III | Northwestern State

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2015-2016
Student Handbook
Northwestern State

SAB

Student Activities Board

Events for the Students
By the Students

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nsu_sab

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Accreditation

Northwestern State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award associate, baccalaureate, master’s, and specialist’s degrees.

Notice of Non-Discrimination
(Full Disclosure)

It has been, and will continue to be, the policy of Northwestern State University to be an equal opportunity employer. All employment decisions are based on job related standards and must comply with the principles of equal employment opportunity.

In keeping with this policy, the University will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, veteran status or retirement status. All personnel actions, such as compensation, benefits, transfers, layoffs, training, and education are administered without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, veteran status or retirement status.

The University is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy or parenting status, age, veteran status or retirement status.

Northwestern State University does not condone or authorize any kind of retaliation against any student or employee who makes a good faith report of conduct which they believe may constitute harassment, discrimination, or retaliation, opposed any prohibited discriminatory practice in any manner in an investigative, or other proceeding about a prohibited discriminatory practice.

Additionally, the University provides equal access to the Boy Scouts of America and other designated youth groups.

Student complaints or inquiries related to Title IX should be directed to the Dean of Students, Frances Conine (318-357-5286), located in room #309 of the Friedman Student Union. Employee Title IX issues should be directed to the EEO Officer, Veronica M. Biscoe (318-357-6359), located in Caspari Hall, room #111.

In accordance with Section 35.106 of the Americans with Disabilities Act (ADA), all participants, applicants, organizations, and interested individuals are advised and notified that the ADA Coordinator for Northwestern State University is the Vice-President for University Affairs, Dr. Marcus Jones (318-357-5701 or 6586), located at 104 Central Avenue. For academic services, contact the Director of Disability Support and Tutoring, Catherine Faucheaux (318-357-4460), located in room #234 of the Friedman Student Union.

In addition, Northwestern State University complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Information about NSULA campus security and crime statistics can be found at https://universitypolice.nsula.edu/annual-security-report/.

*Inquiries regarding employment application status should be made to the individual receiving the application packet.
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HISTORY AND TRADITIONS

History

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

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

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

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

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

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

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

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

In March of 1962, the Lumberjacks of Stephen F. Austin College of Nacogdoches, Texas presented Northwestern State University with a black gum tree trunk from the SFA campus from which a statue was to be carved. The black gum tree weighed over a ton and was thirty inches in diameter.

An Indian statue, Chief Caddo, was chosen because of the historic founding of Natchitoches, Louisiana and Nacogdoches, Texas by Indian tribes. Natchitoches means chinquapin eaters and Nacogdoches means persimmon eaters.

It was carved by Harold Greene in Logansport and required over 200 hours of labor. The name “Chief Caddo” was selected in honor of the ancient federation of Caddo Indian tribes, which once inhabited the northern Louisiana area. The final painting of the statue was done at Northwestern. The finished product stands 8 feet tall and weighs about 400 pounds. The first game for Chief Caddo was September 15, 1962. Northwestern won 23-6. Tradition has it that the winner of the annual NSU and SFA football game keeps Chief Caddo on their respective campus.

Christmas Festival

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

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

Freshman Family Reunion

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

Folk Festival

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

Homecoming

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

The rock, an imposing chunk of limestone, was brought to campus in the summer of 2006 by members of the university staff. Standing in solitary prominence between the Student Union and the Creative and Performing Arts Center, The Rock echoes the sentiment that “NSU Rocks!” The Rock serves as a student bulletin board. The layers of paint accumulate as the message on The Rock continuously changes to announce student events and activities.

Lady of the Bracelet

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

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

The Legend of Isabella

Isabella was a young French maiden, renowned for her beauty, who once lived in the original Bullard mansion after the Bullards were gone. The young lady had many suitors but preferred the company of a young man from the East, sent to Louisiana on business. They fell in love and were to be married. Shortly before the wedding date arrived the young man was killed in a duel. Legend has it that the duel concerned a dispute over another woman.

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

Her spirit roamed Bullard mansion until it was torn down. Since then she has roamed various buildings on campus. She lived in East Hall until it was torn down in 1932. This was evident by the eyewitness accounts of girls who lived in East. From East Hall, Isabella’s spirit moved to the Music Hall and resided there until 1946 then this building was also torn down. Just before the Music Hall was dismantled, a group of young men, dressed in sheets, coaxed Isabella from the doomed building.

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

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

Mr. and Miss NSU

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

Purple Fridays

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

Purple and White

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

Purple Pridays

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

Vic The Demon

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

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

The Inferno!

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

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

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

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

*Isabel Williamson*
1906

Demon Fight Song

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

Go! Fight! Win!

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

*Larry Powell*
1970
Once a Demon, Always a Demon.

2015

1965

northwesternalumni.com
Academic Action

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

Academic Advising

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

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

Academic Calendar

The Academic Calendar, with important dates and deadlines, is published each semester in the Schedule of Classes and each year in the University Catalog.

The Schedule of Classes is available online at registrar.nsula.edu/schedule-of-classes/.

The Academic Calendar is available online at registrar.nsula.edu/academic-calendars/.

Academic Standing

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

Address Change

A student must provide a local and permanent address at the time of admission to the University. Students may submit a request to change their address in the offices of the academic deans, academic department heads, or University Registrar. Students may also update their address via the myNSU from the nsula.edu homepage. All requests must be submitted to the University Registrar’s Office for processing. A student is responsible for the consequences of all communications sent to the address on file in the University Registrar’s Office (e.g., refunds, billing statements, probation/suspension status, grade reports, and financial aid information).
You can review and update address records at myNSU at nsula.edu.

1. Login to your myNSU from nsula.edu. From the LauchPad, click the Connect icon.

2. Click personal information, and then click update addresses and phone and update your information. Students may submit a request to change their address in the office of the academic deans, academic department heads, or University Registrar.

Mail or fax to the following address
Northwestern State University
Registrar’s Office
Natchitoches, LA 71497
or fax number
(318) 357-5823

Final Grades
Grades are entered on academic records at the end of each semester or summer session. Students may view their grades by logging in to myNSU from nsula.edu. From the LauchPad, click the “I” icon to access grades. A student who requires an official report of grades may request an official transcript from registrar.nsula.edu/.

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

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

   Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained in the University Registrar’s Office, the registrar will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

   Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

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

**FERPA contact information:**
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

**Service-Learning**
Northwestern’s service-learning initiative is aimed at enhancing the quality of life of the citizens of northwest Louisiana as well as the academic, career and interpersonal development of Northwestern students. Coordinated by faculty and staff, students may participate in community service activities that complement their educational and career goals.

For details, please visit [servicelearning.nsula.edu](http://servicelearning.nsula.edu).

**Student-Right-to-Know**
(Annual Notification)
Northwestern State University General Disclosures on Accreditation, Cost of Attendance, Crime Rate Statistics, Degree Programs, Disability Services, Graduation Rates, Refund Policy, Resignation Policy, Return of Title IV Funds, Student Athlete Graduation, and the Family Educational Rights and Privacy Act may be accessed online at [righttoknow.nsula.edu](http://righttoknow.nsula.edu) or [registrar.nsula.edu](http://registrar.nsula.edu).

**Study Away Programs**
Northwestern State students have several options for studying away in a different state or country. These include the National Student Exchange (NSE) program and the International Student Exchange Program (ISEP).

**For more information contact**
Dr. Keith Dromm
205 Morrison Hall
(318) 357-5179
and visit [isep.nsula.edu](http://isep.nsula.edu/).

**Transcripts**

**Official Transcripts:**
- Students may order an official academic transcript by accessing the online-transcript-ordering system through the secure website, [registrar.nsula.edu](http://registrar.nsula.edu/). The cost is $3.25 per transcript. This process is very efficient and easy to use.
- Provided that a student is not indebted to the University, a transcript request will be processed between the hours of 8:00 a.m.–4:00 p.m., Monday–Thursday, and from 8:00 a.m.–11:00 a.m. on Friday. (Please note: Processing transcript requests at the end of a semester may take longer.)

**Unofficial Transcripts:**
- Provided there is no financial obligation owed to the University, students may obtain an unofficial transcript from myNSU, which is available at [nsula.edu](http://nsula.edu). Once logged in to myNSU, click on the Connect icon on the LaunchPad.
- Students who are indebted to the University may request an unofficial transcript from the University Registrar's Office without charge, and a picture ID is required.
STUDENT SUPPORT SERVICES WELCOMES YOU!!

Our Program Includes FREE:

Help Transitioning from High School to College Life
Tutoring and Study Skills Training
Academic Advising
Career Counseling
Peer Mentoring Program
Computer Lab and Technology Training
Economic and Financial Literacy Education
TRiOFit Health Initiative
Helping Hands RSO

Eligibility Requirements: first generation (neither parent graduated from college), low income (Pell grant) and/or disabled.

Please call or come by and visit with us!

TRiO

243-B Kyser Hall  Telephone: 357-5901

Student Support Services is a federally funded TRIO program. In 2015-2016, this project is funded at $404,178.
SERVICES AND RESOURCES

Academic Advising Services

This office has six professional staff advisors who serve as the primary advisor of record to almost 900 students, which include, but are not limited to, students who are undecided about their majors, Associate and Bachelor of General Studies majors, and pre-clinical level nursing majors. Additionally, all staff advisors serve in a secondary capacity to all majors in summer months.

For information please contact us at (318) 357-6980 or academicadvising@nsula.edu.

The Orville J. Hanchey Gallery and Gallery-2

The Orville J. Hanchey Gallery and Gallery-2 are Northwestern’s two art galleries that provide year round art exhibitions for the students and general public. Admission to the galleries is free. Art exhibitions held in these galleries include works by professional artists and student artists, including art majors from Northwestern. General hours of the galleries are 8:00 a.m. until 5:00 p.m. Monday through Friday.

To see the most up to date schedule of shows visit: art.nsula.edu/hanchey-gallery-calendar/.

Bookstore

The Northwestern State’s Barnes and Noble Bookstore, located on the ground floor of the Student Union, is open from 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 12:00 p.m. on Friday. These hours are extended at the beginning of each semester to accommodate students. Also, the Bookstore is open on weekends for home athletic games, recruiting days, conferences, and other special events. Textbooks, Northwestern State emblematic clothing and gift items, school supplies, and various other items are offered at the Bookstore.

The Northwestern's Barnes and Noble Bookstore is proud to offer students the option to rent textbooks or purchase them in a digital format (both are subject to availability) along with the option to purchase new or used textbooks. These options present each individual student with the opportunity to obtain their course required textbooks in their preferred format while also saving money. The Bookstore offers a price match guarantee through which they will match the purchase price of any competitor in town on any like textbook.

The Bookstore buys books back from students at any time of the year. At the end of each semester, they buy books back at up to 50% of the list price (subject to quantity limits), and then resell that book as a used book in a future term. In the event that the Bookstore is not buying the book back to resell in a future term, the book is bought back at the national wholesale value.

Textbooks, Northwestern State clothing and gifts, and school supplies may be ordered online anytime at nsula.bncollege.com. You may contact the Bookstore by phone at (318) 357-4473 or by e-mail at sm638@bncollege.com.

Campus Centers

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

The program has the mission of providing quality education services primarily for students living in the west-central region of Louisiana. This mission is more specifically aimed at serving adult students from the region and members of the U.S. Army and eligible family members
residing on or in the vicinity of Fort Polk.

- The Northwestern State University CENLA Campus Center serves the central Louisiana area with select degree programs through the Learning center for Rapides Parish (LCRP). The LCRP, managed by the Louisiana Board of Regents, is a consortium of postsecondary institutions partnering to expand educational offerings in the area.

The academic facility is located within the England Industrial Airpark and Community in Alexandria and easily accessible to major highways connecting the various parishes of central Louisiana.

- The Nursing Education Center in Shreveport, LA at 1800 Line Avenue is the residential campus for the Departments of Undergraduate Studies in Nursing, Radiologic Technology, and Graduate Studies and Research in Nursing. The Nursing Education Center is composed of institutional facilities including instructional area administrative/faculty offices, and student services centers. The College of Nursing also provides academic and services to support clinical experiences and degree offerings at the Northwestern State University campus centers in Alexandria and Leesville.

- Northwestern State University – Barksdale Air Force Base serves the Shreveport/Bossier City area and Barksdale Air Force Base. Both face to face and compressed video classes are offered in the Barksdale Air Force Base Education Services Building. This mission is more specifically aimed at serving adult students from the region and Air Force active duty members; military retirees, and eligible family members.

Electronic and Continuing Education

The University, through the Office of Electronic and Continuing Education, offers programs designed for individuals of every age who are interested in furthering their education. Programs provide credit and non-credit education opportunities to provide a lifelong learning experience.

Credit programs are offered through the University’s main campus located at Natchitoches and at three satellite locations in Shreveport, Alexandria, and Leesville, and at continuing education extension sites within the region. Northwestern also provides accredited online degree programs through eNSU – Northwestern State University’s Electronic Campus.

The goal of the department is to provide access to all students who seek an educational experience through traditional and nontraditional methods of learning.

The university acknowledges the differences in the needs of the traditional and nontraditional students.

More information may be obtained from the Office of Electronic and Continuing Education located in Room 100 South Hall or visit: ece.nsula.edu.

Cooperative Occupational Work Program

Northwestern State University has a Cooperative Occupational Work Program whereby students can gain on-the-job practical training while pursuing a formal education. University credit, as well as pay, is earned by the student participating in institutionally planned and supervised work experiences.

For more information on Cooperative Programs, contact the Office of Cooperative Education in Room 201, Russell Hall.

Counseling and Career Services

The office of Counseling and Career Services seeks to ease students’ transition into and from college and to enhance the students’ academic and lifelong success. Free and confidential services are provided by the professional staff in the following three areas:
Services and Resources

- **Career Planning and Development Services**
  Career services include career assessment and planning, job search skill development and assistance, workshops, career fairs, on-campus interviews, and web-based resources.

- **Counseling Services**
  Individual, couple, group, and crisis intervention assistance is provided to all students and faculty and staff for a broad range of issues ranging from personal growth and adjustment concerns to mood disorders, eating disorders, grief, sexual assault, etc.
  Counselors are on call 24 hours a day and may be contacted after hours by calling the University Police at 357-5431.

- **Job Location and Development - Off Campus Employment**
  The JLD is a “Free Employment Service for Northwestern State students” seeking off-campus employment. Requirements are: students must be enrolled in at least 6 hours, maintain a 2.2 cumulative GPA or more.
  To receive a JLD Packet contact Susan Hussey at husseys@nsula.edu or, packets are available in room 306 Friedman Student Union.

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**Student Employment - Work Study**

This program assists students with their financial needs by providing part-time employment in various departments on the Northwestern campus. Priority is given to students who are eligible for Federal work-study or who were awarded the NSU Employment Scholarship.

**Disability Services**

Disability Services coordinates services and accommodations for students with disabilities and also serves as an information center concerning disability-related issues. These services provide equal educational opportunities to students minimizing the impact of functional limitations upon their academic and nonacademic lives. The office is located in Student Union, room 234.
Campus Dining Services

Sodexo Dining Services offers a variety of meal plans to students. All on campus residents, except seniors and graduate students, are required to purchase a meal plan. Freshmen, living on campus, are required to purchase one of the 14 MP or 19 MP plans. Visit us at nsuladining.com for more information.

