

## CHAPTER II

### STUDENTS

#### SECTION I. ADMISSION

- A. Criteria for Admission. In recognition of the diversity of higher education in the Board of Supervisors for the University of Louisiana System, each institution will develop its own criteria for admission, consistent with Board of Regents standards, including early admission and concurrent enrollment suitable to its stated purpose or mission consonant with the needs of the people whom it serves. Furthermore, each institution shall publish its criteria for admission in all appropriate documents. Particular degree programs, departments, colleges, or divisions within an institution may have requirements in addition to those for the institution as a whole. The institution shall not discriminate on the basis of race, color, creed, sex, age, disability, marital status, veteran status, or national origin. Institutions must consider minority enrollment in development of admission procedures and recruitment activities. Admission criteria for the institution shall be approved by the Board of Supervisors.
- B. Denial of Admission. System institutions have the right to deny admission to an applicant who otherwise meets the admission standards. This is meant to be used in rare cases to protect individuals and institutions.
- C. Admission. In order to be considered for regular admission a student making application shall supply a high school transcript from an accredited high school and the record of the American College Test (ACT), or the acceptable equivalents. Students transferring from a postsecondary institution shall provide transcripts from that institution. In the event that these cannot be supplied in time for admission, the student may be admitted provisionally pending receipt of the required information. Part-time non-degree seeking students may be enrolled without meeting these criteria. (*See PPM*)
- D. Draft Registration, Prerequisite to Enrollment; Exemptions. In accordance with the requirements of R.S. 17:3151 as amended, each institution within the University of Louisiana System shall implement the following requirements for admission:
1. Except as provided in parts 2 and 3 below, no person who is required to register for the Selective Service System shall be eligible to enroll in the institution until such person has registered and provides evidence of having done so.
  2. Veterans of the armed forces of the United States may submit a copy of their discharge papers or discharge certificate as evidence of compliance with this policy.
  3. A person who has not registered for the Selective Service System, as specified in

part 1 above, shall be eligible to enroll in the institution if both of the following occur:

- a. The requirement for the person to register has terminated or become inapplicable to the person.
- b. The person makes a showing satisfactory to the institution that the failure to register was not a knowing and willful failure to register. (Revised 9/26/97)

E. Admission of Non-Resident Undergraduate Students.

First time freshmen and/or transfer students who have earned post-secondary education credit hours who are residents of another state and applying for admission to any institution within the System shall be required, at a minimum, to meet the Board of Regents Minimum Admission Standards.

*Revised 12/3/2012*

## **SECTION II. TRANSFER ADMISSION**

- A. Eligibility. Generally, in order to transfer from one institution to another, students must be eligible to reenter the institution from which they are transferring.
- B. Academic Suspension. Transfer students under academic suspension for specified periods will not be admitted to Supervisors institutions until their suspension periods have ended. (See Readmission From Suspension.)
- C. Academic Suspension for Indefinite Periods. Transfer students under academic suspension for indefinite periods of time (length not specified) will not be considered for admission until such intervals of time would have elapsed had the suspension been incurred at a Supervisors institution.
- D. Remedial Credit. Academic remedial credit earned at another institution while students are under academic suspension may be accepted in fulfillment of remedial requirements upon enrolling at institutions under the jurisdiction of the Board.
- E. Academic Status. To determine the admissions eligibility and the academic status of the transfer student, the cumulative GPA (computed on all courses attempted) shall be used. (Revised 12/3/99)

## **SECTION III. FULL-TIME/PART-TIME CLASSIFICATION**

- A. Full-time Students. A full-time undergraduate student is one who is taking at least 12 semester hours, or the equivalent of scheduled work, during a regular semester or at least

six semester hours during a summer session. A full-time graduate student is one who is taking at least nine semester hours, or the equivalent of scheduled work, during a regular semester. (For those institutions under the quarter system, a full-time undergraduate student is one who is taking at least eight semester hours, or the equivalent of scheduled work, during a quarter. A full-time graduate student is one who is taking at least six semester hours, or the equivalent of scheduled work, during a quarter.)

