

2019-2020

# STUDENT HANDBOOK

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FRANCISCAN  
MISSIONARIES OF OUR LADY  
UNIVERSITY

## WELCOME FROM THE UNIVERSITY PRESIDENT

Congratulations! You have made an excellent choice to attend Franciscan Missionaries of Our Lady University. Here you will encounter a challenging academic experience and you will be supported by dedicated faculty and staff. You have chosen to grow intellectually, professionally and spiritually in an authentic and hospitable Catholic, Franciscan community. Welcome!

To make the most of your experience at our University, I have two key points of advice for you. I urge you to 1) become fully engaged in your Franciscan Missionaries of Our Lady University experience, and 2) find true meaning and purpose in all you do by embracing our Franciscan core values.

I encourage you to immerse yourself in all of the opportunities available to you...in the classroom, in co-curricular opportunities and through the relationships that you will develop on campus. First, dive deeply into your course work. Don't just attend classes in an obligatory manner, accumulating the necessary credits required for your chosen program. Rather you must sincerely engage the course material in order to sincerely learn. Next, get involved in the many opportunities to learn outside the classroom as well. Participate in student organizations. Join in on community service projects. Develop your leadership potential and grow. Finally, immerse yourself in the University community. Get to know your fellow students as well as the faculty, staff and administration of this great campus community. This is how you will build and nurture positive and lasting relationships.

As you immerse yourself in the life of the University, be sure to do so with a purpose. Find meaning in your experience here by embracing our Franciscan core values of service, reverence for life, humility, joyfulness of spirit and justice. I encourage you to embrace these core values and rely on them to ensure that all you do has true meaning and purpose. As you immerse yourself in your classes, in student organizations and in the campus community, allow these core values to guide your decision-making.

You have already made the excellent choice to attend our University. I now urge you to make the most of your experience here. And do so with a purpose to serve others, to revere life, to exhibit sincere humility and joyfulness of spirit, and to bring justice.

May your University experience be wonderfully challenging, rewarding and meaningful!!

Blessings,

Tina Holland, Ph.D.  
President

## WELCOME FROM THE DEAN OF STUDENTS

Dear Student,

Welcome to Franciscan Missionaries of Our Lady University! Whether you are an incoming freshman, transfer, or returning student, we are extremely excited that you have joined our University community. As a member of the University's dynamic educational community, you have an outstanding opportunity to more fully develop your skills, abilities, and talents throughout excellent academic programs and co-curricular activities. It is my hope that you will become an active member within the University community and put forth your best effort to become a highly successful student.

As you set forth on your path, please know that there are many people who are dedicated to helping you succeed. The Division of Enrollment Management and Student Affairs is dedicated to supporting the academic mission of the institution by enriching the overall student experience. Please take the opportunity to explore our departments, programs and services. Our staff provides a dynamic array of quality leadership and involvement opportunities as well as support services for our student population.

In addition, this handbook contains vital information to assist you in your matriculation here and provides you with the answers to most of your questions regarding policies and procedures, including contact information for the various departments. Please let us know when you have questions and how we can enhance your collegiate experience. I look forward to the opportunity to meet you throughout the school year.

Sincerely-

Alison Wells, Ed.D

Dean of Students, Student Affairs

## **ABOUT THE STUDENT HANDBOOK**

The Franciscan Missionaries of Our Lady University Student Handbook is written and issued by Student Affairs under the direction of the Dean of Students. It is the University's official notification of its policies, rules, regulations and standards of conduct. The student is responsible for knowledge of these policies, rules, regulations and standards of conduct; enrollment is considered as acceptance of all conditions specified in this handbook.

The provisions of this handbook are not to be regarded as a contract between any student and the University. The University reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the University. The University also reserves the right to modify or discontinue any of the services, programs or activities described in this handbook.

The University may reproduce or modify this handbook, or parts of it, for distribution in other formats (for example, on a web page or in other forms for computer access or in school or academic department publications). As a result, students, applicants, and other users of this handbook should consult with appropriate University offices to verify the current text or status of the policies, procedures or information contained herein and to determine whether information in this handbook or other publications has been superseded or changed.

This handbook contains general University and School-specific policies. Program-specific handbooks or guidelines distributed to students at the beginning of each academic year may contain more detailed information about program policies and requirements.

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## UNIVERSITY INFORMATION

### UNIVERSITY HISTORY

When the Franciscan Missionaries of Our Lady ventured to Louisiana from France early in the twentieth century, they had no idea just how profound an impact they would have on the people of Louisiana. Today, Our Lady of the Lake Regional Medical Center employs over 4,000 people and serves 125,000 patients each year. The foundation of this, which has blossomed into the largest hospital system in the state, had its beginnings with the work of the missionaries who came here in 1913.

