**BASIC STUDENT CONDUCT PROCESS**

1. **Housing Incidents** (Those incidents occurring in Housing rising only to the level of possible separation from Housing).
   Notice/appointment/charges set at time of incident by RA staff; AHD enters into database.

2. DC w/ housing AC staff.
   - Student accepts responsibility; Resolved by Administrative Agreement. Process ends without benefit of appeal. Forward to AHD for database update and sanction tracking.
   - Student requests hearing; Forward to OSC for Hearing.
   - No show: AHD reschedules DC and place Housing registration HOLD.
     **NOTE:** Cases that could involve separation from Housing are forwarded to hearing after second no show.

1. **OSC Incidents** (Non-academic incidents occurring outside of Housing and all incidents rising to the level of possible separation from the University).
   AD enters into database (Sorts by type: a. Student, b. Non-Student, c. FRPO).

2. Charges assigned by CCO (or AD) if case has merit.
   - Student requests hearing; Forward to OSC for Hearing.
   - No show: CCO (or AD) reschedules DC and place registration HOLD.
     **NOTE:** Cases that could involve separation from Housing/University are forwarded to hearing after second no show.

3. **CCO (or AD) Sends NOTICE:**
   a. Student: notifies student of Disciplinary Conference time, admonition, warning; and/or interim suspension.
   b. Non – Student: Sends Notice of Bar
   C. FRPO – File

4. DC conducted by CCO (or AD)
   - Student accepts responsibility; Resolved by Administrative Agreement. Process ends without benefit of appeal.
   - Student requests hearing: Forward to OSC for Hearing.

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**NOTICE OF HEARING FROM OSC**
Case heard by Student Conduct Hearing Board

**Notification of Decision Sent by OSC**

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**Notification of Appeal Decision Sent by Appellate Body**

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**Appeal Filed Online - The scope of review shall be limited to consideration of the following questions:**
1. Whether the discipline process was conducted fairly and in conformity with the properly prescribed procedures;
2. Whether to consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing;
3. Whether the sanction or remedy imposed was in due proportion to the gravity and nature of the conduct.

**Appeals Routed to:**
1. VPSA (Housing AND/OR University separation).
2. President (Separation from the University for 1 or more years; not resolved at VPSA level).
3. University of Louisiana System Board (Separation from the University for 1 or more years; not resolved at university level).

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**Abbreviations:**
- **AHD** = Assistant Housing Director
- **AC** = Area Coordinator
- **CCO** = Chief Conduct Officer
- **DC** = Disciplinary Conference
- **FRPO** = For Records Purposes Only (i.e. academic integrity cases)
- **OSC** = Office of Student Conduct
- **RA** = Resident Assistant
- **VPSA** = Vice President for Student Affairs

**Note:** There are five (5) case statuses: Open (not adjudicated, in progress); Pending Sanctions (sanctions not complete); Closed (adjudicated with completed sanctions); Unresolved (not adjudicated, not in progress – i.e. no shows); and, FRPO (for record purposes only).