Dining Facilities

- **Iberville Dining Hall** is an all you care to eat dining facility with convenient hours and a wide variety of food choices. Meal Plan meals, declining balance dollars and cash and credit cards are all accepted at the Iberville Dinning Hall.

- **Vic’s** is located on the second floor of the Friedman Student Union and offers a variety of concepts for cash and declining balance meal plan purchases. The offerings include Starbuck’s Coffee, Cajun Cuisine, Pizza, Hot Dogs, Nachos, and Display Cooking. Vic’s also has beverages, simply to go salads and sandwiches, desserts, and snacks.

- **Grill 155°** is located on the first floor of the Friedman Student Union and offers a variety of quick foods for cash, credit card and declining balance purchases.

Meal Plan Changes

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

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

- The student shall make a written request to the One Card office.

- If approved, the student’s previous meal plan will be canceled with the student being charged for the number of weeks the plan was used.

- The student will be assigned a new meal plan and charged for the number of weeks remaining in the semester.

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

Meal Plan Refunds

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

- **Fall/Spring Semesters**

  Students who cancel traditional meal plans after the first day of classes will be charged a pro-rated amount based on two-week time periods up until the final day to resign or drop courses with a grade of “W” as published in the schedule of classes.

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

  * There will be no refunds after the final day to resign or drop courses with a grade of “W” as published in the schedule of classes.

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

- **Summer Sessions**

  There are three meal plans offered during summer sessions. Please visit the Sodexo Dinning website at nsuladining.com for more information on all meal plans.

  * There are no refunds on the Summer Meal Plan.
Welcome to the good life.

Congratulations on choosing Northwestern State University and welcome to NSU Dining Services. We are proud to offer the best in college dining program's from Sodexo. Our quality, variety, flexibility and convenience make our program dynamic! We hope to enrich your dining experience by making it eventful and enjoyable. NSU Dining Services will continue to make adjustments in order to keep pace with your ever-changing schedules, lifestyles, preferences and nutritional needs.

With convenient hours, great food, amazing value and a place to meet friends and relax, dining on the NSU campus with a meal plan is the smartest and easiest way to go. Visit the campus dining website at http://www.nsuladining.sodexomyway.com to find out more information or contact our dining service office at 318-357-4385.

Get all the info and sign up for your meal plan at: www.nsuladining.sodexomyway.com

Iberville Dining Hall
and Vics at Northwestern State University

When to enjoy good food.

Iberville Dining Hall
Monday - Thursday
Breakfast Period: 7:00 a.m. - 10:45 a.m.
Lunch Period: 11:00 a.m. - 2:30 p.m.
Closed: 2:30 p.m. - 4:30 p.m.
Dinner: 4:30 p.m. - 6:00 p.m.
Friday
Breakfast Period: 7:00 a.m. - 10:45 a.m.
Lunch Period: 11:00 a.m. - 2:30 p.m.
Closed: 2:30 p.m. - 4:30 p.m.
Dinner: 4:30 p.m. - 6:30 p.m.
Saturday - Sunday
Brunch Period: 11:00 a.m. - 2:30 p.m.
Dinner: 4:30 p.m. - 6:30 p.m.

Vic's
Monday - Thursday: 7:30 a.m. - 7:00 p.m.
Friday: 7:30 a.m. - 2:00 p.m.
Saturday & Sunday: Closed

Grill 155
Monday - Thursday: 11:00 a.m. - 10:00 p.m.
Friday: 11:00 a.m. - 2:00 p.m.
Saturday & Sunday: Closed
Meal Plans at Northwestern State

19 MP - $1,670.00
19 Meal Plan with $175 Declining Balance

19 MP Plus - $1,750.00
19 Meal Plan with $275 Declining Balance

14 MP - $1,620.00
14 Meal Plan with $200 Declining Balance

14 MP Plus - $1,685.00
14 Meal Plan with $290 Declining Balance

5 MP Plus - $1,255.00
5 Meals per week plus $600 in Declining Balance

Vic's Ultra - $1,050.00
$1,050 in Declining Balance

Vic's Lite - $650.00
$650 in Declining Balance

Commuter/Faculty/Staff Plans
25 MP - $1,800
25 meals per semester

25 MP Plus - $480.00
25 meals per semester plus $300 in Declining Balance

9 Meal Plan - $725.00
9 meals per week

2015 MEAL PLANS AND DESCRIPTIONS

<table>
<thead>
<tr>
<th></th>
<th>Freshman</th>
<th>Sophomore &amp; Senior Upperclassmen in University Place</th>
<th>Sophomore &amp; Senior Upperclassmen in University Columns</th>
<th>Commuter/Faculty/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 MP - $1,670 per semester</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>19 Meals per week/ $175 in Demon Dollars per semester</td>
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</tr>
<tr>
<td>This plan offers 19 meals per week: breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on Saturday and Sunday at Iberville Dining Hall. You also get $175 Demon Dollars to use at any dining location and the C-Store.</td>
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</tr>
<tr>
<td>19 MP Plus - $1,750 per semester</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>19 Meals per week/ $275 in Demon Dollars per semester</td>
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</tr>
<tr>
<td>This plan offers 19 meals per week: breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on Saturday and Sunday at Iberville Dining Hall. The Plus is you get $275 in Demon Dollars to be used at any dining location and the C-Store.</td>
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</tr>
<tr>
<td>14 MP - $1,620 per semester</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>14 Meals per week/ $200 in Demon Dollars per semester</td>
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<tr>
<td>This plan offers 14 meals per week at Iberville Dining Hall. You also get $200 Demon Dollars to use at any dining location and the C-Store.</td>
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<tr>
<td>14 MP Plus - $1,685 per semester</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>14 Meals per week/ $290 in Demon Dollars per semester</td>
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</tr>
<tr>
<td>This plan offers 14 meals per week at Iberville Dining Hall. The Plus is you get $290 Demon Dollars to use at any dining location and the C-Store.</td>
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</tr>
<tr>
<td>5 MP Plus - $1,255 per semester</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>5 Meals per week/ $600 in Demon Dollars per semester</td>
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<tr>
<td>This plan offers 5 meals per week -- 1 meal per day at Iberville Dining Hall. The Plus is you get $600 in Demon Dollars to use at any dining location and the C-Store.</td>
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<tr>
<td>Vic's Ultra Meal Plan - $1,050 per semester</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>All Demon Dollars</td>
<td></td>
<td></td>
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<tr>
<td>This plan is a declining balance plan with a $1,050.00 beginning balance. The Demon Dollars may be used at any dining location and the C-Store.</td>
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<tr>
<td>Vic's Lite Meal Plan - $650 per semester</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>All Demon Dollars</td>
<td></td>
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</tr>
<tr>
<td>This plan is a declining balance plan with a $650.00 beginning balance. The Demon Dollars may be used at any dining location and the C-Store.</td>
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<tr>
<td>25 MP - $1,800 per semester</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>25 meals per semester</td>
<td></td>
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</tr>
<tr>
<td>This plan offers 25 meals per semester at Iberville Dining Hall. Perfect for commuters or faculty and staff. It's just enough!</td>
<td></td>
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</tr>
<tr>
<td>25 MP Plus - $480 per semester</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>25 Meals per semester/ $300 in Demon Dollars per semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This plan offers 25 meals per semester at Iberville Dining Hall. The plus is you get $300 in Demon Dollars to use at any dining location and the C-Store.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 MP - $725 per semester</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>9 Meals per week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This plan offers 9 meals per week in all the areas to eat Iberville Dining Hall. Perfect for the off-campus athlete or student that wants the value of a meal plan but will not be on campus as much as a resident.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Resident students living on campus who do not choose a meal plan will automatically be assigned the 14 MP**

You do not need to submit a meal plan agreement if you want the 14MP and live on campus. Declining dollars will roll over from first to second semester if a meal plan is purchased. Declining Balance dollars expire the last service day of the Spring Semester.

Sign up is easy.

Get all the info and sign up for your meal plan at:
www.nsuladining.sodexomyway.com
Friedman Student Union

The Student Union is the hub of student life at Northwestern State University. Facilities and services are designed to serve the entire University community. The Student Union staff coordinates over 1,500 events each year. Facilities can be reserved by contacting the Student Union Office in Room 214. All student related facility requests must be submitted by the designated “Account Holder” for the Recognized Organization concerned. Facility requests will be made using the Event Management System (EMS). Bulletin boards have been strategically placed in the Student Union for students, faculty, and staff to post information.

All bulletins must be approved in Room 214 prior to posting.

Louisiana Scholars’ College

Northwestern State’s honors college offers low student to teacher ratio and liberal arts style teaching: strong mentoring by faculty, courses that welcome an exchange of ideas and viewpoints, and a commitment to helping students succeed. Scholars’ courses are open to any Northwestern student and can add an extra dimension to their curriculum that can really set the individual student’s academic work apart.

For more information contact the director of Scholars’ Dr. William Housel at 357-4577.

Student Diversity

Student Diversity is intended to provide responses to the identified needs of minority students and promote full participation in all facets of the University experience in a diverse campus community. The staff promotes an equitable living and learning environment for all students. Assistance is provided to students in obtaining support services to make a successful transition into the University community. Inquiries should be addressed to the Dean of Students.

One Card/Student Identification Cards

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

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

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

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

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

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

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

Northwestern State also allows for a third account to be linked to the I.D. This additional function allows Northwestern Students to link their checking account to their ID card. All transactions require a pin number. Northwestern State has contracted with Mid-South Bank to provide this service.

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

**Theatre and Dance Events**

Northwestern State students are admitted free to all theatre events, with a current student ID and semester sticker. The stickers can be obtained from the One Card office at the beginning of each semester. Some productions require reservations due to limited seating, please call 318-357-4483 for more information concerning seating.

**Housing**

**University Columns, University Place, and Varnado Hall**

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

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

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

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

* Students and their guests who violate the Student Code of Conduct will be subject to all the sanctions of the Student Code of Conduct including banishment from campus.

* Services and Resources*

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The University Post Office

The University Post Office distributes mail to post office boxes Monday through Friday. Mail arrives daily at 8:00 a.m., and departs once daily at 4:00 p.m. Monday through Thursday and departs at 12:00 p.m. on Friday. All residential students are required to rent a post office box. Post Office boxes are currently $23.00 per Fall and Spring semester, and $12.00 in the Summer (prices are subject to change without notice). The rent will be placed automatically on the student’s account and reflected on the student’s tuition bill. Student mail, including mail with premium services such as Delivery Confirmation, should be addressed to the student’s post office box.

USPS Mail and UPS packages should be addressed as follows:

Name  
NSU Box  
Natchitoches, LA 71497-0000

Federal Express packages should be addressed as follows:

Name  
175 Sam Sibley Drive  
NSU Box  
Natchitoches, LA 71497-0000

Student Health Services

Health Services provides convenient, on campus assessment, treatment and referral for students needing medical attention. Any student taking a class on the Natchitoches Campus or who lives on-campus but is taking all online courses will be assessed a $65.00 fee for Health Services. This fee is not the same as Student Insurance. Check your fee sheets to verify Health Services and Student Insurance. A physician is available daily and once a week at Health Services. The student is responsible for a $20.00 co-pay to the physician at the time of service.

Other services prescribed by the physician are the responsibility of the student. Optional services are available for an additional fee. Students must present a current University ID for treatment.

For more information visit healthservices.nsula.edu or call (318) 357-5351.

Student Insurance

Student Insurance is an Affordable Care Act compliant policy that is voluntary. Any student taking classes on the Natchitoches or Shreveport campus may request health insurance coverage by contacting the Health Services clinic at 318-357-5351.

Choosing the university sponsored coverage must be done each semester during the first 2 weeks of class. Student Insurance is a separate fee from Health Services and provides different benefits. Check your fee sheets to verify Health Services and Student Insurance.

Fees, availability, and provider are subject to change without notice. Check the Health Services website for current information at healthservices.nsula.edu.

Student Support Services

Student Support Services is a federally funded program designed to help eligible students achieve success in college by providing intensive and intrusive services, including advising, tutoring, instruction in academic skills and in other areas. Services are provided on both the Natchitoches campus and at the College of Nursing in Shreveport.

Interested students should contact the main office in 243 Kyser Hall, or call 357-5901.
Instructional Technology and Student Support

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

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

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

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

Student Labs

The following labs were funded or partially funded through Student Technology Fees and are open to Northwestern students:

<table>
<thead>
<tr>
<th>Lab Name</th>
<th>Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Human Performance Lab</td>
<td>Rm. 129</td>
</tr>
<tr>
<td>Kyser Hall Lab</td>
<td>Rm. 243</td>
</tr>
<tr>
<td>Student Union Lab</td>
<td>Rm. 235</td>
</tr>
<tr>
<td>Watson Library Lab</td>
<td>Rm. 113</td>
</tr>
<tr>
<td>Counseling and Career Services</td>
<td>Rm. 305 - Student Union</td>
</tr>
<tr>
<td>Library Reference Internet Lab</td>
<td>1st floor - Watson Library</td>
</tr>
<tr>
<td>Art Lab</td>
<td>Rm. 207 - A.A. Fredrick’s Fine Arts.</td>
</tr>
<tr>
<td>Multimedia Lab</td>
<td>Rm. 319 - A.A. Frederick’s Fine Arts</td>
</tr>
<tr>
<td>Business Lab</td>
<td>Rm. 101A, C, D; Rm. 104, 108, 113 - Russell Hall</td>
</tr>
<tr>
<td>Education Lab</td>
<td>Rm. 113 - Teacher Education Center</td>
</tr>
<tr>
<td>Family and Consumer Science Lab</td>
<td>Rm. 119, 225 - FACS Bldg.</td>
</tr>
<tr>
<td>Communication Center</td>
<td>Rm. 337 - Kyser Hall</td>
</tr>
<tr>
<td>Scholars’ College Lab</td>
<td>Rm. 232 - Morrison Hall</td>
</tr>
<tr>
<td>Nursing Lab #1</td>
<td>Rm. 111 - Fournet Hall</td>
</tr>
<tr>
<td>Nursing Lab #2</td>
<td>Rm. 105 - Nursing Education Center, Shreveport, LA</td>
</tr>
<tr>
<td>Nursing Lab #3</td>
<td>Rm. 112 - Nursing Education Center, Shreveport, LA</td>
</tr>
<tr>
<td>NSU Leesville Lab</td>
<td>Rm. 119, 125 - Bldg. 550, Leesville, LA</td>
</tr>
<tr>
<td>NSU Catahoula Lab</td>
<td>NSU Catahoula Center, Jonesville, LA</td>
</tr>
<tr>
<td>Biology/Life Science Lab</td>
<td>Rm. 213 - Bienvenu Hall</td>
</tr>
<tr>
<td>Chemistry/Physics Lab</td>
<td>Rm. 219 - Fournet Hall</td>
</tr>
</tbody>
</table>
**Services and Resources**

<table>
<thead>
<tr>
<th>Location</th>
<th>Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPA, Old Fine Arts</td>
<td>Rm. 128</td>
</tr>
<tr>
<td>ROTC Lab</td>
<td>Rm. 219 - Noe Hall</td>
</tr>
<tr>
<td>Psychology Lab</td>
<td>Rm. 338 - Bienvenu Hall</td>
</tr>
<tr>
<td>Student Services Lab</td>
<td>Rm. 237 - Kyser Hall</td>
</tr>
<tr>
<td>Student Support Services Lab</td>
<td>Rm. 243B - Kyser Hall</td>
</tr>
<tr>
<td>Writing Center</td>
<td>Rm. 335 - Kyser Hall</td>
</tr>
<tr>
<td>Foreign Language Lab and Tutoring</td>
<td>Rm. 313 - Kyser Hall</td>
</tr>
</tbody>
</table>

*Check the NSU website for hours of operation, software available and lab restrictions. In some cases, priority is given to students in specific classes and majors.