The delivery of health care has changed dramatically since 1913, when the first Sister, Mother deBethany, arrived to attend to the needs of the afflicted. Realizing the need to educate employees in the innovations of health care, the Sisters founded a nursing training program in 1923, and Franciscan Missionaries of Our Lady University is the result of those early (as well as more current) efforts of the Sisters who make up the Franciscan Missionaries of Our Lady.

Franciscan Missionaries of Our Lady University, then, is founded on the work of those Franciscan Missionaries who empowered the University to prepare health care practitioners who can share in the Sisters' life dedication to providing health care to this community. Seeking to be faithful to the ideals of this heritage, Franciscan Missionaries of Our Lady University is committed in all of its policies and practices to the pursuit of truth, to a respect for differing points of view, and to the ethical and human values inherent in the philosophy of the Franciscan Missionaries of Our Lady. Compassion, Understanding, Respect, and Dignity are Christian virtues we hope to share with you so that you may share them with others. "Grant that we may not so much seek to be understood as to understand" St. Francis said, (My Favorite Quotations, Peale, 1990.) This is at the very heart of this institution, and it has been since the beginning when the first Sisters showed a willingness to sacrifice for the sake of others.

Your education here, though steeped in the specifics of your professed health care discipline, will also exemplify the spiritual obligations we have as human beings, both to one another and to God. We pray and hope that when you leave, you take with you not only the health education required for employment, but the deep understanding of the spiritual foundation from which you are given the gift of healing. It is also true that it will be much later in your life when you will become fully aware of just how much an affect you have had on your patients, both in ministering to the body and to the spirit. The reward for treating others with respect and tenderness is often not apparent at first and is usually manifested in ways that surprise us. For as Jesus stated, "Whatever you did for one of the least of these brothers of mine, you did for me." (Mathew 25:40) In healing others, we heal ourselves as well, or, at the very least draw closer to God who has compelled us to undertake this edifying task.

A solid educational foundation in health care can serve as a powerful tool in working with those with whom you come in contact. As life presents us with the many opportunities and challenges, that it

invariably does, this foundation is of the utmost importance; for it provides us with the learning and security that will assist us in moving ourselves forward, enabling us to offer the best possible care.

The history of Franciscan Missionaries of Our Lady University has taught us what it means to be willing to meet new challenges. When Franciscan Missionaries of Our Lady University began its journey as a diploma school of nursing, few could have predicted the phenomenal growth and expansion that has occurred, particularly in the last few years. Whereas once enrollment was less than 100, today the University enrolls over 1,700 students. We have gladly accepted the responsibilities that have come with expansion in order to find out our full identity at a time when health care is in as great a demand as ever. It has been a journey of enormous importance and we are grateful for having been able to be of help to so many.

Your educational journey and our institutional journey continue together. Discoveries wait which will reveal more about our faith and our values and roles in a larger society. Your journey is not undertaken alone, but in concert with the students, faculty, administration, and staff of our University. "Come to me confidently whenever you want," St. Francis once remarked, "and feel free to speak to me with the utmost familiarity." We sincerely hope you will risk the kind of journey afforded you through enrollment in Franciscan Missionaries of Our Lady University, one that will yield up many discoveries about yourself and those with whom you come in contact. How often we refuse to go through the door that is opened for us. Our hope is that you will find it in your heart to cross this threshold, as the first Franciscan missionaries did. We offer a solid foundation in learning, a tradition of success in helping others and a legacy of service to God's people.

## **MISSION STATEMENT**

The mission of the Franciscan Missionaries of Our Lady University is to educate and form Franciscan servant leaders of all faiths. We honor and preserve the legacy of our founders by preparing highly skilled professionals, integrated thinkers, and faith-filled citizens. Inspired by the Franciscan Missionaries of Our Lady to be a living witness to Jesus Christ and the Gospel message, the University is in communion with the teachings of the Catholic Church.

## **THE COMMUNITY CREED**

Franciscan Missionaries of Our Lady University, established by the Franciscan Missionaries of Our Lady, is an interactive community dedicated to personal, academic and professional excellence. This is best accomplished within an environment of mutual respect and civility, self-restraint, concern for others and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles. As a member of the Franciscan Missionaries of Our Lady University community, I will do all of the following:



- Commit myself to the pursuit of knowledge and understanding with personal integrity and academic honesty.
- Respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community.
- Contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued.
- Support a culture of diversity by respecting the rights and dignity of those who differ from me.
- Embrace the concept of a civil community, which respects the rights and property of others and abhors violence, theft and exploitation of others.
- Honor, challenge and contribute to the tradition of excellence left by those who preceded me and work to leave this a better place for those who follow.