- B. Part-time Students. A part-time undergraduate student is one who is taking less than 12 semester hours during a regular semester or less than six semester hours during a summer session. A part-time graduate student is one who is taking less than nine semester hours, or the equivalent of scheduled work, during a regular semester. (For those institutions under the quarter system, a part-time undergraduate student is one who is taking less than eight semester hours during a quarter. A part-time graduate student is one who is taking less than six semester hours during a quarter.)
- C. Special Students. Institutions may designate certain students as special students and may consider them as full-time students.

#### SECTION IV. ACADEMIC STATUS

- A. Academic Probation, Suspension, and Readmission Regulations. There are three categories of academic status: academic good standing, academic probation, and academic suspension. Although students will usually receive official notification of academic status, such notice is not a prerequisite to students being placed in one of the above categories. Students have the responsibility to ascertain their academic status prior to the beginning of the next enrollment period. Professional schools within the institutions may set higher academic status rules.
- B. Academic Probation. Undergraduate students will be placed on academic probation whenever their cumulative averages are below a 2.0 average. (Revision Effective July 1, 2011)
  - 1. Once on academic probation, a student will remain on probation (as long as each semester, summer session, or quarter average is at least 2.0) until the cumulative GPA of 2.0 or higher is achieved. Individual institutions are encouraged to provide academic advising and/or intervention for these students.
  - 2. Once a cumulative GPA of 2.0 or higher is achieved, a student will be placed in academic good standing.
  - 3. Transfer students may be admitted on probation pending official transcripts to determine academic status.
- C. Academic Suspension. Undergraduate students on academic probation will be suspended from institutions at the conclusion of any semester, summer session, or quarter in which they fail to earn a GPA of at least 2.0. First-time freshmen admitted in good standing will

not be suspended prior to the completion of two semesters (three quarters) of enrollment.

1. Students suspended for the first time at the end of the spring semester may attend summer school without appeal. If these students raise their cumulative GPA to 2.0 or higher, they are placed in academic good standing and their suspension periods are lifted. They may then attend the fall semester without appeal. If they do not raise their cumulative GPA to 2.0 or higher in the summer session, the suspension for the fall semester is in effect. In this case, only one suspension is counted against the student.
  2. Students suspended for second or subsequent time at the end of the spring semester may also attend summer school. To be readmitted to any semester, or quarter, other than the summer session, they must appeal.
  3. Universities in the System shall have one semester suspension, except for second or subsequent suspensions that shall be for one calendar year. (Revised 2/24/95)
  4. An undergraduate student suspended from a System university may not enroll in another university within the System, but may enroll in a community college. To ensure minimal or no loss of credits upon return to the university, it is recommended that the student consult with his/her university advisor regarding the choice of courses to be taken at the community college. Credits earned under these conditions may be accepted for a degree at the suspending institution provided grades of "C" or higher are earned in each of the courses to be transferred. (Revised 1/23/09)
- D. Readmission From Suspension. (Undergraduate students) Institutions shall have appeal procedures for students who have been suspended from their own institutions. Transfer students who have been suspended from other systems may appeal to enroll at System institutions during the academic suspension period only if they have a 2.0 cumulative average. Appeals may be granted or denied.
- E. Probation of Graduate Students. A student whose graduate cumulative GPA or semester quarter GPA falls below 3.0 on a 4.0 scale shall be placed on probation. Procedures for removal of probation shall be developed by the individual institutions.
- F. Suspension of Graduate Students. A student on probation who fails to make a minimum average of 3.0 on a 4.0 scale during the next semester or session or two quarters of enrollment shall be suspended. Procedures for reinstatement shall be developed by the individual institutions.