**Other Technology Resources Available to Students**

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

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

**Testing Center**

The Northwestern State Testing Center administers various testing programs in a secure, quiet testing environment. These include national standardized tests, credit by examination, and advanced placement examinations.

National standardized tests offered through the Testing Center include the following:

- American College Testing Assessment (ACT)*
- College Level Examination Program (CLEP)
- COMPASS DANTES Test Program
- DESST Test Program
- Law School Admission Test (LSAT)*
- Miller Analogies Test (MAT)
- National Counselor Examination (NCE)
- PRAXIS*
- Scholastic Aptitude Test (SAT)*

*Online registration is required by the test companies. Please visit the Testing Center Web page for access to the different test companies’ websites at studentdevelopment.nsula.edu/testing-center/.

**Tutoring Center**

(Student Union, Room 240A and B)

All students may participate in the Tutoring Center’s free campus-wide tutoring program. The Tutoring Center provides high-quality tutoring for most of the University Core curriculum. Tutoring is also available for many “barrier” courses in the Humanities, Arts, and Sciences. The Tutoring Center offers free individual and group tutoring as well as academic success workshops, study hall, and computers for all students in all majors, Monday through Thursday 8:00 a.m. to 9:30 p.m. and on Fridays 8:00 a.m. to 12:00 p.m. Additionally, the tutoring outposts exist in various locations across campus from Sunday through Thursday nights, times ranging from 5:00 p.m. to 9:00 p.m.
Libraries

Northwestern State University libraries consist of a branch located on each of the University’s three campuses. All Northwestern students have access to over 75 electronic databases of scholarly and popular journal research. These resources are available 24/7/365 remotely through the library’s Web page: library.nsula.edu.

Located in the main campus, the Eugene P. Watson Memorial library is a three-story modular 95,000 square feet building containing facilities for group and individual study and research. The Reading Room houses new books and offers a comfortable area for group study, and hosting events. Six group study rooms are available on the second floor for student use. The Cammie G. Henry Research Center, on the third floor houses the University archives, Special Collections, and the Louisiana Collection.

The Shreveport Nursing Center Library at the Nursing Education Center, 1800 Line Ave, Shreveport houses a collection of materials for Nursing and Radiologic Technology. Ten study rooms are provided for individuals or small groups plus two for media viewing.

The Northwestern State Leesville library is located at 3329 University Parkway in Leesville, and serves the Leesville/ Fort Polk community.

University Police

The University Police Department provides 24 hours a day police protection and services for the Natchitoches campus. University Police also responds to any situation at an off-campus fraternity house. Louisiana Revised Statute 17:1805 vests University Police officers with full law enforcement powers, authority, and responsibilities identical to the local police or parish sheriff in one’s home community. The City of Natchitoches also commissions all officers. Each officer is required by law to complete the Louisiana Commission on the Law Enforcement Officer Standards and Training course. This is an eight-week course taught by the Basic Law Enforcement Academy. All officers receive additional in-service training in the areas of firearms, legal updates, DWI enforcement, drugs, etc. The University Police Department has an excellent working relationship with other criminal justice agencies including Louisiana State Police, Natchitoches Parish Sheriff’s Department, Natchitoches City Police and Natchitoches Parish District Attorney’s Office. University Police also operates a “Crime Stoppers” program which encourages persons that witness crimes to furnish University Police with information that may lead to the arrest of the person responsible for the crime.

University Police officers are commissioned as such by the Department of Public Safety. Such commission provides the officer the right to carry a concealed weapon and to exercise the power to arrest when discharging.

Veterans Affairs

The Veterans Affairs Office provides support services for all veterans and their family members. Students who will be attending Northwestern State University using the GI Bill should contact the Veterans Affairs Office to complete the necessary paperwork. In addition, veterans/ their eligible family members may receive help with special problems and needs. Contact the Veterans Affairs Office in the Student Services Building.

Voter Registration

Since 1996, the passage of the National Voter Registration Act makes it possible for all members of the campus community to register on campus where they work or study. In accordance with the NVRA, Northwestern State University is offering the opportunity to register to vote during regular registration and fee payment each semester.
In addition, voter registration forms are available at all times in the One Card Office, in the Student Services Building and the Office of Students with Disabilities, 248 Student Union.

**Financial Issues**

**Automated Teller Machines**

For your convenience, two automatic teller machines are located in the Student Union.

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

**Refund Policy**

A student who resigns from the University will be subject to the University’s refund policy. The policy is published online each semester in the University Schedule of Classes at registrar.nsula.edu/scheduleofclasses/.

**Student Government Loan**

All full time students who pay Student Association fees (excluding Shreveport students), are in good standing with the University (no academic or disciplinary probation), with 2.0 GPA in last semester of enrollment and cumulative 2.0 GPA are eligible to participate in the SGA Loan Fund program. Loans can be made for $5.00 to $100.00 for a period of 60 days during the fall and spring semesters. Students can fill out an application in the Dean of Students Office.

**Northwestern State Billing and Payment Procedures**

A complete guide to billing and payment procedures is available online on the Business Affairs- Student Accounting and Cashiering website at businessaffairs.nsula.edu/student-accounting-cashiering. Inquiries can be emailed to studentaccount@nsula.edu.

**Tuition and Fees**

Tuition and fees are published and made available in the “Schedule of Classes” which is available each semester at registrar.nsula.edu/schedule-of-classes/ and on the Northwestern registrar’s website at registrar.nsula.edu under “Tuition and Fees.” Tuition, fees and other registration related charges are subject to change without notice. Inquiries can be emailed to studentaccounting@nsula.edu.myNSU.

**myNSU**

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

**Payment Options for Students**

The following payment options are available:

1. Online e-check and credit card payments can be made by logging onto your student account. Parents and guests making payments on Northwestern student accounts can utilize the Parent/Guest Pay option available on this website, after being authorized by the student.

2. Credit cards, Visa, MasterCard, American Express, or Discover can be accepted by mail using the remittance stub of student bills.

3. Check and money order payments can be mailed to Northwestern State University, P.O. Box 3722, Lafayette, LA 70502-3722. Include your name and student ID on the check or money order. Inquiries can be emailed to studentaccount@nsula.edu.

**Installment Plan Policy Information**

The University has a payment plan, for the current term only, available to all students in good financial standing who cannot pay their full account balance...
by the first week of the current semester’s classes and who do not qualify for full financial aid. The plan is called the “Installment Plan”, and it allows students to pay certain deferrable semester charges in three installments over the course of the semester. A copy of the “Installment Plan Policy” can be found online in the “Schedule of Classes” at registrar.nsula.edu/schedule-of-classes and should be read by all students to understand the plans, obligations, and the consequences of default. Delinquent balances are subject to being transferred to the State of Louisiana Attorney General’s Office, or other outside contracted collection agency, for collection. Upon transmission, students may be responsible for all collection, attorney and court costs and be reported to major credit bureaus.

*Note: Installment Plan and Late Payment charges can be appealed. Appeal forms can be downloaded from the One Card’s website at onecard.nsula.edu.

**General Refund Information**

You can view the status of your student account online at Northwestern’s website by logging into myNSU. If you have a credit (negative) balance, a refund will be in line to process with the University’s next automated Financial Aid cycle if you are a financial aid recipient, or Business Affairs’ check cycle if you are not a financial aid recipient. The refund will be in the form of direct deposit, if elected by the student, or mailed check. Please allow 24-48 hours for direct deposits and 7 days for a mailed check to arrive. If you have been issued a refund, and you do not receive the funds within the specified timeframes, please contact the Business Affairs Office at (318) 357-5446. For security and safety purposes, direct deposit of refunds is highly encouraged by the University.

**Direct Deposit of Refunds**

Direct deposit of refunds is available to students at their bank of choice. The Electronic Funds Transfer Authorization form can be downloaded from onecard.nsula.edu. A voided, blank check must accompany the form for the request to be processed. For security and safety purposes, direct deposit of refunds is highly encouraged by the University.

**Financial Aid**

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

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

**Student Financial Aid and Scholarship Information:**

financialaid.nsula.edu/

Natchitoches Office
212 Student Services Center
Natchitoches, Louisiana 71497
Phone – (318) 357-5961
Toll Free – 1-800-823-3008
Fax – (318) 357-5488

Shreveport Office
1800 Line Avenue
Office #102
Shreveport, Louisiana 71101
Phone – (318) 677-3010
Fax – (318) 677-3127
Student Body Diversity, Retention, and Transfer Rates

Information regarding student body diversity and retention and transfer out rates can be found by reviewing NSU Fact Book at oir.nsula.edu/fact-book in the 2013-2014 edition. This information can be found in the Historic University Enrollment (beginning on page-13) and Fall 2013 Enrollment (beginning on page-45) sections. The NSU Fact Book is published annually by the office of Institutional Research using data from the 14th class day of the fall semester.

Student Conduct

The Dean of Students or a designated representative administers disciplinary procedures governing students and guests. Disciplinary problems may be referred to a student-faculty discipline committee appointed by the President of the University. Students are expected to conduct themselves at all times in a manner consistent with standards prescribed by the University. Specific disciplinary due process procedures and the Northwestern State Code of Conduct is located in this publication. For more information on records see Policies and Procedures.

Student Identification

Specific disciplinary due process procedures and the Northwestern State University Code of Conduct appear in the Northwestern Student Handbook. Members of the campus community must be prepared to display a Northwestern State University identification card upon request of a duly designated authority.

ADA Public Accommodations Policy

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

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

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

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

* Please see our Web page for more information: studentaffairs.nsula.edu/disability-support/.

Department of Wellness and Recreation (WRAC)

The Northwestern State Department of Wellness and Recreation is located in the heart of campus in the Wellness, Recreation, Activity Center (WRAC). This facility is open 7 days a week. The facility is open to students, faculty, staff, Northwestern State alumni, and Friends of NSU. This facility houses two gymnasiums, 15,000 square feet of strength, cardio, exercise equipment, group exercise studio, fitness assessment laboratory, locker/shower/steam room areas, three racquetball courts, equipment service center, indoor walking jogging track, and all of the
Department of Wellness and Recreation Administrative offices.

The Wellness area provides over 20 group exercise classes each week, personal training, fitness assessments, and many health related seminars throughout the year. The intramurals area sponsors more than 20 sports and activities throughout the academic year. NSU Club Sports is available to all students interested in starting a club sports program. They may do so by filling out the proper paperwork through the Student Government Association located in the Student Union.

The Robert W. Wilson Recreation Complex

Northwestern State University is the only university in Louisiana with such a “student country club.” The Research and Development Committee of the Student Union Governing Board designed the Recreation Complex. The Complex features an Olympic-sized pool, and four tennis courts. There is also an eighteen-hole golf course that is open year round. Also included are a clubhouse and pro shop.

All Natchitoches campus students taking five hours or more are entitled to use the Complex simply by presenting their current identification card and, if playing golf, paying a small green fee. Non-university individuals may use the Complex by paying a daily fee or purchasing a membership.

Many activities are programmed at the Complex throughout the year. Student groups may reserve the club house by contacting the Recreation Complex Office.

Office of Student Activities and Organizations

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

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

Approximately 90 recognized student organizations are available to students. Offering something for everyone, these organizations give students ample opportunity to become involved in planning activities, making new friends, developing leadership qualities, and receiving recognition for a job well done. Recognized student organizations are classified as governmental, academic, professional, service, religious, social sororities/ fraternities, and special interest groups. Questions about organizations may be referred to the Director of Student Activities and Organizations.

Northwestern State offers a wide variety of recreational facilities for college students, including three gymnasiums, eight tennis courts, and the Student Union. These activities are supported by the University because they contribute strongly to the education of the student and provide excellent avenue, for self-development. First priority is given to Northwestern State students and recognized student organizations (RSO) in scheduling events. Questions concerning student activities should be directed to the Director of Student Activities and Organizations located in Room 103 of the Student Union. The department’s professional staff advises student organizations about program planning, university policies and procedures, risk management, and the function of organizations. Policies for student organizations are contained in the Recognized Student Organization (RSO) Manual and are distributed each
year by the Office of Student Activities. Furthermore, the Student Activities Board (SAB) operates from this office.

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

**Student Media**

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

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

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

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

**Student Affairs Council**

The Student Affairs Council operates under the auspices of the Dean of Students. The Student Affairs Council at Northwestern serves as an information exchange between Northwestern’s student body and the faculty and staff at the university. The primary function of the Council is to act as an advocacy group for those students, faculty, or staff wishing to improve the quality of student life at Northwestern State University. The council will assess services and committees impacting student life and advise the university administration accordingly.

For information on membership to Student Affairs Council and other committees impacting student life at Northwestern State University, please go to studentaffairs.nsula.edu.

Membership on the Student Affairs Council consists of students, faculty and staff representing the various divisions of the University. The Dean of Students chairs the Council. For more information contact the Dean of Students in Room 309 of the Student Union.
POLICIES AND PROCEDURES

ALCOHOL and DRUG POLICY

The university prohibits possession or consumption of alcohol on campus and the possession of alcoholic beverage containers except as provided by university policy that complies with all state and federal statutes.

Northwestern State University conforms to all local, state and federal laws regarding the use of alcohol and other drugs on campus. Northwestern is a member of the Drug-Free schools and campuses and abides by their standards regarding policies, athletic programs, educational programs, enforcement and assessment. Students and employees who fail to abide by university policies regarding alcohol and other drugs will be subject to disciplinary action according to established university policies and procedures that conform to local, state and federal laws.

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

The term “controlled dangerous substance,” means a drug, substance or immediate precursor in Schedule through V of Louisiana RS40:964.

Legal Sanctions

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

Higher Education Act—FERPA

Federal Law (Higher Education Act Amended) allows institutions to disclose, to a parent or legal guardian of a student, information regarding a violation of federal, state, or local laws, or of the institutions’ rules or policies governing use or possession of alcohol or drugs.

Federal Controlled Substance Act and Penalties


LUCDS Law

Louisiana Uniform Controlled Dangerous Substance Law provides that any person who violates the criminal statute by manufacturing opiates such as cocaine and heroin is subject to life imprisonment without benefit of probation and/or parole and a fine of $500,000. A person illegally manufacturing stimulants and depressants is subject to imprisonment up to thirty years and a fine of $15,000. Illegal manufacture of and distribution of hallucinogens such as LSD and marijuana is punishable by imprisonment of no less than 5 years and no more than 30 years and a fine up to $50,000.

A person possessing opiates illegally is subject to a prison term of up to five years and a $5,000 fine. Possession of hallucinogens, stimulants and depressants is punishable by imprisonment up to five years and a $5,000 fine, Criminal Code LARS 14:91.

The State of Louisiana Criminal Code LARS 14:91 provides for punishments ranging from up to six months imprisonment and fines of up to $3,000 for violation of statutes relating to the possession and sale of alcohol. The local ordinances of Natchitoches, Shreveport, Alexandria, and Leesville also provide prohibitions related to illicit drugs and alcohol. Gen-
erally, these local ordinances are similar in content to state law.

