of the unit/area must pay an equal share toward the cost of repairs. If repeated incidents or major damage in a residential unit occurs, and if the individual(s) responsible cannot be identified, social privileges of the occupants may be revoked until such time that the residents demonstrate a commitment to appropriate behavior and can give reasonable assurance that no further damage will occur. If the individual(s) responsible for damage can be identified, accountability will be assigned accordingly and will include restitution and a fine.

MAINTENANCE AND REPAIRS

Maintenance requests should be reported to a Resident Assistant or Residence Director as soon as possible. In order for maintenance issues to be addressed in a timely manner, it is the responsibility of the residents to notify the RA with details of the issue(s). The requests will specify the nature and exact location of the problem (Building, Hall, Room#, i.e. Cottingham, D-Wing, Room#158). Should a maintenance problem persist,

the resident should inform the staff again. Emergency maintenance needs should be reported as soon as they are discovered. If repairs are due to neglect or abuse by a resident(s), the resident(s) will be required to pay for repairs or replacement. In addition, fines may be imposed.

Residents do not have to be present when the repairs are completed. Under these circumstances, maintenance or housekeeping will notify the students Resident Assistant when a project has been completed.

Safety, Health, And Wellness

SAFETY AND SECURITY

Security is a community responsibility requiring the cooperation and responsibility of all members of the University family. Several members of the University community provide leadership in monitoring the safety and security of the campus.

SECURITY OFFICERS

A security officer is on duty and available to persons on campus seven days a week, 24 hours a day. If a security officer is needed, call 318-308-6505 (Cell) or 318-487-SAFE (7233) (Office).

ALARM SYSTEMS

All residence halls are equipped with fire safety alarm systems. If a fire is detected, activate the alarm system and contact the Residence Director immediately. Unnecessary activation and/or tampering of fire alarm systems or use of fire control equipment is a violation of state statutes and is punishable by law. Louisiana Christian University will deal with the offense seriously. Minimum sanction: students will be fined $200 and placed on probation.

Residents can expect each residence hall to conduct a minimum of one fire drill per semester. All fire alarms are to be treated seriously and failure of any resident to vacate the building when an alarm sound will result in a minimum of a $50 fine for the first offense and a minimum $100 fine for the second offense. Third offences may be subjected to removal from Residence Hall. Fines will double with each successive violation. Residents will receive instruction at an informational meeting at the beginning of the semester on the fire procedure for his/her assigned residence hall.

FIRE EMERGENCIES

In the presence of fire or smoke, student should pull the nearest alarm and immediately leave the building through the closest exit, call 911`and/or the Pineville Fire Department (318) 442-4452, notify the Residence Director of the action, and notify Campus Security at (318) 308-6505 (Cell) or (318) 487-SAFE (7233) (Office).

EMERGENCY PROCEDURES

In the event of a campus-wide emergency, the Chief of Security will act with complete and full authority to implement a plan for coping with the emergency. In the absence of the Chief of Security the President or his designee will act as coordinator for emergency preparedness.

EMERGENCY RESIDENCE HALL EVACUATIONS

Residence hall evacuation plans are posted in each student room. Students should familiarize themselves with these plans in preparation for emergencies. Periodic safety drills will be conducted in each building in compliance with state law. Failure to evacuate a building or to comply with instructions during an evacuation will result in disciplinary action.

In the event of an emergency that requires the evacuation of the campus, all personnel will be directed to the Houston Smith Activities and Religious Education Building of the First Baptist Church of Pineville. Once the order to evacuate is given, unless directed otherwise, all persons will proceed to the Activities Building located adjacent to the First Baptist Church located at 901 Main Street in Pineville.

Only the President for Louisiana Christian University or designee will be authorized to release information to various news media. Persons desiring information regarding emergency status should tune to KALBTV, KLAXTV, or local radio stations, KALB, KQID, KSYL, KRRV, KFAB, and KZMZ.

SCHOOL CLOSING

Decisions to close the campus or suspend classes will be made by the President's Executive Leadership Team of the University, the President, or his designee, and publicized. In the event of inclement weather or an emergency that necessitates the suspension of classes, students will receive an alert.

HEALTH EMERGENCIES

Any Louisiana Christian University student needing medical attention may seek aid from the University's Health Services office located in the Student Center.

In the event of a medical emergency, students should call 911 and/or notify Campus Security 318-308-6505 (Cell) or 318-487-SAFE (7233) (Office) immediately. Students should state their name, location, and nature of the emergency. Only authorized persons (EMS) may transport individuals to area hospitals. Students are not allowed to transport injured persons to medical facilities. All accidents must be reported promptly to the LCU Department of Safety and Security.

MISSING STUDENT NOTIFICATION

Louisiana Christian University takes student safety very seriously. To this end, the following policy has been established concerning students who live in university-owned campus housing who, based on the facts and circumstances known at the time to university officials, are presumed to be missing. Most missing person reports in the University environment result from students changing their routines without informing roommates and/or friends of the change.

A. Purpose

This policy applies to students who reside in campus housing and establishes University standards and procedures for notification of law enforcement, parents or guardians, and student-identified contacts when a student who resides in University housing is reported as missing or has been determined to be missing. This policy applies to the following definition of "missing persons" and is distinct from policies related to "welfare checks."

B. Missing Person

For the purposes of this policy, a student will be considered a "missing person" if a roommate, classmate, faculty member, friend, family member, or other campus person has not seen or heard from the person in a reasonable amount of time. In general, a reasonable amount of time is 24 hours but may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student.

C. Student Disclosures

Prior to occupying university housing, students will be informed of the following:

1. The University will notify the Office of Safety and Security and the Dean of Students if a student is reported missing;
2. Students may identify a person to be contacted by the University not later than 24 hours after the time if that the student is determined to be missing in accordance with the official notification procedures;
3. The University is required to immediately notify a custodial parent or guardian if a student, who is under 18 years-of-age and not an emancipated individual, is determined to be missing; and
4. The University is required to notify law enforcement no later than 24 hours after the time that the student is determined to be missing.

D. Confidential Contacts

Prior to occupying university housing, students will be given the opportunity to designate an individual or individuals to be contacted by the University in the event that the student is determined to be missing. A designation will remain in effect until changed or revoked by the student. The emergency contact information will be treated as confidential. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation will have access to the confidential contact information, and it will not be disclosed to others.

Suggestions for Personal Safety:

1. Students should inform friends and roommates where they are going and when they expect to return.
2. If plans change, students should let friends, roommate, family know of the change.
3. Student should be cautious when accepting drinks, rides, gifts, etc.
4. Students should keep cell phones charged and with them.
5. Students should stay in groups or with at least one trusted friend when going off campus.
6. Students SHOULD NOT leave friends in unfamiliar locations or situations or with people not known well by them or acquaintances.

SAFETY ESCORT PROGRAM

Safety escorts are provided to locations on campus. To request a safety escort, contact the Louisiana Christian University Department of Safety and Security at 318-305-6505.

UNIVERSITY PARKING, PERMITS, REGULATIONS, AND ZONES

A parking permit is required 24 hours a day to park on any part of the University property. All Faculty/Staff, including part-time employees, must have a parking permit. All Louisiana Christian University students, including but not limited to full-time students, graduate students, part-time students, evening students, dual enrollment students, residential students, commuter students, etc., must have a parking permit. Louisiana Christian University assumes no responsibility for the care and/or protection of any vehicle or its contents while parked on University property.

1. Only vehicles conspicuously displaying a current University permit may park on University property, including Residence Halls and parking lots. All vehicles must be registered by the beginning of the third day of classes. Special parking areas are provided for the disabled, visitors, faculty and staff. After the three-day period, permits will still be issued, but the student will be fined $30.00 for late registration.
2. A current parking permit must be properly displayed. Properly displayed is as follows:
   - the permit will be placed on the front left lower corner of the windshield as viewed from sitting in the driver's seat
   - The permit shall not be blocked from view by any other item.
   - Only one current year permit will be displayed on the vehicle.
3. It is against University policy to display permits upon any vehicle other than the one indicated on the official registration or to use a permit other than for the legitimate object and purpose for which such permit was issued. (New license numbers must be furnished to the Security Office immediately after purchasing.)
4. Permits and automobile registration applications are official documents of the University. Falsification of or allowing falsification of official documents subject the person to University disciplinary action.
5. A replacement permit may be obtained from the Louisiana Christian University Department of Safety and Security for a fee of $10.00.

6. Motorcycles must also be registered. Display of the motorcycle permit will be explained to the recipient upon registration.

PARKING PERMITS FOR PEOPLE WITH DISABILITIES

Parking permits for people with disabilities or impairments may be obtained by contacting the Louisiana Christian University Department of Safety and Security.

TEMPORARY PARKING PERMITS FOR GUESTS

Temporary parking permits are issued for campus guests. Any department requiring parking privileges for groups of visitors should contact the Louisiana Christian University Department of Safety and Security five business days prior to the date of the special event. Visitors who receive a parking citation may contact the Louisiana Christian University Department of Safety and Security for appeal consideration.

REQUIREMENTS FOR VEHICLE REGISTRATION AND PERMITS

Vehicle is interpreted to mean any mode of transportation.

1. Present a valid driver's license and a Louisiana Christian University identification card.
2. Present valid registration certificate for the vehicle, a temporary license plate with vehicle identification number, or a valid bill of sale with vehicle identification number.
3. Present vehicle license number and current insurance information.
4. For a temporary permit (good for 14 days), only a valid driver's license and a license plate number or vehicle identification number are required.

BICYCLES – The serial number is the only registration requirement.

WHERE TO OBTAIN A PERMIT

Louisiana Christian University Department of Safety and Security Office Monday thru Thursday 8:00 a.m. – 5:00p.m. and Friday 8:00 a.m. – 12: p.m. The Security Office is located behind the cafeteria.

RESIDENTIAL STUDENTS PARKING ASSIGNMENTS

Resident Hall parking zones are to be used by residence hall students and their guests. Students are restricted from parking in another zone and must park in the zone designated by the registered permit. Unauthorized vehicles will be ticketed and may be towed away at the owner's expense.

COMMUTER STUDENT PARKING

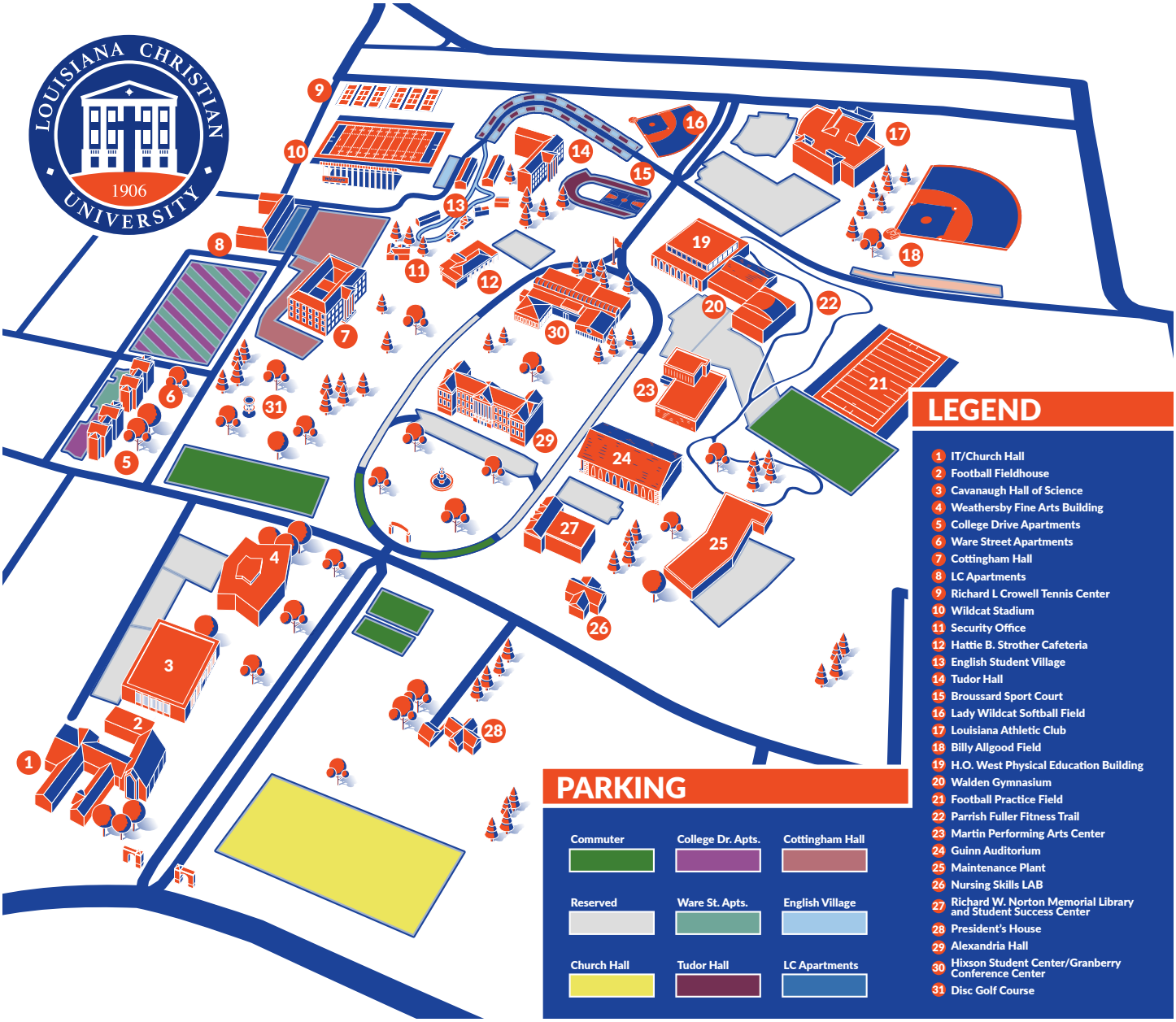
Commuters have designated parking areas located behind MPAC and beside the Alumni House.

FACULTY/STAFF PARKING

Vehicles with Faculty/Staff permits will park where the curb is numbered and painted yellow and white in an assigned spot.

VISITOR PARKING

Visitors are always welcome at Louisiana Christian University and may use any available parking area zone except where the curb is painted RED or RESERVED. BLUE spaces are reserved for drivers with a handicap permit or tag designation. Visitors who commit infractions of the parking regulations may be issued tickets and asked to comply with the instructions found on the bottom of the ticket. Faculty, staff, employees, and students who operate, use or are transported in vehicles on the campus, regardless of ownership, will not be classified as visitors.



DESIGNATION OF PARKING ZONES

Parking Restrictions

Students must park in the ZONE designated by the vehicle parking permit.

1. Parking is not permitted in the following restricted, color-coded areas:
    - Yellow/Zebra stripes
    - Red Fire Zones
    - White/Yellow Reserved Parking
    - Blue Handicapped
    - Yellow Solid Curbs

2. YELLOW –Yellow curbs denote no parking.

3. Emergency lanes marked in RED are provided in parking areas solely for use by emergency vehicles. RED – curbs, rails, and/or markings denote NO PARKING areas at all times. If any part of a vehicle is parked illegally and/or in a Red Zone, the vehicle is in violation. Unauthorized vehicles may be towed from Red and/or "NO PARKING" Zones or areas at the owner's expense. Red areas are enforced at all times, including breaks, weekends and holidays. Faculty, staff, and students may not park in a RED zone to load and unload.

4. RESERVED signs means that no parking anytime except for authorized vehicles.

5. Parking locations marked VISITOR are specifically designated for visitors to the University. The use of these parking locations by a registered student or University employee is prohibited. Parking spaces marked VISITOR is restricted to individuals who are not currently affiliated as an employee or student of Louisiana Christian University. In addition, visitor spaces are not to be used by anyone registered on campus.

6. BLUE curbs and/or markings denote handicap permit parking only. Unauthorized vehicles may be towed from handicap parking spaces/handicap ramps at the owner's expense. Blue areas are enforced at all times, including breaks, weekends and holidays. Parking spaces marked HANDICAPPED are restricted to vehicles displaying a placard or state issued handicapped permit. The person for which the placard or state handicapped permit is issued must have been transported in the vehicle prior to parking in a handicapped spot. Temporarily disabled students or faculty and staff may apply for temporary disabled parking permits. Application/physical verification forms are available in the Security Office. The permit expiration date varies depending on the duration of the disability. These special permits may only be utilized by the person to whom the permit is issued. Unauthorized use will result in a handicap parking fine.

7. The CIRCLE, and only the circle, is available for parking between the hours of 6:00 p.m. and 1:00 a.m., Monday through Sunday to all students. Anyone parking before or after the designated time will be issued a citation.

8. No parking is allowed on lawns, sidewalks, crosswalks, where areas are marked "No Parking," or in areas designated as "Loading Zone" and "Service Entrance." Parked vehicles cannot obstruct walks, driveways, or intersections. "Park at Your Own Risk "signs do not authorize persons to park illegally.

9. Any vehicle parked or positioned as to cause a hazardous situation for pedestrian or vehicular or

emergency vehicle movement may be towed by order of the Dean of Students. Any cost related to such tow shall be the responsibility of the registered owner of said vehicle.

10. If a vehicle is parked in violation and inoperable, students should contact the Louisiana Christian University Department of Safety and Security immediately.

BICYCLES, MOPEDS (MOTOR-ASSISTED BICYCLES), SKATES, SCOOTERS AND SKATEBOARDS

Bicycles and mopeds must be operated in accordance with applicable state law. Bicycles, skates, skateboards, and rollerblades are prohibited in all buildings, foyers, pedestrian ramps, and adjacent walkways. Individuals skating or rollerblading on the University campus are required to wear a protective helmet, elbow pads, gloves, and kneepads. Scooters are prohibited anywhere on campus.

REGULATIONS FOR VEHICLE PARKING

1. Vehicles cannot be repaired or abandoned on campus. Abandoned vehicles are towed and impounded at the owner's expense.

2. Where diagonal or perpendicular parking is indicated, vehicles must be parked between the parking lines and at the angle indicated by the lines.

3. Vehicles must be parked correctly in parking spots.

4. Backing into parking areas that are next to curbs, buildings, and non-paved areas is prohibited if the backed-in vehicle obstructs a sidewalk or other pedestrian or wheelchair pathway.

5. Where parallel parking is indicated, vehicles must be parked evenly between the parking lines and not more than one foot from the curb. Double parking is not allowed. Any vehicle, including a bicycle, parked illegally, blocking a driveway or loading dock, double parked, creating a hazard, abandoned, parked in a handicap zone or wheelchair ramp, or a vehicle suspended from parking on campus, may be towed at the owner's expense.

6. The Louisiana Christian University Department of Safety and Security may alter parking limitations which are ordinarily imposed when conditions warrant, such as special events or during inclement weather.

7. For all parking lots – including but not limited to Baseball and Softball Lots – individuals park at their own risk. Louisiana Christian University assumes no liability for damage to a vehicle or its contents, included but not limited to damage resulting from operating a vehicle, acts of nature, vandalism, theft, or flying objects such as rocks, baseballs, or softballs.

8. Students living on Campus during the summer will be bound by all vehicle regulations regardless if they are enrolled in classes or not.

PEDESTRIAN RIGHTS AND DUTIES

Pedestrians have the right-of-way at marked crosswalks and at intersections. Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on said street. Pedestrians must not leave the curb or their place of safety and walk or run into the path of a vehicle, which is so close that it is impossible for the driver to yield.

1. Where located, traffic lights control vehicular and pedestrian right-of-way. Otherwise, vehicles are required to yield to pedestrians who are within a crosswalk or so close to the crosswalk that a hazard is present.
2. Unless otherwise posted, the speed limit on roads and streets of the University are 15 mph, and the speed limit on all parking lots is 10 mph.
3. The direction is with the flow of traffic or as marked in parking area.
4. All signs and traffic controls must be observed.
5. Excessive noise by driver or occupants of a motor vehicle, excessive noise of vehicle, reckless operation of the vehicle, driving while intoxicated or under the influence of intoxicants, spinning tires on pavement or gravel, drag racing, operating vehicle with faulty lights or mufflers other than stock mufflers are all violations.
6. No person shall ride on running boards, fenders, or rear rack of motor vehicles.
7. Vehicles are not to be operated on sidewalks or lawns.
8. The operation of unlicensed vehicles on university property, or any device used for transportation, sport, or entertainment (excluding bicycles) is prohibited.
9. All vehicle accidents are to be reported to the Louisiana Christian University Department of Safety and Security. Accident vehicles are not to be moved until a security officer arrives unless they present a traffic hazard.
10. Students adjudicated as guilty of traffic offenses which occurred on campus and which involved alcohol or other intoxicants will be referred to the Office of the Dean of Students for appropriate action.
11. Bicycles are subject to the same traffic regulations as motor vehicles.

VIOLATIONS, FINES, AND DISCIPLINARY ACTION

The Louisiana Christian University Department of Safety and Security is responsible for the enforcement of traffic and parking violations on the campus. The operation of a vehicle on campus and parking on campus is a privilege granted by Louisiana Christian University. Serious and/or excessive traffic/parking violations will result in the loss of this privilege. The individual in whose name the vehicle is registered is responsible for all parking violations. The fact that a citation is not issued when a vehicle is illegally parked does not mean or imply that the regulations are no longer in effect. Penalties apply even though a ticket was not found on the automobile or other mode of transportation. The inability to find a legal parking space in convenient or specific locations is not justification for violations of the parking regulations. Violations of traffic and parking regulations will result in fines, disciplinary action, and possible suspension.