## **SECTION V. DROPPING, REPEATING, RESIGNING COURSES, AND RESIGNING FROM INSTITUTIONS**

- A. Dropping and Resigning. Students may drop courses or may resign with grades of "W" up to a specified date following mid-term. After the published date, students may not drop courses. Students may resign from the institution in accordance with published

guidelines. Institutions shall adopt appeal procedures and resignation grade policies. Dissatisfaction with an anticipated grade or a decision to change a major is not cause for appeal.

- B. Repeating Courses. System institutions shall develop course repeat policies that will enhance their students' abilities to obtain undergraduate degrees. Each policy should include an adjusted GPA where necessary for graduation. However, professional and graduate schools, and academic colleges within the institution may set specific rules regarding admission into and graduation from specified programs in reference to calculating GPA with repeated courses. The repeat policy must be stated in the institution's catalog. All course grades will appear on the transcript and shall be used in computing the cumulative GPA. The cumulative GPA shall be used for the purposes of determining campus awards, honors, and class rank. The adjusted GPA may also appear on the transcript, provided it is identified as such. (Revised 10/29/99)

## **SECTION VI. CLASS ATTENDANCE REGULATIONS**

Class Attendance. All students are expected to regularly and punctually attend classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the institution. Institutions shall develop their own attendance policies.

## **SECTION VII. ASSOCIATE DEGREE REQUIREMENTS**

Required Courses. All associate degree programs under the jurisdiction of the Board of Supervisors for the University of Louisiana System shall include the following courses in order to fulfill the requirements for graduation. The group of courses listed under number 2 below is mandated by the Board of Regents.

1. Complete all required course work in the selected program.
2. Complete six hours of English composition and six hours of mathematics, including three hours of college algebra or the equivalent thereof.

In addition, the student is expected to complete the resident requirement at the institution from which the degree is sought.

## **SECTION VIII. BACCALAUREATE DEGREES REQUIREMENTS**

- A. Categories of Requirements. The requirements for a baccalaureate degree vary among System institutions, but generally fall into three categories:
1. General Education. This group of courses is mandated by the Board of Regents, and is generally taken within the first two years (freshman and sophomore) at the institution. Total credits for these courses range from 39-45 credit hours. Of these, a minimum of six semester hours must be in English composition and six

semester hours must be in Mathematics/Analytical Reasoning in order to demonstrate competency. (*Revised 10/22/2013*)

2. Courses in the Major. Each institution will specify its own assortment of courses required to complete the degrees it offers. The number of credit hours will vary by program and by institution.
  3. Electives or Selectives. Students choose additional courses to complete their college experience. Certain programs may have lists of courses from which students may choose to complement the required courses in a major.
- B. Total Credit Hours for the Degree. The total number of credit hours required for a baccalaureate degree shall be 120 hours unless otherwise required for accreditation and/or professional certification purposes. In those cases where a degree program must exceed 120 hours, it shall first be submitted to the UL System Office for review and approval. (*Revised 8/27/10*)
- C. Grade-Point Average (GPA). The minimum GPA for graduation is 2.0 on a 4.0 scale, generally. However, institutions may specify a higher GPA for certain majors.
- D. Optional Requirements. Institutions may impose additional requirements such as selection of a minor, oral and written proficiency, assessment in the major, licensing examination scores, internships, practice or other field experiences, and/or other elements.

## SECTION IX. ADMISSION TO GRADUATE STUDY

- A. Regular Admission. To be eligible for regular admission, applicants must meet the following criteria:
1. Satisfy general admission requirements of the institution. These may include submitting a formal application, documents such as undergraduate transcripts, official reports on nationally recognized aptitude tests, and evaluations by recognized professionals in their field of interest, thereby demonstrating their potential for graduate study. When possible, interviews with the applicants should also be arranged.
  2. Hold baccalaureate degrees from regionally-accredited institutions except for special programs which award the baccalaureate and master's degrees simultaneously. Credentials of international students will be evaluated individually by the institution.
  3. Have earned a minimum GPA of 2.5 on a 4.0 scale on all undergraduate work attempted or 2.75 on all upper division course work attempted.
- B. Conditional Admission. Applicants not qualified for regular admission may be granted conditional admission if they have earned a GPA of 2.0 on a 4.0 scale on all

undergraduate work attempted or 2.5 on all upper division course work attempted.