**University Sanctions**

Students who violate University policy will be afforded due process as prescribed in the University Code of Student Conduct. Sanctions for policy violation include reprimand, probation, suspension, and expulsion.

Students may also be referred for counseling and/or referral for individual assessment; referrals may be included as a condition of any sanction. Article IV, Section 9 of the Code of Student Conduct describes substance infractions.

**Health Risks with Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination necessary to drive safely, thus increasing the likelihood that the impaired driver will be involved in an accident and/or receive a DUI. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including peer, spouse, and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functioning, severely altering a person’s ability to learn and remember information. Very high doses result in alcohol poisoning, which causes respiratory depression and death. When combined with other depressants, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. When one is dependent on alcohol, sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucination, and convulsions. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the stomach, liver and brain.

In addition to the primary effects of alcohol upon the individual, other people and the community at large can suffer various secondary effects resulting from an individual’s consumption of alcohol. These secondary effects can include, among others, traffic accidents and fatalities, personal injury and death, property damage and vandalism, legal costs, social and economic costs and damage to the image of the family, community and institution.

**Health Risks with Drugs**


**Alcohol and Drug Counseling**

- **Northwestern State University Counseling and Career Services**
  305 Student Union Bldg. NSU Box 5286
  Natchitoches, Louisiana 71497 – (318) 357-5621
  Hours: 8:00 a.m.–4:30 p.m., Monday–Thursday;
  8:00 a.m.–12:00 p.m., Fridays
  Emergencies/crises, after hours and on weekends contact: University Police

*Free confidential assessment, referral and counseling support services for students and faculty/staff experiencing problems with alcohol and other drugs. In those cases where inpatient or outpatient treatment is required, referrals may be made to other programs outside of the university.

- **Student Support Services**
  214 Kyser Hall
  Northwestern State University

- **Natchitoches Mental Health Clinic**
  210 Medical Drive Natchitoches, LA 71457
  (318) 352-3122
  Hours: 8:00 a.m.–4:30 p.m.

- **Natchitoches Addictive Disorders Clinic**
  210 Medical Drive Natchitoches, LA 71457
  (318) 357-3283
ADA/Disability Services Conflict Resolution Procedure

Disability Services currently has in place grievance procedures available to students with complaints involving violations of the Americans with Disabilities Act (ADA). To use this procedure, students are responsible for contacting Disability Services, Student Union Room 234, telephone (318) 357-4460.

On Campus Residency

Regulations for Off-Campus Residency

According to the Rules of the Board of Supervisors for State Colleges and Universities, an unmarried full-time undergraduate student is required to live on campus if space is available, unless exempt by the University for good and reasonable cause. The University Administration has a responsibility to adhere to the policies of its governing body, therefore, the University requires an unmarried, full-time undergraduate student desiring to reside off campus to receive prior approval and to:

1. Live with a verifiable family member. A verifiable family member is a parent, grandparent, married brother or sister, or legal guardian.
2. Be classified as a military veteran (documented by Form DD214).
3. Reside in a property owned by the student or student’s family (parent, grandparent, married brother or sister, or legal guardian). Proof of ownership must be substantiated by notarized statement from owner of property.
4. Have a significant medical problem documented by physician’s statement. (This statement must be on the University’s medical form).
5. Have a significant financial hardship documented by statement from parents indicating their contribution to cost of student’s university expenses, itemized statement from student indicating funds available for expenses and anticipated expenses, a copy of parent’s W-2 and 1040 filed from preceding year and student’s W-2 form for preceding year.
6. Be 21 years of age or older by 14th class day.
7. Have resided on campus for six semesters. Summer will count as a semester if the student has taken at least 6 hours and resided on campus for that summer.
8. Be married, divorced (documented by marriage license or divorce decree) or in guardianship of a dependent child (documented by legal documentation).
9. Be classified as a senior with 90 or more semester hours.
10. Suffer other significant hardships if required to reside on campus (documented by a statement from parent or guardian, counselor, or dean or advisor).
11. Commuter living in a commutable area. Commutable area is defined on the Commuter Form available online at onecard.nsula.edu or in the One Card Office. This form should be filled out in place of the regular Application for Off Campus Residency if a student is commuting.

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

A student who meets one of the above criteria and wishes to reside off campus should apply through the One Card office submitting an Application for Off-Campus Residency and furnishing appropriate documentation and/ or other written information supportive of the request at least fourteen (14) days prior to the start of classes for the semester the student wishes to commence residing off campus. All applications, other than automatic exemptions, will be referred by the Assistant Director of Auxiliary Services to the Auxiliary Services Exemption Committee.
Policies and Procedures

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

Regulations for the Appeal Process for Exemptions

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

1. Student must submit additional information, documentation, or proof of an extenuating circumstance that was NOT originally submitted to the Committee within ten (10) calendar days of the notification letter of denial from the Committee.

2. Upon review of the additional information, documentation, or proof of an extenuating circumstance by the Assistant Director of Auxiliary Services will forward all new documentation to the committee for review.

3. If the Committee reconsiders the appeal and the outcome is a denial, the student has the right to submit additional information, documentation, or proof of an extenuating circumstance that was NOT submitted with the original application or the appeal to the Assistant Director of Auxiliary Services. The Assistant Director of Auxiliary Services will then refer the appeal to the Dean of Students. The Dean of Students will then evaluate the additional information, documentation, or proof of extenuating circumstance that was not submitted with the original application or the appeal and forward to the Committee for review. The decision of the committee will be final.

Greek Housing

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

POLICY ON RESEARCH OF HUMAN SUBJECTS

Research is promoted by the University as is the involvement of the University community including students in research programs and activities. During a student’s experiences at NSU, he or she will have various opportunities to participate in assessment, measurement, and testing programs like focus groups, surveys, tests, and interviews. Some of these will be optional and voluntary while others will be mandatory. The University encourages cooperation and participation in such programs and activities. Many times such programs allow for opinions to be expressed, services to be improved, funds reallocated, and other institutional change.

When human beings are used as subjects in research projects, safeguards must be established to protect their health, well-being, and rights. Under the policies established by the United States Department of Health and Human Services (HHS), this protection is extended to all human subjects regardless of the nature of the research being performed. In response to this policy Northwestern State University established the Committee on the Protection of Human Subjects in Research to review all research proposals.
involving human subjects. University policy requires that all research proposals for which data is to be collected from human subjects shall be submitted to this committee to determine whether an exemption applies or whether a review is required.

It is the responsibility of the faculty member to assure compliance with this policy in research conducted by either a student advisee or the faculty member.

In 1981 the HHS revised guidelines and exempted certain forms of research involving subjects from review. These forms of research are as follows:

- **Common Education Practices**
  Research involving regular or special instructional strategies, or research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom methods.

- **Educational Testing**
  Research involving the use of educational tests (cognitive, diagnostic, aptitude, and/or achievement) if information taken from these sources is recorded in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

**Survey and Observation**

Any research involving survey and observation is exempt except where any one of the following exists: (a) subjects can be identified either directly or indirectly; (b) subject responses if they become known outside the research could place the subject at risk of criminal or civic liability or be damaging to the subject’s financial standing or employability; or (c) the research deals with sensitive aspects of the subject’s own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

*All research involving survey or interview procedures is exempt, without exception, when the respondents are elected or appointed public officials or candidates for public office.

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**REGULATIONS GOVERNING STUDENT ORGANIZATIONS**

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

**General Policy**

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

**Recognized Student Organization**

For information pertaining to regulations, privileges, and certification of a Recognized Student Organization, please refer to the Recognized Student Organization Manual which can be accessed at the following website: [nsula.orgsync.com/](http://nsula.orgsync.com/).

**Administration of the Code**

Except as outlined below, the regulations governing student organizations shall follow the procedures outlined in the Student Code of Conduct.
Sanctions for Organizational Misconduct and Withdrawal of Recognition

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

Appeals Procedures

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

CAMPUS SAFETY AND EMERGENCY PROCEDURES

Student Safety Committee

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

Carry and Show Your One Card

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

Threat Assessment and Reporting

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

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

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

Forms and guidelines for reporting may be found at the Student Affairs website studentaffairs.nsula.edu.

Purple Alert

Purple Alert is a rapid notification system for disseminating alerts to NSU students, faculty and staff. In an emergency situation which poses an immediate risk to the health and safety of the campus community, Purple Alert will be activated. When activated, PURPLE ALERT sends a brief notice about the situation and instructions of what to do. The message is sent via various mechanisms, including cell phone text message, cell phone voice call, landline phone call, and e-mail messages. Additional information will be made available to you via the University’s website, e-mail, phone, campus radio and television resources, and other means. All member of the Northwestern Community are encouraged to participate.

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

University Police

The University Police Department provides 24 hours a day police protection and services for the Natchitoches campus. University Police also responds to any situation at an off-campus fraternity house. Louisiana Revised Statue 17:1805 vests University Police officers with full law enforcement powers, authority, and responsibilities identical to the local police or parish sheriff in one’s home community. The City of Natchitoches also commissions all officers. Each officer is required by law to complete the Louisiana Commission on the Law Enforcement.

Police Officer Standards and Training course. This is an eight-week course taught by the Basic Law Enforcement Academy. All officers receive additional in-service training in the areas of firearms, legal updates, DWI enforcement, drugs, etc. The Northwestern State Police Department has an excellent working relationship with other criminal justice agencies including Louisiana State Police, Natchitoches Parish Sheriff’s Department, Natchitoches City Police and Natchitoches Parish District Attorney’s Office. University Police also operates a “Crime Stoppers” program which encourages persons that witness crimes to furnish University Police with information that may lead to the arrest of the person responsible for the crime.

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

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

**Investigation and Crime Prevention**

One full-time investigator staffs the Investigation/Crime Prevention section. Programs available through this section are crime prevention, self-defense seminar, property I.D., and sexual assault presentations. University Police investigators participate in the training of residence hall personnel. An escort service is available from dusk to dawn for the safety of anyone walking alone on campus at night. This service is available for anyone at any time during weekends, holidays, and when the university is closed for semester breaks. This information is presented at all seminars, workshops, and orientations. The University Police Department reports all safety and security hazards such as street lights out, broken windows, etc., to the proper department and checks to make sure it is corrected.

**Missing Student Policy**

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

**Crime Statistics**

The University Police Department submits a monthly Uniform Crime Report to the Board of Supervisors for the University of Louisiana System. The statistics reflect the number of crimes for the three most recent calendar years. These statistics can be found on the Northwestern State Police website under the Annual Security Report, universitypolice.nsula.edu/annual-security-report/.

**HAZING AND CYBERBULLYING**

**Risk Management for Student Organizations**

Student organizations are expected to conduct activities and events in a manner which supports the educational mission of the University, as well as to comply with all federal, state, and local laws, and University policies and procedures. The University is committed to providing students and student organizations with policies and procedures that support low risk, healthy, and safe events on and off campus. All events on campus or during organization-sponsored activities, or any event an observer would associate with the University and/or organization, including off-campus events, must be in compliance with the following polices for student organizations. Northwestern State University does not endorse student organization sponsored events held on or off campus, where alcohol is present. Northwestern State University assumes no legal responsibility or liability for the activities, on or off campus, of student organizations. The purpose of the anti-hazing policies and procedures is to ensure that safety remains a top priority in planning and implementing events for student organizations.

**Anti-Hazing Policy**

**Purpose**

The purpose of this policy is to ensure that students at Northwestern State University are not subjected
to any type of hazing when joining a fraternity or sorority, athletic team, performance group, or any other student organization.

**Definition of Hazing**

Hazing is defined as: any action taken or situation created intentionally or unintentionally – with or without consent – that endangers a student or creates risk of injury, produces mental or physical harm, embarrassment, harassment or ridicule – whether on or off campus – for the purpose of affiliation with, initiation into, or as a condition of continued membership in any student organization, performance group, or athletic team recognized by Northwestern State University.

**Hazing Information**

In accordance with the purpose and philosophy of The University of Louisiana System, Northwestern State University and the laws of the state of Louisiana, which include the belief that true fraternalism can be nurtured only in an atmosphere of social and moral responsibility and that hazing is inconsistent with the responsibility of recognized student organizations to conduct safe, constructive student education, and in order to eliminate the harmful practice of hazing in today's society, Northwestern State University adheres to the University of Louisiana System's policy on hazing, Section XXIV, and the Fraternity Executive Association's statement on hazing (also referred to herein as the Association or FEA Statement on Hazing).

**Louisiana Law on Hazing**

R.S. 1801 Hazing Prohibited: Hazing in any form, or the use of any method of initiation into fraternal or any 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.

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**It’s Hazing**

The following activities are unproductive and create hazardous situations – and have at one time or another been construed as acts of hazing. The list is not inclusive of all possible hazing violations. If in doubt about a current organization practice or tradition…ask!

- Assigning “pranks” such as stealing, defacing property, and harassing another organization
- Yelling, screaming or use of obscenities at pledges/new members/associates
- Scavenger hunts
- Intimidation, threats and verbal hostility
- Sexually degrading activities, including stripping, simulation of sexual acts or sexually explicit cheers, chants and songs
- Pressuring an individual to get a brand, tattoo, or to shave his/her head
- Personal servitude of any kind
- Requirements that financially take advantage of a pledge/new member/associate
- Any action or situation which subjugates an individual to a condition where one might tend to lose self-respect or suffer injury to personal or religious values
- The use of obscenities and vulgarities in dress, language or action
- The keeping of pledge books and/or forcing an individual to acquire members’ or alumni’s signatures
- Requiring an individual to memorize non-essential information
- Requiring calisthenics such as sit-ups, push-ups, runs or other forms of physically abusive exercise
- Morally degrading or humiliating games or any other activities that makes an individual

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Continued on next page
Policies and Procedures

Anti-Hazing Resources and Reporting

Report hazing to:

- greeks.nsula.edu
- Director of Fraternity and Sorority Life (Greeks)
- Director of Student Activities and Organizations (other non-Greek RSOs)
- Dean of Students – 357-5286
- University Police – 357-5431
- hazingprevention.org
- National Anti-Hazing Hotline – 1.888.NOT.HAZE (1.888.668.4293)

Cyberbullying

Cyberbullying involves the use of information technology (email, websites, social networking, internet messaging, or any other technology) for hostile behavior to harm or to upset others. A person cannot easily get away from cyberbullying since using email and the internet are everyday practices.

For more information on bullying, visit the following sites:

- http://www.helpguide.org/mental/bullying.htm

Student Complaints

Northwestern State University recognizes a student’s need to express grievances during the college experience. The Dean of Students Office functions to assist students in lodging and resolving such complaints.

Students may contact the Dean of Students Office to file a written complaint and/or for assistance in filing complaints.
Northwestern State University students who wish to lodge a written complaint about an employee of the institution (faculty or staff), another student, policies and procedures, harassment, bullying, sexual harassment, equal access or other complaints, should contact the Dean of Students at deanofstudents@nsula.edu.

Ordinarily, complaints against students or student organizations follow Article V of the Student Code of Conduct and complaints against employees of the university or its agents follow the Student Grievance Procedure found in Appendix I in the Student Code of Conduct. Students should seek clarification from the Dean of Students Office when filing a complaint.

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

1. complaints about an employee (faculty or staff) of the institution (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).

2. complaints about another student or organization (See Article V of the Student Code of Conduct).

3. complaints against a department (it’s policies or procedures) (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).