PENALTIES FOR LOUISIANA CHRISTIAN UNIVERSITY MOVING AND PARKING VIOLATIONS

Traffic and parking tickets are official documents of the University. Falsification of or allowing falsification of official documents will subject the person to university disciplinary action. Students who believe they have been ticketed in error should not move their vehicles and should contact the Louisiana Christian University Department of Safety and Security. (318) 305-6505

Parking Violations – $100 Fine

- Parked in Handicapped Parking
- Parked in Fire Lane

Parking Violations – $30 Fine

- Blocking Trash Dumpster
- Blocking or Obstructing Traffic
- Double Parking on Street or Parking Lot
- Littering
- Failure to Register Vehicle
- Improperly Displayed Permit
- No or Expired Parking Permit
- Parked in a No Parking Zone
- Parked In Reserved Space
- Parked in Unauthorized Parking Lot
- Parked in Visitor Space
- Parked on Grass/Sidewalk
- Loud Music
- Parked in Pedestrian Cross Walk

Moving Violations -$50.00 Fine

- Reckless Operation of a Vehicle
- Failure to Obey Officer
- Failure to Wear Seatbelt
- Failure to Stop for Pedestrian in Crosswalk
- Failure to Stop at Stop Sign
- Failure to Yield
- Illegal Turn
- Wrong Way on One-Way Street
- Driving On Grass or Sidewalk

Serious and/or excessive traffic/parking violations will result in the loss of the privilege of driving and parking on university property.

Vehicles in persistent violation of traffic regulations are subject to towing at the owner's expense.

Further violations for a registered or an unregistered vehicle beyond the above may be referred to the Office of the Dean of Students.

PAYMENT OF FINES

All fines will be posted to the student's fines and sanctions account and should be paid through the MyLCU portal at this LINK. Students may not use financial aid funds to pay for fines and sanctions. A hold will be placed on any student who has a balance due to a parking fine. If a student owes $90 or more in parking fines, this will result in the vehicle being booted, and the student will be referred to the Office of the Dean of Students.

TRAFFIC AND PARKING APPEAL PROCESS

Any person who has received a traffic or parking citation may file a written appeal no later than three (3) business days after the citation was issued. If an appeal is not filed within this time, the citation is deemed final. Appeals will be based solely on the written statement. Appeals must be prepared in writing and include the following:

1. Citation number(s);
2. License plate number of vehicle(s) and permit number(s);
3. Student identification number;
4. Name, address, phone number, and signature of person requesting the appeal.

Appeal(s) will be delivered to the Dean of Students for review. The Dean's decision will be based solely on 1) if a procedural error occurred; or 2) if there are unsupported conclusions. If the Dean of Students determines that the appeal meets one of the aforementioned, the Dean (or Committee) will determine one of the following:

1. Dismiss the citation
2. Uphold the citation

The Dean will notify the student in writing of the decision. If an appeal is denied, the fine becomes due on the date the Dean notifies the appellant of the decision. The Dean's decision is final.

TOWING OF VEHICLES

Louisiana Christian University is private property and reserves the right to have unauthorized vehicles, abandoned vehicles, or vehicles operated in violation of Louisiana Christian University rules and regulations towed from the campus property at the owner's expense. Situations which may warrant towing of vehicles include, but are not limited to, the following: vehicle causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in handicapped spaces, parking on curbs, parking in loading zones or abandoned vehicles.

Vehicles in persistent violation of traffic regulations are subject to towing.

DIFFERENCE BETWEEN SERVICE ANIMAL AND EMOTIONAL SUPPORT ANIMAL

"**Service Animal**" will be used in accordance with the Americans with Disabilities Act (ADA) as amended.

Guide	**Service Animals**	**Emotional Support Animal**
Federal Mandate:	ADA	FHA
Emotional Support Coverage:	Excludes Emotional Support	Includes Emotional Support
Where can you take the animal?	All-Campus	Housing Only
Reason for animal:	Access	Reasonable Accommodation
Is Approval Necessary	Automatically Allowed	Approval Needed
Type of Animal Allow	Dogs	Dog or Cat

"Service Animal": Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability (there is a separate provision regarding miniature horses). The work or tasks performed by a Service Animal must be directly related to the resident student's disability.

Examples of work or tasks 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 all 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 crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. (28 C.F.R. §36.302(c)).

Service Animals may travel freely with their Owner/partner throughout areas of the University, with the exception of areas which may pose a threat to health or safety or create an undue burden (see "Areas off Limits to Service Animals" below). They must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. The animal cannot be left unattended on campus.

Note: The University may prohibit the use of Service Animals in certain locations for health and safety reasons (e.g., where the animals may be in danger, or where their use may compromise the integrity or research). Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, utility rooms, research laboratories, classrooms with research/ demonstration animals, areas where protective clothing is necessary, wood and metal shops, motor pools, rooms with heavy machinery and all other areas considered inaccessible to animals under Louisiana law. Service Animals are prohibited from kitchens and food-preparation areas, not including public dining areas (e.g., the Union).

"Emotional Support Animal" will be used in accordance with the Fair Housing Act (FHA) and will be considered synonymous with the following terms often used in referring to an Emotional Support Animal: Comfort Animal, Companion Animal, Emotional Support Animal, Support Animal, Therapy Animal, etc.

An Emotional Support Animal (cat or dog only) may reside in University Housing with its student owner/partner only after the student owner/partner has submitted required forms and has received written approval by LCU Associate VP of Enrichment and Engagement provided that its behavior and care does not create unreasonable disruptions for residents, employees, and other University community members. Disruptions, including noise levels, will be addressed by LCU Housing staff in the same manner as with all students. An Emotional Support Animal is **not permitted in other areas of the University** (e.g. dining facilities, libraries, academic buildings, athletic buildings and facilities, classroom, labs, individual center, etc.).

Pets and any dangerous, poisonous, unregistered, unlicensed, and/or illegal animals ***are not permitted.***

There is a $500 refundable deposit per academic year for any qualifying residents to cover the cost of cleaning, sterilizing, and repairing of rooms. The deposit will be refunded at the end of the academic year less any charges for damage or cleaning.

"Pet": A domesticated animal kept in the home for pleasure and companionship, rather than for the purpose of assisting persons with disabilities. A pet is not considered a Service Animal or Emotional Support Animal, and, therefore, is not covered by these requirements and related policies. (24 C.F.R. § 5.306(1)) Residents are not permitted to keep pets on University property or in University housing.

Residents are not permitted to keep pets on Univerity property or in University housing.

PROCESS TO REGISTER SERVICE ANIMAL

A Service Animal does not need approval, as long as it is readily apparent that the dog is trained to do work or perform tasks for the benefit of an individual with a disability, but to reside in student housing, the dog must be registered with the University Housing. The student owner/partner is still required to complete the required forms outlined below.

Must have the following:

- Veterinarian Verification Form (See Appendix F)
- University Housing Approval forms (See Appendix H)
- Executive Director of Student Life will review the request and return all original forms to University Housing for final approval. l.

PROCESS TO OBTAIN PERMISSION FOR EMOTIONAL SUPPORT ANIMAL (EMOTIONAL SUPPORT ANIMAL – DOG OR CAT ONLY)

Must have the following:

- Certification from of Emotional Support Animal Organization https://www.esaregistration.org/
- Receipt from the business office $500 per year refundable deposit for any qualifying residents to cover the cost of cleaning, sterilizing, and repairing of rooms

- Veterinarian Verification Form (See Appendix F)
- Emotional Support Animal Disability & Accommodation Verification Form (Must be filled out by a licensed Psychiatrist, Psychologist, or Counselor who is actively treating the applicant, Appendix G) plus a letter from licensed the above on letterhead.
- Residence Life Approval forms (See Appendix H)
- Proof of liability insurance listing LCU as a covered entity
- FINAL: Approval from Executive Director of Student Life

EMOTIONAL SUPPORT ANIMALS POLICY/PROCEDURE/FORMS

PURPOSE

LCU Office of Residence Life is committed to providing access to housing and programs. This policy establishes the process and procedures to enable students with a disability to reasonably introduce their Emotional Support Animal into the housing community. It establishes requirements for animal behavior, animal health and well-being, and animal cleanliness. Students must submit prescribed forms a minimum of 15 days prior to the ESA animal arriving on campus. Updated forms are to be submitted within 24 hours of any change in the information about the animal. **Students must reapply each semester.**

POLICY

This policy applies to all students, live-in staff and their assistance that resides, or is seeking to reside, in the residential facilities of LCU (hereinafter "University").

DEFINITIONS

"Student Owner/partner": As referenced in this Policy, refers to the individual who benefits from the Emotional Support Animal's use or Service Animal's training.

Emotional Support Animal Approval and Registration:

An Emotional Support Animal may be permitted to reside in University Housing with its student owner/partner only after the student owner/partner has submitted required forms and received written approval by the Executive Director of Student Life.

An Emotional Support Animal will be approved for an individual provided the following conditions are met:

1. The person has a documented disability as diagnosed by a licensed Psychiatrist, Psychologist, or state -certified counselor who is seeing the individual regularly for therapy.
2. The Emotional Support Animal must be necessary for the resident with a disability to have equal access to housing and the accommodation must also be reasonable.
3. There is an identifiable relationship or nexus between the disability and the assistance the animal provides.
4. All required forms are submitted to University Housing.

5. LCU's Executive Director of Student Life provides approval of the request.
6. The Emotional Support Animal does not impose an undue financial and/or administrative burden.
7. A refundable $500/yearly deposit is required to cover the cost of cleaning and sterilizing the room.
8. The Emotional Support Animal does not alter an essential element of the University Housing policies.
9. The Emotional Support Animal does not pose a direct threat to the health and safety of others nor is there a reasonable basis to believe the animal could potentially cause substantial property damage to the property or others, including but not limited to, University Housing property.

University Housing may consider the following factors, among others, to assist in housing assignments, and as evidence to determine whether the presence of the Emotional Support Animal is necessary to accommodate the disability of the student owner/partner.

1. The animal must be over the age of **6 months and spayed or neutered**.
2. The size of the animal is too large for available assigned housing space;
3. The animal's presence would evict another individual from individual housing (e.g., serious allergies);
4. The animal's presence otherwise violates another individual's right to enjoyment;
5. The animal is not housebroken or is unable to live with others in a reasonable manner;
6. The animal's vaccinations are not up-to-date;
7. The animal poses or has posed a direct threat to the student owner/partner or other individuals, including but not limited to, aggressive behavior, which may or may not include personal injuries, toward the student owner/partner or others.
8. The animal causes or has caused damages to LCU's Housing property beyond what is normally considered reasonable wear and tear.
9. Renewal of Approval is annual.
10. Disability Services will determine if any accommodation approved by this policy requires periodic renewal.

Guidelines for Animal Care:

1. The student who benefits from the Approved Animal's use (the Owner/partner) is responsible for its care and supervision.
2. The Owner/partner is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the University or other teaching site consistent with the reasonable capacity of the Owner/partner. Outdoor animal waste such as dog feces must be immediately retrieved by the Owner/partner, placed in a plastic bag, and securely tied before being disposed of in an outside trash dumpster. For students who reside in campus housing, indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.
3. The Owner/partner is financially responsible for any damages caused by the animal, including bodily injury and property damage to any private or University property.
4. The Owner/partner must effectively control the animal at all times. The animal cannot pose a direct

threat to the health or safety of others. If the owner/partner cannot effectively control the animal, or if it poses a direct threat to the health and safety of others, the permission to keep that particular animal at the campus or other teaching sites will be rescinded until such time as the problem is rectified.

5. If any animal neglect is suspected, the University will contact the student and Campus Safety. The entire responsibility of the animal should be taken on by the student. The animal should not be left alone on the campus or other teaching sites for extended periods of time.

6. The Approved Animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Cats should have the shots normally required for a healthy animal. Animals other than cats and dogs to be housed in University residences must have an annual clean bill of health from a licensed veterinarian. Documentation may be a vaccination certificate or a veterinarian's statement regarding the animal's health. The University has the authority to direct that the animal receives veterinary attention.

7. The animal should have a tag identifying the owner/partner and providing contact information in case of emergency.

8. The University reserves the right to request documentation showing that the animal has been licensed, if required by local law.

9. The Owner/partner is responsible at all times for the actions of his or her animal. The student is responsible for any odors, noise, damage, or other conduct of his or her animal that disturbs others or damages property.

10. The Owner/partner must notify Disability Services in writing if the Approved Animal is no longer needed as an Approved Animal or is no longer in residence. To replace an Approved Animal, the Owner/partner must file a new Service and Support Animal Agreement.

11. Any violation of the above rules may result in immediate removal of the Approved Animal from the University and may be reviewed through the Student Conduct system. The Owner/partner will be afforded all of the rights and procedures of that process.

12. Support Animals may only be in privately assigned living spaces in housing with prior authorization from Disability Services. Support Animals must be contained within the privately assigned residential area (room, suite, house, apartment) at all times, except when being transported off campus with the Owner/partner or being taken directly to or from appropriate toileting locations (in an animal carrier or controlled by leash or harness). When outside the residential area, the Owner/partner of a Support Animal shall carry an Approved Accommodation letter as documentation that the animal is approved.

13. The Owner/partner is responsible for assuring that the animal does not interfere with the routine of the residence or cause difficulties for students who reside in the unit. Sensitivity to residents with allergies and to those who fear animals is important to ensure a positive residential community.

14. Students with medical conditions that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact Residence Life if they have a health or safety-related concern about exposure to a Service or Support Animal. The University is prepared to also reasonably accommodate individuals with such medical conditions that require accommodation when living in proximity to Approved Animals. Conflicts will be resolved in a timely manner. The potentially conflicting needs of all persons involved will be considered.

15. Approved Animals may not be left overnight in University residences to be cared for by another student. Approved Animals must be taken with the Owner/partner if the Owner/partner leaves campus for a prolonged period.
16. When an Approved Animal is left alone in a room or residence without a human, it must be kept in a crate, cage, carrier, or other container to ensure that it will not interfere with University staff who may need to enter the unit.
17. The student will cover and is responsible for the costs for repairing and replacing floors, walls, furniture, bedding and any other damage in order to return the unit to the same condition as at move-in.
18. Residence Life will inspect the residence unit on a regular basis, minimally once per semester. If fleas, ticks, or other pests are discovered, the unit will be treated using fumigation appropriate methods by University-approved pest control services, and the Owner/partner's account will be billed for any pest treatment expenses beyond standard pest management in campus residences.
19. If the Owner/partner moves to a different location within University housing, the Director of Residence Life will assign a Residence Life staff member to oversee the move, arranging for staff notification, training, and assistance with reintroduction of the animal to a new community.
20. Should the Approved Animal be removed from the premises for any reason, the Owner/partner is expected to fulfill his/her housing obligations.

Process

The student must complete and submit all of the necessary forms listed above to University Housing. Upon receipt of all required information, University Housing will forward the documentation to the appropriate persons for further review and required approval. **Please include the following with this application:**

1.Physician (Psychiatrist/Psychologist) or Licensed Counselor Request:

a. This documentation needs to be completed by a mental health provider that diagnosis and treats mental illness.

b. A clear statement of the disability, current symptoms which meet the criteria for the diagnosis, and current use of medication.

c. Functional limitation and expected impact on performance, recommendations for accommodations, and a concise statement of credentials.

d. Documentation must be properly prepared by a licensed professional qualified to diagnose and treat the disability.

e. The documentation must be typed or word processed and printed on LETTERHEAD of the practitioner or agency hosting the practice. *Handwritten notes on prescription pads ARE NOT accepted.*

2. Emotional Support Animal Request: The Office of Vice President of Student Life will retain the *Emotional Support Animal Disability & Accommodation Verification Form* in its files. If the request is approved, the Office will sign the Assistance and Service Animal Registration form and return all remaining original forms to Residence Life for final approval.

CONFLICTING CONDITIONS

Students with medical condition(s) that are affected by the animal's presence (e.g., respiratory diseases, asthma, and severe allergies) should contact University Housing to address any health or safety related concerns associated with their exposure to the animal. The Residence Life Office will seek to make reasonable accommodations for individuals with such medical conditions that require accommodation when living in proximity to Assistance/Service Animal in a timely manner.

The Residence Life Office will make reasonable efforts to notify the members of the residential community when an Emotional Support Animal is present. The conflicting conditions, needs and/or accommodations of all persons involved will be considered and coordinated to the best of the department's ability in the approval process.

EMERGENCY RESPONSE

Should an emergency situation occur which requires evacuation or other action from the student partner, and an emergency response team be called, the team will attempt to keep the animal and student partner together. However, the team's primary efforts will be toward ensuring the safety of the student partner and all other students, which may necessitate leaving the animal behind in certain emergency evacuation situations.

APPEALS AND GRIEVANCES

Any person dissatisfied by a decision concerning an Assistance/Service Animal may appeal the decision to LCU's Dean of Students.

PUBLIC ETIQUETTE TOWARDS SERVICE OR EMOTIONAL SUPPORT ANIMALS

It is okay to ask someone if they would like assistance if there seems to be confusion, however, faculty, staff, students, visitors and members of the general public should avoid the following practices:

1. Petting an Assistance/Service Animal, as it may distract them from the task at hand.
2. Feeding the Assistance/Service Animal.
3. Deliberately startling the Assistance/Service Animal.
4. Separating or attempting to separate a Handler from their Assistance or Service Animal.

Reports of such behavior will be brought to the Dean of Students.

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Code Of Student Conduct

CODE OF STUDENT CONDUCT

The Louisiana Christian University Code of Student Conduct exists to reinforce Christian values, to further community and individual responsibility, to ensure personal safety, and to instill respect for the rights of others. The Code is based on the same Biblical principles on which Louisiana Christian University was originally founded. It is designed to be redemptive and to intentionally facilitate reconciliation between the offending student and the University community. Exceptions to this approach may occur when behavior is repetitive, self-destructive, hazardous to others, or involves a significant legal issue that the University is obligated to uphold.

Individual departments, groups, or organizations within the University may establish higher standards of student conduct. Each student is responsible for all applicable standards. Any sanctions imposed as a result of the violation of these higher standards are in addition to any sanctions imposed by the Office of Student Support Services. **All students are required to respond immediately to any official request from a Louisiana Christian University employee.** Failure to respond may result in additional judicial charges and sanctions.

The Code applies to student conduct both on and off campus and remains in effect for all students until they graduate or officially withdraw from the University, even when classes are not in session. Disciplinary guidelines are to be read broadly and are not designed to define potential violations in exhaustive terms. The Director of Residence Life will handle minor Residential Life issues or violations.

The process is designed to preserve the dignity and privacy of each individual. Confidentiality of judicial proceedings is maintained at all levels with the following exceptions: (1) Appropriate authorities will be notified when students are at risk to harm self or another individual or group, or when a student is alleged to have committed a crime. (2) If an accused student chooses to disclose confidential information regarding judicial proceedings, then the right to confidentiality will be deemed to be waived. The alleged breach of confidentiality will be investigated, and accurate information may then be released to vindicate the actions of the University and the judicial process. (3) The parents of dependent students who violate the Code of Student Conduct may be notified at the discretion of the Dean of Students.

STUDENT RESPONSIBILITIES

Every student admitted to Louisiana Christian University assumes an obligation to adhere to the following:

A. Understand and abide by the Code of Student Conduct including the student judicial policies and procedures as well as city, state, and federal laws. If studying abroad, the student is also bound by the laws of the countries they visit.

B. Help create and maintain a learning and living environment in which the rights, dignity, and worth of all persons are respected.

C. Uphold Christian moral and ethical ideals with regard to academic pursuits, co-curricular activities,

manners, social customs, dress, and personal behavior.
D. Maintain responsible personal behavior as an individual and as a member of a group or organization. All students are also responsible for the conduct of their campus guests.
E. Respect people and property.

GENERAL INFORMATION

A. Student Conduct Records.

To assure student privacy, student conduct records and investigative materials related to violations of the Code of Student Conduct are kept separate from academic or administrative records and maintained in the Office of Student Support Services. The disclosure of information from the judicial records follows the Family Educational Rights and Privacy Act and the exceptions listed above. When disclosure is compelled by legal process or by student consent, authorization will be given only by the Dean of Students, the Vice President of Student Life, the Vice President for Academic Affairs, or the President of the University. Student conduct records are kept in confidential files for at least five years after the student leaves LCU.

B. Residence Hall and Vehicle Inspections.

Louisiana Christian University respects a student's right to privacy and guards against arbitrary and unnecessary intrusion. University personnel may enter a student's room to ascertain health and safety conditions, check the physical condition of the room, make repairs to facilities, perform custodial operations, and aid in emergency situations. Occupants are required to maintain their rooms in an orderly and hygienic manner. Residence hall staff will make periodic inspections of the rooms to ensure that adequate living standards are maintained. Students failing to maintain adequate standards of cleanliness may be billed for custodial services. Inspections may lead to searches if materials in violation of the Student Code of Conduct are observed.

C. Search of Persons, Residence Halls, and Vehicles.

The University reserves the right to enter and conduct a search of any room. Authorization for searches can be given by the President of the University, the Vice President for Academic Affairs, the Vice President of Student Life, the Dean of Students, the Director of Residence Life, or his/her designee. In situations where it is deemed that a delay to obtain authorization constitutes a danger to individuals or property or may result in the destruction or disposal of contraband, the room or vehicle can be entered and searched without authorization. Individuals may also be searched if, in the opinion of the University personnel, the person may be in violation of the Code of Conduct and may possess or hide evidence. Reasonable effort will be made to conduct the search in the presence of an occupant of the room, the person who registered the vehicle on campus, and a witness. Trained dogs may be used to assist in a search. A search will be conducted by at least two University employees. A list of objects/items taken as the result of a search will be signed by all individuals involved in the search and witnesses. Any occupant present during the search will be asked to sign the list of objects/items being removed, not as an admission of guilt, but to confirm the items taken.

D. Off-Campus Conduct.

A student charged with a crime or serious violation off campus may be subject to LCU's judicial process. The University reserves the right to initiate judicial proceedings against students if it is deemed to be in the best interest of the University, or if the offense is of a nature that represents a threat to the health, safety, and/or welfare of faculty, staff, or students. LCU's judicial proceedings may be initiated against students separate and in addition to legal or criminal proceedings. The University may proceed with an investigation and sanctions prior to the resolution of any civil actions. Examples of off campus behavior that may subject a student to LCU's judicial process include, but are not limited to, illegal sale, distribution, or manufacture of drugs, possession, consumption or distribution of alcohol, physical assault, battery, rape or sexual assault, child or elder abuse, DWI, theft, murder, shoplifting, arrest and detention.