1. Conditional status will be changed to regular status when a student earns a minimum of 12 semester hours of graduate credit (nine hours under the quarter calendar) with at least a 3.0 average and no grade lower than "C."
  2. At the time a student completes 12 semester hours of graduate credit, if he is not eligible for regular status, the student will be suspended from the degree program for a period of time determined by the institution. Readmittance shall be in accordance with the institution's established policy.
- C. Non-Degree, Transient, or Visitor Admission. Each institution shall make provisions for non-matriculating students. Not more than 12 semester hours of graduate credit earned while in a non-matriculating status may be applied to a graduate degree.
- D. Provisional Admission. Graduate students may be admitted on a provisional basis while in the process of obtaining required credentials. Students, who are admitted provisionally and subsequently are ineligible for admission or do not meet all requirements for admission within a reasonable time specified by the institution, shall have their registration canceled without refund of fees.
- E. Graduating Seniors — Concurrent Baccalaureate and Master's Program Enrollment. Graduating seniors who have a minimum cumulative undergraduate GPA of 3.2 on all undergraduate work attempted may be allowed to register for graduate credit if they meet the following criteria:
1. Their admission into the program is approved by the graduate director/coordinator, their academic dean, and graduate dean.
  2. The students lack no more than 30 semester hours to complete baccalaureate degree requirements.
  3. The students may earn no more than 12 graduate credit hours while completing baccalaureate requirements.
  4. Courses taken for graduate credit cannot be used to satisfy undergraduate requirements.
  5. Such students retain their undergraduate status until they are awarded the baccalaureate degree. Provisions of this section are not applicable to special programs that award the baccalaureate and master's degrees simultaneously.
  6. While in the concurrent program, students shall maintain a minimum cumulative graduate GPA of 3.0.
- F. Entrance Examinations. Admission requirements shall include evidence of potential for graduate study such as interviews, undergraduate record, record of prior experience in research, letters of recommendation, and work experience in relevant area. Scores from one or more nationally recognized aptitude measures may also be utilized.

## **SECTION X. GRADUATE STUDENT CLASSIFICATION**

A graduate student is a student who has been duly admitted to a graduate school of a college or university.

1. **Full-time Student.** A full-time graduate student is one who is taking at least nine semester hours, or the equivalent, of scheduled work during a regular semester. (For those institutions under the quarter calendar, a full-time graduate student is one who is taking at least six semester hours, or the equivalent of scheduled work, during a quarter.)
2. **Part-time Student.** A part-time graduate student is one who is taking less than nine semester hours, or the equivalent of scheduled work, during a regular semester. (For those institutions under the quarter calendar, a part-time graduate student is one who is taking less than six semester hours during a quarter.)

## **SECTION XI. REQUIREMENTS FOR MASTER'S DEGREES**

### **A. General Requirements**

1. A program leading to a master's degree normally shall be the equivalent of at least one year of full-time graduate study.
2. The minimum credit requirement for the master's degree shall be 30 semester hours of graduate work, not more than six of which may be allowed for the thesis and its completion. In optional programs not requiring a thesis, the standard course requirement shall not be less than 30 semester hours.
3. The student shall complete a minimum of 18 semester hours of graduate credit in a major discipline, including credit for the thesis (where required) and its completion.
4. Grades must average 3.0 or better on a 4.0 scale and may not include any grade lower than "C," nor more than six semester hours of credit with a grade of "C."
5. A minimum of one-half of the course credits for the degree must be in courses open only to graduate students.

**B. Second Master's Degree.** A student seeking a second master's degree may be allowed to apply from a previous graduate degree a maximum of one-half the credits required for the second degree.

**C. Course Load.** The recommended maximum course load for a graduate student is 16 graduate hours for a semester (12 for a quarter) and nine for a seven- to nine-week summer session. For shorter sessions, the maximum shall be one hour of graduate credit for each week of the session.

