

BASIC STUDENT CONDUCT PROCESS

COMPLAINT RECEIVED

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.

AC database update and sanction tracking.

Student does not accept responsibility:
Forward to OSAA for Hearing.

No show
Rescheduled DC and to place registration HOLD.

NOTE:
Cases that could involve separation from Housing/University are forwarded to hearing after second no show.

1. OSAA Incidents (Those incidents occurring outside of Housing and all incidents rising to the level of possible separation from the University).

CM enters into database (Sorts by type: a. Student, b. Non-Student, c. FRPO).

2. Charges assigned by CCO (or AD) if case has merit.

3. OSAA CM 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 does not accept responsibility:
Forward to CM for Hearing.

No show:
Forward to CM for rescheduled DC and to place registration HOLD.
NOTE: Cases that could involve separation from Housing/University forwarded to hearing after second no show.

Student accepts responsibility:
Resolved by Administrative Agreement.
Process ends without benefit of appeal.

NOTICE OF HEARING FROM OSAA

Case heard by Student Conduct Hearing Board

Notification of Decision Sent by OSAA

Forward to CM for database update.

AD tracks sanctions.

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 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).

Notification of Appeal Decision Sent by Appellate Body

Abbreviations:

AHD = Assistant Housing Director; AC = Area Coordinator; CCO = Chief Conduct Officer; CM = Case Manager;
DC = Disciplinary Conference; FRPO = For Records Purposes Only (i.e. academic integrity cases);
OSAA = Office of Student Advocacy & Accountability; RA = Resident Assistant; VPSA = Vice President for Student Affairs

Note: There are four (4) case statuses: Open (not adjudicated, in progress); Pending Sanctions (sanctions not complete); Closed (adjudicated with completed sanctions); and, Unresolved (not adjudicated, not in progress – i.e. no shows)