E. Reporting.

A student has the right and obligation to report a violent act of any kind (sexual or abusive, physical or emotional) as directed in the Clery Act, VAWA (Violence Against Women Act), and Title IX (Sexual Abuse or Harassment). The procedure for reporting is outlined in the Appendix A and B.

F. Immediate Temporary Suspension.

The University reserves the right to suspend a student immediately (prior to formal review) if the student's continued presence is considered a behavioral or medical risk which poses potential danger to the student or the University community or is otherwise incompatible with the orderly operation of the University.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

ON AND OFF CAMPUS CONDUCT

Students and employees are expected to comply with the LCU's policies that prohibit unlawful discrimination, including sexual harassment, gender harassment, sexual misconduct, sexual assault, and stalking whether on or off campus. Any student who witnesses or experiences such conduct on campus or off-campus by someone who is a member of the University community is encouraged to report the matter as described later in this section.

Judicial action may be initiated by any member of the University community through the procedures found in the Student Handbook. Sanctions may be imposed upon any student or student organization found in violation of the Code. Violations include but are not limited to the following:

A. DISRESPECT OF COMMUNITY AUTHORITY

1. Failure to Comply with University Officials/Insubordination.

Students are obligated to comply with any legal directive or instruction of any University official, faculty, staff, security officer, or those selected to act on behalf of the University (e.g. resident assistant, game room worker, etc.). This includes, but is not limited to, presentation of an ID upon request; appearance when summoned for an official conference; verbally and physically paying respect

for University faculty, staff, guests, and vendors; and compliance with campus parking/traffic regulations. Insubordination includes verbal offensiveness and obscene gestures.

2. To Aid, Abet, or Conceal Violators.

Students are not permitted to assist, encourage, support, or provide false information regarding a violator/violation of the Code of Student Conduct, or any local, state, or federal laws.

3. Disregard of the Judicial System.

Students are obligated to comply with the terms of any University sanction, judicial hearing, or conference. Harassment of any witness, providing false or inaccurate information at any judicial hearing, attempting to influence the impartiality of a member of a hearing board prior to and/or during a judicial hearing, or filing a false complaint are prohibited.

4. Interference or Failure to Comply with Emergency Procedures and Equipment.

Intentional interference with emergency procedures prescribed for any building, structure, or facility on University premises, or failing to follow prescribed emergency procedures such as willful disregard of an emergency alarm signal is prohibited, including covering or tampering with smoke alarms.

B. VIOLATION OF PERSONAL WORTH OR SAFETY

1. Possession of Explosives, Firearms, Knives, or Other Weapons.

Possession, use, or threatened use of dangerous items including, but not limited to, shotguns, rifles, pistols, air rifles, BB guns, bows, swords, knives, explosives, and other potentially lethal or damaging weapons is prohibited. Paint ball guns, fireworks, and any gas, liquid or other substance or instrumentality, which in the manner used, is calculated or likely to produce death or bodily harm are prohibited. Possession includes but is not limited to one person; residence hall room; office; academic, administrative, or maintenance building; or vehicle. Violation of this article may result in immediate suspension at the discretion of the Dean of Students.

2. Reckless Behavior.

Students must avoid any behavior that creates risk or danger to others or the University community. Violations include, but are not limited to, propping exterior doors open in residence halls, disclosing or giving residence hall door keys to unauthorized people, throwing objects from windows (e.g. water balloons, eggs, paint balls, etc.), throwing objects that may cause bodily harm, or reckless driving.

3. Assault.

Any attempt or threat to do harm to another person with force or violence is prohibited. This includes, but is not limited to, threatening to cause or causing physical harm to a person or engaging in reckless behavior that may cause physical injury to another person. Violation of this article may result in immediate suspension at the discretion of the Dean of Students.

4. Harassment.

Verbal, written, or physical abuse, annoying communications or threats directed toward any student, faculty, staff, or guest of the University is prohibited. Examples include, but are not limited to the following: defamatory remarks (whether written, spoken, or published in any form), intimidation, stalking,

humiliation, prank calls, inappropriate computer use, or abuse because of one's race, color, religion, sex, disability, age, national or ethnic origin. Sexual harassment is defined as repeated and unwelcome sexual advances, which interfere with an individual's work or academic environment. Coercive behavior which threatens employment, suggests or imposes academic reprisal, or promises rewards in exchange for sexual or monetary favors are also prohibited. Violation of this article may result in immediate suspension at the discretion of the Dean of Students. For more helpful information please refer to "Be Informed about: Sexual Harassment Brochure" located in the Appendix section of this Handbook.

5. Dating Violence.

Dating Violence as defined in The Clery Act: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Alleged Victim [here, Complainant]. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

Dating Violence definition in Louisiana law: "Dating Violence" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C). For purposes of this Section, "dating partner" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- *The length of the relationship.*
- *The type of relationship.*
- *The frequency of interaction between the persons involved in the relationship.*

Violation of this article may result in immediate suspension at the discretion of the Dean of Students.

6. Sexual Assault.

Sexual Assault as defined by The Clery Act: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. For more detail information about The Clery Act, VAWA, and Title IX policy see https://clerycenter.org/policy-resources/ Violation of this article may result in immediate suspension at the discretion of the Dean of Students.

7. Hazing.

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:

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

Violation of this article may result in immediate suspension at the discretion of the Dean of Students. Consent is not a defense.

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 or 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.

For purposes of this Policy, hazing shall not include a 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 post-secondary education institution.

For more information about Hazing see Appendix C.

C. LACK OF SELF-DISCIPLINE

1. Possession, Consumption, or Distribution of Alcohol.

- Possession, consumption, or distribution of alcoholic beverages is prohibited on campus and off campus.
- Students and their guests may not have alcoholic beverages in their residence hall, classrooms, vehicles, or in their possession on campus or off campus at any time for any purpose.
- Containers (e.g. bottles, cans, or boxes) that have contained or that are designed to contain alcoholic beverages are prohibited on campus.
- Empty alcoholic containers will be considered evidence that a violation has occurred.
- The ability of a University representative to smell alcohol on a student's breath will be considered evidence of being under the influence of alcohol.
- Students who enter University property and/or facilities, or operate a motor vehicle while under the influence of, or after the consumption of alcohol are also subject to judicial proceedings.
- Students may not attend/host private parties where alcohol is served.
- Group penalties for violation of this regulation may include the revocation of the organizational charter and/or judicial action against the students involved.

Alcohol Violation Discipline Protocol:

1st Offense:

- Students will be required to pay a minimum $150.00 fine to be paid within two weeks of the citation. Failure to pay the fine within the 2-week timeframe will result in suspension from the University.
- Students will be placed on judicial probation (one full calendar year).
- Students will be required to participate in drug and alcohol counseling with an approved counselor (1 session).
- Student-athletes found in violation will not be allowed to represent LCU on the field of play for a term equal to one-fifth (20 percent) of the season's schedule. This suspension will be in effect for consecutive games, meets, matches or tournaments.
- Students found in violation will not be able to represent LCU as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one-fifth (20 percent) of the semester's schedule of events. This suspension will be in effect for consecutive events.
- Parents will be notified if the student is under the age of 21.

2nd Offense:

- Students will be required to a pay a minimum $300.00 fine to be paid within two weeks of the citation. Failure to pay the fine within the 2-week timeframe will result in suspension from the University.
- Students will be placed on judicial probation for an INDEFINITE period of time.
- Students will be required to participate in drug and alcohol counseling with an approved counselor.
- Student-athletes found in violation will not be able to represent LCU on the field of play for a term equal to one full season. This suspension will be in effect for consecutive games, meets, matches or tournaments.
- Students found in violation will not be able to represent LCU as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one full semester.

3rd Offense:

- Students will be suspended from the University for a minimum of one year. After one year, the student may reapply to the University, and revocation of the suspension will be considered at that time.

2.Possession, Consumption, or Distribution of Illegal Drugs and Mind-Altering Substances.

The University prohibits the possession, consumption, distribution, manufacture, or sale of (1) illegal drugs and (2) drug paraphernalia.

- Illegal substances are defined as those that have the capacity to alter a person's mood, behavior, or thoughts, and substances that are taken without prescription or medical authorization. Drugs include, but are not limited to, marijuana, any narcotic, central nervous system stimulant,

hallucinogenic chemicals, anabolic steroid, barbiturate, prescription medication, or schedule I, II, III, IV, or V drugs as defined by state law.

• Drug paraphernalia refers to implements employed in the use or abuse of drugs.

• Any violation of the drug policy will subject a student to judicial procedures and sanctions and possible prosecution under the law. If the amount meets Louisiana's state threshold for a felony, the student will be turned over to the local authorities and possibly arrested.

• To ensure a drug-free campus, the University will routinely use a narcotic detecting dog in all areas of the campus.

• Officials reserve the right to require a student to show proof of a drug-free condition including drug testing, and the University reserves the right to institute random drug testing of all students.

• Students who refuse to be tested or to have person or property searched will receive consequences for the offense in question.

Drug Violation Discipline Protocol

1st Offense:

• Students will be required to pay a minimum $350.00 fine to be paid within two weeks of the citation. Failure to pay the fine within the 2-week timeframe will result in suspension from the University.

• Depending on the severity of the first violation, the student may be suspended from the University.

• Students will be required to participate in drug and alcohol counseling with an approved counselor.

• Students will be placed on judicial probation for an INDEFINITE period of time.

• Student-athletes found in violation will not be able to represent LCU on the field of play for a term equal to one half of a full season. This suspension will be in effect for consecutive games, meets, matches or tournaments.

• Students found in violation will not be able to represent LCU as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one full semester.

• Students who test positive or who are in possession of illegal substances will be required to pay for drug testing.

• Students who are found in violation will be required to participate in random drug testing every 30 days, and students will be responsible for payment of the laboratory fees.

• Parents will be notified if students are under the age of 21.

2nd Offense:

• Students will be suspended from the University for a minimum of one year. After one year, the person found responsible for this violation may reapply to the University, and revocation of the suspension will be considered at that time.

SAFE HARBOR -Any student who voluntarily seeks help through the Louisiana Christian University Counseling Office or a Student Support Services Staff member for alcohol or drug abuse prior to being charged with a violation of this policy will not be subject to the University judicial process. The Student Support Services staff will help the student obtain appropriate assessment and treatment in a confidential manner. Student may contact the LCU Counseling Office at 318-487-7420 or 318-487-7134 for further information or referral.

Smoking Violations: Louisiana Christian University is a smoke-free campus. Therefore smoking, the use of tobacco products, the use of electronic cigarettes (e-cigarettes), and tobacco/smoking paraphernalia are strictly prohibited.

In accordance with the Surgeon General's health warnings, LCU is dedicated to supporting the health and well-being of its students and employees and strongly encourages them to abstain from the use of cigarettes and other tobacco products, including e-cigarettes and vapes. Therefore, students who smoke or use other tobacco products or electronic cigarettes (e-cigarettes and vapes) are strongly encouraged to seek education, support, and assistance in discontinuance of smoking/tobacco use of any kind from healthcare providers and community resources (i.e. American Cancer Society).

When students are off campus representing LCU at meetings and other events and/or wearing apparel with the University logo in public venues, they must abide by the smoking/tobacco use rules of that venue. Failure to adhere to these rules regarding smoking, the use of tobacco products, and the use of electronic cigarettes (e-cigarettes) may result in disciplinary action.

3. Indecent Expression.

Obscene or inappropriate conduct, expressions, or materials are prohibited and will result in disciplinary action. This includes but is not limited to lewd, indecent, profane, or vulgar language, writing, expression, music, behavior, or dress; voyeurism; peeping tom; indecent exposure; and possession of pornographic materials. Printed material or clothing which condones alcohol consumption is also prohibited.

4. Stalking.

A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:

A. constitutes an offense under Louisiana Law RS 14 Section 40.2, or that the actor knows or reasonably should know the other person will regard as threatening:

1. bodily injury or death for the other person;
2. bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or
3. that an offense will be committed against the other person's property;

B. causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or

death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and
C. would cause a reasonable person to:
1. fear bodily injury or death for himself or herself;
2. fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;
3. fear that an offense will be committed against the person's property; or
4. feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.
(LA Rev Stat § 14:40.2) The University requires students to conduct themselves in accordance with its code of conduct, including provisions relating to sexual misconduct.

5. Sexual Misconduct.

Students are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. Any student who engages in or advocates engagement in sexually immoral acts or lifestyles will be subject to disciplinary action. Some examples of acts and lifestyles deemed sexually immoral by the University are participation in sexual activities outside of marriage, adultery, homosexuality, transgender behavior, incest, sexual abuse of children or adults, and/or the possession of pornography in any form including but not limited to paper, digital, or recorded. Students that are discovered engaging in appearance of sexual activity will be subject to judicial sanctions.
As students of a Christian University, students are expected to conduct themselves at all times in accordance with the highest standards of Christian morality and should not be engaged in any sexually immoral act or lifestyle. Any student who engages in or advocates engagement in sexually immoral acts as defined in the LCU Student Handbook will be subject to disciplinary action.

Below is Louisiana Christian University's Statement on the Biblical Design for Human Sexuality:

We believe that all people should be treated with dignity, grace, and holy love, whatever their sexual beliefs. Sexuality is one of the ways by which the marriage covenant between a husband and a wife is sealed and expressed. Marriage is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage in the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. It is important to note that Christian teaching on marriage and sexuality is in the narrative of all Scripture – from Genesis to Revelation. Marriage, gender and sexuality are not just appendages tacked onto Scripture, but are icons of the Gospel and human flourishing (Matthew 19:4-6; Ephesians 5:22-33; Hebrews 13:4). Sex misses its purpose when treated as an end in itself or when cheapened by using another person to satisfy pornographic and sinful sexual interests. We view all forms of sexual intimacy that occur outside the covenant of heterosexual marriage, even when consensual, as distortions of the holiness and beauty God intended for it.

Therefore, we support the sanctity of marriage (Ephesians 5, Hebrews 13:4). We define marriage as

being a covenant between one man and one woman (Gen. 2:21-24; Matt. 19:4-5). We believe in honoring the holy sexual union within the context of that covenant (Hebrews 13:4). Believing that God redeems and restores through life in Christ, we walk alongside those that are seeking to overcome sexual sin (Romans 6-8; Galatians 6:2). As followers of Christ, we turn from sexual immorality in its many forms including but not limited to the following: pornography, pre-marital sexual relations, adultery, and same sex romantic intimacy and/or sexual relations. We come alongside those experiencing same sex attractions who choose to honor Christ by not pursuing those attractions, just as we come alongside all individuals who seek to live in purity before the Lord (Col. 3:5; Gal. 5:19-21; Rom. 1:21-27; 1 Cor. 6:9-10). We believe we are created by God in His image as two distinct sexes: male and female (Gen. 1:26-28; Matt. 19:4-5). We believe that each person glorifies God and affirms His infinite holiness and wisdom by living in alignment with his or her birth sex. While we acknowledge there may be confusion and brokenness for some individuals in this area, we do not affirm or support transgender identity or expression. Instead, we place our faith and trust in God's redemptive plan.

The Importance of Consent

Students must also be aware that engaging in conduct of a sexual nature without the consent of both persons involved may constitute sexual assault. Consent is an active agreement to engage in a certain act or be exposed to a certain situation. Sexual activity without meaningful, explicit, and ongoing consent may be a violation of state and local law. This includes forcing, threatening or coercing an individual into sexual contact under duress and/or against his or her free will. When consent is requested verbally or physically, the absence of any explicit verbal or physical response constitutes lack of consent. Consent can be withdrawn at any time, but once consent has been established a person who changes his or her mind should communicate the withdrawal of consent through words or actions. A person may be incapable of giving consent due to age, an intellectual or other disability, being asleep or unconscious, or being under the influence of drugs or alcohol. If a person is incapacitated (that is, lacking the physical or mental ability to make informed, rational judgments) to the extent that he or she cannot understand the fact, nature, or extent of the sexual situation, there can be no consent. Sexual activity becomes sexual assault if a sober, reasonable person in the position of the person who is initiating further sexual activity would have known that the other person was incapable of consent.

Because incapacity may be difficult to discern, students should err on the side of caution. When in doubt, assume the other person is incapacitated and unable to give effective consent. The responsibility for establishing true consent falls on the initiator of further sexual activity, even if that person has also been drinking. Being intoxicated or drunk is never a defense to a complaint of violating the University's policy on sexual misconduct.

For details on Louisiana Christian University's procedure on how to report discrimination, assault, sexual assault or any violent (physical or emotion) act, refer to Appendix B on page

Complaints of retaliation will be investigated by the University under the same complaint processes and standards which applied to the original underlying complaint.

D. MISUSE OR ABUSE OF PROPERTY

1. Theft.

Theft of property belonging to the University, its agents, any member of the University community, or evidence of theft outside of LCU's campus is prohibited and will result in disciplinary action. Appropriation or attempted appropriation of personal, organizational, or institutional property without the consent of its owner is a serious offense and is also prohibited. Furniture, fixtures, or equipment may not be removed from University facilities without consent of the owner.

2. Vandalism or Arson.

No alterations of any kind may be made to walls, windows, furniture, or University-owned property without the expressed permission of the Executive Director of Financial Services, the Director of Facilities, and the Director of Residence Life. This includes but is not limited to painting walls and replacing flooring. Acts of arson in or on university-controlled property, facilities, or equipment are cause for dismissal from the University and may also be subject to legal charges

3. Unauthorized Entry into University Facilities.

Unauthorized entry by a student, student organization, or group of students into university facilities is prohibited by the University. This includes, but is not limited to, residence halls, academic buildings, library, etc.

4. Unauthorized Possession or Use of Property.

Unauthorized possession of keys, examinations, equipment, property, or supplies belonging to the University, a member of the university community, or a guest of the University, is prohibited.

5. Tampering with Fire and Safety Equipment.

Tampering with or removing fire alarms, fire extinguishers, exit signs, or other safety equipment and giving false alarms is prohibited. Covering or tampering with fire alarms or smoke detectors.

E. TECHNOLOGY SYSTEMS

Louisiana Christian University technology systems (including computers, printers, network equipment, software, e-mail accounts, Web pages, video projection systems, telephones, long distance accounts) are provided for the use of LCU students and employees. All technology systems must be used in a responsible, efficient, ethical, and lawful manner. The use of technology systems is a privilege, not a right, and may be revoked at any time for misuse. Although virtual communities are an excellent way to communicate with old friends and make new acquaintances, students are wise to always be aware that cyber communities have world-wide access and are considered public domain. Students are encouraged to be cautious about internet and social media postings. Defamatory, inflammatory, indecent, vengeful or immoral information or images posted online may result in disciplinary action by the University, and endanger opportunities for future employment. Students are encouraged to stop and think before they post information or pictures online. Online defamatory remarks about the University or officials of the University are considered unethical, dishonest, and disrespectful. These may also result in disciplinary actions by the University or rejection by future employers

F. COMPUTER USE

The University's computing and telecommunications equipment and facilities are provided for the use of students, faculty, and staff in fulfilling the mission of the University. All University computing and telecommunication equipment and facilities are the sole property of the University, and no student, faculty member, or staff member has any expectation of privacy on any university equipment or network. The University has the right to monitor, record, audit, and investigate any use of the University's computers, electronic devices, printers, network equipment, software, Web pages, video projection systems, telephones, long distance accounts, equipment, network, telecommunications facilities, any emails sent through the University's systems or network, or other University or University-provided technological facilities, equipment and accounts for any purpose, including to determine whether the University's facilities are being misused or abused. Computer misuse or abuse includes, but is not limited to, plagiarism of programs, misuse of computer accounts, unauthorized destruction or changing of files, creation of illegal accounts, possession of unauthorized passwords, unauthorized use of programs, illegal copying of programs, disruptive or annoying behavior on the computer, use of technology in connection with any violation of a university policy, using facilities to read or "hack" into other computer systems, accessing or transmitting any pornographic or obscene materials, sending emails that defame the University transmitting or accessing materials in violation of copyright law, inappropriately or illegally sharing confidential information, use of computer facilities or equipment for any purpose contrary to the mission or stated policies of the University, and any illegal or morally inappropriate use of computer facilities or equipment.

Students, faculty members, and staff members should realize that their communications and stored data and information are not automatically protected from viewing by University officials and representatives, and may be accessed for any reason as determined in the sole discretion of the University. At any time and without prior notice, the University's administration reserves the right to examine email, personal file directories, university computers, devices, and other equipment, and any information stored on University servers. This examination assures compliance with internal policies, supports the performance of internal investigations, and assists with the management of the University's resources. The University also reserves the right to demand and recover University computers and to view information on computers or other equipment connected to any University network or server.

Complaints against any student, faculty, or staff member for violation of the Computer Use Policy will be referred to the Dean of Students or appropriate Vice President for consideration and appropriate resolution.

1. Personal use of University Technology. Technology systems are to be used for the purpose intended and for which they are assigned. Incidental personal use of technology is permitted, but must not interfere with the LCU's mission or educational use of such technology. University technology systems are not to be used for commercial purposes or for purposes that do not fit with the mission of LCU.

2. Computer Misuse or Abuse. Students enrolled in the University agree to the proper use of university technology equipment and systems. Computer misuse or abuse is prohibited and includes, but is not limited to, plagiarism of programs, information, files, or data; misuse of computer accounts; unauthorized destruction of or changing of files; creation of illegal accounts; possession of unauthorized passwords, records, or data belonging to the University or another user without permission; destruction of or

attempts to destroy or modify programs, records, or data belonging to the campus community. This also includes knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks. Students are forbidden to access, create, or maintain pornographic sites and/or to send obscene material.

G. SOCIAL MEDIA

Louisiana Christian University recognizes that blogs, networking sites, and other social media are powerful tools that provide unique opportunities to participate in interactive discussions to support the University's educational, operational, and missional goals. Because the use of social media blurs the lines between personal voice and institutional voice, LCU has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations while participating in social media.