- D. Resident Requirements. To satisfy resident requirements, a graduate student must earn while in residence at least two-thirds of the credit hours required for the degree.
- E. Admission to Candidacy. Each institution shall provide appropriate and regular means for determining candidacy status.
- F. Comprehensive Examination. A comprehensive examination covering all areas of study for the degree may be required for each candidate.
- G. Thesis. A program leading to a master's degree shall require an understanding of research and the manner in which research is conducted, as evidenced by a thesis. For a non-research oriented program, additional course work resulting in an understanding of acceptable practices in the field may be required in lieu of the thesis.
- H. Time Limit for Degree. The time limit for completion of all requirements for the master's degree shall be six consecutive calendar years from the time of initial enrollment for degree credit. An extension may be granted if approved by the appropriate administrative unit.
- I. Transfer of Credit. A student may be allowed to transfer from a regionally-accredited college or university a maximum of one-third of the credit hours required for the degree. Both resident and extension credits may be accepted.

## **SECTION XII. REQUIREMENTS FOR SPECIALIST IN EDUCATION DEGREE (Ed.S.)**

- A. General Requirements
  - 1. The applicant should have a master's degree from a regionally accredited institution. However, an exceptional student with a baccalaureate degree may be admitted at the discretion of the institution.
  - 2. A minimum of three years' successful, full-time teaching experience and a valid teaching certificate may be required by established institutional policy.
  - 3. Letters of recommendation from appropriate school and/or college officials in a number deemed sufficient by the institution, may be required.
  - 4. The applicant shall have a GPA of 3.0 on all graduate work pursued.
  - 5. The student shall be required to complete a field study or thesis, supported by adequate research in an area of study pertaining to the degree.
  - 6. All work beyond the master's degree that is to be applied to the Ed.S. degree must be completed within six calendar years from the initial enrollment. An extension may be granted if approved by the appropriate administrative unit.

### **SECTION XIII. REQUIREMENTS FOR DOCTORAL DEGREES**

#### **A. General Requirements**

1. A program leading to a doctoral degree normally shall be the equivalent of at least three years of graduate study beyond the baccalaureate degree.
2. The applicant should have a master's degree from a regionally accredited institution. However, an exceptional student with a baccalaureate degree may be admitted at the discretion of the institution.
3. Letters of recommendation shall be provided in a number deemed sufficient by the institution.
4. The student shall successfully complete a locally determined screening, qualifying examination, or procedure.
5. The student shall complete all course work with a minimum average of 3.0 on a 4.0 scale. No grade lower than "C" shall be applicable to the degree.
6. The student shall complete successfully a general or comprehensive examination which may be oral or written or both. This examination shall cover all areas of study included for the degree.
7. A program leading to a doctoral degree shall require independent research competence as evidenced by a doctoral dissertation that augments or reinterprets the knowledge within the field. For a professional doctoral program, demonstrated competence through a creative project that applies to known principles and research procedures, and provides for professional experience may be required in lieu of the dissertation. The student shall be required to complete successfully a final examination (oral or written or both) defending the dissertation.
8. The minimum resident requirement of two semesters or three quarters of consecutive graduate study may be waived at the discretion of the university.
9. All degree requirements must be completed within six calendar years following admission to candidacy. Prior work applied to the degree (including transfer and locally-earned credits) must have been completed within nine calendar years immediately preceding the date on which the degree is conferred. An extension may be granted if approved by the appropriate administrative unit of the institution.
10. Graduate credit, earned beyond the master's degree and prior to admission to the doctoral program, may be transferred if applicable to the student's approved degree program. Transfer credit may not be used to reduce the minimum resident requirements.

- B. Admission to Candidacy. Each institution shall provide appropriate and regular means for determining candidacy status, usually after successful completion of the general or comprehensive examination.