4. complaints of sexual harassment against an employee or another student and all student related Title IX complaints (See the Northwestern State University Sexual Misconduct Policy).

5. complaints of harassment or bullying by a student or student organization (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct); complaints of bullying or harassment by faculty or staff (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).

6. complaints about equal opportunity access (See the Student Grievance Procedure, Appendix I in the Student Code of Conduct).

7. other complaints not included above (Contact the Dean of Students).

The Dean of Students realizes that in certain situations, it is inappropriate for students to meet with the person against whom they wish to lodge a complaint. In such cases, the Dean’s Office may act as a liaison or assist the student in meeting with the person or that person’s supervisor. Complaints may be formal (written grievances) or informal. Whatever the circumstances, the Dean of Students will assist students in the process of filing complaints. Northwestern State strives to maintain the confidentiality of the parties involved in the grievance process. However, in cases of sexual misconduct, the institution will comply with the Department of Education guidelines and investigate reported incidences.

**Student Appeals**

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

**Student Appeals are categorized as follows:**

1. Admission Appeals (to determine if student may have an exception) Admission Appeals

2. Admission Access Appeals (to allow registration with balance) Admission Access Appeal Form

3. Grade Appeals/Registration, Credits and Graduation (to change grades, issue credit) Grade Appeal- Procedure Registration, Credits and Graduation

4. Financial Aid and Scholarship Appeals (to maintain aid due to drop in GPA and/or hours earned) Financial Aid Appeal and Scholarship Appeal

5. Residency Appeals (to waive out of state tuition) Residence Status Appeal
6. Auxiliary Services Appeals (to waive on campus living and food service requirements) Off Campus Living and Food Exemption

7. Parking and Traffic Appeals (to waive tickets or fees) Appeals Process for Moving and Parking Tickets

8. Disciplinary Appeals (to overturn sanction in conduct hearing) Student Handbook, page 65

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

**SEX DISCRIMINATION and SEXUAL ASSAULT & SEXUAL MISCONDUCT POLICY**

**Introduction**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, Northwestern State University prohibits discrimination and sexual misconduct on the basis of sex, which includes sexual harassment, sexual assault, dating violence, domestic violence, stalking, coercion, and discrimination based on sexual orientation, gender identity or gender expression. Retaliation through intimidation, threats, coercion, or discrimination is also prohibited. It is the intention of the University to take whatever action may be needed to prevent or correct sex discrimination and sexual misconduct and, if necessary, sanction individuals who act in violation of this policy.

**University Obligations:**

- take immediate action to investigate the alleged incident
- take prompt necessary steps to end the sexual violence and harassment, prevent its recurrence, and address its effects, whether or not the incident is subject of criminal investigation.
- protect the complainant, including taking interim steps prior to the final outcome of the investigation, including but not limited to assisting the students in moving residence halls, moving classes, changing transportation options, issuing "no contact" orders, or any other reasonable accommodation.
- provide a complaint procedure based on a preponderance of evidence standard to resolve complaints of sex discrimination, including complaints of sexual violence and harassment.
- notify both parties of the outcome of a complaint


**Scope of Policy:** The policy covers students and employees of Northwestern State, including visitors to campus, third parties, and contractors, whether within the Clery geographical boundaries of campuses or not. If an incident of misconduct occurs off campus, but is related to a University event or individual affiliated with the University, the University will investigate and take appropriate action if reported.

Members of the University community – students, staff, faculty and administrators – are entitled to a professional environment free of harassment or interference for reasons unrelated to the performance of their duties. Since some members of the community hold positions of authority that may involve the legitimate exercise of power over others, it is the person of authority's responsibility to be sensitive to that power, so as to avoid actions that are abusive or unprofessional. Faculty and supervisors, in particular, in their relationships with students and fellow employees, need to be aware of potential conflicts of interest and the possible compromise of their
evaluative capacity.

Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to a strictly professional relationship. It is the responsibility of faculty, staff and students to behave in such a manner that their words or actions will not reasonably be perceived as suggestive or coercive.

Confidentiality: All reporting of sex discrimination and sexual misconduct is treated as confidential to the greatest extent possible; the privacy of all individuals involved is important to the Northwestern State University. In most situations, only individuals involved in the resolution of the situation will have access to the information about the case. If there is a risk of the alleged perpetrator committing additional crimes, if a student is in immediate danger, or if there has been expressed intent to harm others, or other risks such as involvement of a weapon or the age of the students involved, the University may determine that it is necessary to compromise the level of privacy provided.

Amnesty: Northwestern State University provides amnesty for any student who reports, in good faith, sexual violence to a Confidential Advisor, Responsible Employee, or Campus Security Authority. Students shall not be sanctioned by the University for a nonviolent student conduct violation, such as underage drinking, that is revealed in the course of such a report.

One in five women is sexually assaulted while in college. Most often, it happens her freshman or sophomore year. In the great majority of cases, it’s by someone she knows – and also most often, she does not report what happened. And though fewer, men, too, are victimized.

At Northwestern State University, we strive to create a community of respect. While we understand the rights of an individual to make the best decision for themselves, we encourage reporting sexual misconduct in order to protect our community and identify crime trends. It’s on us as a community to recognize that non-consensual sex is sexual assault; to identify situations in which sexual assault may occur; to intervene in situations where consent has not or cannot been given; to create an environment in which sexual assault is unacceptable and survivors are supported.

Options For Reporting And Assistance
NSU strongly advocates reporting sexual misconduct. If a student discloses an incident they will learn options for assistance, such as health and wellbeing counseling, residence and class accommodations, and options for filing complaints or criminal charges. Disclosure to University personnel will not obligate the complainant to file a complaint or criminal charge, nor will it subject the complainant to scrutiny or judgmental opinions.

Students have two options:

1. Report to Frances Conine, Title IX Coordinator, Dean of Students, Room 309 Friedman Student Union (318) 357-5286; University Police (318) 357-5431; or Responsible Employee/Campus Security Authority (see definition below).

2. Confidential Disclosure to Campus Counselor (318) 357-5621 or Confidential Advisor (318) 357-5570

Webpage for more information: https://www.nsula.edu/notalone/

Victims of sexual assault should get to a place where they feel safe and where they can receive emotional support. Victims should obtain necessary medical treatment in a timely manner; ideally a victim should not wash, douche, use the toilet, or change clothing prior to a medical exam as soon as possible or within 72 hours. This is a critical factor for evidence collection and preservation. The Natchitoches Parish Regional Hospital and the Natchitoches Parish Coroner’s office will provide a victim with a Sexual Assault Nurse Examiner (SANE) once the victim
reaches the hospital. Victims may request that a Confidential Advisor (see definition below) from the University attend the hospital visit. Counseling, whether or not a victim decides to report, can be beneficial. Taking steps for self-care provides empowerment. During regular working hours call (318) 357-5621; after hours call University Police at (318) 357-5431 and ask for campus counseling services.

Contacts for Assistance:
- Title IX Coordinator, Frances Conine, Dean of Students, (318) 357-5286
- Title IX Deputy Coordinator, Lori LeBlanc, Student Advocacy and Education, (318) 357-5570
- Counseling and Career Services (318) 357-5621
- Student Health Services (318) 357-5351

Contacts for Emergencies:
- University Police (318) 357-5431 *(This number can contact an NSU Counselor 24/7)*
- 911
- Sexual Assault Hotline (800) 656-4673
- Natchitoches Regional Medical Center (318) 214-4200

Other Contacts:
- Natchitoches Parish Sheriff (318) 352-6432
- Natchitoches Police Department (318) 352-8101
- Local Sexual Assault Advocate (318) 256-6242
- Natchitoches Parish District Attorney (318) 357-2214

Confidential Advisors: A confidential advisor may serve as a liaison between the complainant and the institution and/or law enforcement at the request of the complainant who is fully informed of all procedures and confidentiality. Confidential advisor may accompany complainant to interviews, investigative, and institutional proceedings. Confidential advisors shall inform the complainant of rights, reporting options, consequences of reporting, investigation and adjudication process for university and criminal justice system, disciplinary proceedings and sanctions, and options for reasonable accommodations. A request for accommodations by a confidential advisor shall not trigger an investigation by an institution, unless indicated by the complainant.

Confidential Advisors Contact Information:
- Licensed Counseling and Career Services personnel (318) 357-5621
- Registered Nurses in Health Services (318) 357-5351
- Deputy Title IX Coordinator (318) 357-5570
- Campus Pastoral personnel, see Dean of Students NSU: Not Alone Web page listed below.
- Other Faculty and Staff Confidential Advisors, including Natchitoches, Shreveport, Alexandria, and Leesville campuses, see Dean of Students NSU: Not Alone webpage listed below.

NSU: Note Alone - https://www.nsula.edu/notalone/

Responsible Employee and Campus Security Authorities (CSA): Northwestern State University Police and University personnel who have significant responsibility for student and campus activities are considered Responsible Employees and CSAs. Examples include, but are not limited to the following: academic deans; student affairs directors; residential life personnel; Greek life coordinators; athletic administrators, including directors, assistant directors and coaches; student activities coordinators and staff; student judicial officials; faculty and staff advisors to student organizations; student center building staff; student peer education advisors; and administrators at branch campuses. Examples
of personnel who are not Responsible Employees or CSAs are instructors who only have classroom and office hour contacts with students, confidential advisors (student health care providers and campus counselors), and administrative support staff.

Sexual Assault Response Team (SART):
- Doug Prescott, Detective, University Police
- Frances Conine, Dean of Students & Title IX Coordinator
- Roni Biscoe, Director University Planning, Assessment, and EEO and Title IX Coordinator for Employees
- Rebecca Boone, Director Counseling and Career Services
- Jon Caliste, University Police
- Lori LeBlanc, Title IX Deputy Coordinator

DEFINITIONS

No matter how carefully worded a definition of sexual misconduct may be, situations may arise outside of these definitions. Therefore a sexual offense at Northwestern State University is defined but not limited to the following:

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 or the persons depicted therein, as well as dating violence, domestic violence and stalking.

Public universities in the state of Louisiana shall use the federal and state definitions of the following terms when making all decisions regarding sexual misconduct including publication of definitions, disciplinary decisions, Clery reporting decisions, campus climate decisions, and training and prevention decisions. If there are any changes to state and federal law, definitions must be amended to reflect any changes to federal and state laws and regulations.

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

Sexual Assault as defined by Louisiana State Law:
Non-Consensual Sexual Intercourse: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

Non-Consensual Sexual Contact: Any intentional sexual touching, or attempted sexual touching, without Consent.

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.

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 pres-
ence 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)

**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, written or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. La. RS § 14:40.2(A)

“Harassing” means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. “Pattern of conduct” means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2(C)

**Domestic Violence definition in Clery Act:**
Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the Alleged Victim is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is 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 definition in Louisiana law:**
means any assault, battery, or other physical abuse which occurs between family or household members, who reside together or who formerly resided together. La. RS § 46.2121.1(2)

**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)

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

**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.

Although the following definitions are not defined by state and/or federal law, the following definitions shall also be used in institutional policy and in the implementation thereof by all Louisiana public postsecondary education institutions.

**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.”

**Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. Title IX prohibits Retaliation. For purposes of this Policy, an attempt requires a substantial step towards committing a violation.

**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 knows or reasonably should know is Incapacitated. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent. A current or previous consensual dating or sexual relationship between the Parties does not itself imply Consent or preclude a finding of responsibility.

**Incapacitation:** An individual is considered to be Incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to Incapacitation; however, someone who is drunk or intoxicated is not necessarily Incapacitated, as Incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unconscious or 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.

**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.

**Prevention and Awareness**

Title IX coordinators, University police, residential life staff, campus counselors, health care professionals, confidential advisors, faculty and staff have received training concerning Title IX, Clery, VAWA, and state and local policies and procedures.

Educational programming for students is provided, including ongoing prevention and awareness campaigns, bystander intervention, and risk reduction in the area of sexual assault and harassment.

Additional educational information on sexual violence is available online to all Northwestern State students at www.mystudentbody.com and is a requirement for all students in UNIV 1000 classes. Click REGISTER NOW to create your User Name. Enter in “demondays” as the school code. Create a unique username (up to 50 characters, including those used in email addresses) and password and enter them into the appropriate fields. The University Police Department also offers free presentations on the subject of personal safety with emphasis on precautions and reporting procedures. Arrangements for these programs can be made by contacting University Police at 357-5431. Additionally, educational literature is available at the following offices: Counseling and Career Services, 305 Student Union; Student Health Services, Infirmary Building; and University Police, Infirmary Building.

**PROCEDURES FOR RESOLUTION OF SEXUAL MISCONDUCT COMPLAINTS**

Any University student, staff member, faculty member, administrator, or other member of the University community who believes that they have been the victim of sexual misconduct may seek to resolve the matter through the informal as well as the formal procedure described below. If a satisfactory resolution is not reached informally, the complainant may follow the formal complaint procedure. The complainant or respondent may move to the formal complaint procedure at any time.

The Dean of Students, Frances Watkins Conine, Room 309, Friedman Student Union, (318) 357-5286 is the designated Coordinator of Title IX (Sexual assault and harassment) for students at Northwestern State University. Students are encouraged to seek assistance from the Dean of Students for all Title IX related complaints.

**Coordinator’s responsibilities include:**

1. Notification and Education
2. Consultation, Investigation and Disposition
3. Assists in institutional compliance and acts as liaison to Provost
4. Record Maintenance and Report

If the conduct is criminal in nature, students are encouraged to immediately contact University Police at (318) 357-5431 or a Confidential Advisor at (318) 357-5570. The Director of EEO, (318) 357-6359, coordinates all Title IX complaints for University employees. These individuals can provide the student with information regarding reporting, requesting assistance, and the importance of preserving physical evidence.

When the Dean of Students functions in the Title IX
Coordinator position, they may appoint additional advocates for students during proceedings.

**Informal Complaint Resolution**

Informal Complaints may involve a student complaint against another student, a member of the University community, or a member of the University community against a student. Circumstances that suggest an increased risk of an alleged perpetrator committing additional acts of violence, involvement of a weapon, the age of the students involved, and other risk factors, compel the university to investigate and possibly pursue action which may identify the complaint.

1. Upon receiving an initial complaint, the Title IX Coordinator will schedule a preliminary meeting with the complainant to discuss the allegations and the desired outcomes of the complainant. The Title IX Coordinator may counsel the complainant concerning options. The Title IX Coordinator will provide assistance and resources.

2. The Title IX Coordinator may complete a Sexual Harassment Complaint Checklist (Form A), to determine whether further information is needed or request assistance from University Police to complete investigations.

3. In the event that the Title IX Coordinator determines that the complaint is not valid or not within the purview of the sexual misconduct policy and declines to pursue it further, that decision may be appealed to the immediate supervisor of the Dean of Students who will initiate the formal complaint procedure. The Title IX Coordinator may also advise that the process move to the formal proceedings. A complainant who chooses to file an informal complaint has a right to end the informal process at any time and the right to pursue the formal complaint and/or take legal action.

4. Assistance to complainants and respondents is available throughout the resolution process. A complainant who elects to not file a complaint or who has been subjected to sexual misconduct by an individual who is not within the jurisdiction of the University is also able to receive assistance. Assistance includes reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders.

5. If the oral or written communication with the respondent is unacceptable or unsuccessful, the Title IX Coordinator may begin an informal hearing process in an effort to reach an agreeable disposition to both complainant and respondent. The informal hearing process might include:
   a. Private hearing with the complainant
   b. Private hearing with the respondent
   c. If requested and acceptable, a private hearing with the respondent, the complainant and the Title IX Coordinator.