***By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to the Franciscan Missionaries of Our Lady University and its community of scholars.***

## **STUDENT RIGHTS AND RESPONSIBILITIES**

As citizens and members of the academic community of the University, students ascribe to the following Student Rights and Responsibilities.

### **Students Rights**

- The right to expect quality education.
- The right to engage in the academic and social offerings of the University in a safe, secure, non-threatening environment.
- The right to inquire about and to recommend improvements in policies, procedures, and regulations affecting the welfare of students; this right is best exercised through the use of appropriate channels provided by the SGA and campus officials.
- The right to a fair hearing and appeal when a disciplinary action is applied to them as an individual or as a group member.
- The right to an environment that supports the development of critical judgment and independent search for truth.
- The right to reasonably question views offered in a course and to reserve judgment about matters of opinion
- The right to be protected against prejudiced academic evaluation through established procedures including the right to have clarification of grading policies for each course.
- The right to have access to their academic records and knowledge of policy regarding disclosure to any other persons or institutions.
- The right to have printed material available to them that specifically states the policies, procedures, and standards of behavior that could affect students' standing in school.
- The right to not be discriminated against; age, race, color, gender, religion, disability, marital status, pregnancy status, sexual orientation, national origin, or military status shall have no bearing on the implementation of school policies.
- The right to personal privacy, provided that the welfare of others is respected.

## Student Responsibilities

- The responsibility for learning required material for enrolled courses
- The responsibility to develop their potential to the best of their ability.
- The responsibility to adhere to safety guidelines established by the University.
- The responsibility to be fully acquainted with regulations published in the University Catalog, Student Handbook, and other publications, and to comply with them in the interests of an orderly and productive academic community.
- The responsibility to know that student conduct reflect not only upon the student involved, but also upon the institution as well as the faculty, staff, alumni and other students.
- The responsibility to follow tenants of common decency and behavior expected of any citizen in a democratic society, particularly in view of the aspirations implied by a University education.
- The responsibility to accept fully the consequences of any action which might be detrimental to the student involved, to the institution, faculty, staff, and other students, and to society at large.

## SEXUAL MISCONDUCT, DISCRIMINATION, AND HARRASSMENT POLICIES AND GUIDELINES

### NON-DISCRIMINATORY POLICY

The University assures free and equal access for all qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, pregnancy status, or military status in the admission to, participation in, or employment of its programs and activities. University will provide reasonable accommodations for students with learning, emotional, or physical disabilities. Students wishing to self-identify are required to contact the Office of Student Affairs.

If a student believes that he or she has been discriminated against on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, pregnancy status, or military status, that student should report the matter to the Vice President for Student Affairs and Enrollment, who will seek to assist the student with the resolution of the complaint as described in the *Student Complaint and Grievance Procedure*.

### SEXUAL OFFENSE

Any sexual behavior including sexual intercourse or attempted intercourse that is against the will of another or the intentional placing of another in reasonable apprehension of receiving unwanted sexual contact. The definition applies whether the assailant is a stranger or an acquaintance. The University prohibits sexual offenses including but not limited to: domestic violence, dating violence, sexual assault and stalking.

## **Domestic Violence**

Asserted violent misdemeanor and felony offenses committed by the survivor's current or former spouse or intimate partner, current or former cohabitant, by a person with whom shares a child in common, person similarly situate under domestic or family violence law, or anyone else protected under domestic or family violence law. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

## **Dating Violence**

Violence committed by a person who has been in a social relationship of a romantic or intimate nature with the survivor. Whether there was a relationship will be gauged by its length, type, and frequency of interaction.

## **Relationship Violence**

Abusive behavior, including threats, verbal and/or emotional abuse, and physical assault between persons in an intimate and/or sexual relationship.

## **Sexual Assault**

Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

## **Stalking**

A course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. (Electronic stalking via phone, text, email or other web-based means is considered to be stalking.)