#### SECTION XIV. ACADEMIC SCHOLARSHIPS

- A. Board of Supervisors Academic Scholarships.
1. Number Per Institution and Selection Criteria. Each institution may grant annually to first-time freshmen, selected on the basis of academic ability, 25 (Revised 3/26/04) scholarships of institutionally determined value that, when combined with other state, institutional, or federal aid, may not exceed the students' cost of attendance. Selection shall be made using a formula devised at the institution that shall include high school GPA, scores on the American College Test (ACT) or other comparable nationally normed examinations, recommendations from high school principals and teachers, and interviews. The selection shall be made from Louisiana residents without regard to a student's proposed major. The scholarship shall be awarded to full-time students for a maximum of four calendar years (eight semesters) or until a bachelor's degree is obtained, whichever is the shortest period. (Revised 8/25/00)
  2. Other-Race Initiative. An additional five scholarships may be granted annually at each institution to increase other-race enrollment. There may be a separate formula, using the same factors, for awarding the five other-race scholarships.
  3. Awarding of Scholarships. Each institution may award all of the basic 25 scholarships each year, so that up to 100 scholarship students may be enrolled during the academic years. Full use of the five other-race scholarships increases the maximum to 120. If a scholarship is vacated, another recipient (not necessarily a first-time freshman) may be selected on the basis of GPA computed on college credits earned to complete the life of the award. (Revised 3/26/99)
  4. Maintaining Eligibility. To remain eligible, the recipient must maintain full-time enrollment (except that part-time is allowed for summer sessions) and a 3.0 cumulative GPA.
- B. Presidential Scholarships. Each System institution may award such scholarships to first-time freshmen who have excelled academically in high school. The award is based on the following minimal criteria: 3.0 grade-point average from high school and a minimum 30 ACT score or 3.0 grade-point average from high school and in top 3% of ACT scores at the awarding institution. (Revised 8/25/00)

#### SECTION XV. GRADUATE ASSISTANTSHIPS

Research/Teaching Assistantships. Each institution should provide a number of laboratory, research and/or teaching assistantships for degree-seeking graduate students. Student fees may be

waived and a stipend may be paid to graduate assistants. The out-of-state fee is considered a student fee and is eligible for waiver. (Revised 3/26/99)

## **SECTION XVI. STUDENT HONORS**

Honors Recognition. Each institution shall develop policies to appropriately recognize students who demonstrate high academic achievement. The System office and the Board shall be informed of these policies. (*See PPM*)

## **SECTION XVII. STUDENT GOVERNMENT ASSOCIATION**

- A. Board Recognition. The Board recognizes the value of a Student Government Association (SGA) at the institutions under the jurisdiction of the Board and encourages the establishment of an SGA at each institution. This is mutually beneficial to the student body and to the individual institutions. The SGA shall operate under a constitution approved by the president of the institution. An institution is authorized to collect SGA fees, approved by the Board, and to maintain them in a separate institutional account. Funds may be withdrawn from an SGA account by authorization of a legally-constituted body of an SGA with the approval of the institution's president and/or his/her designated agent.
- B. Tuition Waiver and Salaries for SGA Officers. A waiver of tuition, exclusive of student self-assessed fees, shall be granted by the institutions under the jurisdiction of the Board to selected SGA officers of those institutions not to exceed the value of four full-time equivalent values of tuition, exclusive of student self-assessed fees. The waiver of tuition shall remain in effect for the duration of the respective terms of office. (Revised 3/26/99)
- C. Salaries. A salary may be paid, with SGA funds, to the president, vice president, treasurer, and/or secretary. The salary shall be determined by the SGA at each institution, and must be approved by the institution's president and/or his/her designated agent.
- D. Obligation of SGA Officers. Receipt of this tuition waiver and salary by the SGA officers shall be contingent upon performance of assigned duties and tasks as set out and defined in the respective SGA constitution.

## **SECTION XVIII. HUMAN IMMUNODEFICIENCY VIRUS (AIDS)**

HIV Positive Students. A student who has tested positive for the AIDS virus, but is medically certified as able to function as a student, is to be considered as any other student.