6. The Title IX Coordinator shall normally complete his/her investigation and all efforts to arrive at an informal resolution within thirty (30) class days of receipt of the complaint, unless extraordinary circumstances dictate otherwise. When it is determined, as a result of the Title IX Coordinator’s review, that an incident of sexual misconduct has in fact occurred, the Title IX Coordinator attempts to arrive at informal resolution shall be guided by concern to provide appropriate relief to the aggrieved party while sensitizing the person at fault to the effects of such behavior.

7. Upon completion of the review, the Title IX Coordinator will provide a report to both parties and the appropriate vice president communicating the findings of the informal process within 10 business days.

8. If Student Complainants want to proceed with their complaints, the Dean of Students will assist the student in initiating the formal complaint process.
Formal Complaint Procedures, i.e. Administration of the Student Code of Conduct, Article V

If either party deems the informal proceedings inappropriate, for whatever reason, or if the matter is not resolved through the informal process, the Complainant or Respondent may initiate the formal complaint procedure.

If the Dean of Students is unable to resolve the complaint during the informal process, the formal complaint process will be initiated. Students are allowed to bring an advisor to a hearing. Confidential advisors designated by the University may also assist students during any formal process. Additionally, students may request that the supervisor to the Dean of Students preside over formal hearings.

Student complaints against other students should follow the compliant procedure outlined in the Student Handbook, Article V.

All parties involved in the formal process are afforded due process as prescribed in the NSU Student Code of Conduct. Every complainant has the right to be notified of the time frame of the resolution of complaints. Every complainant has the right to be present at his or her case. Every complainant has the right for the case to be decided using a preponderance of evidence standard. Every complainant has a right to be notified in writing of the outcome of a complaint. Every complainant has a right to be informed of the outcome of disciplinary proceedings alleging a sex offense within 10 business days.

Depending on the seriousness of the offense, disciplinary sanctions may range from educational alternative to expulsion. The University can also issue Stay Away Orders to a student respondent at any stage in the process.

A student may appeal to the Board of Supervisors if the sanction is one of suspension from the university for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the university level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the institutional level, the appeal must be within 30 calendar days of the institution's decision. The Board's review is limited to a determination of compliance with established and appropriate procedures at the institutional level. The student shall be notified of the Board's decision.

The Board of Supervisors conducts reviews of student appeals via materials provided by the student grievant and the university. It consists of an exhaustive examination of procedures followed by the university in regard to due process and not the specific details of the grievance matter. The student grievance process does not provide the benefit of hearing by the student directly to the Board of Supervisors, per Article IV, section 6.7.

If a student accused of a sexually-oriented criminal offense seeks to transfer to another institution during an investigation, the University shall withhold the student's transcript until such investigation or adjudication is complete and a final decision has been made and shall inform the respondent of the University's obligation to withhold the transcript during the investigation.

If a student is found responsible for a sexually-oriented criminal offense 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 with the institution(s) to which the student seeks to transfer or has transferred when officials become aware of the student's attempt to transfer.

Student complaints against the faculty, staff or other members of the University Community shall follow the Grievance procedures outlined in Appendix I of Northwestern State University Student Code of Conduct.
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Preface

By issue of this Code of Student Conduct, Northwestern State University hereby establishes the standards and procedures that shall govern the conduct of students on University property, in University facilities and away from the University campus. Students, members, and advisors of student organizations will be expected to become familiar with this Code and assure the Code’s successful implementation by their observance of the provisions and their support of the objectives stated herein.

Classroom Civility Statement

Northwestern State University students, staff, and faculty are expected to create an environment that promotes academic excellence, personal dignity, mutual respect, and individual responsibility in both face-to-face and electronic educational settings regardless of the content of the ideas and opinions being shared. Ideas and opinions that are controversial or in opposition to others are welcomed in the NSU environment, and this policy shall not be used to prohibit the sharing of controversial or unpopular ideas or opinions but merely to call for civility when idea and opinion sharing.

All members of the NSU community have the right to a safe environment free of disturbances and civil in all aspects of human relations. Whether in a face-to-face or online classroom, students who engage in disruptive or abusive discourse or actions may be removed from the class and subject to disciplinary sanctions. In on-campus classrooms, students who speak at inappropriate times, take frequent breaks, interrupt the class by coming to class late or leaving early, engage in loud or distracting behaviors, use cell phones or other noise-making devices, wear headphones, are distracted with computers or other electronic devices, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others during the class period may be removed from the class and may be sub-ject to disciplinary action under the Northwestern State University Student Code of Conduct (Articles IV Infractions and VII Sanctions). The instructor of a course may deem additional behaviors or actions inappropriate; these actions or behaviors will be outlined in the course syllabus. Copies of infractions and sanctions are available on the NSU website at nsula.edu/studenthandbook.

ARTICLE I. • Introduction

Northwestern State University is an institution with an educational mission, which is carried out by means of programs and activities devoted to the pursuit of knowledge, through instruction, research and service. The University exists as a community of students, faculty, administrators, and staff who provide, participate in and support these activities and programs. The University campus, facilities, properties and other resources exist to facilitate this educational mission.

The University has an inherent interest in developing policies to preserve and enhance the University’s ability to function effectively and efficiently as an academic institution. These policies entail recognition of both rights and responsibilities for all members of the University community. These considerations make student conduct a legitimate concern of the University.

As a member of the University community, a student is entitled to the freedoms and rights guaranteed to students by the Constitutions of the United States and Louisiana. A student has a right to the opportunity to learn and benefit from an intellectual environment free of distractions.

Accompanying these rights are certain responsibilities. A student must abide by federal, state and local laws. A student is obliged to respect the rights of others. A student shall comply with valid institutional regulations, contribute to the order of the University’s academic and administrative processes and uphold standards of decency and honor in all
Code of Conduct

conduct. Only when individuals are responsible can their rights be assured. Freedom must be exercised responsibly in the context of recognized interest of others and the institution.

The policies and procedures in this Code are established to secure these ends. Such policies and procedures are fundamentally designed to help maintain a campus environment conducive to learning and other educational pursuits. This Code is intended to ensure the enjoyment of students of all proper rights, without undue infringement by others. This Code is a means to the attainment of the University’s educational mission by protecting the institution’s processes, resources and constituent community.

General authority in the governance of students enrolled at Northwestern State University is delegated to the University President by the University of Louisiana System Board of Supervisors. Within the scope of this authority delegated the President, and pursuant to further delegation to the Dean of Students, this Code of Student Conduct is promulgated for Northwestern State University.

This Code shall be published and made available by reasonable means, to students attending the University, and shall be applicable to all students. Upon enrollment a student shall be deemed to have accepted the conditions and obligations stated herein and to have agreed to be bound hereby, in addition to all other applicable University regulations which have been or may in the future be issued and published by proper authority. This Code shall likewise apply to all student groups, whether formally or informally organized and whether recognized by the University or not.

Conduct off campus as well as that taking place on University property shall be fully within the scope of this Code. The fact that criminal or civil proceedings may be instituted against a student or student organization shall not bar commencement of the disciplinary process involving such student or student organization under this Code, nor shall the University be bound by the outcome of such proceed-

ings in the University’s determination of whether misconduct did or did not occur or in the selection of an appropriate sanction. In regard to conduct by a student which may be the subject of such a criminal or civil action, the University shall have the discretionary right to proceed under this Code against the student before, during the pendency of, or after the final disposition of such action, or even in the absence thereof. The University shall resort to the disciplinary process only where the alleged conduct directly and/or adversely affects the mission of the institution or the campus community.

The University may exercise jurisdiction off-campus when:

a. The complainant student of such offense is a member of the campus community (student, faculty, staff, administrator, contractor); or

b. The offense occurred at University sponsored or sanctioned event (Greek houses, athletic events, co-op program); or

c. The respondent student used his or her status as a member of the University community to assist in the commission of the offense (student I.D. card to pass a bad check); or

d. The offense seriously impairs the pursuit of the University’s objectives (armed drug dealer arrested downtown).

ARTICLE II. • Definitions

To enhance the understanding of this Code and protect the due process right of students, the terms and phrases of this Code are herein defined.

SECTION 1.0 Terms

1.1 Attorney: An attorney licensed to practice law in the state of Louisiana.

1.2 Conference: Meeting conducted by the Dean of Students or designated representative at which a student is verbally informed
of an allegation(s) that the student has committed an infraction(s) of this Code and the student is provided an opportunity to respond. The Dean of Students or designated representative may dismiss the complaint, administer sanction(s), or schedule an administrative hearing.

1.3 Counsel: University faculty, staff or students selected to advise a student during a hearing.

1.4 Record: A written or electronic transcript of the proceedings of an administrative or appeals hearing.

1.5 Student: The term “student” includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than the University and who reside in University residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students” solely for the purposes of the interpretations of this Code.

1.6 University: Northwestern State University of Louisiana.

1.7 Dean of Students: University employee (or designee) empowered by the University President to implement this Code and perform other assigned duties.

SECTION 2.0 Phrases

2.1 Administrative Hearing: A formal hearing conducted by the Vice President of Student Experience or designated representative in which, should allegations of misconduct be substantiated, the alleged student violator may be subject to a sanction.

2.2 Appeals Hearing: A formal hearing conducted by a committee to hear an appeal of the sanction of probation, suspension or expulsion imposed on the student appellant by the Vice President of Student Experience or designated representative.

2.3 Banishment from Campus: Prohibition from access to University property, activities, or events.

2.4 Class Day: A day on which classes are regularly scheduled or final exams are scheduled.

2.5 Normal University Communication Channels: The use of University personnel to deliver a written or oral notification to a student.

2.6 Substantial Evidence: That evidence which a reasonable mind might accept as adequate to support a conclusion; more likely than not (Black's Law Dictionary, 1983).

2.7 Preponderance of Evidence: The standard used in cases of sexual misconduct;

2.8 University Personnel: Any person employed by the University for any purpose.

2.9 University Property: All land, buildings, equipment, and facilities owned, leased or controlled by the University.

ARTICLE III. • Student Rights and Responsibilities

As a means of giving greater content and definition to the important notion of student rights and responsibilities, those identified below shall be recognized as belonging to students of this institution. This enumeration is not intended to be exhaustive, however, nor shall it in any way prevent recognition of additional, different or modified rights and obligations for students through supplementation to this Code, issuance of other University policy, or any
alternative appropriate means provided a legitimate reason exists for such additions.

SECTION 1.0 University Community

1.1 The University has the right and the responsibility to formulate and disseminate policies to promote the general welfare of the University community. Students have the responsibility to know such policies of the University.

1.2 Students shall be represented through the Student Government Association and by serving on committees in those affairs of the University that concern student welfare.

1.3 Students shall conduct themselves in a manner which recognizes the rights of others and promotes the welfare of the University community.

SECTION 2.0 Academic Freedoms and Responsibilities

2.1 In academic matters students have a right to be governed by justifiable regulations.

2.2 Students have a right to an environment conducive to learning and free from distraction. Students are responsible for behavior which is conducive to the teaching/learning process.

2.3 Students shall be free to take reasoned exception to data and views offered in the classroom without reprisal provided such exception does not hinder the structured learning process.

2.4 Students have a right to grades that represent the instructor’s professional judgment.

2.5 Students have a right to accurately and clearly stated information which would enable them to determine:

2.5.1 The general requirements for establishing and maintaining an acceptable academic standing.

2.5.2 Their own academic admission status with the University and any special conditions which apply.

2.5.3 The graduation requirements of any particular degree program.

2.6 Students have a right to be informed of the content and objectives of a course, the method of evaluation and the relative importance of each test, paper, etc., comprising the total evaluation for the course.

2.7 Students are responsible for meeting the requirements of a course according to the standards of performance established by the instructor.

2.8 Students have a right to protection against improper disclosure of information acquired by instructors related to the student’s grades, views, beliefs, health or character.

2.9 Students have a right to seek assistance from an instructor during the instructor’s scheduled office hours.

2.10 Students have the right to refrain from activities that involve unreasonable risk to the student’s physical and mental health.

SECTION 3.0 Educational Records

3.1 A student’s right of confidentiality in and access to student educational records shall be stated in University policy.

3.2 A student’s academic transcript and disciplinary records shall be separately maintained. Disciplinary dismissal now results in annotation to ACD. Transcript of semester eligible for readmission-effective spring 2007.

SECTION 4.0 Freedom of Inquiry and Expression

4.1 Students shall be free to examine and to
discuss all questions of interest and express opinions.

4.2 Students shall be free to support any causes by lawful means. At the same time, it shall be made known that public expression or demonstrations by students or student organizations represent only the views of those making the statement and not the University community.

4.3 Discussion and expression of all lawful views is permitted within the institution in public places subject to reasonable time, manner and place required for maintenance of order and to applicable state, federal and local laws. The University retains the right to provide for the safety of individuals, the protection of property, and the community of the educational process in maintaining order.

4.4 Recognized student organizations may invite and hear any persons of their own choosing, subject to requirements for use of institutional facilities and subject to the University speakers policy stated in 4.3 above.

4.5 Students have a right to express opinions through student media and they have a responsibility to adhere to the canons of professional journalism.

SECTION 5.0 Student Life

5.1 Students shall be free to organize and associate to promote their common interests.

5.2 Student organizations are required to publicize information concerning purpose, criteria for membership and a current list of officers.

5.3 Recognized student groups may use University facilities, if available, in accordance with normal scheduling policies.

SECTION 6.0 University Housing

6.1 A student has the right to be secure in his or her possessions against invasion of privacy and unreasonable search and seizure.

6.2 Students shall not violate the rights of other students residing in University residential facilities.

6.3 University housing is a privilege and not a right.

6.4 Students shall be in compliance with housing regulations and on-campus residency requirements.

SECTION 7.0 Redress of Grievances

7.1 In any instance a student’s rights as outlined herein are contravened, the student shall have the right to petition for redress of such a grievance through procedures found in Appendix I of this document.

ARTICLE IV. • Infractions

Every student and student group shall be required to act lawfully and in such a way as not to adversely affect the educational processes of the University or the rights of others. Violation of this general standard shall be considered an infraction of this Code. The following types of conduct are prohibited and individuals found to have committed such infractions by the procedures set forth in this Code shall be subject to sanctions being imposed including the sanction of probation, suspension or expulsion from the University.

For academic infractions, students may receive a grade of 0 on an assignment or a grade of F in the class and be referred to Student Conduct for additional sanctions; or, a student may be referred for the purpose of creating a record in the Office of Student Conduct. For information on the Northwestern State Honor Code and Grade Appeal Procedures, see Academic Regulations, in the current Northwestern
State University of Louisiana catalog. For information on disciplinary records, see Policies and Procedures in the NSU Student Handbook.

SECTION 1.0 Academic Infractions

1.1 Collaborating, conspiring or cooperating during an examination with any other person by giving or receiving information without authority.

1.2 Copying or obtaining information from another student’s examination paper.

1.3 “Duplicity” defined as the offering for credit identical or substantially unchanged work in two or more courses without approval in advance by the instructor(s).

1.4 “Plagiarism” defined as the use of any other person’s work and the unacknowledged incorporation of that work in one’s own work in fulfillment of academic requirements.

1.5 Requesting, bribing, blackmauling or in any other way causing any other persons to obtain an examination or examination in the process of being administered.