## **SEXUAL HARASSMENT POLICY**

Consistent with the requirements of Title IX of the Education Amendments of 1972, the Clery Act, and the Violence Against Women Act ("VAWA"), the University prohibits discrimination based on sex in its educational programs and activities, including sexual harassment, and acts of dating violence, domestic violence, sexual violence (including sexual assault) and stalking. The University also prohibits any retaliation, intimidation, threats, coercion or any other discrimination against any individuals exercising their rights or responsibilities pursuant to these laws and institutional policy. Sexual harassment of students can be a form of discrimination prohibited by Title IX. The following types of conduct constitute sexual harassment:

### **Quid Pro Quo Harassment**

A school employee bases an educational decision on a student's submission to unwelcome sexual advances, requests for sexual favors, or other physical conduct of a sexual nature. Quid pro quo harassment is unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

## **Hostile Environment**

Sexually harassing conduct can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by an employee, another student, or a third party. This conduct would be sufficiently severe, persistent, or pervasive enough to create a hostile or abusive educational environment or to limit a student's ability to participate in or benefit from an educational program or activity.

## **Gender-based Hostility**

Where an individual or individuals are harassed because of their gender.

## **PROCEDURES FOR REPORTING HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION OR SEXUAL MISCONDUCT**

In the event of an incident that appears to constitute sexual harassment or discrimination, or you are a victim of If you are a victim of sexual assault, dating violence, domestic violence, or stalking, a complaint should be filed directly to the Title IX Coordinator; a faculty member, staff member, or fellow student may also file a complaint on behalf of a student who has experienced possible harassment. If the Title IX Coordinator is unavailable or inappropriate to contact, a written complaint may be submitted to the next step in administration.

Students have the right to pursue disciplinary action if the accused student is also a University student. For on campus disciplinary actions in cases of alleged sexual offense, both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and will be informed of the outcome of any campus disciplinary proceedings.

## **Options for Students after a Sexual Misconduct Incident**

Students are advised to do the following:

- Get to a safe location
- Call 911 to file a police report or call Lake Security at 765-8825
- Get medical attention, but do not bathe, change clothes or otherwise clean up until proper health care and law enforcement officials have talked to you and treated you.
- Students are urged to notify Student Affairs at 490-1620 so that appropriate actions can be taken and so students can receive support, counseling referrals, and other pertinent types of information.
- Victims of sexual offenses have the option to decline reporting

## **General Support for Students**

- Campus security will use all reasonable means to protect the survivor and prevent further violence.
- Counseling is also available for survivors of domestic violence and sexual assault through our Counseling Services within Student Affairs and by referral to off-campus agencies.
- Campus Health and Safety Director can meet with students to advise on safety and health concerns. Additionally this Director can work with Lake Security and police as appropriate and needed.

- 24-Hour statewide hotline for IRIS Domestic Violence Program is available at 1-888-411-1333.
- The institution will consider reasonable academic accommodations to the survivors of alleged sexual offenses. Students shall be notified of the options for changing academic situations.

**Please refer to the Campus Safety & Security Booklet for more details which is available on the University Portal on the Campus Safety Page.**

## **STUDENT CODE OF CONDUCT**

The purpose of the Student Code of Conduct is to review potential violations of the University community standards. Further, the code of conduct represents the concept that a disciplinary process should, in fact, be an educational experience that fosters responsibility for individual actions, as well as for the way the community functions. The prevailing rule in student discipline must be that of fundamental fairness and education.

All students are responsible for abiding by the standards of the University community, and those who violate them are subject to disciplinary action. Moreover, the University recognizes and respects local, state, and federal laws and statutes. The University may pursue enforcement of its own rules, whether or not legal proceedings are under way or forthcoming, and may use information from third-party sources, such as law enforcement agencies and outside media, to determine whether University rules have been violated. The standards of behavior should be read broadly and are not designed to define misconduct in exhaustive terms. A conduct officer will find a student responsible for a conduct code violation if the violation is proven by a preponderance of the information presented.

### **JURISDICTION**

The Student Code of Conduct applies to conduct that occurs on University owned or leased property and at University-sponsored events. In addition, the University reserves the right to address, through the Student Code of Conduct process, incidents which occur off campus that may endanger the health, safety, and welfare of others and/or adversely affect the University and/or the pursuit of its mission. Each student shall be responsible for their conduct from the time of their application for admission through the awarding of a degree, as well as during periods between terms of actual enrollment and leaves of absence or suspension.

A student who is alleged of a Student Code of Conduct or Academic Honesty violation will retain all University rights until due process is completed, unless there is evidence that the student has done any of the following:

- Has been convicted of a felony.
- Has been formally charged with the commission of a felony of such nature that the student's presence on campus or clinical locations is potentially dangerous to the health and safety of the University or clinical locations.

- Engaged in any activity of such nature that presence on campus is potentially dangerous to the health and safety of the University or clinical communities. In these situations, the student may be temporarily banned from the campus and clinical locations until due process is completed.