## **SECTION XIX. STUDENT CONDUCT AND APPEAL PROCEDURES**

Each institution shall establish rules and regulations governing student conduct and shall have a

written Code of Student Conduct that includes the policies and regulations, and due process procedures governing students. The Code shall be published and distributed regularly to the students and be readily available at designated offices on campus.

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. (Revised 1/5/00)

## SECTION XX. PARIETAL RULES

- A. Student Welfare. The Board of Supervisors places the welfare of the student as the top priority in the establishment and operation of all higher education institutions. Positive Board action has been taken in the acquisition and construction of essential housing, dining, student life, and academic facilities for the established institutions. The Board expects the students to utilize these facilities to their fullest, and in the best interest of all concerned, during the various educational and other experiences of their enrollment.
- B. On-Campus Housing Rules. All unmarried full-time undergraduate students are required to live in on-campus residence halls as long as space is available unless exempted by the institution for good and reasonable cause, such as:
1. in any case where it appears that a full-time undergraduate student will otherwise suffer significant hardship or because of sufficient financial, medical, or other good and sound reasons shown;
  2. in the case of non-traditional students as, for example, (a) a returning military veteran; (b) a previously married person where proper officials make a finding of fact that such individual is by virtue of age and experience incompatible with the educational objectives and values sought to be provided by on-campus residence herein outlined; or
  3. undergraduate students living with parents, grandparents, a married brother or sister, or in institutionally-recognized sorority or fraternity housing.
- C. Right of Appeal. Any student who has applied for and been denied an exemption to the on-campus resident requirement shall have the right to appeal such decision in accordance with procedures established by the institution.
- D. Order of Exemptions When Space is Not Available. The order of priority in the granting of permission to live off campus shall be as follows:
1. first, seniors;

2. second, juniors;
3. third, sophomores; and
4. fourth, freshmen.

Subject to the foregoing, the following additional rules of priority shall be applied:

1. first shall be the students who have resided in off-campus housing for the longest period of time since attending the institution; and
2. second, in accordance with the order of date of application filed.

- E. Student Life Facilities. Because of the interrelated nature of the use, operation and financing for housing, dining, and student life facilities, each institution is authorized to include dining costs in the cost of on-campus housing. Charges and fees are also authorized to be levied and collected for the availability, use, and benefit of student life facilities and to pay a portion of the cost of providing combined on-campus residence halls, dining halls, and student life facilities.

## **SECTION XXI. SAFETY AND SECURITY**

- A. Uniform Crime Reports. Each institution shall report, on at least a monthly basis, the numbers and types of reported criminal offenses occurring on property owned or under the control of the institution. Such report shall be made to the System office and shall be public record. The form and control of such reports shall be prescribed by the System office but shall be such as to be acceptable for the purposes of compiling uniform crime reports. The reports shall be limited to those offenses included in Part I of the most recently published edition of the Uniform Crime Reports for the United States as printed by the Federal Bureau of Investigation and the United States Department of Justice. (R.S.17:3351, Acts 1988, No. 791). (*See PPM*)
- B. Catalog Information About Security Procedures and Practices. Each institution shall publish in its general catalog basic information about security procedures and practices maintained by the institution. Such information, to the extent not otherwise exempt by law from disclosure, shall include, but need not be limited to, the following:
1. The enforcement authority and training requirements for campus police and other security personnel.
  2. The number of security personnel employed by type, including full-time, part-time, and supplemental personnel.
  3. Basic procedures for responding to emergencies or criminal actions, such as the provision of an emergency telephone number for student and employee use.
  4. The administrative office responsible for security and campus police services.
- C. Development and Adoption of Written Security Rules, Regulations and Procedures. Such

rules, regulations and procedures shall include, but not be limited to, the following information:

1. Procedures for responding to emergencies or criminal actions.
2. Procedures for securing campus buildings and residence halls.
3. Procedures for investigating violations of criminal statutes and university regulations.
4. Procedures related to campus police and other security personnel activity within student housing.
5. Rules and regulations governing the possession and use of firearms by campus police and other security personnel.
6. Rules and regulations governing the possession and use of firearms on campus by employees, students and visitors.
7. Security considerations used in the construction, maintenance, groundskeeping, and lighting of campus buildings and grounds.
8. Methods used to inform the campus community about security matters. (Acts 1989, No. 543). (Revised 12/3/93)

D. Construction and Implementation of an Emergency Preparedness and Recovery Plan (EPRP). Campuses shall develop and regularly update an Emergency Preparedness and Recovery Plan. At a minimum, the Plan shall replicate some of the campuses' responses to section C (above) and address the following:

1. Creation of an Emergency Management Team with specific responses assigned to each member and the designation of a primary (and secondary) emergency operations center. The membership shall develop strategies which shall be routinely exercised through trial run.
2. Housing, mental and physical care, and overall safety of students, faculty, staff, and emergency personnel.
3. Evacuation of students, faculty, and staff.
4. Development of an on- and off-campus communications plan that addresses relationships with the community and governmental resource bases (i.e., media, federal, state, and local agencies).
5. Development, testing, and implementation of the capability to back up and/or transfer information to and restore critical data and systems from geographically remote locations in a timely fashion.
6. Protection of records, research material, and memorabilia.
7. Recovery of losses, both physical and financial.
8. Establishment, maintenance, and closure of shelters.

9. Provision for food, water, security and other necessary services.
10. Procedures to inform the students, parents, university personnel, and public officials of the elements of the emergency plan.
11. Opportunities for students to continue their education.

Where feasible, emergency plans should incorporate collaborative approaches with other ULS institutions.

### **SECTION XXII. RESERVIST AND NATIONAL GUARD MOBILIZATION/ACTIVATION**

(This is a joint policy of the Board of Regents and the Higher Education Management Boards)

In accordance with provisions of R.S. 29:38.2, the Board of Regents and the four management boards for public postsecondary in Louisiana have adopted a joint policy to ensure minimal impact on students called to active duty. (*See PPM*)

### **SECTION XXIII. HAZING**

In accordance with the purpose and philosophy of the University of Louisiana System and the laws of the State of Louisiana, which include the belief that true fellowship can be nurtured only in an atmosphere of social and moral responsibility and that hazing is inconsistent with the responsibility of student organizations to conduct safe, constructive student education, and in order to eliminate the harmful practice of hazing, the University of Louisiana System has a policy to be followed by all students and student organizations, including but not limited to the Greek organizations, clubs, and athletic teams on its System campuses.

Each university shall establish a written policy and develop a plan to disseminate information regarding the hazing prohibition on its campus and shall present it to the Board of Supervisors for approval. (Revised 3/21/97). (*See PPM*)

### **SECTION XXIV. SATISFACTORY ACADEMIC PROGRESS**

Definitions and minimum standards have been established that shall be utilized in determining the continued eligibility of students for financial aid at institutions within the System. Individual institutions may choose to implement stricter standards. All federal rules and regulations must also be followed. (*See PPM*)

### **SECTION XXV. WEAPONS ON CAMPUS**

Carrying a firearm, or dangerous weapon, by a student or non-student on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful and violators shall be subject to criminal charges and campus discipline. Each campus shall develop a written "Weapons on

Campus' policy that shall be included in the Student Code of Conduct. (Revised 10/29/99) (*See PPM*)

**SECTION XXVI. ALCOHOL AND ILLEGAL CONTROLLED SUBSTANCES**

Each campus shall develop a written alcohol and illegal controlled substances policy, which shall be in compliance with local, state, and federal ordinances and laws. Such policy should include but not be limited to: a pro-health and safety anti-abuse comment, an underscoring of student responsibility for one's own actions, and a commitment to alcohol education for all students. The policy shall be included in the Student Code of Conduct. Additionally, the policy shall be distributed regularly to the students and be readily available at designated offices on campuses. (Addition approved 4/28/00) (*See PPM*)