1.6 Selling or giving away all or part of an examination.

1.7 Selling, giving or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, other written work, painting, drawing, sculpture, or other art work.

1.8 Stealing, buying or otherwise obtaining all or part of an examination.

1.9 Submitting as one’s own, in fulfillment of academic requirements, any theme, report, term paper, essay, other written work, painting, drawing, sculpture, or other art work of another person.

1.10 Substituting for another person or permitting another person to substitute for one’s self to take an examination or for class attendance.

1.11 Using material during the examination not authorized by the person administering the examination.

SECTION 2.0 Financial Infractions

2.1 Failure to promptly meet University-related financial obligations.

2.2 Issuance of worthless checks for University-related financial obligations.

SECTION 3.0 Health and Safety Infractions

3.1 Illegal or unauthorized possession of firearms, ammunition, explosives, fireworks, or any other dangerous weapon (any instrument that may be used to inflict bodily harm), substance or material of any kind on University property or at any University approved activity.

3.1.1 Possession of a firearm, when in violation of state laws, System policy, or university policy, shall be grounds for dismissal from the university. Such campus disciplinary action must be written and published in the Student Code of Conduct. http://www.ul-system.net/assets/docs/searchable/boards/ppm_weapons_on_campus.pdf

3.2 Setting a fire or attempting to set a fire on University property without proper authorization.

3.3 Unauthorized use, possession, or alteration of firefighting equipment, alarm devices, security systems, or other emergency or safety equipment.

3.4 Swimming or wading in Chaplin’s Lake except in authorized areas during authorized times.

3.5 The making of a false report of a bomb, fire, or other emergency on or off University property by means of activating an alarm or any other method.
3.6 Conduct which threatens or endangers the health and safety of another person.

SECTION 4.0 Informational Infractions

4.1 Fabricating, forging, altering, or misusing any University document, record, instrument of identification, etc.

4.2 Furnishing false information to the University with the intent to deceive.

4.3 Obtaining any service or thing of value from the University by false pretense.

4.4 Providing false identification to duly authorized University personnel.

4.5 Unauthorized use of or access to information in any forms proprietary to the University.

4.6 Theft or abuse of computer time, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual’s identification and password.
   d. Use of computing facilities to interfere with the work of another student, faculty member or university official.
   e. Use of computing facilities to access, send, or receive obscene and/or abusive messages.
   f. Use of computing facilities to interfere with normal operation of the University computing system.

SECTION 5.0 Organizational Infractions

5.1 A student group or organization shall be deemed responsible for infractions committed by individuals where such acts:

5.1.1 Are mandated, sponsored, approved, or encouraged by the group or organization, whether explicit or implicit.

5.1.2 Take place in the context of a tradition, custom or past practice of the group or organization.

5.1.3 Are reasonably foreseeable as a result of an activity carried on by the group or organization.

SECTION 6.0 Personal Conduct Infractions

6.1 Disorderly conduct which disturbs the orderly functions and processes of the University and/or infringes on the rights of others as defined by this Code.

6.2 Intentional interference with the right of access to University facilities.

6.3 Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, or University authorized activities and events.

6.4 The intentional interference with the lawful rights of any person on campus.

6.5 Loud music, noise, or disruptive conduct.

6.6 Physical abuse or threat thereof, verbal abuse, bullying, harassment, domestic or dating violence, intimidation, stalking, coercion, against any person.

6.7 Sexual misconduct as outlined in the definitions found under the Sexual Conduct Policy in the Student Handbook including but not limited to assault, harassment, domestic and dating violence, intimidation, stalking, coercion, sexual exploitation, unwanted touching, verbal abuse, and nonverbal conduct of a sexual nature, without consent or when the victim is unable to give consent.

6.8 Violation of a restriction or condition of probation.
SECTION 7.0 Unlawful Acts and Policy Infractions

7.1 Failure to comply with written Board of Supervisors or University regulations including those related to student housing and operation of motor vehicles on University property.

7.2 Conduct in violation of federal or state statutes or local ordinances.

SECTION 8.0 Property Infractions

8.1 Vandalism, destruction, damage, defacement, abuse, or misuse of public or personal property, whether intentional or by negligence.

8.2 Theft, embezzlement, misappropriation, or the unauthorized temporary taking or possession of the property of another, including the property of the University.

8.3 Littering on University property.

8.4 Unauthorized occupation of, entry on or into University property.

8.5 Unauthorized use, possession, duplication, and/or distribution of one or more keys to university property.

SECTION 9.0 Substance Infractions

9.1 Possession or consumption of alcoholic beverages on university property, during any trip sponsored by the University or University affiliated organization except as provided in university policy.

9.2 Unauthorized or illegal possession, use, sale, manufacture, or transportation of narcotics, stimulants, depressants, hallucinogenic, or other controlled substances as defined by state statute.

9.3 Public intoxication and/or operation of a motor vehicle or water craft while intoxicated.

SECTION 10.0 Other Infractions

10.1 Failure to comply with a lawful order, direction or request of a University employee made by the employee in the performance of the employee's duties.

10.2 Any conduct not specifically stated herein which adversely affects the educational processes of the University or the rights of members of the University community or others.

10.3 Aiding or inciting others to commit any infraction in this Code.

10.4 Hazing in any form, including any action taken or situations intentionally created which may bring to an individual undue attention that may be degrading, demeaning or cause physical discomfort, emotional ridicule or harassment.

10.5 Stalking which is, the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury.

10.6 Visitation on other college or university campuses or industrial sites, or any property for the purpose of defacing or destroying said property, or of disrupting normal activities of such institutions or property.

ARTICLE V. • Administration of the Code of Student Conduct

The Dean of Students or a designated representative is responsible for administration of this Code of Student Conduct in a fair and impartial manner. It shall be the responsibility of the Dean of Students to see that this code is available to all students and that students subject to actions prescribed in this Code understand their right to due process.
SECTION 1.0 Filing a Complaint

1.1 A complaint alleging a student or an organization committed an infraction(s) of this Code may be filed by any member of the University community or authorized University personnel having knowledge of the infraction(s) based on personal observation or other reliable information.

1.2 Complaints must be in writing.

1.3 The complaint shall identify the alleged infraction(s), the facts upon which the allegation is based, and shall be signed by the person filing the complaint.

1.4 Filing the complaint shall be accomplished by submitting the signed complaint to the Dean of Students or any member of the Student Affairs staff.

SECTION 2.0 Preliminary Investigation

2.1 Upon receipt of a complaint that a student has allegedly committed an infraction(s) of this Code, the Dean of Students or designated representative shall conduct a preliminary investigation. In cases of alleged sexual misconduct, investigators may assist in the investigation process.

2.2 If the preliminary investigation indicates the allegation to be unsubstantiated, the Dean of Students or designated representative shall dismiss the complaint.

2.3 If the allegation is found to have substance, the Dean of Students or designated representative shall summon the student and conduct a conference. A substantive allegation may result in a temporary hold being placed on a student’s record.

2.4 The student may choose during the conference to:

2.4.1 Admit knowingly and willingly to the allegation(s) in writing and waive all further hearings and right to appeal and agree to accept the disposition of the matter.

2.4.2 Admit knowingly and willingly to the allegation(s) and request an administrative hearing.

2.4.3 Deny the allegation(s) in writing and agree to accept the Dean of Students disposition of the matter without benefit of an administrative hearing or right to appeal.

2.4.4 Deny the allegation(s) and request an administrative hearing.

2.5 Following the conference, the Dean of Students or designated representative shall dismiss the complaint as unsubstantiated, administer appropriate sanctions, or schedule an administrative hearing. The outcome of the conference will be provided to the student in writing in a letter or with a copy of the signed Northwestern State Judicial Affairs Status Report through the normal University communication channels via student email, via US mail or by certified mail return receipt requested. The student may appeal a decision resulting from a conference by requesting in writing an Administrative Hearing with the Vice President of Student Experience if the initial conference was with the Dean of Students or with the Dean of Students, if the initial conference was with a designated representative within three (3) class days after receipt of notification of the outcome of the conference. A student may request an Administrative hearing using the appeals criteria listed in Article VI.

SECTION 3.0 Administrative Hearing

3.1 Notice of an administrative hearing shall be in writing through normal University channels or certified mail return receipt requested. The notice shall state the alleged act(s) of the student, the infraction(s) of the
Code of Conduct

3.2 The notice of the hearing shall advise the student of the student’s right to counsel (as defined in Article II, Section 1.3) during the hearing and right to view evidence prior to the hearing. In cases of alleged sexual assault or harassment, notice of the hearing shall advise the student of the student’s right to an attorney (as defined in Article II, Section 1.1) during the hearing. The role of the attorney is to advise only. Both complainant and respondent are allowed legal counsel.

3.3 Legal rules of evidence do not apply (except in cases of sexual misconduct where Preponderance of Evidence is used) in an administrative hearing, but the Vice President of Student Experience or designated representative may use and give probative effect to evidence that possesses probative value and is commonly accepted by a reasonable person.

3.4 An administrative hearing shall be scheduled at a reasonable time to allow the student to prepare proper defense.

3.5 The Vice President of Student Experience or designated representative shall set the date, time, place, and make necessary arrangements for the administrative hearing.

3.6 The Vice President of Student Experience or designated representative, for good cause, may reschedule the hearing.

3.7 The hearing procedure shall be informal and provide reasonable opportunity for the student to present a defense and for witnesses to be heard. The respondent student is responsible for notifying any witness of the date, time, and place for the hearing. The names of witnesses and their relationship must be submitted to the Office of the Vice President for Student Experience in writing in advance of the hearing.

3.7.1 The hearing shall be closed only to those persons directly involved.

3.7.2 The Vice President of Student Experience or designated representative shall present the University’s evidence and call such witnesses as required.

3.7.3 The student shall present any evidence or call such witnesses to present a defense.

3.7.4 The Vice President of Student Experience or designated representative and/or student may question all witnesses.

3.7.5 The student is given an opportunity to make a final statement.

3.8 Within three class days of the conclusion of the administrative hearing, the Vice President of Student Experience or designated representative may dismiss the allegations as unsubstantiated or impose appropriate sanctions. The notice of decision shall be delivered by normal University communication channels or certified mail return receipt requested. The notice shall include proper appeals procedures.

ARTICLE VI. • Appeals Procedures

A student may appeal a decision of the Vice President of Student Experience or designated representative which results in the student receiving the sanction of disciplinary probation, suspension from on-campus classes, suspension or expulsion from the University or suspension from residing in a University residence hall or for any sanction related to sexual misconduct. A student may appeal on the basis of; a) new evidence is available which was unavailable at the initial hearing; b) the student believes the University failed to follow its procedures;
or c) the student believes the sanction is excessive for the infraction. The student shall submit a written appeal to the Vice President of Student Experience or designated representative within five class days of receipt of notice of such sanction.

SECTION 1.0 Appeals Committee

1.1 The appeals committee shall consist of eleven members, four faculty or staff members and two students appointed by the University President, and two faculty or staff members and three students recommended by the Student Government Association and appointed by the University President. When hearing cases of sexual misconduct, students may be released from the committee.

1.2 The University President shall appoint the chairperson. In the absence of the appointed chairperson, the committee shall elect a temporary chairperson.

1.3 A quorum shall consist of six members, two of which must be student members.

1.4 Faculty or staff members shall serve staggered terms of four years; student members shall serve for their tenure as a full-time student in good standing with the University.

1.5 A member unable to serve shall submit a written resignation to the chairperson. A chairperson unable to serve will submit a written resignation to the University President.

1.6 The committee may remove a member by simple majority vote for malfeasance, nonfeasance or misfeasance of the committee’s responsibilities.

1.7 If a quorum of the committee cannot be assembled in order to meet time lines required by this Code, the University President shall make the necessary temporary appointments to provide a quorum.

SECTION 2.0 Chairperson’s Responsibilities

2.1 The chairperson shall instruct the committee on this Code and hearing procedures. The hearing shall be conducted in the spirit of fair play. Rulings of the chair may be overruled by a two-thirds vote of the members present.

2.2 The chairperson presides over the hearing.

2.3 The chairperson ascertains that the Vice President of Student Experience or designated representative and the student have performed their responsibilities.

2.4 The chairperson rules on the admissibility of evidence, motions, objections and recognizes committee members for the purpose of questioning.

SECTION 3.0 Student Affairs Administration Responsibilities

3.1 The Vice President of Student Experience or designated representative, with the concurrence of the chairperson shall establish the date, time, place and provide notice of hearing to all involved persons.

3.2 The Vice President of Student Experience or designated representative shall provide the student with a transcript of the administrative hearing if requested by the student. New evidence and/or names of witnesses, which were unobtainable or unavailable for the administrative hearing, shall also be provided to the student.

3.3 The Vice President of Student Experience or designated representative summons students and/or University personnel to serve as witnesses and insures that evidence and/or witnesses requested by the student and/or committee are available for the hearing.

3.4 The Vice President of Student Experience or designated representative reports non-
compliance with a summons by University personnel to the appropriate vice president.

3.5 The Vice President of Student Experience or designated representative makes necessary arrangements for the hearing, including the recording of the proceedings.

3.6 The Vice President of Student Experience or designated representative shall present the case on behalf of the University.

SECTION 4.0 Students Responsibilities

4.1 The student shall appear for the hearing on the scheduled date at the prescribed time.

4.2 The student shall notify the Vice President of Student Experience or designated representative in writing three days prior to the hearing of any documents or witnesses the student wishes summoned on the student’s behalf.

4.3 At least three class days prior to the hearing, the student shall notify the Vice President of Student Experience or designated representative if the student is to be advised by an attorney during the hearing.

SECTION 5.0 Notice of Hearing

5.1 Notification of the hearing shall be in writing through normal University communication channels by certified mail addressed to the student at the address appearing in the registrar’s records. If the student is a minor, a copy of the letter may be mailed to the student’s parents or guardian.

5.2 The notice shall specify the date, time and place of the hearing. The hearing shall not be less than four nor more than ten class days after the date of receipt of notification. The chairperson, for good cause, may postpone the hearing and request the Vice President of Student Experience or designated representative to notify involved persons of the new hearing date.

5.3 The notice shall direct the student to appear and inform the student that failure to do so without good cause will result in the student’s forfeiture of the right to appeal.

5.4 The notice shall advise the student that the hearing shall be closed and of the student’s right to be advised by counsel or attorney and right to present evidence and question witnesses.

SECTION 6.0 Hearing Procedures

6.1 The hearing procedures shall be informal in nature and provide reasonable opportunities for witnesses to be heard.

6.2 The hearing shall be closed. Persons present shall be limited to the Vice President of Student Experience or designated representative and appropriate staff, members of the student’s immediate family, attorneys or counsels for the student and University, and the committee members. Witnesses shall be sequestered.

6.3 The standard of review shall be arbitrary and capricious. The committee shall ascertain whether or not valid reasons for the sanctions were substantiated and the procedures followed were consistent in their application.

6.4 The committee shall follow the procedures outlined herein:

6.4.1 The Vice President of Student Experience or designated representative presents the procedures and evidence used to reach the decision.
6.4.2 The members of the committee shall have an opportunity to question the Vice President of Student Experience or designated representative for points of clarification.

6.4.3 The student shall have an opportunity to explain irregularities or inconsistencies in the procedures and/or application of the rules and regulations.