PURPOSE

The purpose of this policy is to provide guidance for the appropriate use of social media by Louisiana Christian University employees and students of record and to ensure that these are used in an appropriate, productive, and lawful manner in accordance with all other LCU policies. Additionally, this policy seeks to ensure accuracy, consistency, integrity, and protection of the identity and image of the University, its employees, and its students.

As a private institution, LCU may restrict "free expression" if it deems that the speech is detrimental or harmful to LCU's core values and mission. Employees and students of the institution who voluntarily choose to work for and/or to attend the institution voluntarily give their informed consent to waive their right to unfettered free speech.

The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. To help employees and students identify and avoid potential issues, LCU has compiled these guidelines. They are examples of best practices from various institutions and are intended to help social media users understand, from a wide range of perspectives, the implications of participating in social media. The following principles apply to professional use of social media on behalf of Louisiana Christian University as well as the personal use of social media.

All employees and students are responsible for the content they publish on social media and need to know and adhere to the Louisiana Christian University's Code of Conduct. Faculty should refer to the Faculty Handbook and Staff Handbook, other employees and staff should refer to the Staff Handbook, and students should refer to the Student Handbook. All communications on social media should be consistent with the University's mission, policies, standards, and principles. As with any conduct outside of Louisiana Christian University, employees and students will be held accountable for conduct that negatively impacts LCU's core values and mission. This may include, but is not limited to, public internet and online information technology activities where employees and students represent themselves as LCU employees and students, inappropriately share information related to LCU, and/or make inappropriate/unprofessional statements which may negatively impact Louisiana Christian University.

When posting online with a professional or personal account, employees and students should be aware that they are representatives of the University. Online behavior should reflect the same standards of honesty, respect, and consideration that one uses in face-to-face communication. Comments related to LCU, its administration, faculty, staff, and events related to LCU should always meet the highest standards of professional discretion, must be neither inappropriate nor harmful to LCU, its employees, or its students, and must not be contrary to LCU's core values and mission. Employees and students must not use social media to harass, threaten, discriminate, or disparage employees, students, or others associated with the University. Employees and students should not post or participate in unprofessional communication that could negatively impact LCU's reputation or interfere with its core values and mission.

Although not an exclusive list, some specific examples of improper and prohibited social media use includes posting commentary, content, images, or videos that are critical, offensive, denigrating, derogatory, discriminatory, defamatory, pornographic, harassing, libelous, or that attack individual faculty members, staff, students, or the University.

Louisiana Christian University may monitor online activity and social media content of employees and students, so this policy applies to communications and/or equipment not owned by LCU and after-hours activity. Microblogging (Twitter, Facebook, Tumblr, Instagram, etc.) comments made using such media are not protected by privacy settings. Employees and students should be aware of the public and widespread nature of such media and refrain from any comment and/or #hashtags that could be deemed unprofessional or harmful. Online activity at any time, whether it is during the academic year, between terms, semesters, and/or academic years, that violates LCU's policies may subject employees and students to disciplinary action. Administrators, faculty, and staff who violate this policy may be subject to corrective action up to and including termination of employment; students may be subject to corrective action up to and including suspension and expulsion.

POLICY REGARDING STUDENT SOCIAL MEDIA USAGE

The Bible provides each of us with powerful wisdom and guidance to live our lives in a manner that is pleasing to God (Proverbs 13:3). We are called to a high standard of behavior. Accordingly, all students are encouraged to consider the Bible's instruction as they make choices about their speech, both in person and using technology such as social media especially when representing Louisiana Christian University. Students of Louisiana Christian University are representatives of the University and bear the responsibility of social media postings.

Internet services such as Twitter/X, Facebook, YouTube, Instagram, SnapChat, Google and others enable individuals to interact with an expansive universe of people and to connect with friends and family. While the University supports and encourages individual freedom of expression, it also has concerns about the safety and well-being of students, faculty, staff, and LCU's image.

Postings by students on personal profiles, groups and chat rooms are often in the public domain and easily accessible by anyone including parents, potential employers, graduate school admissions officials, and even predators. Even after it has been deleted, information posted on a web site can sometimes be

retrieved by persons with sufficient technical computer skills.

Students are expected to monitor their own social media, and post, or retain (if sent by others) only information and images that appropriately represent the University and its Christian standards. Students must promptly remove anything posted by someone else which violates this policy.

Educating and protecting students is a primary concern of the University The following information was developed to provide guidance as to what type of behavior is appropriate for social media. These guidelines are not all inclusive; rather, they are intended to be used as a foundation for sound decision making.

Definitions:

A Student of Record: defined as the following: 1) a student who is either currently enrolled or who is eligible to return; 2) a student who has not officially transferred or withdrawn; or 3) a student who has not graduated. The student of record status does not change between terms, semesters, or academic years.

Social Media: Online, electronic, or Internet media, tools, communities, and spaces for social interaction, sharing user generated content, or public or semi-public communication. Social media typically uses web-based technologies to turn communication into interactive dialogs. Social media can take many different forms, including Internet forums, blogs and microblogs, online profiles, wikis, podcasts, pictures and videos, email, text, music-sharing, and chat. Examples of social media include, but are not limited to the following: LinkedIn, Facebook, Flickr, Wikipedia, YouTube, Twitter/X, Skype, and blogs.

Blogging: Making an entry into a written online journal or forum that is accessible to users of the forum, blog, or Internet.

Cyber-vetting: Refers to accessing publicly available social media or using search engine such as Google and Yahoo to review the online activity or suitability of employees, students, and applicants.

Social Media Use: Refers to posting, participating, or endorsing (such as liking, sharing, or other similar expressions) any content as defined in Social Media.

Improper Social Media Use: Defined in extremely broad terms includes communications made that are contrary to the best interest of the University, as well as, communication that impairs harmony among co-workers, has a detrimental impact on close working relationships for which personal loyalty and confidence are necessary, impedes the performance of the speaker's official duties, interferes with the regular operation of the University, or otherwise adversely affects LCU.

Examples include the following:

1. Posting or reposting any information that would violate LCU's Christian standards, the Student Code of Conduct, or state and/or federal laws.

2. Students of Louisiana Christian University are representative of the University and should reflect the same standards of honesty, respect, and consideration that one uses in face-to-face communication. Comments related to LCU, its administration, faculty, staff, and events related to LCU should not be inappropriate nor harmful to LCU and all parties involved and must not be contrary to LCU's core values and mission.

3. Posting anything harassing, threatening, discriminating, or disparaging to LCU's employees, students, or others associated with the University, including the following: posting commentary, content, images, or videos that are critical, offensive, denigrating, derogatory, discriminatory, defamatory, pornographic, harassing, libelous, or that attack individual faculty members, staff, students, or the University.

GENERAL GUIDELINES FOR PARTICIPATING IN SOCIAL MEDIA:

1. Before participating in any online community, students should understand that anything posted online is often available to anyone in the world.

2. Students should not post a home address, local address, phone number(s), birth date or other personal information (e.g., class schedule, social plans) as it could lead to unwanted attention, stalking, identity theft, etc.

3. Students should set security settings so that only individuals that the student knows can view their profiles.

4. Students should not post or repost any information that would violate LCU's Christian standards, its student rules of conduct, or state or federal laws.

Explanation:

1. Students should not post, repost, or permit any information, photos or other items online that could embarrass them, their families, or LCU. This includes (but is not limited to) information, photos, quotes, and other items that may be tagged to the student from another user.

2. Student should not add a "friend" unless it is someone the student actually knows.

3. Students should not comment on matters that could reasonably be expected to be confidential regarding fellow students or Louisiana Christian University.

Guidelines for the use of words, abbreviations, acronyms, and/or phrases not permitted anywhere on student's social media sites, regardless of who posted them, include (but are not limited to) the following:

1. Any words or phrases considered to be harassing and/or discriminatory in nature on the basis of sex, race, color, religion, disability, or national origin.

2. Any demeaning or disparaging statements.

3. Sexually explicit language.

4. Using profanity, including symbols, abbreviations, acronyms, or other inappropriate or offensive language.

5. Words or phrases to describe inappropriate social activities (e.g., partying, boozing and

smoking) are not appropriate activities for students.

6. Words or phrases you would not want attributed directly to you should they be released publicly (e.g., newspaper, television story).

7. Threats of violence.

Photo and Video Guidelines - examples of inappropriate or offensive behaviors posted on students' social media sites, regardless of who posted them, include (but are not limited to) depictions or presentations of the following:

1. Hazing, an activity that is strictly prohibited as outlined earlier in this Handbook.

2. Posting or Reposting pictures, videos, posters, or other media that condone drug related activity. This includes but is not limited to images that portray the use of marijuana or other illegal drugs or drug paraphernalia.

3. Posting or Reposting pictures, videos, posters, or other media with obscene, lewd or lascivious gestures or behavior. This could include the use of alcohol, tobacco or similar products in a manner that is offensive or degrading to the University and its mission.

4. Posting or Reposting pictures, videos, posters, or other media that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.

5. Any words or phrases considered to be harassing and/or discriminatory in nature on the basis of sex, race, color, religion, disability, national origin, or sexual orientation.

6. Posting or Reposting pictures, videos, posters, or other media that depict violence

7. Posting or Reposting pictures, videos, posters, or other media meant to demean the individuals included in the photo.

8. Posting or Reposting pictures, videos, posters, or other media you would not want publicly released on television or in a newspaper.

Social networking sites may be regularly monitored by several sources within LCU (e.g., Athletics, Student Support Services, Information Technology, and Campus Security) or authorized vendors engaged by LCU to monitor social media.

1. Students who participate in certain high-profile student activities may be required to provide full access to their personal social media to selected employees of LCU or authorized vendors.

2. Students who discover inappropriate information on the social media site of any LCU student are asked to contact the Dean of Students or other LCU administrative staff member. Students should not act on their own accord (e.g., hazing or any form of punishment).

Any violation of law or University policy (e.g., the University's Policy on Prohibited Harassment and Discrimination, Student Rules of Conduct, or Hazing Policy) or evidence of such violation in social media content is subject to investigation and sanction by the University and/or law enforcement agencies.

For helpful information on how to wisely use social media within the bounds of Louisiana Christian University Policy see Appendix A.

H. CLASSROOM CONDUCT

A positive instructional environment is essential to student learning. Freedom of thought and expression in the classroom requires an atmosphere of mutual respect among diverse persons and ideas. The responsibility to create the best educational experience is shared between professor and students. Classroom disruptions directly interfere with the academic mission of the University. A student's respectful dialogue with a professor or other student during class, when permitted, is a normal and valuable part of the learning experience. Cordial disagreements should not be seen as disruptive behavior. Students are encouraged to ask relevant questions and voice opinions but may not do so in such a manner that insults the professor or other students in the class.

A disruptive situation in the classroom would be defined as any activity that obstructs the teaching or normal workings of the class and professor.

Unacceptable classroom behaviors include but are not limited to the following:

1. Students continuing to talk after being asked by the professor to stop.
2. Students conducting side conversations during instruction.
3. Students nonverbally showing disrespect for others.
4. Students using vulgar, obscene, or other inappropriate classroom language.
5. Students making disparaging remarks or making slurs based on age, religion, race, ethnicity, gender, nationality, or disability.
6. Student tardiness and disturbing classroom entrances.
7. Students consistently getting up during class, leaving, and then returning.
8. Students packing up books and/or belongings before class is dismissed.
9. Students using their cell phones during class for non-instructional purposes.
10. Students inappropriately using computer or other technology in a disruptive way and for non-instructional purposes.
11. Students verbally indicating dissatisfaction with an activity, assignment, or grade.
12. Students sleeping in class and other inattentive behavior.

More serious classroom transgressions include, but are not limited to:

1. Students coming to class under the influence of alcohol or drugs.
2. Student-to-student anger*
3. Student-to-faculty anger*
4. Verbal assault*
5. Physical assault*
6. Sexual harassment*

** Physical threats or violence are a violation of LCU's Code of Student Conduct (put forth in the Student Handbook). Such incidents must be referred to campus security and the Dean of Students immediately.*

Faculty members are ultimately in charge of classroom behavior. If a student continues to be disruptive when given correction by a professor, the professor may ask the student to leave the class for the remainder of the

session. In egregious cases, a professor may choose to prohibit a student from attending class while allegations of serious misconduct are being investigated.

Most cases of classroom disruption can be eliminated by sitting down with offending students and determining if an agreement can be reached for the student to continue in the class. This meeting should take place with the professor, offending student, and the chair of the department. If an agreement is reached, the student may be permitted to attend class again with the understanding that if disruptive behavior continues the student will be referred to the Dean of Students.

If a student appears to be on the edge of being violent, professors should avoid directly confronting the student and should summon campus security as well as the Dean of Students. Professors should immediately write down a factual account of the incident, including any witnesses, and send the document to the Dean of Students.

If a student is referred to the Dean of Students, the offending student will be subject to the formal disciplinary procedures outlined in the student code of conduct policy. Sanctions may be applied including and up unto suspension from the University. The Dean of Students shall have the power to take any reasonable action to ensure the safety of the campus community at large as well as to preserve the academic atmosphere.

Any appeal of sanctions involving the classroom conduct policy will follow the normal student conduct appeal process as outlined in the *Student Handbook*.

I. CHAPEL AND CULTURAL EVENT CONDUCT

A critical component of the mission of the University is the spiritual growth of all students. Attending chapel, special educational opportunities, and other cultural events is essential in forming well-rounded students. Students attending these opportunities are expected to behave in a respectful manner to the speaker, attending professors, and other attendees. LCU has a **zero tolerance** for disruptions and rude behavior. Students who elect to disregard the protocols of proper conduct will be removed from the facility and will not receive credit for attendance. Furthermore, students will be subject to formal disciplinary action by the Dean of Students, including but not limited to, loss of scholarships and suspensions. Students who are removed multiple times will be subject to suspension.

Examples of disruptions and rude behavior include but are not limited to the following:

1. Students using cellphones and laptops during presentations when not warranted.
2. Students sleeping.
3. Students talking and having side conversations.
4. Students jeering or making fun of presenters.
5. Students verbally indicating dissatisfaction with a presenter.
6. Students asking divisive questions of the presenter.
7. Students leaving event before it concludes.
8. Students falsely reporting attendance of event.
9. Students disrespecting University officials when misbehavior is corrected.

J. RECORDING OF CONVERSATIONS

To provide an environment that is not disruptive to campus morale, is consistent with the respectful treatment required of all employees and students and does not inhibit them from speaking freely about campus issues.

1. No employee (faculty, staff, or administrator) may record, by any means, a conversation with any employee(s) or student(s) without his, her, or their full knowledge and consent unless another University policy specifically states that a meeting will be recorded. Examples of such policies include, but are not limited to, the Procedural Guidelines for Academic Dishonesty Hearings and the Code of Student Conduct Violation Process.
2. No student may record, by any means, a conversation with any student(s) or employee(s) (faculty, staff, or administrator) without his, her, or their full knowledge and consent.
3. A violation of this policy may result in disciplinary action, up to and including termination or expulsion.

K. OTHER VIOLATIONS

1. Disruption.

Internal disruption or obstruction of teaching, research, academic pursuits, administration, disciplinary proceedings, or other University activities is prohibited. Individual students or groups of students may not in any way disrupt the normal operation for which a facility is being used or impede the flow of pedestrian or vehicular traffic on the campus. The persistent interruption of a reasonable level of peace and quiet is also a violation.

2. Dishonesty.

All forms of dishonesty including, but not limited to, cheating, knowingly furnishing false information to the University, forgery, alteration or unauthorized use of University documents or instruments, lying, identification with intent to defraud, or plagiarism, is prohibited. Allowing unauthorized use of identification cards, meal tickets, etc. is also prohibited. The matter of academic dishonesty is dealt with in the "Code of Academic Integrity" in the Student Handbook.

3. Solicitation.

Individuals are not permitted to solicit within University facilities for business, political, or other purposes. Advertisements may be posted in designated areas with the expressed approval of the Office of Student Support Services (phone 487-7134).

4. Dancing.

Louisiana Christian University does not permit social dancing on campus and does not sponsor dances off campus.

5. Other.

Other potential violations that may cause disciplinary action are addressed in related areas of the S*tudent Handbook*, e.g., Residential Life.

PROCEDURES FOR JUDICIAL PROCESS

All persons affiliated with Louisiana Christian University shall report violations of the Student Code of Conduct to the Director of Safety and Security, the Director of Residential Life, or the Dean of Students. However, all reported violations should be handled by the Dean of Students who is responsible for the judicial process.

Dean of Students:

The Dean of Students receives and reviews the violation report and then determines whether or not to investigate the allegation or to assign the investigation to the Committee for Student Accountability.

Committee for Student Accountability:

Through the annual university process for selecting committee members, nine members are asked to serve on the Committee for Student Accountability. The Committee consists of one administrator, four faculty members, and four students. The responsibility for participating in Judicial Hearings will rotate among the four faculty members and the four student members on a case-by-case basis as available. A quorum consists of the chair and four members that includes at least one student. The requirement for student participation will be waived if the hearing is to occur during academic breaks, the last week of the fall or spring terms, finals, May or Summer terms. Any faculty or student member of the committee who has information/knowledge about the case may not discuss that information during the hearing or deliberations. Students who have a prior relationship with the disciplined student must recuse themselves from the process.

Investigation:

If the Dean of Students decides to conduct the investigation, he/she will determine if there is sufficient evidence to bring charges against the accused student and will hold a Judicial Hearing. If the Dean elects to assign the investigation to the Committee for Student Accountability, the Chair of the Committee will investigate the complaint to determine if there is sufficient evidence to bring charges against the accused student, and the Committee will be responsible for conducting the Judicial Hearing.

After the investigation, any student or student organization accused of violating the Code of Student Conduct for the first time will be entitled to a Judicial Hearing on the disciplinary charge with the Dean of Students or the Committee. The Dean of Students is responsible for notifying the student at least 72 hours in advance of the hearing of the student's right and obligation to participate in the Judicial Hearing. In order to expedite the hearing, the student may sign a waiver recusing the right to the 72-hour notice.

Judicial Hearing:

At the Judicial Hearing, the complainant may also participate when appropriate. Accused students have the right to be accompanied by a student advocate to offer support and insight. However, the student may not be accompanied by an attorney, and the student advocate cannot participate in the hearing unless invited to do so by the Dean of Students or the Chair of the Committee. The Judicial Hearing is not a court of law, and the formal rules of evidence are not necessary. Records and audio recordings of the Hearing will be maintained in the Office of the Dean of Students.

At the commencement of the Hearing, the student shall be informed once again of the charge against him/her. Tape recordings and/or written notes will be maintained during the Judicial Hearing and kept in the student discipline file. The Dean of Students (or Committee) shall determine whether the student is guilty of a violation of the Code of Student Conduct. After hearing all of the evidence, the Dean of Students (or Committee) may (1) dismiss the complaint on account of procedural error or unsupported conclusions; or (2) uphold the charges, impose sanctions, and prepare a Judicial Document.

Sanctions/Judicial Document:

The Judicial Document will include a description of the violation as well as any sanctions imposed. A written copy of the Judicial Document will be made available to the accused student following the Judicial Hearing. The accused student is responsible for picking up and signing a copy of the document once it is completed. The Judicial Document has two required signature lines: 1) one signature line states that the student has received and read the decision; 2) an additional signature line states that the student agrees to abide by the Judicial Hearing decision. The student must sign the document stating that he/she has received the document and read the decision.

The student has three options for the additional required signature:

1. The student agrees to the Judicial Hearing decision and signs the Judicial Document within one business day of receipt of the document. The sanctions described in the document are imposed, the judicial process is complete, and the Judicial Hearing decision may not be appealed.
2. The student does not agree with the Judicial Hearing decision but does not want to appeal, the sanctions will be upheld.
3. The student disagrees with the Judicial Hearing decision and elects to appeal the decision.

NON-APPEALABLE DISCIPLINARY OFFENSES

While Louisiana Christian University is fully committed to a disciplinary process that is both fair and expeditious, some disciplinary offenses are of such a severe nature that they may threaten the campus community and/or the safety of students, faculty, and staff. Therefore, the following offenses have been designated as non-appealable. **This means the finding of the Judicial Hearing will be imposed immediately without the right to appeal.** These include:

1. Illegally possessing, using, selling, or distributing any type of narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus.
2. Possession or use of any weapon, i.e., guns, knives, explosives. A "weapon" may be defined as any object that is used with the intent to inflict harm.

STUDENT APPEALS

If the Dean of Students conducts the investigation and the Judicial Hearing, the student will appeal to the Committee for Student Accountability, and if the Committee for Student Accountability conducts the investigation and the Judicial Hearing, the student will appeal to the Dean of Students.

Decisions of the Judicial Hearing may be appealed by the accused student or the complainant for any of the following reasons:

1. Procedural error
2. Unsupported conclusions

If the Dean of Students (or Committee for Student Accountability) determines that the appeal meets one of the aforementioned appeal criteria and hears the appeal, the Dean (or Committee) will determine one of the following:

1. Dismiss the charges
2. Uphold the charges and sanctions

If the Dean of Students or Committee for Student Accountability **does not determine that the appeal meets the criteria needed for an appea**l, the original decision and sanctions imposed by the Dean of Students (or the Committee for Student Accountability) will be implemented.

PROCESS FOR STUDENT APPEALS

1. A student must deliver a typed and signed letter of appeal to the Dean of Students within 72 hours of receiving the Judicial Documents and sanctions.
2. If the Dean of Students conducted the investigation and Judicial Hearing, he/she will forward the appeal to the Committee for Student Accountability to determine if the appeal meets one of the criteria for an appeal. If the Committee for Student Accountability conducted the investigation and Judicial Hearing, the Dean of Students will determine if the appeal meets one of the criteria.
3. If it does not meet criteria, the appeal will be rejected, and the initial sanctions apply. The Dean of Students will inform the student.
4. If the appeal warrants moving forward with a hearing, a hearing will be scheduled, and the student will be given a minimum of 72-hour notice of the hearing. To expedite the judicial process, a student may waive the 72-hour requirement.
5. Notices will include the date and time of the appeal hearing and may be given by phone, email, or hand delivered. Students living off-campus will typically be contacted by phone, email, or text. Contact will be documented and signed off on by either the Dean of Students or designated official. In the event the student refuses to accept delivery of the notice, such refusal will constitute notice and will also be noted and documented in writing. If repeated attempts to contact the student fail, the student may forfeit rights to a second level hearing. If warranted, the complainant may also be notified of the date and time of the appeal.
6. On the day of the scheduled hearing, the accused and the complainant may present their cases. If the accused student fails to appear at the hearing, the sanctions will be upheld, and no further appeal will be permitted.
7. If needed, the Dean of Students will be present to present the judicial record and to answer any procedural questions.
8. The student may be accompanied by a student advocate for support, but the advocate may not actively

participate in proceedings unless requested to do so. The advocate will only be allowed to be present in the hearing room during questioning of the student and the complainant. Students may not be accompanied by an attorney. The advocate will be dismissed from the proceedings if he/she becomes disruptive.

9. During the hearing, the student has a right to explain the facts related to the incident(s), why he/she is not guilty, and/or why a sanction is not warranted. Witnesses may be called into the room and questioned to provide information supporting or refuting the alleged violation(s). Neither the accused student nor the complainant may question witnesses, nor be allowed in the hearing room while such questioning takes place. The student is not allowed to cross-examine witnesses or the complainant during any of the proceedings. The Dean of Students (or Committee of Student Accountability) has the discretion to include or exclude testimony as it deems fair and appropriate under the circumstances.

10. After all statements, questions, and supporting information have been submitted, the Dean (or Committee) will go into an executive session to deliberate and come to a decision. The decision of the Committee will be by majority vote, and the Chair of the Committee will submit a written copy of the Committee's decision to the Dean of Students. The Dean's (or Committee's) decision is final and non-appealable with ONE exception. If the sanction is expulsion, the student may make one final appeal to the President of the University.

11. The Dean of Students will notify the student within 72 hours of the decision.

12. Records of the appeal will be maintained in the Office of Student Support Services.

13. Digital recordings and/or written notes will be maintained during the presentation of the case. However, deliberations of the Committee of Student Accountability will not be recorded under any circumstances. All recorded and written evidence, including evidence or prior offenses by the accused, presented at any level of the judicial process will be available at any and all subsequent hearings.

FINAL APPEAL TO THE UNIVERSITY PRESIDENT

If the sanction for the offense is expulsion, the student may make a final appeal to the President. The student must deliver a typed and signed letter of appeal to the President within 72 hours of receiving the final decision of the appeal. The President will consider the appeal and render a written decision within 72 hours of receiving the student's appeal letter.

POSSIBLE SANCTIONS FOR CODE OF STUDENT CONDUCT VIOLATIONS

Responsible disciplinary action is designed to hold a student accountable for behavior while providing the opportunity to learn from mistakes and grow in character. Judicial sanctions are imposed upon a student or student organization for violation(s) of the Code of Student Conduct. Designated University officials and committees investigate violations and determine the appropriate sanctions if warranted. Under some circumstances, severe sanctions such as suspension, denial of a degree, or expulsion from the University may be imposed upon the first violation. Investigative records and notices of sanctions become a part of the student's conduct record and may be considered in any future proceeding by the Dean of Students, the Committee for Student Accountability, or other University official. Government agencies, graduate schools, and prospective

employers often inquire about a former student's disciplinary records. A student who violates the Code of Student Conduct is subject to one or a combination of the following sanctions:

A. Interim Suspension

Suspension of hours or days while awaiting further judicial action. The Dean of Students or his/her designee may impose an interim suspension: (1) to ensure the safety and well-being of the student and members of the campus community (2) to protect University property or (3) to prevent disruption or interference with the normal operations of the University. During an interim suspension, the student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which a student might otherwise be eligible, as the Dean of Students may determine to be appropriate. Students found in violation of the terms of an interim suspension are subject to expulsion from the University and to prosecution under local, state, and federal laws. Non-students are subject to prosecution under local, state, and federal laws and may be disallowed on the campus.

B. Censure

A written reprimand for violation of specified requirements of the Code of Student Conduct.

C. Restitution

The reimbursement for damages to or misappropriation of property. This may take the form of appropriate service or other compensation. Common assessment may be made to groups of students for damage occurring in common areas shared by group members, such as residence hall lobbies or hallways.

D. Fines

A monetary penalty may be imposed in addition to restitution.

E. Community Service Hours

The student or student organization is required to perform or complete a task for a specific number of hours within a specific time period.

F. Educational Assignments

May include but are not limited to attendance at educational programs, preparation of personal essay(s), written reflection on issues relevant to one's violation of the Code of Conduct, or involvement in a mentoring process/relationship.

G. Counseling

Students may be referred for counseling, either on campus or to an appropriate professional agency, at the expense of the student. A series of private conferences with the student may be scheduled to help the student better assume responsibility as a mature citizen, adjust to the behavioral standards of the University community, and be considerate of other people and their rights.

H. Suspension of Privileges

Limitation of activities or privileges for a designated period of time. The violator may be prohibited from active participation in extracurricular clubs, governing groups, varsity athletics, intramural programming, and other student activities. While a student may continue to attend classes and practice varsity athletics, the student is not allowed to represent the University in public performance venues. This includes, but is not limited to, debate tournaments, musical and theatrical performances, and athletic events.

I. Suspension of the Use of a Motor Vehicle on Campus

Prohibits the student from having or operating a motor vehicle on campus and/or permitting someone else to operate a motor vehicle he/she owns or has in his/her possession.

J. Confiscation

Removal of offensive or prohibited property.

K. Eviction

Prohibition or removal of a student from residence halls or other campus facilities as designated in a written notification.

L. Judicial Probation

The student or student organization is placed on supervisory status for a specified period of time. Judicial Probation may include the loss of some privileges, such as participation in University activities, holding any student office or committee chair, or use of University facilities or services. Additionally, no student on Judicial Probation will be allowed to participate in any overseas program. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.

M. Indefinite Judicial Probation

The student or student organization is placed on supervisory status for an indefinite period of time to remain in effect until such a time as the official in charge shall determine that the probationary status should be lifted. Indefinite Judicial Probation may include the loss of some privileges, such as participation in University activities, holding any student office or committee chair, or use of University facilities or services. Additionally, no student on Indefinite Judicial Probation will be allowed to participate in any overseas program. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.

N. Areas Placed Off Limits

Restricts the student from certain areas or facilities.

O. Residence Hall Suspension

Separation of the student from the residence halls for a definite period of time, after which the student is

eligible to return. Conditions for readmission may be specified. Suspended students are restricted from visiting or entering any residential facility operated by the University during the period of separation. When suspended from the residence halls, students should be aware that they may forfeit their residence hall deposits and fees subject to any refund policies.

P. Suspension

The student or student organization's status is temporarily terminated and all privileges are removed for a specified period. Students who are suspended may not be on campus, enter University facilities, or participate in University activities either on or off the campus for a designated period of time. Any suspended student found in violation is subject to arrest for trespassing. Tuition and fees will not be refunded to students who are suspended from the University. On return, the student must apply for readmission to the Dean of Students. Special conditions affecting eligibility for readmission or conditions to be in effect upon readmission may be designated upon request for readmission.

Q. Suspension without Option to Return

The student is suspended permanently and may not be on campus for anything except official business. The student must notify Security and the Dean of Students prior to entering campus. Any suspended student who violates this prohibition will be subject to arrest for trespassing.

R. Expulsion

Permanent dismissal from the University. There is no refund of tuition, room, board, or fees to students who are expelled. Any expelled student found in violation is subject to arrest for trespassing. Students who have been expelled from school must leave the campus within the period of time specified by the Dean of Students or designee. Students who do not leave the campus within the allotted time or do not obtain written permission from the Dean of Students to remain on campus will be prosecuted.

STUDENT COMPLAINT POLICY

Louisiana Christian University aspires to provide an education and services of highest quality to its students and to provide equity and harmony in the application of University policies and procedures. When a student has a complaint, resolution should be sought through informal communication with the appropriate instructor, dean, staff member, or administrative officer who may be able to help rectify or clarify the situation before a written complaint is initiated.

FORMAL COMPLAINT PROCEDURES

The Student Complaint Policy does not supersede specific policies involving special cases such as grade appeals, record appeals, judicial appeals, etc.

Lodging a Formal Student Complaint:

A student who wishes to lodge a formal complaint with the University must complete and submit the formal complaint form to the appropriate Executive Leadership Team level officer. The form is located in the online *Student Handbook*. Hard copies can be obtained in the Office of Academic Affairs. The complaint should be submitted in writing within 14 calendar days of the incident.

Administrative Complaint Acknowledgment:

The Executive Leadership Team member will forward the formal student complaint to the administrator (supervisor) most immediately responsible for the area to which the complaint pertains. The administrator will send a written acknowledgment to the student within five working days of receiving the complaint indicating that the formal complaint form has been received and that the student will receive a written response after deliberation within approximately ten working days. A copy of the acknowledgement letter will be sent to the Executive Leadership Team level officer responsible for the area.

Administrative Deliberation and Response:

If the administrator to whom the complaint is forwarded determines that the nature of the complaint is beyond his/her area of supervision or expertise, the next level administrator in the area should be consulted and may be requested to respond to the student. Administrative disposition of the complaint will generally consist of investigation into the source of the complaint, previous efforts to resolve the issue, and any contingencies that will aid in the deliberation and disposition of the problem. The responding administrator will send to the student a written statement of attempted resolution to the problem. A copy of the deliberation response will be sent to the appropriate Executive Leadership Team level officer. After resolution, all formal student complaints will be forwarded and housed in the VPAA's Office.

Student Appeal Process:

Upon receiving a deliberation response to the written complaint, the student has the right of appeal to successive levels of administrators within the area. This appeal must be made in writing within five working days of receiving the administrative response. In each case, the student will receive an

acknowledgement of the appeal within five working days and a deliberation response within ten working days from the date of the acknowledgment letter.

Administrative Levels for Student Complaints:

The appropriate Executive Leadership Team level officer for student complaints will be as follows:

- Vice President for Academic Affairs – all academic matters, institutional effectiveness, research, accreditation, retention, and registrar issues
- Vice President of Business Affairs CFO – financial issues, bookstore, post office, graphic services, and food services
- Vice President for Institutional Advancement and Alumni Affairs – alumni and fundraising
- Vice President of Intercollegiate Athletics – athletic issues
- Executive Director of Student Life – student support services, residential life, counseling services
- Executive Director of Marketing – public relations and marketing
- Executive Director of Enrollment Management – enrollment, financial aid, and recruiting
- Executive Director of Information Technology – IT issues
- Director of Campus Security and Operations – facilities and security

LOUISIANA CHRISTIAN UNIVERSITY
FORMAL COMPLAINT FORM FOR STUDENTS

_____ Name of Student Filing Complaint (Printed)	_____ Date Complaint Filed
_____ Signature of Student Filing Complaint	_____ Student Phone Number
_____ Student Mailing Address	_____ Student Email Address
_____ Student ID Number	_____ Campus Location/Online Classes

DESCRIPTION OF COMPLAINT: *(Date, Place, Time, Who Was Involved, Who Witnessed the Event, Details)*

ATTEMPTS MADE TO RESOLVE AS AN INFORMAL COMPLAINT:

STATEMENT OF DESIRED OUTCOME:

——Administrator Receiving Complaint Completes Items Below This Line ——

_____ Date Received	_____ Action Taken
_____ Signature of Administrator Taking Action	_____ Date Response Sent to Student
_____ Signature of Area Vice President	_____ Date Copy Sent to Area Vice President

Additional Information:

Appendix A: Title IX Policy

2021-2022
Title IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Title IX is a powerful tool for students who want to combat gender-based discrimination at school and on university campuses. Under Title IX, discrimination on the basis of sex include sexual harassment, rape and sexual assault.

BACKGROUND ON THE TITLE IX RULE:

Since the beginning of her tenure, Secretary DeVos has worked to ensure all students have the freedom to learn in a safe environment, free from discrimination. Through these efforts, revisions have been made to Title IX. Key provisions of the Department of Education's new Title IX regulation:

- Defines sexual harassment to include sexual assault, dating violence, domestic violence, and stalking, as unlawful discrimination on the basis of sex
- Provides a consistent, legally sound framework on which survivors, the accused, and schools can rely
- Requires schools to offer clear, accessible options for any person to report sexual harassment
- Empowers survivors to make decisions about how a school responds to incidents of sexual harassment
- Requires schools to offer survivors supportive measures, such as class or dorm reassignments or no-contact orders
- Holds colleges responsible for off-campus sexual harassment at houses owned or under the control of school-sanctioned fraternities and sororities
- Restores fairness on college and university campuses by upholding a student's right to written notice of allegations, the right to an advisor, and the right to submit, cross-examine, and challenge evidence at a live hearing
- Shields survivors from having to come face-to-face with the accused during a hearing and from answering questions posed personally by the accused
- Requires schools to select one of two standards of evidence, the preponderance of the evidence standard or the clear and convincing evidence standard, and to apply the selected standard evenly to proceedings for all students and employees, including faculty
- Provides "rape shield" protections and ensures survivors are not required to divulge any medical, psychological, or similar privileged records
- Requires schools to offer an equal right of appeal for both parties to a Title IX proceeding
- Gives schools flexibility to use technology to conduct Title IX investigations and hearings remotely
- Protects students and faculty by prohibiting schools from using Title IX in a manner that deprives students and faculty of rights guaranteed by the First Amendment

TITLE IX COORDINATOR'S RESPONSIBILITIES:

Louisiana Christian University is committed to responsibly investigating all discrimination and harassment as outlined by Title IX. To do this, the Title IX coordinator adheres to the following rubric:

Investigation:	Thorough, Reliable, Impartial
Process:	Prompt, Effective, Equitable
Remedy:	End the Discrimination

Prevent its Recurrence
Remedy the effects upon the victim & community

Below outlines information about LCU's sexual harassment policy and the associated grievance procedures is distributed as part of the University's compliance with Title IX.

WHAT IS SEXUAL HARASSMENT?

Louisiana Christian University is committed to providing an environment that is free of sexual harassment. In keeping with this commitment, federal and state laws, and biblical standards, the University will not tolerate any form of sexual harassment.

Sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program, or activity.
- Submission or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an education program or activity.

Examples of Sexual Harassment:

- Sexual advances, physical or implied, or direct propositions of a sexual nature.
- A pattern of conduct, which can be subtle in nature, which has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliating another.

WHAT TO DO?

If the incident(s) involve sexual assault or rape, immediately contact the Pineville Police Dept., at 318-442-6603. Such crimes are also considered sexual harassment and as such may be reported under LCU's Policy on Harassment.

If students experience, observe, hear about, or believe someone has been sexually harassed in any way, they should make a report of the facts of the incident(s) in a timely manner:

- If the accused is a student, contact either the Title IX Coordinator or other reporting official listed at the conclusion of this handbook under Campus Contacts. Students may report to any administrator or faculty/staff member (coach, Student Life personnel, etc.) on campus and those persons will move the information where it needs to go.
- If the accused is a LCU employee, students should contact the Director of Human Resources at 318-487-7051.

The University will not tolerate sexual harassment of its students and will investigate all allegations of sexual harassment. Where sexual harassment is found, steps will be taken to end it immediately.

Students who, in good faith, report what they believe to be sexual harassment, or who cooperate in any investigation, will not be subject to retaliation.

Any student who believes he/she has been the victim of retaliation for reporting sexual harassment or cooperating in an investigation should immediately contact the Title IX Coordinator.

WHAT TO EXPECT

Any student who is a victim of sexual harassment can request assistance from Student Affairs of Louisiana Christian University.

In dealing with sexual harassment and rape on campus, LCU strongly encourages the full prosecution of all local, state and federal laws.

Victims should contact the Pineville Police Department by dialing 911 from a campus telephone. Victims may also choose to report the incident to Campus Security at 318-308-6505 or 7233 from a campus telephone. LCU, in accordance with University policy, will file all necessary documents with the Pineville Police Department upon receiving a complaint of sexual assault.

ADDITIONAL RESOURCES

Rapides Regional Medical Center
318-769-3000

Family Justice Center of Central Louisiana
318-448-0884

STAR Agency
https://star.ngo/

1.855.435.7827

Campus Contacts

- Ms. Erin Guin - Director of Human Resources 318-487-7051
- Mr. Brian Manuel - Dean of Students & Dean, School of Media, Communication & Fine Arts 318-487-7154
- Ms.KB Thomas - Executive Director of Student Life, 318-487-7138
- Mr. Zach Johnson - Director of Residence Life 318-487-7154
- Chief John Dauzat - Director of Campus Security 318-487-7015
- Dr. Natalie Maxey - Vice President of Academic Affairs 318-487-7601
- Dr. Marcia Hardy - Dean, School of Business 318-487-7130
- Dr. Victory Lindo-Lemons - Dean, School of Education 318-487-7302
- Dr. Juanita Moorman - Dean, School of Social Work 318-487-7168
- Dr. Theodore Chiasson - Dean, School of Science, Computing, and Artificial Intelligence 318-487-7506
- Dr. Christine Reese - Dean, School of Humanities and Social Sciences 318-487-7103
- Dr. Justin Langford - Dean, School of Christian Studies 318-487-7243
- Dr. Shaina Goudeau - Dean, College of Health Science & Professional Programs 318-487-7162
- Coach Reni Mason - Athletic Director 318-487-7503
- Ms.Janet Sanders - Coordinator of Health Services 318-487-7750

BE INFORMED ABOUT SEXUAL HARASSMENT TITLE IX

Appendix B: Violence Against Women Act Policy And Procedure

2021-2022

The Violence Against Women Reauthorization Act (VAWA) of 2013 was signed into law by President Obama on March 7, 2013. It amended the Violence Against Women Act and the Clery Act to provide new requirements for post-secondary schools participating in Title IV financial aid programs to prevent and respond to sexual violence, domestic violence, dating violence, and stalking. The requirements became effective March 7, 2014. Some of these requirements include providing primary prevention education and awareness programs for all incoming students and employees; expanding the collection of crime statistics to include domestic violence, dating violence, and stalking in addition to current requirements to collect sexual assault statistics; expanding the collection of hate/bias crime statistics to include national origin and gender identity; issuing complainants a written notice of their rights; and adopting grievance policies that are prompt, fair, and impartial as well as administered by trained officials.

Louisiana Christian University does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, LCU issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, LCU prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the University community.

Primary Prevention Education for Students

In an effort to create and maintain a safe campus community, LCU offers all students education during their first semester on campus for Sexual assault prevention, alcohol and drug awareness, bystander intervention, and risk reduction.

Primary Prevention Education for Employees

The University strives to achieve and maintain equal opportunity, inclusiveness, equitable treatment, and access to education, employment, and services for all individuals. As part of this commitment, the University strictly prohibits the offenses of sexual assault, sexual harassment, domestic violence, dating violence, and stalking.

These offenses are real. According to the U.S. Center for Disease Control, nearly 1 in 5 (18.3%) women and 1 in 71 men (1.4%) reported experiencing rape at some time in their lives. Approximately 1 in 20 women and men (5.6% and 5.3%, respectively) experienced sexual violence other than rape, such as being made to penetrate

someone else, sexual coercion, unwanted sexual contact, or non-contact unwanted sexual experiences over a 12-month time period. As members of the Louisiana Christian University community, it is important that we are part of the solution, not the problem.

To that end, a new training program has been added to the New Hire Task list. This training is associated with Title IX and the Violence Against Women Act. This training will be required for all new hires set up in the New Hire system and serves to educate employees on what behaviors constitute sexual misconduct and interpersonal violence and what their responsibilities are for preventing and reporting such conduct. This program will also provide them with ways in which they can intervene as a bystander. As members of the University, it is up to us to create an environment in which interpersonal violence is unacceptable and survivors are supported.

Sex Offenders Registry Policy and Procedure

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, The Louisiana Christian University Department of Safety and Security is providing a link to the Louisiana State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Any person who uses information contained in or accessed through the Louisiana State Police Sex Offender and Child Predator Registry Website to threaten, intimidate, or harass any individual, including registrants or family members, or who otherwise misuses this information, may be subject to criminal prosecution or civil liability. The Louisiana State Police is responsible for maintaining this registry. Follow the link below to access the Louisiana State Police website. http://www.lsp.org/socpr/default.html

The following is emergency law enforcement, medical, and crisis response contact information:

LAW ENFORCEMENT, MEDICAL PROVIDERS AND CRISIS RESPONSE

Louisiana Christian University Department of Safety and Security
318-487-7233 or 318-308-6505
400 Cross Street, Pineville, LA 71359

Louisiana Christian University Counseling Center
318-487-7420
Carroll and Elizabeth Hixson Student Center

Pineville Police Department
318-442-6603
910 Main Street, Pineville, LA 71360

Louisiana Christian University Health Services Nurse
318-487-7750
Carroll and Elizabeth Hixson Student Center

Rapides Parish Sheriff's Office
318-473-6700
701 Murray Street, Alexandria, LA 71301

Rapides Regional Hospital
318-769-3000
211 4th Street, Alexandria, LA 71301

Christus Cabrini Hospital
318-473-4681
3330 Masonic Drive, Alexandria, LA 71302

Alexandria Sexual Trauma Awareness and Response (STAR) Center
855-425-STAR or 310-625-7590
1412 Peterman Drive, Ste. A, Alexandria, LA 71301

Louisiana Coalition Against Domestic Violence (LCADV)
24-Hour Hotline: 888-411-1333

Family Justice Center of Central Louisiana
318- 448-0884
220 Hospital Blvd., Pineville, LA 71360

Louisiana Foundation against Sexual Assault (LaFSA)
24-Hour Hotline: 888-995-7273

Policy on "Who to Report To"

The University encourages individuals who have experienced Prohibited Sexual Conduct to talk about what happened so they can get the support they need and so the University can respond appropriately. This section identifies University employees who are authorized to receive reports, their roles, and their ability to maintain an individual's confidentiality.