6.4.4 The members of the committee will have an opportunity to question the student for point of clarification.

6.4.5 The University or the student may present new evidence. Such evidence must have been unavailable for the administrative hearing.

6.4.6 The Vice President of Student Experience or designated representative shall present the University’s final closing remarks.

6.4.7 The student shall make closing remarks.

6.4.8 The Vice President of Student Experience or designated representative shall make succinct final remarks.

6.4.9 All involved parties including the Vice President of Student Experience or designated representative shall be excused and the committee shall commence sequestered deliberations.

6.5 The committee can uphold the decision of the Vice President of Student Experience or designated representative, reduce the sanctions imposed by the Vice President of Student Experience or designated representative vacate the decision of the Vice President of Student Experience or designated representative due to irregularities in procedures or remand the matter for rehearing to cure procedural irregularities.

6.6 The student shall be notified in writing by normal University communication channels or certified mail return receipt requested of the committee’s decision within three class days following the hearing. The notice of decision shall inform the student of the student’s right to appeal, in writing, the committee’s decision within five class days to the University President.

6.7 A student may appeal to the Board of Supervisors if the sanction is one of suspension from the university for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the university level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the institutional level, the appeal must be within 30 calendar days of the institution’s decision. The Board’s review is limited to a determination of compliance with established and appropriate procedures at the institutional level. The student shall be notified of the Board’s decision.

The Board of Supervisors conducts reviews of student appeals via materials provided by the student grievant and the university. It consists of an exhaustive examination of procedures followed by the university in regard to due process and not the specific details of the grievance matter. The student grievance process does not provide the benefit of hearing by the student directly to the Board of Supervisors.

ARTICLE VII. • Sanctions

An individual or student organization committing an infraction(s) of this Code shall be subject to sanctions outlined in this article. A sanction may be imposed alone or in conjunction with one or more additional sanctions. Sanctions described are categorized as sanctions for disciplinary misconduct, academic misconduct, and organization miscon-
Code of Conduct

Students are subject to grade changes, dismissal from classes, and referral to student conduct as per the faculty member where academic conduct is alleged. To appeal a grade, students should follow the appeal procedure outlined in the University Catalog.

SECTION 1.0 Sanctions for Disciplinary Misconduct

1.1 Expulsion: Permanent, involuntary forced withdrawal from the University. Upon expulsion, the expelled student is banished from the campus.

1.2 Suspension: Involuntary forced withdrawal from the University for a specified period of time determined on an individual case basis. During any period of suspension, campus access of the suspended student is limited to written permission in advance from the Dean of Students.

1.3 Voluntary Withdrawal: Option offered to a student to voluntarily withdraw from the University upon condition that readmission not be sought for a specified period of time. Upon voluntary withdrawal, campus access of the withdrawn student is limited to written permission of the Dean of Students (banishment).

1.4 Probation: Placement of that student in a probationary status for a specified period of time. Restrictions, which accompany probation, shall be determined on a case by case basis. Probation shall also indicate that further infractions of the Code may result in suspension or expulsion from the University.

1.5 Restriction of Privileges: Denial withdrawal or limitation of one or more privileges made available for students by the University for a specified period of time.

1.6 Work Reparation: An option which can be used in lieu of restitution, probation or fine.

1.7 Fine: An order that the student pays the University a designated sum of money in view of the type of offense.

1.8 Restitution: An order that the student make a compensatory payment to an appropriate party for damages to property, loss of funds, or medical bills as a result of the act of battery.

1.9 Educational Alternative: An order or option that the student issue an apology, carry out research, participate in counseling, attend a seminar, or perform any other reasonable assignment intended to have an educational effect.

1.10 Censure: An official, written reprimand, which includes a notification that further instances of misconduct within a stated or indefinite period of time may result in more severe disciplinary action.

1.11 Warning: A written or oral notice to the student that a continuation or repetition of a specific conduct may be cause for further and more severe disciplinary action.

1.12 Bar Against Readmission: Imposed on a student who has left the University and has action pending on allegations of disciplinary misconduct. Sanction terminates on resolution of the matter of disciplinary misconduct.

1.13 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.

1.14 Residence Hall Expulsion: Permanent separation of the student from the residence halls.

SECTION 2.0 Sanctions for Academic Misconduct

2.1 Expulsion: Permanent, involuntary forced
withdrawal from the University, which limits the student’s access to the campus to written permission from the Dean of Students.

2.2 **Suspension**: Involuntary forced withdrawal from the University for a specified period of time determined on an individual case basis, which limits the student’s access to the campus to written permission from the Dean of Students. During any period of suspension campus access of the suspended student is limited to written permission in advance from the Dean of Students.

2.3 **Voluntary Withdrawal**: Option offered to a student to voluntarily withdraw from the University, which limits the student’s access to the campus to written permission from the Vice President of Student Experience or designated representative, upon condition that readmission not be sought for a specified period of time.

2.4 **Forced Withdrawal from Course**: Involuntary forced withdrawal from the course in which the offense occurred without credit for the course.

2.5 **Voluntary Withdrawal from Course**: Option offered to a student to voluntarily withdraw from the course in which the offense occurred without credit for the course.

2.6 **Probation**: Placement of the student in a probationary status for a period of time. Restrictions which accompany probation shall be determined on a case by case basis. Probation shall also indicate that further infractions of the Code may result in suspension or expulsion from the University.

2.7 **Change in Course Grade**: Change in grade of the course in which the infraction occurred. Required approval of the Dean of the College of the student’s major.

2.8 **Change in Assignment Grade**: Change of grade for the theme, report, term paper, essay, either written work, painting, drawing, sculpture, or other art work in which the infraction occurred.

2.9 **Censure**: An official, written reprimand, which includes a notification that further instances of misconduct within a stated or indefinite period of time may result in more severe disciplinary action.

2.10 **Warning**: A written or oral notice to the student that a continuation or repetition of a specific conduct may be cause for further and more severe disciplinary action.

2.11 **Bar Against Readmission**: Imposed on a student who has left the University and has action pending on allegations of academic misconduct. Sanction terminates on resolution of the matter of academic misconduct.

2.12 **Educational Alternative**: An order or option that the student issue an apology, carry out research, participate in counseling, attend a seminar, or perform any other reasonable assignment intended to have an educational effect.

### SECTION 3.0 Sanctions for Organizational Misconduct

3.1 **Deactivation**: Termination of University recognition of the organization permanently or for an indefinite period of time. Reappraisal for an organization deactivated for an indefinite period of time shall not be permitted within two calendar years from the date of deactivation.

3.2 **Suspension**: Denial to the organization of access to University facilities, services, and any other privileges granted to organizations recognized by the University for a specified period of time not to exceed two years.

3.3 **Probation**: Placement of the organization in a probationary status for a designated
period of time. Restrictions, which accompany probation, shall be determined on an individual basis. Probation shall also carry with it a warning that further infractions of the Code may result in suspension or expulsion.

**3.4 Restriction of Privileges:** Denial, withdrawal or limitations of one or more privileges made available by the University to organizations for a designated period of time.

**3.5 Fine:** An order that the organization pays the University a designated sum of money.

**3.6 Work Reparation:** An option offered to the organization, usually in instances in which restitution to the University is an appropriate sanction, and members of the organization perform work for the University without pay.

**3.7 Restitution:** An order that the organization makes a compensatory payment to an appropriate party for damage to property or loss of funds. In the case of property damage, restitution shall be limited to the actual cost of repairs or replacement.

**3.8 Educational Alternative:** An order or option that the organization participate in a workshop or carry out any other reasonable assignment intended to have an educational effect.

**3.9 Censure:** An official, written reprimand, which includes a notification that further instances of misconduct within a stated or indefinite period of time may result in more severe disciplinary action.

**3.10 Warning:** A written or oral notice to the organization that a continuation or repetition of a specific conduct may be cause for further and more severe disciplinary action.

**ARTICLE VIII. • Interim Suspension**

Under certain exigent circumstances, expedited, temporary suspension of a student may be necessary or appropriate. The following policies and procedures shall govern such suspensions.

**SECTION 1.0 Circumstances for Use**

1.1 A student may be suspended on an interim basis without benefit of due process procedures as previously outlined in Article V of this Code where the student’s continued presence is a viable threat to the safety of other members of the University community and/or substantially interferes with the University’s educational processes.

1.2 A student may be suspended on an interim basis without benefit of due process procedures as previously outlined in Article V of this Code where the student's continued presence poses a viable threat to the student and the university cannot guarantee the student's safety or the student’s presence substantially interferes with the University’s educational processes.

**SECTION 2.0 Procedures**

2.1 An interim suspension may be imposed by the Dean of Students or designee.

2.2 The student shall be given written notice of the imminent possibility of suspension and opportunity to appear before the Dean of Students or designee.

2.3 The Dean of Students or designee shall provide the President with a written rationale for the need to suspend a student on an interim basis and provide the student with a copy of such rationale.

**SECTION 3.0 Length of Interim Suspension**

3.1 An interim suspension shall remain in effect
pending completion of the normal disciplinary process.

3.2 The Dean of Students shall have the authority to modify the terms of an interim suspension.

SECTION 4.0 Other Interim Sanctions

4.1 The Dean of Students shall have the authority to impose any lesser sanction on an interim basis in accordance with these procedures.

4.2 A student organization shall be subject to interim sanctions under the same circumstances and procedures as an individual student.

APPENDIX I • Student Grievance Procedure

Resolution of a student’s grievance or the grievance of members of a student organization, unless otherwise specified, shall begin with the persons whose decision is being appealed. If the problem cannot be resolved at this level, the matter may be pursued through the appropriate administrative chain, the immediate supervisor of the person rendering the last decision. Appeals are to be submitted in written form. Students may contact the office of the Dean of Students to assist in the grievance process who may act as a representative for the student or designate a representative to assist the student in the process in such ways as requested by the student including attendance at meetings and negotiations.

- Grievances against a faculty member may be pursued through the Department Head, Dean of the College, and the Vice President for Student/Academic Affairs.

- Grievances against a staff member may be pursued through the staff member’s immediate supervisor and the Vice President who has responsibility for the unit.

- Grievances against a Vice President may be pursued through the President.

- Grade appeals should follow the procedures listed in the University Catalog.

- Students may utilize the Office of Counseling and Career Services before filing a grievance or at any time during the grievance process.

At each level of appeal above the initial level, the student shall provide the appropriate person a written statement of grievance, setting forth the nature of the grievance, the pertinent facts, and the remedial action desired; any other relevant material shall also be presented. The student shall receive a written response from such person within five class days of the latter’s receipt of the grievance statement. The response shall be one of the following:

a. A decision in favor of the student.

b. A decision supporting the previous action.

c. A statement of compromise agreed to in a discussion with the parties involved and signed by them. (d) A recommendation to the challenged person’s immediate supervisor, with a copy to the student; or an explanation for delaying the decision for an additional five class days, followed by a response as in (a) – (d) above by the end of the additional five class days.

If at any level, a student does not receive a response in the manner stated above, the student may, within five class days submit grievance to the person at the next level. The procedure there will be the same as described above. The failure of a person to respond will therefore not preclude a student addressing the grievance to the next level.

If the student believes that a satisfactory resolution of the grievance has been reached at any level, the process shall be concluded and no further action taken by any party. If after exhausting the administrative chain, a student still believes that there is just
cause for grievance, the student may seek redress from the University President.

When the matter is presented in writing to the President, the President shall request the University Appeals Committee to conduct a hearing on the matter and forward to the President a recommendation as to disposition of the matter. The President shall render a final decision within fifteen class days of receipt of the grievance.

A student may appeal to the Board of Supervisors if the sanction is one of suspension from the university for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the university level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the institutional level, the appeal must be within 30 calendar days of the institution's decision. The Board's review is limited to a determination of compliance with established and appropriate procedures at the institutional level. The student shall be notified of the Board's decision.

APPENDIX II • Involuntary Withdrawal Due To Severe Psychological Disturbance

Northwestern State University is committed to offering an educational opportunity to all students. However, when a student constitutes a threat to the health, safety and welfare of the student, or others, or to University property, or is unable to effectively pursue academic studies because of maladaptive behavior which is disruptive to the educational process of the University, the student may be withdrawn from the University. Such withdrawal should follow the procedures prescribed herein.

Involuntary withdrawal for medical reasons will be undertaken when the student exhibits behavior resulting from severe psychological disturbance as documented by a licensed psychologist, psychiatrist or counselor.

Conditions for involuntary withdrawal include:

- Behaviors either voluntary and/or involuntary that violate the Student Code of Conduct.
- Behavior that poses an actual direct threat to the health or safety of other members of the University community.
- When the University is no longer able to guarantee a safe environment for the student after all reasonable interventions and accommodations have been made to provide the student support and protection.
- Behavior that is so disruptive to other members of the University community that it disrupts or derails the educational process interfering with the rights of others to learn and meet their educational goals.

A student shall be summoned in writing to attend a conference with the Dean of Students and any person the Dean of Students requests as a consultant. The notice shall include:

- A statement of the reasons for the conference.
- A statement that if the appropriate professional staff and/or consultant recommends the student to be involuntarily withdrawn from the University, the student has the option to voluntarily withdraw from the University while waiving any rights to a hearing or to request a hearing.
- A statement advising the student that the election of a hearing waives the student's confidentiality rights to medical and psychological records for the purpose of the hearing.
- A statement outlining the rights of the student as provided herein. The purposes of the conference with the Dean of Students are:
  - To review with the students the incidents.
  - To assess the degree of the problem.
  - To determine whether the individual will be referred immediately to the appropriate profes-
The student shall be afforded the following rights when a hearing is requested before the Committee on Involuntary Withdrawal:

- A written letter of the time and place of the hearing at least three class days prior to the hearing. The letter will also advise the student of the student’s right to an attorney as defined in the University Code of Student Conduct and inform the student that if the student chooses to have an attorney present during the hearing, the student is required to notify the Dean of Students at least two days prior to the hearing. Additionally, the letter shall inform the student that the student’s representative shall be limited to advising the student during the proceeding.
- The right to present witnesses and evidence on behalf of the student and to question witnesses and challenge evidence presented by the University.
- The right to appeal the decision of the committee to the University President within five class days of receipt of the committee’s decision. The appeal is limited to grounds of prejudicial pro-
- cedural error or actions which are arbitrary and capricious. The decision to appeal will not stay initiation of the withdrawal. The President shall notify the Dean of Students and the student within five days of receipt of the appeal.

If a hearing is requested before the Committee on Involuntary Withdrawal, a hearing shall be arranged within five class days. The committee is appointed by the President and includes but is not limited to a staff counselor, a member of the psychology department faculty, faculty member from the social science department and the Dean of Students shall serve in an ex-officio capacity. The committee shall determine by substantial weight of the evidence:

- Whether the student exhibits behavior cited herein.
- Whether the student should be involuntarily withdrawn.

On determination that involuntary withdrawal is necessary, and in turn carried out, the conditions for readmission are specified and depend on a psychological evaluation by a psychiatrist and a medical clearance being submitted for review by appropriate University professional staff and/or consultant.

A student may be removed immediately from University property as provided in Article VII of the University Code of Student Conduct pending initiation of the above procedures.

The Student Handbook is published by The Dean of Students, in conjunction with The Division of Student Experience at Northwestern State University. The information in this handbook was collected and compiled in the summer of 2014. Since the programs and services contained herein are subject to continuous review and evaluation, the University reserves the right to make changes at any time without notice. This publication, therefore, is intended for information only.
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