Responsible Employees Policy

A Responsible Employee is an University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably

believe has this authority or duty. When an individual tells a Responsible Employee about an incident of sexual violence, the individual has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged Prohibited Sexual Conduct shared by the individual, including the names of the individual who allegedly experienced Prohibited Sexual Conduct and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the University's response to the report.

A Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged Prohibited Sexual Conduct shared by the individual, including the names of the individual who allegedly experienced Prohibited Sexual Conduct and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the University's response to the report.

The following individuals are the University's Responsible Employees:

- Ms. Erin Guin - Director of Human Resources 318-487-7051
- Mr. Brian Manuel - Dean of Students & Dean, School of Media, Communication & Fine Arts 318-487-7154
- Ms.KB Thomas - Executive Director of Student Life, 318-487-7138
- Mr. Zach Johnson - Director of Residence Life 318-487-7154
- Chief John Dauzat - Director of Campus Security 318-487-7015
- Dr. Natalie Maxey - Vice President of Academic Affairs 318-487-7601
- Dr. Marcia Hardy - Dean, School of Business 318-487-7130
- Dr. Victory Lindo-Lemons - Dean, School of Education 318-487-7302
- Dr. Juanita Moorman - Dean, School of Social Work 318-487-7168
- Dr. Theodore Chiasson - Dean, School of Science, Computing, and Artificial Intelligence 318-487-7506
- Dr. Christine Reese - Dean, School of Humanities and Social Sciences 318-487-7103
- Dr. Justin Langford - Dean, School of Christian Studies 318-487-7243
- Dr. Shaina Goudeau - Dean, College of Health Science & Professional Programs 318-487-7162
- Coach Reni Mason - Athletic Director 318-487-7503
- Ms.Janet Sanders - Coordinator of Health Services 318-487-7750

<u>Other Mandatory Reporters Policy</u>

In addition to Responsible Employees, it is mandatory that all University employees (other than the Confidential Resources listed below) report Prohibited Sexual Conduct to the Title IX Coordinator, the individual's supervisor, or another Responsible Employee.

Confidential Reporting Resources Policy

Some individuals on and off the University are required to maintain near complete confidentiality. Talking to these individuals is sometimes called a privileged communication. The trained professionals designated below can provide counseling, information, and support in a confidential setting. These confidential resources will not share information about a patient/client (including whether that individual has received services) without the individual's express, written permission unless there is a continuing threat of serious harm to the patient/client or to others or there is a legal obligation to reveal such information (e.g., suspected abuse or neglect of a minor).

Confidential Advisors Policy

Pursuant to La. R.S. 17:3399.15, no later than the beginning of the 2016-2017 academic year, the University shall designate Confidential Advisors. Contact information for the Confidential Advisors will be provided at that time on the University's website. Those individuals designated as Confidential Advisors shall complete online training developed by the Attorney General in collaboration with the Board of Regents.

The Confidential Advisor shall inform the Complainant of the following:

- Their rights under federal and state law, as well as University Policy;
- Reporting options and potential outcomes;
- Investigation and disciplinary/adjudication proceedings of the University and the criminal justice system;
- Potential accommodations; and
- Emergency response options.

The Confidential Advisor may liaise with the University on behalf of the Complainant, as appropriate. In addition, the Confidential Advisor may accompany the Complainant through various proceedings in the Investigation.

The Confidential Advisor shall 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.

Policy on How to Report

The University encourages all individuals, whether a Complainant, witness, or third party, to promptly report Prohibited Sexual Conduct directly to the Title IX Coordinator, the Office of the Dean of Students, or the LCU Department of Safety and Security. After normal business hours, individuals are encouraged to report incidents of Prohibited Sexual Conduct to the LCU Department of Safety and Security. The reporting options are the same whether the reporter is a Complainant, a witness, third party, or other individual.

The University recognizes that deciding whether to make a report and choosing how to proceed are personal decisions that may evolve over time. At the time a report is made, a Complainant does not have to decide whether to request any particular course of action. Through a coordinated effort, staff from the offices listed below provide support to assist each individual in making these important decisions, and consistent with the goal of safety for all community members, will make every effort to respect an individual's autonomy in making the determination as to how to proceed. Any individual can also make a report to external law enforcement

agencies, including those listed below. If a report is made to the police, the University and the police may share information under certain circumstances.

REPORTING (NOT ANONYMOUS)

On Campus Reporting Options for University Action under the Policy

Off Campus Reporting Options for External Law Enforcement Action

- *Title IX Committee*

318-487-7168 or 318-481-5990
1140 College Drive, Pineville, LA 71359

- 911

- Office of Student Support Services

318-487-7134
1140 College Drive Pineville, LA 71359

- Pineville Police Department

318-442-6603
910 Main Street, Pineville, LA 71360

- LCU Department of Safety and Security

318-487-7233 or 318-308-6505
400 Cross Street, Pineville, LA 71359

- Rapides Parish Sheriff's Office

318-473-6700
701 Murray Street, Alexandria, LA 71301

Anonymous Reporting Policy

Any individual may make a report of Prohibited Sexual Conduct to the University without disclosing his or her name and without identifying Respondent or requesting any action. Depending on the level of information available about the incident or the individuals involved, LCU's ability to respond to an anonymous report may be limited. These reports will be referred to the Title IX Coordinator.

REPORTING CONSIDERATIONS

Timeliness and Location of Incident Policy

All individuals, including a Complainant, witness, or third party, are encouraged to report Prohibited Sexual Conduct regardless of when or where it occurred, as soon as possible to maximize the ability to respond promptly and effectively. The University does not, however, limit the time frame for reporting. If Respondent is no longer a student at the time of the report, or if the conduct did not occur on campus, in the context of

an education program or activity of the University, or have continuing adverse effects on campus or in an off-campus education program or activity, the University may not be able to fully investigate nor take disciplinary action against Respondent. In each instance, the University will still provide any fair and reasonable support and resources to a Complainant designed to end the Prohibited Sexual Conduct, prevent its recurrence, and address its effects. The Title IX Coordinator will also help a Complainant identify external reporting options.

Amnesty Policy

Any individual, including a Complainant, witness, or third party, who makes a report, will not be subject to disciplinary action by the University for his/her, personal consumption of alcohol or other drugs at or near the time of the incident.

PROCEDURE FOR RESOLUTION POLICY

Initial Assessment Policy

When a report is made, the Title IX Coordinator will conduct an Initial Assessment. The Initial Assessment will determine whether the alleged conduct would present a potential violation of the Policy and whether further action is warranted based on the alleged conduct.

Preliminary Meeting Policy

The first step of the Initial Assessment will usually be a preliminary meeting between Complainant and the Title IX Coordinator or designee to gather facts that will enable the Title IX Coordinator to:

- Assess the nature and circumstances of the allegation;
- Address any immediate concerns about the physical safety and emotional well- being of the Complainant and Respondent;
- If the conduct is criminal in nature, notify Complainant of the option to notify law enforcement;
- Provide Complainant with information about:
- On and off campus resources, including the availability of medical treatment to address any physical and mental health concerns, including counseling and support, and to preserve evidence, whether or not
- Complainant chooses to make an official report or participate in the institutional disciplinary or criminal process;
- The available range of Interim Protective Measures; and
- Procedural options, including Voluntary Resolution, Investigation, and Appeal.
- Discuss Complainant's expressed preference for manner of resolution and any barriers to proceeding;
- Explain the University's policy prohibiting Retaliation;
- Explain the role of the Support Person and Advisor;
- Assess potential pattern evidence or other similar conduct

Requests for Confidentiality or No Formal Action Policy

Where a Complainant requests that his/her name or other identifiable information not be shared with Respondent or that no formal action be taken, the Title IX Coordinator will balance this request against the following factors in reaching a determination whether the request can be honored:

- The nature and scope of the alleged conduct;
- The respective ages and roles of Complainant and Respondent;
- The risk posed to any individual or to the campus community;
- Whether there have been other reports of misconduct by Respondent;
- Whether the report reveals a pattern of misconduct at a given location or by a particular group;
- Complainant's wish to pursue disciplinary action;
- Whether the University possesses other means to obtain relevant evidence;
- Considerations of fundamental fairness and due process with respect to Respondent should the course of action include disciplinary action against Respondent;
- The University's obligation to provide a safe and non-discriminatory environment.

Where possible based on the facts, circumstances, and the factors listed above, the Title IX Coordinator will seek action consistent with Complainant's expressed preference for manner of resolution, recognizing that the University must move forward with cases. LCU's ability to fully investigate and respond to a report may be limited if Complainant requests that their name not be disclosed to Respondent or declines to participate in an Investigation.

Determination of Resolution Route

At the conclusion of the Initial Assessment, the Title IX Coordinator will determine the appropriate resolution route. Resolution may include: (1) no further action; (2) Voluntary Resolution; or (3) the initiation of an Investigation that may lead to disciplinary action.

Regardless of the manner of resolution, a Respondent may choose to accept responsibility at any stage in the process.

Nondisclosure Policy

The University will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of proceedings under this Policy.

Voluntary Resolution Policy

Voluntary Resolution is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of Complainant and the safety and welfare of the campus community. Voluntary Resolution does not involve an Investigation or disciplinary action against a Respondent and is not appropriate for all forms of conduct under the Policy.

If a Complainant requests Voluntary Resolution, and the Title IX Coordinator concludes that Voluntary Resolution is appropriate based on the Initial Assessment, the Title IX Coordinator will take appropriate action designed to protect Complainant's access to employment, educational, and extracurricular opportunities and benefits at the University. A Complainant may request and decide to pursue Voluntary Resolution at any time. In those cases in which the Voluntary Resolution involves either notification to or participation by Respondent, it is Respondent's decision whether to accept Voluntary Resolution.

Voluntary Resolution may include the following: establishing Interim Protective Measures; conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting between Respondent and Complainant (in cases that do not involve Sexual Assault); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of Voluntary Resolution, the remedies will focus on supporting Complainant with no participation or involvement by Respondent. In other forms of Voluntary Resolution, Respondent may agree to participate. Depending on the remedy employed, it may be possible for a Complainant to maintain anonymity.

Voluntary Resolution may also include the option to allow a Respondent to accept responsibility for misconduct and acknowledge harm to Complainant or to the University community.

As the title implies, participation in Voluntary Resolution is a choice, and either party can request to withdraw and pursue an Investigation at any time, including if Voluntary Resolution is unsuccessful. Similarly, a Complainant can request to end an Investigation and pursue Voluntary Resolution at any time. Either party may request Interim Protective Measures regardless of whether any particular course of action is sought.

Voluntary Resolution is not mediation. Mediation is never appropriate in Sexual Misconduct cases.

Investigation Policy

Following the Initial Assessment, and in consultation with Complainant, the University will initiate a prompt, thorough, and impartial Investigation of conduct that is a potential violation of the Policy and is not being addressed through Voluntary Resolution. The Title IX Coordinator will designate an investigator(s) who has training and experience investigating allegations of Prohibited Sexual Conduct. The investigator will coordinate the gathering of information to make an Investigative Finding regarding whether the alleged conduct constitutes a violation of the Policy by a preponderance of the evidence. A preponderance of the evidence means that it is more likely than not that the conduct occurred.

Information gathered during the Investigation will be used to evaluate the appropriate course of action, provide for individual and campus safety, and identify the need for additional Interim Protective Measures and other remedies to eliminate the alleged conduct and to address its effects.

Time Frame for Resolution Policy

Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the Investigation and resolution, the Title IX Coordinator seeks to resolve all reports within one academic semester, depending on when the report is received. In general, an Investigation will typically last up to sixty (60) days, from the date the Title IX Coordinator determines there is sufficient information to determine if the allegation raises a potential violation of this Policy and that Investigation is the appropriate route for Resolution. This time frame does not include Appeals. The Title IX Coordinator may set reasonable time frames for required actions under the Policy. Time frames may be extended for good cause to ensure the integrity and completeness of the Investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, Complainant, or Respondent, account for University breaks, or address other legitimate issues, including the complexity of the Investigation and the severity and extent of the alleged conduct. Complainant and Respondent

will be given periodic status updates throughout the process. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Investigative Process Policy

After the Title IX Coordinator initiates an Investigation, the investigator will notify Complainant and Respondent of the Investigation, which constitutes a formal charge. The notification will include a summary of the allegation or conduct at issue, the range of potential violations under the Policy, and the range of potential sanctions. Once the notification has been made to Complainant and Respondent, the Investigation phase begins.

Upon notification, or at any stage in the process, Respondent may choose to accept responsibility for the Policy violation. Even if Respondent accepts responsibility for the Policy violation, the investigator may continue the Investigation as necessary to determine appropriate sanction(s).

The investigator will also inform Complainant and Respondent that they have the ability to challenge the investigator based on an actual conflict of interest, bias, or lack of impartiality. Any such challenge must be submitted in writing to the Title IX Coordinator within three (3) business days of the notification. The challenge must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. Failure to timely object eliminates the possibility of any later appeal or objection based on the assertion that the investigator had a conflict of interest, was biased, or lacked impartiality.

The Title IX Coordinator will oversee the Investigation by the investigator. The Investigation is designed to provide a fair and reliable gathering of the facts by a trained and impartial investigator. All individuals, including Complainant, Respondent, and any third party witnesses, will be treated with appropriate sensitivity and respect throughout the Investigation. The Investigation will safeguard the privacy of the individuals involved in a manner consistent with federal law and University policy.

During the Investigation, Complainant and Respondent will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information. The investigator will speak separately with Complainant, Respondent, and other individuals willing to participate and who have relevant information. As part of the Investigation, the investigator may gather or receive information that is relevant to the determination of an appropriate sanction or remedy, including information about the impact of the alleged incident on Complainant and Respondent. The investigator will gather any available physical or documentary evidence, including prior statements by Complainant, Respondent, or witnesses, any communications between the Complainant and Respondent, email messages, social media messages, text messages, and other records as appropriate and available. In the event Respondent declines to participate in proceedings or withdraws from the University, the Investigation and Appeal may proceed without Respondent. A Respondent that withdraws from the University prior to a finding will not be eligible to return to the University until the proceedings under the Policy have been finally concluded.

If a Respondent accused of Sexual Misconduct seeks to transfer to another institution during an Investigation, the University shall withhold the Respondent's transcript until such Investigation or adjudication is complete and a final decision has been made. The University shall inform the Respondent of the University's obligation to withhold the transcript during the Investigation.

At any meeting or proceeding related to the resolution of an allegation under the Policy, Complainant or

Respondent may have a Support Person and/or an Advisor present. The Support Person and/or Advisor may not be otherwise a party or witness involved in the Investigation or proceedings. A party's inclusion of a Support Person or Advisor is at the sole initiative and expense of the party.

Once chosen by a Complainant or Respondent to serve as an Advisor, at the discretion of the Title IX Coordinator or investigator, the Advisor may be required to meet with the Title IX Coordinator in advance of any attendance of any activity related to the Investigation to understand the expectations of the role, privacy considerations, and appropriate decorum.

The University, its officials, Title IX Coordinator, and investigator will at all times only communicate directly with Complainant and Respondent even if he/she authorizes the Advisor to receive information on his/her behalf. It is the party's responsibility to communicate and share information with his/her Advisor. Where the University is made aware that there is a concurrent criminal investigation, the Title IX Coordinator will coordinate with law enforcement so that any University processes do not interfere with the integrity or the timing of the law enforcement investigation. At the request of law enforcement, the University may agree to defer the fact-finding portion of its Investigation until after the initial stages of a criminal investigation. The Title IX Coordinator will nevertheless communicate with Complainant and Respondent regarding resources and accommodations, procedural options, anticipated timing, and the implementation of any necessary Interim Protective Measures for the safety and well-being of all affected individuals.

All community members, including students, faculty, and staff, are expected to cooperate with the Title IX Coordinator and investigator in the Investigation, as well as any Appeal, to assure fairness and procedural due process. The Title IX Coordinator may request the appearance of persons from the University community who can provide relevant evidence. Both a Complainant and a Respondent may decline to participate in proceedings under the Policy.

Relevance and Special Considerations Policy

The investigator has the discretion to determine the relevance of any witness or other evidence to the finding of responsibility and may exclude information in preparing the Investigation Report if the information is irrelevant, immaterial, or more prejudicial than informative. The investigator may also exclude statements of personal opinion by witnesses and statements as to general reputation for any character trait, including honesty. The investigator will not exclude direct observations or reasonable inferences drawn from the facts.

Character Evidence Policy

Character evidence is information that does not directly relate to the facts at issue, but instead, reflects upon the reputation, personality, qualities, or habits of an individual. In general, information regarding the character of Complainant, Respondent, or any witness is not relevant to the determination of whether there is a Policy violation.

Prior Sexual History Policy

Questioning about Complainant's sexual history with anyone other than Respondent should not be permitted. Further, the University recognizes that the mere fact of a current or previous consensual dating or

sexual relationship between Complainant and Respondent does not itself imply Consent or preclude a finding of a violation of the Policy.

Consultation of Other Administrative Units Policy

In reaching these determinations, the investigator will consult with other administrative units with information relevant to the Investigation. The investigator may also seek information from the Office of Student Support Services and the Office of the Dean of Students regarding prior disciplinary history and the LCU Department of Safety and Security regarding prior criminal history.

Consolidation of Reports Policy

At the discretion of the University, multiple reports may be consolidated in one Investigation if the information related to each incident would be relevant and probative in reaching a determination on the other incident. This includes, but is not limited to, matters where the evidence of the other conduct is inextricably intertwined with Prohibited Sexual Conduct under the Policy. Matters may also be consolidated where they involve multiple Complainants, multiple Respondents, or related conduct involving the same parties that would otherwise have been heard under the Student Code of Conduct (provided that it does not delay the prompt resolution of determinations of violations of this Policy).

Review of Draft Investigation Report Policy

At the conclusion of the Investigation, the investigator will prepare a written report that summarizes the information gathered, synthesizes the areas of agreement and disagreement between Complainant and Respondent with any supporting information or accounts, and includes an Investigative Finding regarding whether a Policy violation occurred. However, at the discretion of the investigator and based on the circumstances, before the report is finalized Complainant and Respondent may be given the opportunity to review a draft Investigation Report, which will not include the Investigative Finding, and may be presented in redacted format. Complainant and Respondent will not receive an electronic or written copy, nor may they photograph or copy the draft Investigation Report.

If allowed to view the draft Investigation Report, Complainant and Respondent may submit any additional comment or information to the investigator within five (5) business days of the date of the notice of the opportunity to review the draft Investigation Report. This is the final opportunity for Complainant and Respondent to identify any additional information or witnesses prior to an Investigative Finding. In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the investigator either at this juncture or prior to the conclusion of the Investigation will not be considered by the investigator or Appeal Panel.

Investigative Finding Policy

Upon the conclusion of the Investigation, the investigator will make an Investigative Finding, by a preponderance of the evidence, regarding whether a Policy violation occurred.

Sanctions Policy

In keeping with LCU's commitment to foster an environment that is safe, inclusive, and free of Prohibited Sexual Conduct, the Policy provides the Title IX Coordinator with wide latitude in the imposition of sanctions tailored to the facts and circumstances of each violation of the Policy, the impact of the Prohibited Sexual Conduct on Complainant and surrounding community, and accountability for Respondent. The imposition of sanctions is designed to eliminate Prohibited Sexual Conduct, prevent its recurrence, and remedy its effects, while supporting the University's educational mission and federal and state obligations. Sanctions may include educational, restorative, rehabilitative, and punitive components, including suspension or expulsion.

The Title IX Coordinator, in concert with the investigator, is responsible for determining the appropriate sanction(s).

In determining appropriate sanction(s), the following factors shall be considered:

- The nature and violence of the conduct at issue;
- The impact of the conduct on Complainant;
- The impact or implications of the conduct on the University community;
- Prior misconduct by Respondent, including Respondent's relevant prior discipline history, both at the University or elsewhere, including criminal convictions;
- Whether Respondent has accepted responsibility for the conduct;
- Maintenance of a safe and respectful environment conducive to learning; and
- Any other mitigating, aggravating, or compelling circumstances to reach a just and appropriate resolution in each case.

Restorative outcomes may also be considered that, taking into account the safety of the University community as a whole, allow Respondent to develop insight about his/her responsibility for the behavior, learn about the impact of the behavior on Complainant and the community, and identify how to prevent or change the behavior.

Sanctions may be imposed individually or in combination.

Furthermore, if the Respondent is found responsible for sexually oriented criminal offenses upon the completion of such Investigation and/or adjudication and seeks to transfer to another institution, the University is required to communicate such a violation, when the University becomes aware of the Respondent's attempt to transfer, with the institution(s) to which the Respondent seeks to transfer or has transferred.

Remedies Policy

The Title IX Coordinator may identify short and long-term or permanent remedies to address the effects of the conduct on Complainant and ensure there are no barriers to Complainant's ability to benefit from the University's employment or educational opportunities. Such remedies should seek to restore to Complainant, to the extent possible, all benefits and opportunities lost as a result of the Prohibited Sexual Conduct. The Title IX Coordinator will also identify remedies to address the effects of the conduct on the University community, such as conducting targeted or broad- based educational programming or training for relevant individuals or

groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; and any other remedy that can be tailored to the campus community to achieve the goals of the Policy.

The Title IX Coordinator will consider the appropriateness of remedies, including Protective Measures, on an ongoing basis to assure the safety and well-being of the parties throughout the process. Long-term remedies may include extending or making permanent any Interim Protective Measures or implementing additional measures tailored to achieve the goals of the Policy. Many of the remedies and supports that a Complainant might need after a finding of a Policy violation will have already been provided as Interim Protective Measures. The Title IX Coordinator will, in all cases, consider whether there is a need for additional remedies. Additional remedies or supports may be included in the sanctions, such as reassignment or removal of Respondent from a class or a dormitory. Notification of Investigative Finding, Sanctions, and Remedies

Both Complainant and Respondent will be notified of the Investigative Finding in writing concurrently. Complainant will also be notified of any individual remedies offered or provided to Complainant or any sanctions imposed on Respondent that directly relate to Complainant. Respondent will be notified of any sanctions imposed, but will not be notified of the individual remedies offered or provided to Complainant. These notifications will also include information on the Appeal process.

Investigation Outcome Conference Policy

Upon notification to Complainant and Respondent of the Investigative Finding, and where appropriate, recommended sanction(s) and/or remedy(dies), each party will have the opportunity to meet, separately, with the Title IX Coordinator. The Title IX Coordinator will share the Investigative Finding and, as applicable, the recommended sanction(s) with Complainant and Respondent and the remedy(ies) with Complainant. During the Investigation Outcome Conference, Complainant and Respondent will each have an opportunity to review the Investigation Report, which may be redacted. Complainant and Respondent will not, however, receive an electronic or written copy, nor may they photograph or copy the Investigation Report.

After an Investigative Finding, both Complainant and Respondent may:

- Accept both the Investigative Finding and recommended sanction(s);
- Accept the Investigative Finding, but request an Appeal on the recommended sanction(s); or,
- Request an Appeal on the Investigative Finding and recommended sanction(s).

If either party requests an Appeal, the matter will be referred to an Appeal Panel to determine whether a Policy violation was committed and/or if the appropriate sanction(s) were issued. Complainant and Respondent must communicate their chosen course of action to the Title IX Coordinator in writing (e.g., email, facsimile, letter) within five (5) business days of notification of the Investigative Finding. At the conclusion of the Investigation Outcome Conference, one of the following will occur:

Where both Complainant and Respondent agree to the Investigative Finding and any recommended sanction(s), or where neither party requests an Appeal, the Investigative Finding and any sanction(s) will become final. The finality of the Investigative Finding and any sanction(s), which is not subject to further appeal or review, will be communicated to Complainant and Respondent, in writing concurrently. Concerning

the finality of sanctions, Complainant will only be notified of any sanctions imposed on Respondent that directly relate to Complainant.

If either party challenges the Investigative Finding and/or sanction(s), the Title IX Coordinator will issue a Notice of Appeal to Complainant and Respondent and forward the report for Appeal procedures by the Appeal Panel. The Title IX Coordinator shall have sole discretion to determine whether any sanctions or remedies are put on hold pending the Appeal outcome.

APPEAL POLICY AND PROCEDURE

Scope of Appeal

The scope of review by the Appeal Panel is determined by what Complainant and/or Respondent have appealed. The parties may Appeal the Investigative Finding and/or the sanction(s). If the Investigative Finding is appealed, the scope of the Appeal includes review of the factual findings, Investigative Finding, and any sanction(s). If only the sanctions are appealed, the scope of the Appeal includes review of appropriate sanctions based on the factual findings and Investigative Finding.

In order for a Support Person or an Advisor to participate in an Appeal Hearing, Complainant or Respondent must complete and submit an informational form to the Appeal Chair no later than five business days prior to the Appeal Hearing. If required by the Appeal Chair, the Support Person or Advisor must also meet with the Appeal Chair in advance of participation in any activity related to any Appeal Hearing to understand the expectations of the role, privacy considerations, and appropriate decorum. Neither the Support Person nor the Advisor can be a fact witness or provide testimony in the proceedings.

The University, its officials, Title IX Coordinator, investigator, and Appeal Panel will at all times only communicate directly with Complainant and Respondent even if Complainant or Respondent authorizes the Advisor to receive information on his/her behalf. It is the party's responsibility to communicate and share information with his/her Advisor.

When scheduling an Appeal Hearing before the Appeal Panel in which a party has notified the University that an Advisor plans to attend, the University will make reasonable efforts to accommodate the Advisor's schedule, while balancing the University's commitment to a prompt and equitable process. The University will prioritize the availability of the parties, witnesses, and Appeal Panel members assigned to the matter when determining the date and time for the Appeal Hearing.

A party's Support Person and/or Advisor may not delay, disrupt, or otherwise interfere with the Appeal procedures. An Advisor may be present at Appeal meetings or related proceedings, but may not speak or participate.

Appeal Panel Policy

Upon receipt of a Notice of Appeal Hearing, an Appeal Panel will be appointed by the President or the President's designee to review all relevant information gathered in the Investigation. An Appeal Panel is comprised of three (3) individuals, selected from a diverse pool of trained individuals. Any individual designated by the University to serve on an Appeal Panel must have sufficient training or experience to serve in this capacity. An University student may not serve as a panelist. An Appeal Panel member must decline to participate if he/she has an actual conflict of interest, bias, or lack of impartiality. The Appeal Chair may also dismiss an Appeal Panel member on the same or other relevant grounds.

An Appeal Chair will conduct and preside over the Appeal Hearings. The Appeal Chair is not a voting member of any Appeal Panel, but is available to provide consistency in process, informed understanding of Policy definitions, and guidance as to available sanctions; the Appeal Chair will also draft the Appeal Panel findings.

The Appeal Chair will notify Complainant and Respondent who the members of the Appeal Panel are prior to the Pre-Appeal Hearing Meeting.

Pre-Appeal Hearing Meeting Policy

As a first step, the Appeal Chair will meet separately with the investigator, Complainant, and Respondent to resolve pre-Appeal Hearing concerns. At these pre-Appeal Hearing meetings, Complainant and Respondent will each have the opportunity to identify the witnesses (who have already been identified to or interviewed by the investigator during the Investigation) they wish to call at the Appeal Hearing; raise any challenge to the composition of the Appeal Panel based on bias, conflict of interest, or lack of impartiality; and identify any evolving or newly discovered information that has been obtained that was not previously available during the Investigation process through the exercise of due diligence, which would substantially affect the Investigative Finding or and/or sanction(s) imposed. Complainant and Respondent will also have the opportunity to address questions about the Appeal process. If not participating in the Appeal Hearing, Complainant is not required to attend this meeting.

Complainant and Respondent have the ability to challenge an Appeal Panel member based on an actual conflict of interest, bias, or lack of impartiality. The request must be submitted in writing or raised no later than the date of the pre-Appeal Hearing meeting and must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. Failure to object by the date of the pre-Appeal Hearing meeting eliminates the possibility of appealing the Appeal Hearing Outcome based on the assertion that a member of the Appeal Panel had a conflict of interest, was biased, or lacked impartiality.

Appeal Hearing Policy

The Appeal Hearing will take place in a closed session. The factual findings, Investigative Finding, and any sanctions are presumed to be correct. The party appealing the Investigative Finding and/or sanctions has the burden of demonstrating that the Investigative Finding and/or sanctions were incorrect. At the Appeal Hearing, the investigator will present the evidence supporting the findings and the evidence supporting it. The party appealing will be responsible for presenting evidence showing that the factual findings, Investigative Finding, and/or sanction(s) imposed were incorrect.

In reaching its decision, the Appeal Panel will solicit information from the investigator, Complainant, Respondent, and/or any witnesses as appropriate to ensure a full assessment of the relevant facts. This information shall be provided in the presence of Complainant and Respondent, unless he/she waives his/her right to participate.

Upon request, Complainant, Respondent, or witness may participate by telephone or video conference or may request that a visual barrier be placed to limit the individual's exposure to other Appeal Hearing participants.

Questions directed to Complainant, Respondent, the investigator, and any witnesses will be made through the Appeal Chair. Complainant and Respondent may submit questions to the Appeal Chair, who will screen

them for relevance. In all instances, the Appeal Chair may require measures to assure the integrity of the process.

In making its determination, the Appeal Panel may not consider any information that was not presented during the Appeal Hearing. The Appeal Panel's determination must be reached by a majority vote. The Appeal Panel will make a determination of whether there were any errors in the factual findings, Investigative Finding, and/or sanction(s) imposed. Based on the information presented, the Appeal Panel may:

- Affirm, alter, or reverse the factual findings; and/or
- Affirm, alter, or reverse the Investigative Finding; and/or
- Affirm, alter, or reverse the sanction(s) imposed.

IMPOSITION OF SANCTIONS POLICY

Possible Sanctions for Code of Student Conduct Violations

Responsible disciplinary action is designed to hold a student accountable for behavior while providing the opportunity to learn from mistakes and grow in character. Judicial sanctions are imposed upon a student or student organization for violation(s) of the Code of Student Conduct. Designated University officials and committees investigate violations and determine the appropriate sanctions if warranted. Under some circumstances, severe sanctions such as suspension, denial of a degree, or expulsion from the University may be imposed upon the first violation. Investigative records and notices of sanctions become a part of the student's conduct record and may be considered in any future proceeding by a student conduct committee, Vice President, Dean of Students, or other University official. Government agencies, graduate schools, and prospective employers often inquire about a former student's disciplinary records. A student who violates the Code of Student Conduct is subject to one or a combination of the following sanctions:

A. Interim Suspension

Suspension of hours or days while awaiting further judicial action. The Dean of Students or his/her designee may impose an interim suspension: (1) to ensure the safety and well-being of the student and members of the University community (2) to protect University property or (3) to prevent disruption or interference with the normal operations of the University. During an interim suspension, the student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which a student might otherwise be eligible, as the Dean of Students may determine to be appropriate. Students found in violation of the terms of an interim suspension are subject to expulsion from the University and to prosecution under local, state, and federal laws. Non-students are subject to prosecution under local, state, and federal laws and may be disallowed on the campus.

B. Censure

A written reprimand for violation of specified requirements of the Code of Student Conduct.

C. Restitution

The reimbursement for damages to or misappropriation of property. This may take the form of appropriate service or other compensation. Common assessment may be made to groups of students for damage occurring in common areas shared by group members, such as residence hall lobbies or hallways.

D. Fines

A monetary penalty may be imposed in addition to restitution.

E. Community Service Hours

The student or student organization is required to perform or complete a task for a specific number of hours within a specific time period.

F. Educational Assignments

May include but are not limited to attendance at educational programs, preparation of personal essay(s), written reflection on issues relevant to one's violation of the Code of Conduct, or involvement in a mentoring process/relationship.

G. Counseling

Students may be referred for counseling, either on campus or to an appropriate professional agency, at the expense of the student. A series of private conferences with the student may be scheduled to help the student better assume responsibility as a mature citizen, adjust to the behavioral standards of the University community, and be considerate of other people and their rights.

H. Suspension of Privileges

Limitation of activities or privileges for a designated period of time. The violator may be prohibited from active participation in extracurricular clubs, governing groups, varsity athletics, intramural programming, and other student activities. While a student may continue to attend classes and practice varsity athletics, the student is not allowed to represent the University in public performance venues. This includes, but is not limited to, debate tournaments, musical and theatrical performances, and athletic events.

I. Suspension of the Use of a Motor Vehicle on Campus

Prohibits the student from having or operating a motor vehicle on campus and/or permitting someone else to operate a motor vehicle he/she owns or has in his/her possession.

J. Confiscation

Removal of offensive or prohibited property.

K. Eviction

Prohibition or removal of a student from residence halls or other campus facilities as designated in a written notification.

L. Judicial Probation

The student or student organization is placed on supervisory status for a specified period of time. Judicial Probation may include the loss of some privileges, such as participation in University activities, holding any student office or committee chair, or use of University facilities or services. Additionally, no student on Judicial Probation will be allowed to participate in any overseas program. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.

M. Indefinite Judicial Probation

The student or student organization is placed on supervisory status for an indefinite period of time to remain in effect until such a time as the official in charge shall determine that the probationary status should be lifted. Indefinite Judicial Probation may include the loss of some privileges, such as participation in University activities, holding any student office or committee chair, or use of University facilities or services. Additionally, no student on Indefinite Judicial Probation will be allowed to participate in any overseas program. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.

N. Areas Placed Off Limits

Restricts the student from certain areas or facilities.

O. Residence Hall Suspension

Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspended students are restricted from visiting or entering any residential facility operated by the University during the period of separation. When suspended from the residence halls, students should be aware that they may forfeit their residence hall deposits and fees subject to any refund policies.

P. Suspension

The student or student organization's status is temporarily terminated and all privileges are removed for a specified period. Students who are suspended may not be on campus, enter University facilities, or participate in University activities either on or off the campus for a designated period of time. Any suspended student found in violation is subject to arrest for trespassing. Tuition and fees will not be refunded to students who are suspended from the University. On return, the student must apply for readmission to the Dean of Students. Special conditions affecting eligibility for readmission or conditions to be in effect upon readmission may be designated upon request for readmission.

Q. Suspension without Option to Return

The student is suspended permanently and may not be on campus for anything except official business. The student must notify Security and the Dean of Students prior to entering campus. Any suspended student who violates this prohibition will be subject to arrest for trespassing.

R. Expulsion

Permanent dismissal from the University. There is no refund of tuition, room, board, or fees to students who are expelled. Any expelled student found in violation is subject to arrest for trespassing. Students who have been expelled from school must leave the campus within the period of time specified by the Dean of Students or designee. Students who do not leave the campus within the allotted time or do not obtain written permission from the Dean of Students to remain on campus will be prosecuted.

Notice of Appeal Finding Policy

Complainant and Respondent will be notified of the Appeal Finding in writing concurrently. The notification of Appeal Finding will include, where applicable, the finding by the Appeal Panel as to whether a Policy violation occurred, the rationale for the result, and a brief summary of the evidence on which the decision is based, as appropriate. Where there is a finding of a Policy violation, Complainant will also be notified of any sanctions imposed on Respondent that directly relate to Complainant. Respondent will be notified of any sanctions imposed, the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements.

Post-Resolution Follow up Policy

After a sanction or remedy is issued, the Title IX Coordinator may periodically contact Complainant to ensure the Prohibited Sexual Conduct has ended and to determine if additional remedies are necessary and may contact Respondent or others to assure compliance with any sanctions that have been imposed. Complainant may decline future contact. Any violation by a Respondent of a sanction or protective measure imposed under the Policy or a failure by an University employee to provide a specified remedy should be reported to the Title IX Coordinator. Complainant and Respondent are encouraged to provide the Title IX Coordinator with feedback about their experience with the process and recommendations regarding ways to improve the effectiveness of the University's implementation of the Policy.

Documentary Records of Student Discipline Policy

Records documenting disciplinary actions brought against students for violation of the Policy shall be maintained by appropriate offices, including the Title IX Coordinator's office and the Division of Student Affairs, as part of a student disciplinary record separate from the transcript. At the conclusion of the Appeal Hearing, the official record of the Appeal Hearing will be turned over to the Title IX Coordinator's office.

Release of Report on the Results of Any Disciplinary Proceeding

LCU will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by LCU against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Accommodations for Victims Policy

LCU will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures. The University will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

DEFINITIONS

Where starred (*), the terms listed herein are defined as stated in the Louisiana Board of Regents' Uniform Policy on Sexual Misconduct.

Advisor: is any individual who provides Complainant or Respondent support, guidance, or advice.

Appeal: is the process by which Complainant or Respondent may challenge the Investigative Finding and/or sanction(s).

Appeal Hearing: is a component of the Appeal process in which the Appeal Panel considers evidence and makes a determination of whether a Policy violation occurred, and if so, what sanction(s) should be imposed.

Appeal Panel: is the group of individuals appointed by the President to make determinations of whether a Policy violation occurred, and if so, what sanction(s) should be imposed based on evidence presented during an Appeal Hearing.

Complainant: is the person alleged to have been affected by Prohibited Sexual Conduct in violation of the Policy.

Coercion*: is the use of express or implied threats, Intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to Consent prior to engaging in sexual activity.

Consent*: Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate Consent. Consent must be knowing and voluntary. To give Consent, a person must be of legal age. Assent does not constitute Consent if obtained through Coercion or from an individual whom the Alleged Offender [here, Respondent] knows or reasonably should know is Incapacitated. The responsibility of obtaining Consent rests with the person initiating

sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent. A current or previous consensual dating or s

Note: Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity with one person does not imply Consent to engage in sexual activity with another. Coercion, force, or threat of either invalidates Consent.

Dating Violence*: is

a. Dating Violence definition in Clery Act: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Alleged Victim [here, Complainant]. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

b. Dating Violence definition in Louisiana law: "Dating Violence" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C). For purposes of this Section, "dating partner" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship.
2. The type of relationship.
3. The frequency of interaction between the persons involved in the relationship.

Domestic Abuse*: is

a. Domestic abuse definition in Louisiana law: Includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. La. RS 46:2132(3).

Domestic Violence*: is

a. Domestic Violence definition in Clery Act: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the Alleged Victim [here, Complainant] is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

• By a person similarly situated to a spouse of the victim under the Domestic or Family Violence laws of the jurisdiction in which the crime of violence occurred; or
• By any other person against an adult or youth victim who is protected from that person's acts under the Domestic or Family Violence laws of the jurisdiction in which the crime of violence occurred

Family Violence*: is
Family violence definition in Louisiana law: means any assault, battery, or other physical abuse that occurs between family or household members, who reside together or who formerly resided together. La. RS § 46.2121.1(2).

Hostile Environment Caused by Sexual Harassment: includes any situation in which there is harassing conduct that is sufficiently severe, pervasive, or objectively offensive such that it alters the conditions of employment or limits, interferes with, or denies educational benefits or opportunities. A Hostile Environment can be created by a one-time act that is severe (i.e., a Sexual Assault), or it can be created by repeated acts of less severity (i.e., harassing comments made over a period of time).

Examples of a Hostile Environment Caused by Sexual Harassment include, but are not limited to:

1. Posting pictures of pornography;
2. Consistently telling sexual jokes or stories where it can be overheard by others;
3. Making sexually suggestive remarks about people within ear shot of others;
4. Persisting in unwanted sexual attention; and
5. Using derogatory terms with a sexual connotation.

Incapacitation*/Incapacitated: An individual is considered to be Incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to Incapacitation; however, someone who is drunk or intoxicated is not necessarily incapacitated, as Incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are incapacitated. Other indicators that an individual may be Incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

Initial Assessment: is, after a report or complaint of Prohibited Sexual Conduct, the initial determination made by the Title IX Coordinator of whether the alleged conduct would present a potential violation of the Policy and whether further action is warranted based on the alleged conduct. Interim Protective Measures: are temporary actions taken by the University to ensure equal access to its education programs and activities and foster a more stable and safe environment during the process of reporting, Investigation, and/or Adjudication.

Sample Interim Protective Measures include, but are not limited to:

- Access to counseling services & assistance in setting up initial appointments, both on and off campus
- Imposition of a campus "No-Contact Order"
- Rescheduling of exams and assignments
- Providing alternative course completion options
- Change in class schedule, including the ability to drop a course without penalty or to transfer sections
- Change in work schedule or job assignment
- Change in student's campus housing
- Assistance from University support staff in completing housing relocation
- Limiting access to certain University facilities or activities pending resolution of the matter
- Voluntary leave of absence
- Options for changing campus transportation arrangements

Intimidation: is to place another person in reasonable fear of harm through the use of threatening words and/or other conduct.

Investigation: is an impartial ascertaining of the facts related to the allegations of Prohibited Sexual Conduct, including interview of the parties and witnesses, as well as gathering available documents and other evidence. The Investigation is conducted by an investigator appointed by the Title IX Coordinator.

Investigative Finding: is a formal judgment rendered on whether a Policy violation has occurred, based on the Investigation.

Prohibited Sexual Conduct: is Sexual Misconduct or Sexual Behavior between Individuals in Certain Roles, which is prohibited by this Policy.

Respondent: is the person alleged to have engaged in Prohibited Sexual Conduct in violation of the Policy?

Responsible Employee*: Each institution must designate and publish the names and contact information for easily accessible institution employees as Responsible Employees who have the authority to take action to redress sexual violence and have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee. However, an institutional decision to make all institution employees mandatory reporters of suspected or known Sexual Harassment or Sexual Misconduct to the Title IX Coordinator or other appropriate school designee does not render all institutional employees to be Responsible Employees. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as Counseling Staff or similar shall not be designated as mandated reporters of Sexual Harassment or as Responsible Employees.

Retaliation*/Retaliatory: Acts or attempted acts for the purpose of interfering with any report, Investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence [or Prohibited Sexual Conduct] or who has participated (or is expected to participate) in any manner in an Investigation, or proceeding under this Policy. Prohibited Retaliatory acts include, but are not limited to, Intimidation, threats, Coercion, or discrimination. Title IX prohibits Retaliation. For purposes of this Policy, an attempt requires a substantial step towards committing a violation.

Sexual Assault* is:

a. Sexual Assault as defined by the Clery Act: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

b. Sexual Assault as defined by Louisiana State Law:

i. Non-Consensual Sexual Intercourse: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

ii. Non-Consensual Sexual Contact: Any intentional sexual touching or attempted sexual touching, without Consent.

Sexual Behavior Between Individuals in Certain Roles: Sexual advances, acts, or contact, whether Consensual or not, involving individuals where, by virtue of roles or position in the University, one individual is in a position of direct academic or supervisory authority with respect to the other are prohibited. *These roles include, but are not limited to, the following examples:*

a. A faculty member and any student in his or her class;

b. A faculty member and any undergraduate major in his or her department;

c. A faculty member and any graduate student in a departmental program;

d. A graduate assistant who has teaching or other classroom duties and all students in the class or classes that he or she teaches or assists; a departmental or University administrator and any member of the faculty in his/her chain of command;

e. A laboratory supervisor and those using or working in his/her lab;

f. A supervisor of civil service employees and his/her employee; or

g. A department head and a staff member of his/her chain of command.

Sexual Exploitation*: An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of Sexual Exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.

Sexual Harassment*: Unwelcome conduct of a sexual nature when i) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; ii) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or iii) such conduct has the purpose or effect of unreasonably interfering with a person's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual Harassment also includes non-Sexual Harassment or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes. For purposes of this Policy, the various forms of prohibited Sexual Harassment are referred to as "Sexual Misconduct."

Sexual Misconduct*: is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the Consent of the other person(s), or that occurs when the person(s) is unable to give Consent or whose Consent is coerced or obtained in a fraudulent manner. For the purpose of this Policy, Sexual Misconduct includes, but is not limited to, Sexual Assault, Sexual Abuse, violence of a sexual nature, Sexual Harassment, Non-Consensual Sexual Intercourse, Sexual Exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express Consent [of] the persons depicted therein, as well as Dating Violence, Domestic Violence and Stalking.

Sexual Violence: Sexual Assault, Dating Violence, Domestic Violence, and Stalking
Sexual violence refers to a broad range of physical sexual acts perpetrated without a person's consent, including where a person is incapable of giving consent due to an intellectual or other disability or to the victim's use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. As well as being serious violations of the University's Code of Student Conduct, dating violence, domestic violence, sexual assault, and stalking are crimes under Louisiana law.

Stalking*: is

a. Stalking as defined by Clery Act: Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR 2.Intentional and repeated uninvited presence at another person's: home, work place, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, Sexual Assault, kidnapping or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted 34 CFR 668.46(a)(ii)

b. Stalking as defined by Louisiana state law: Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place

which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, Sexual Assault, kidnaping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. La. RS § 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2(C)

Support Person: is someone who can provide emotional, logistical, or other kinds of assistance to a Complainant or Respondent. The Support Person is a non-participant who is present to assist a Complainant or Respondent by taking notes, providing emotional support and reassurance, organizing documentation, or consulting directly with the party in a way that does not disrupt or delay any proceeding.

Voluntary Resolution: is an outcome of a report or complaint willingly agreed to by Complainant. It is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preferences of Complainant and the safety and welfare of the campus community. If Voluntary Resolution involves either notification to or participation by Respondent, it is Respondent's decision whether to accept Voluntary Resolution.

Appendix C: Hazing Policy

2021-2022

In accordance with Louisiana Law and Louisiana Christian University policy, any form of "Hazing" is strictly prohibited. In addition to any administrative action that may be imposed by this University violators may also be subject to fines or imprisonment.

Hazing means 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.

iii. Consent is not a defense.

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 or 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.

For purposes of this Policy, hazing shall not include a 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.

DEFINITIONS

Postsecondary education institution, education institution, or institution is any postsecondary education institution in this state supported wholly or in part by public funds.

Hazing means 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.
iii. Consent is not a defense.
iv. 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:
v. Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
vi. 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.
vii. 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 or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
viii. 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.

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.

Pledging is any action or activity related to becoming a member of an organization, including recruitment and rushing.

Appropriate authority includes:

i. Any state or local law enforcement agency.
ii. A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
iii. Emergency medical personnel.

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.

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.

LOUISIANA LAW

LA R.S. 14:40.8. Criminal Hazing

A. (1) Except as provided by Subsection D of this Section, it shall be unlawful for any person to commit an act of hazing.

(2)(a) Except as provided by Subparagraph (b) of this Paragraph, any person who commits an act of hazing shall be either fined up to one thousand dollars, imprisoned for up to six months, or both.

(b) If the hazing results in the serious bodily injury or death of the victim, or the hazing involves forced or coerced alcohol consumption that results in the victim having a blood alcohol concentration of at least 0.30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, any person who commits an act of hazing shall be fined up to ten thousand dollars and imprisoned, with or without hard labor, for up to five years.

B. (1) 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 provided for in Paragraph (C)(3) of this Section is a sanctioned or recognized member at the time of the hazing, 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 the following:

(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 the court. 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 at least 0.30 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.

(2) A national or parent organization that receives a report alleging the commission of an act or acts of hazing may conduct a timely and efficient investigation to substantiate or determine the veracity of the allegations prior to making a report to law enforcement. The investigation shall be completed no later than fourteen days after the date on which the report was received alleging the commission of an act or acts of hazing.

C. For purposes of this Section:

(1) "Education institution" means any elementary or secondary school or any postsecondary education institution in this state.

(2)(a) "Hazing" is 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 the 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.

(b) "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, electronic 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 or 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.

(c) A 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 education institution is not considered "hazing" for purposes of this Section

(3) "Organization" means 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, an education institution. "Organization" includes the national or parent organization of which any of the underlying entities provided for in this Paragraph is a sanctioned or recognized member at the time of the hazing.

(4) "Pledging", also known as "recruitment" or "rushing", means any action or activity related to becoming a member of an organization.

D. (1) This Section does not apply to an individual who is the subject of the hazing, regardless of whether the individual voluntarily allowed himself to be hazed.

(2) It is not a defense to prosecution for a violation of this Section that the individual against whom the hazing was directed consented to or acquiesced in the hazing.

E. (1) The penalties provided in Subsection B of this Section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising from the same incident or activity, and in addition to any penalty imposed by the organization or education institution pursuant to its by-laws, rules, or policies regarding hazing.

(2) Nothing in this Section precludes any civil remedy provided by law.

Acts 2018, No. 635, §1

LA R.S. 17:1801. Hazing prohibited; penalties

Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical

punishment to any student or other person attending any such institution is prohibited. Whoever violates the provisions of this Section shall be fined not less than ten dollars nor more than one hundred dollars, or imprisoned for not less than ten days nor more than thirty days, or both, and in addition, shall be expelled from the educational institution and not permitted to return during the current session or term in which the violation occurs.

LA R.S. 14:1801.1. Hazing education; policies; new student orientation; organizations

A. Not later than August 1, 2018, the Board of Regents shall develop and adopt a uniform policy on hazing prevention. The policy shall define hazing as defined in R.S. 17:1801. Each postsecondary education institution shall adopt the uniform policy developed by the Board of Regents. An institution may expand the definition of hazing to prohibit additional behaviors it determines may be dangerous but shall not otherwise amend the definition.

B.(1) 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.

(2) In addition to the requirement provided in Paragraph (1) of this Subsection, beginning in the fall semester of 2019, 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.

C. Each organization as defined in R.S. 17:1801 shall provide annually at least one hour of hazing prevention education to all members and prospective members. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the institution with which it is affiliated relative to the students receiving such education evidenced by an attestation of the student receiving the education.

LA R.S. 14:502. Failure to seek assistance

A.(1) Any person at the scene of an emergency who knows that another person has suffered serious bodily injury 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. Reasonable assistance includes immediately seeking or reporting the need for medical assistance from an appropriate authority.

(2) Any person who engages in reckless behavior that results in the serious bodily injury of any person shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the person. Reasonable assistance includes immediately seeking or reporting the need for medical assistance from an appropriate authority.

B. For purposes of this Section:

(1) "Appropriate authority" includes

(a) Any state or local law enforcement agency.

(b) A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.

(c) Emergency medical personnel.

(2) "Reckless behavior" means 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, including activity which is defined as a criminal offense under this Title.

(3) "Serious bodily injury" means 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.

C.(1) Except as provided in Paragraph (2) of this Subsection, any person who violates the provisions of this Section shall be fined not more than one thousand dollars, imprisoned with or without hard labor for not more than one year, or both.

(2) If the serious bodily injury results in the death of the person, any person who violates the provisions of this Section shall be fined not more than two thousand dollars, imprisoned with or without hard labor for not more than five years, or both.

Acts 2018, No. 637, §1.

HAZING REPORT FORM FOR ORGANIZATIONS

NOTE:

1. This standardized form, developed by the Board of Regents pursuant to Act 382 of 2019, is to be used by organizations affiliated with postsecondary institutions to report any information received by the organization regarding incidents of hazing.

2. Organizations must send this report to law enforcement and the affiliated institution as soon as practicable.

3. This report contains unredacted information, as required by Act 382 of 2019. Subsequent use and disclosure of this report remains subject to applicable laws and regulations, including the Family Educational Rights and Privacy Act and the Health Insurance Portability and Accountability Act.

INFORMATION ABOUT ORGANIZATION

Name of Organization: _____

Affiliated Institution: _____

Full Name and Title of Contact Official at the Organization: _____

_____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: Home:_____ Cell:_____ Work:_____

INFORMATION ABOUT PERSON(S) INVOLVED IN THE INCIDENT (USE ADDITIONAL FORMS FOR EACH PERSON INVOLVED)

Full Name: _____

Affiliated Organization (Member or Pledge)

Home Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: Home: _____ Cell: _____ Work: _____

INFORMATION ABOUT THE INCIDENT

Date of Incident: _____ Time: _____ Police Notified • Yes • No

Location of Incident • On campus • Off- campus

Specific Location: _____

Description of Incident (what happened, how it happened, individuals involved, factors leading to the event, etc.) Be as specific, complete and accurate as possible and do not redact any information known to the institution official(s) (attached additional sheets if necessary):

_____

_____

Were there any witnesses to the incident? • Yes • No

If yes, attach separate sheet with names, addresses, and phone numbers.

Was the individual injured? • Yes • No

If so, identify the individual and describe the injury (e.g. laceration, sprain, etc.), location of injury (e.g. upper arm, shoulder), and any other information known about the resulting injury:

_____

_____

Was medical treatment provided?

• Yes: If yes, where was treatment provided: _____ •No • Refused

Where: •On site • Urgent Care •Emergency Room •Other

REPORTER INFORMATION

Individual Submitting Report (print name): _____

I hereby affirm that the information contained in this report is complete and accurate to the best of my knowledge.

Signature: _____ Date Report Completed: _____

FOR OFFICE USE ONLY

Report Received by: _____ Date: _____

DOCUMENT ANY FOLLOW-UP ACTION TAKEN AFTER SUBMISSION OF THE INCIDENT REPORT

Date: _____

Action Taken: _____

By Whom: _____

Appendix D: Social Media Policy

PURPOSE

Policy for Establishing/Maintaining Social Media Accounts

Louisiana Christian University social media sites function primarily as branding and engagement tools for visibility and lines of communication between the University, the community, future students, families, alumni, and friends. Social media is a prime venue for the University to share events, educational opportunities and other information that favorably position and positively advance the University.

1. Any social networking site administrator who uses social media as a representative of LCU (including faculty and staff members, all club or organization members, or student athletes, etc.), must agree to abide by the following policies and procedures:

2. Any and all University-affiliated social media usage should promote and advance the institution. No social media site or message may in any way hinder the mission of the University. Primary site administrators must be employees of LCU or designated students who are under direct faculty or staff supervision. The primary site administrator must approve all secondary site administrators.

- Primary site administrators will be identified for each site and are ultimately responsible for content.
- Secondary site administrators are those who the primary administrator affords administrative access.

3. Site administrators must ensure that all material keeps within the framework of LCU's mission, vision, and the relative social media policies in the *University's Faculty Handbook and Student Handbook*. Content will respect LCU, its students, faculty, staff, alumni and the greater community in both the original post and commentary.

4. The primary site administrator is responsible for the site's activity, i.e., regular content updates accuracy and corrections, if needed. The primary administrator will also monitor site activity frequently and respond as needed to maintain decorum.

5. LCU and the particular entity (department, organization, club, etc.) represented must be clearly identified in the username and site title. (For example, Twitter/X names should begin with LCU where possible, i.e., LCU.)

6. Approved sites must use a generalized LCU email address and not a personal email address as its primary address to both register the site and communicate from the site. E.g., use departmental names such as Music@lcuniversity.edu or Business@lcuniversity.edu. Emails sent to these addresses must automatically be forwarded to the primary and secondary site administrators, as well as to communications@lcuniversity.edu.

7. Each proposed site assets (including name, link aliases, images, and design) should be submitted to the Office of Communications & Integrative Marketing for considerations that include but are not limited to:

- Usage of the University logo and style.
- Proper format/uploading to ensure optimal thumbnail version of site.

8. Proposed Facebook pages require the submission to Office of Communications & Integrative Marketing of two images – (A.) a 180x180 pixels profile logo image and (B.) a cover photo less than 100KB (851x315 pixels).
9. Each site administrator must observe applicable copyright laws.
10. All content and assets (including videos, photos, music, etc.) will be available for University marketing or fundraising purposes.
11. Content posted on any social networking site will be current, i.e., updated at least twice monthly. Individual department heads or advisors may require more frequent updates.
12. Before site establishment, written permission is needed from the appropriate department head, organization, advisor or club sponsor, as well as the Office of Communications & Integrative Marketing, which will require full administrative access to each account. This includes username, password, and all other information needed to function as a site administrator with full access to the account.
13. Any activity, procedure, or social media post determined to be in violation of these policies jeopardizes posting privileges and will result in removal, at minimum, of questionable social media posts.
14. Any site that regularly violates these terms and conditions may be suspended or terminated.
15. Sites using LCU's name or logo, or the names or logos of University clubs, organizations or teams, which are established outside of the purview of the Office of Communications & Integrative Marketing may be terminated on grounds of trademark violation with the site host (e.g., Facebook, Twitter/X, etc.).
16. Disregarding these policies and procedures may result in the loss of posting privileges, or suspension and/or termination of site.
17. Site administrators may not share confidential and/or proprietary information about LCU, including students, faculty or staff or anything that violates FERPA or the University's privacy policy.
18. Under no circumstance is LCU liable for legal damages as the result of an employee's or student designee's actions associated with a social networking site.
19. If contacted by news media, the site administrator must refer the media representative to the Director of University Communication and the Director of Marketing.
20. In addition to abiding by these terms of service and policies and procedures, site administrators must abide by the terms of service of the applicable social media site.
21. All LCU employees who also maintain their own personal social media pages must hold the same respect for the University as part of their personal social media posts. All employee personal media pages that refer to LCU must be respectful of the University, its students, faculty, staff, alumni and the greater community in both the original post and commentary.
22. LCU reserves the right to change these terms of service and policies and procedures at any time.

Appendix E: Formal Complaint Form

LOUISIANA CHRISTIAN UNIVERSITY
FORMAL COMPLAINT FORM FOR STUDENTS

_____	_____
Name of Student Filing Complaint (Printed)	Date Complaint Filed
_____	_____
Signature of Student Filing Complaint	Student Phone Number
_____	_____
Student Mailing Address	Student E-mail Address
_____	_____
Student ID Number	Campus Location or Online Classes

DESCRIPTION OF COMPLAINT *(Date, Place, Time, Who Was Involved, Who Witnessed the Event, Details)*

ATTEMPTS MADE TO RESOLVE AS AN INFORMAL COMPLAINT:

STATEMENT OF DESIRED OUTCOME:

——— *Administrator receiving complaint completes items below this line* ———

Date Received _____

ACTION TAKEN

_____ _____

Signature of Administrator Taking Action Date Response Sent to Student

_____ _____

Signature of Area Vice President Date Sent to Area Vice President

ADDITIONAL INFORMATION:

Appendix F: Veterinarian Verification Form

LOUISIANA CHRISTIAN UNIVERSITY
OFFICE OF RESIDENCE LIFE

Assistance or Service Animal Veterinarian Verification Form

Please complete the following information:

Veterinarian's Name and/or Clinic Name: _____

Address_____

City, State, Zip_____

Phone Number & Fax_____

ANIMAL'S INFORMATION

Owner's Name: _____

Animal's Name: _____

Sex: _____ Spayed/Neutered: _____

Please check all that apply:

Vaccinations and Health

Dog:

- ▫ DHLPP + C (DISTEMPER, HEPATITIS, LEPTOSPIROSIS, PARVOVIRUS, PARAINFLUENZA, CORONA)
- ▫ BORDETELLA
- ▫ RABIES
- ▫ HEART WORM PREVENTATIVE
- ▫ HEART WORM FREE
- ▫ FLEA AND TICK PREVENTATIVE
- ▫ FLEA AND TICK FREE

Cat:

- ▫ RABIES
- ▫ FVRCP (FELINE VIRAL RHINOTRACHEITIS, CALICIVIRUS, PANLEUKOPENIA)
- ▫ FLEA AND TICK PREVENTATIVE
- ▫ FLEA AND TICK FREE

Other:

LOUISIANA CHRISTIAN UNIVERSITY
OFFICE OF RESIDENCE LIFE

Assistance or Service Animal Veterinarian Verification Form

I VERIFY THE AFOREMENTIONED ANIMAL HAS ALL CURRENT VACCINATIONS AS REQUIRED BY THE CITY OF PINEVILLE AND STATE LAW.

I VERIFY THAT ALL THE ABOVE VACCINATIONS ARE AND WILL REMAIN CURRENT THROUGH ONE YEAR OR AS INSTRUCTED BY THE VETERINARIAN.

I VERIFY THAT THE AFOREMENTIONED ANIMAL HAS BEEN GIVEN A STOOL SAMPLE TEST FOR INTERNAL PARASITES AND THAT THE STOOL SAMPLE WAS FOUND TO BE NEGATIVE FOR PARASITES KNOWN OR SUSPECTED OF INFECTING HUMANS, INCLUDING ROUNDWORMS, WHIPWORMS, HOOKWORMS, TAPEWORMS, AND GIARDIA SP; OR THAT THE ANIMAL HAS BEEN APPROPRIATELY TREATED FOR THESE PARASITES. I FURTHER VERIFY THAT THE AFOREMENTIONED ANIMAL HAS BEEN TREATED AND/OR EXAMINED AND FOUND TO BE FREE OF FLEA AND TICK INFESTATION.

I VERIFY THAT THE ABOVE ANIMAL IS IN GENERAL GOOD HEALTH.

I VERIFY THAT THE ABOVE ANIMAL IS 6 MONTHS OLD OR OLDER AND SPAYED OR NEUTERED.

I VERIFY THAT TO MY KNOWLEDGE THE ANIMAL IS NOT AGGRESSIVE NOR HAS IT BIT ANYONE.

VETERINARIAN SIGNATURE: _____ DATE: _____

Appendix G: Esa Disability & Accommodation Verification Form

LOUISIANA CHRISTIAN UNIVERSITY
OFFICE OF RESIDENCE LIFE

Emotional Support Animal Disability & Accommodation Verification Form

Student Contact Information

Student's Name: _____ Date of Birth: _____

Phone Number: _____ Student ID: _____

Email Address: _____

Move-in date: _____

I want to move into Housing for (circle one): Fall / Spring *20*_____

INSTRUCTIONS FOR EVALUATOR

This evaluation must be filled out by a qualified healthcare provider. Your name, signature, title, and credentials must be provided at the end of this form. [Please note: Section 1001 of Title 18 of the United State Code makes it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of a federal agency]. Please answer the questions as thoroughly as possible.

This form can be returned to:

Director of Residence Life
Louisiana Christian University
Box 586, Pineville, LA 71359
Office 318-487-7154
reslife@lcuniversity.edu

Evaluator Information

Name: _____ Title: _____

Phone: _____ License or Certification Number: _____

Signature: _____ Date: _____

LOUISIANA CHRISTIAN UNIVERSITY
OFFICE OF RESIDENCE LIFE

Emotional Support Animal Disability & Accommodation Verification Form

Please provide answers to the following questions:

1. Federal laws define a person with a disability as, "any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment."
Does the student listed above have a physical or mental impairment that substantially limits one or more major life activity including, but not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working?

▫ Yes ▫ No

2. Are you recommending an Emotional Support Animal to ameliorate the effects of a diagnosed disability? If yes, what service, assistance, or support does the Animal provide?

▫ Yes ▫ No

3. Is this student under your care for counseling on a regular basis

▫ Yes ▫ No

4. Please provide the following information below on your professional letterhead ***(The documentation must be typed or word processed and printed on LETTERHEAD of the practitioner or agency hosting the practice. Handwritten notes on prescription pads ARE NOT accepted.):***

- A clear statement of the disability, current symptoms which meet the criteria for the diagnosis, and current use of medication.
- Functional limitation and expected impact on performance, recommendations for accommodations, and a concise statement of credentials.

Note: Completed form will be maintained on file in Student Success Services Office.

Residence Life Office
Assistance or Service Animal Registration Form

Complete this form and submit it to the Residence Life Office a minimum 15 days prior to move-in day for the semester in which the Assistance or Service Animal will arrive to campus. The student partner is required to complete an updated form should any information about the Service Animal change.

Attach the following completed documentation with this form:

- Veterinarian Verification
- Emotional Support Animal Disability & Accommodation Verification (Emotional Support Animal only)

——— *For University Housing Staff Use* ———

Type of Animal:

▫ Assistance ▫ Service (***Only Vet Verification needed***)

Date Received: _____ Received by:_____

The following forms are attached and completed:

▫ Receipt of Deposit
▫ Veterinarian Verification Form
▫ Emotional Support Animal Disability & Accommodation Verification Form (Licensed)

Student's Name: _____

Student's Permanent Address: _____

Student's Cell Number: _____ Student's Campus Address: _____

Building & Room Number: _____ Student's ID: _____

Appendix H: Assistance Or Service Animal Registration Form

Emotional Support Animal Disability & Verification Form Completed *(Emotional Support Animal Only)*

▫Yes Date: _____

Animal's Name: : _____

Animal Type: ▫Dog ▫Cat

Is the Animal required because of a disability? ▫Yes ▫No

(Service Animal Only) What work or task is the Animal trained to do? _____

(Emotional Support Animal Only) What work or task is the Animal trained to do? _____

Type of Animal and Breed: _____

Description of the Animal *(photo must be attached)*

Is the Assistance or Service Animal current on veterinary health recommendations including heart worm prevention, flea/tick prevention and vaccinations? ▫Yes ▫No

Has the Assistance or Service Animal ever been aggressive or bitten a person? ▫Yes ▫No

If yes, please explain: _____

Alternate/Emergency Caregiver for Assistance or Service Animal, if Student is Unavailable:

Name: _____ Relationship to Student: _____

Phone: _____ Address: _____

By my signature below, I verify that I have read, understand, and will abide by the Community Standards, student partner responsibilities, and other requirements contained in Assistance or Service Animals.

I furthermore give permission to Residence Life to disclose to others impacted by the presence of my Assistance/Service Animal (e.g., Vice President of Student Life, Housing staff, Facilities Staff, and potential and/or actual roommate(s)/neighbor(s)) that I will be living with an animal as an accommodation. I understand that this information will be shared with the intent of preparing for the presence of the Assistance/Service Animal and/or resolving any potential issues associated with the presence of the animal.

I further recognize that the presence of the Assistance/Service Animal may be notified by others visiting or residing in Campus Housing and agree that staff may acknowledge the presence of the animal and explain that under certain circumstances Assistance/Service Animals are permitted for persons with disabilities.

_____ _____

Resident Student Signature Date

Approvals

_____ _____

Director of Residence Life Date

_____ _____

Area Vice President Date


LOUISIANA CH