## **STANDARDS OF BEHAVIOR**

Listed below are some examples of behavior that are unacceptable and not in keeping with the educational mission and philosophy of the University. Such actions will subject student(s) to disciplinary action:

- Flagrant and/or consistent violation of the Student Honor Code in the classroom, clinical or any other University related setting.
- Physical abuse of any member of the University community, or conduct which threatens or endangers the health or safety of any such person.
- Participation in hazing, acts which are degrading or injurious, or acts in which another is held against his or her will.
- Sexual assault or unwelcome sexual encouragement, requests for sexual favors, and other verbal and/or physical conduct of a sexual temperament comprises sexual harassment when submission to such conduct is made, whether explicitly or implicitly.
- Stalking behavior directed at an individual that would cause a reasonable person to either fear for his/her safety, the safety of others and/or suffer substantial emotional distress.
- Any verbal abuse or other forms of hostile behavior of any member of the University community, or conduct which threatens or endangers the health or safety of any such person.
- Theft of University services; theft of or intentional damage to property of the University; theft of or intentional injury to a member of the University community; theft of or intentional injury to a campus visitor.
- Possession, sale, or the attempted sale of stolen property of the University, a member of the University community, or a campus visitor of the civic community/citizens.
- Unauthorized use of computer account(s), computer data files and/or computer facilities/labs.
- Unauthorized use or tampering with campus fire equipment or the fire alarm system
- Unauthorized use of or entry into University facilities.
- Attendance at, or participating in, any clinical, classroom or University activity when under the influence of any mind altering substance or impairment.
- Disorderly conduct or lewd, indecent, or inappropriate behavior.
- Any act (verbal or written) which interferes with or adversely affects the normal functioning of the University or; which injures or endangers the welfare of any member of the University; including obscene conduct or expression on University owned property or at University-sponsored events.
- Possession or use of alcoholic beverages on University-owned or controlled property or at University-approved or supervised functions.
- Possession of firearms, knives, and weapons on the University campus and at other sites where University work or activities take place.

- Falsification of records/information outside the classroom; this would include submitting false, forged, or fraudulent information to any University official or University office or making false statements to a University official. Falsification of academic related items such as assignments, grades, etc. would be considered a violation of the Academic Honesty Policy which is a separate process.
- Failure to respond to a request to report to a University administrative office
- Failure to comply with directions of University officials acting in the performance of their duties
- Violations of University policies and regulations as stipulated in this and other official University publications
- Violations of federal, state, or local law, which adversely affect the community and/or the University and the pursuit of its mission

## **CONDUCT PROCEDURES**

An incident report is filed in writing to the Dean of Students at [studentaffairs@franu.edu](mailto:studentaffairs@franu.edu). The initial incident report should describe the behavior and the appropriate facts and details relating to the incident and identify witnesses where appropriate. Upon receipt of a report and a completed investigation by the Dean of Students or his/her designee, the appropriate conduct officer schedules a conduct meeting, which should be held within two business weeks following the receipt of the report.

A notice of the time, date, and place of the meeting is sent to the student via electronic email at least 48 hours prior to the meeting. A request for postponement of up to five additional days for a conduct meeting can be made to the conduct officer. The request must be for a good cause. The parties involved are responsible for checking their University email account. Excuses for not checking the email account are not acceptable reasons for postponement. Conduct cases are heard as scheduled with or without the student present.

## **STUDENT PROCEDURAL RIGHTS IN THE STUDENT CODE OF CONDUCT PROCESS**

A student who has been charged with a violation of the Student Code of Conduct is granted the following rights:

- **Notice:** The right to be informed in writing of the alleged violation(s) in which the student is suspected of involvement.
- **Procedure:** The right to be informed in writing of the conduct procedures.
- **Information:** The right to know the nature of the information at the time of the meeting and object to information being heard that is unrelated to the incident cited in the report.
- **Evidence:** Upon request, the student shall be provided with copies of any documentation regarding the alleged violation and the names of any witnesses expected to testify against the student. The student will be allowed to present evidence in his or her own behalf.
- **Witness:** The student may present any witnesses desired as long as testimony is relevant. Students must give at least 3 days advanced notice if they are to present any witnesses.
- **Advisors:** Attorneys or any other spokesperson are not allowed to represent individuals at the proceedings; however, the student may request to have a faculty member, staff member, student, friend, or family member attend the hearing in an advisory role.
- **Written Decision:** The right to have a written response reporting the results of the meeting.

- **Confidentiality:** The right to have all records, files, and processing kept appropriately confidential. **Tape-recordings of the conduct process, including meetings and appeals, are not allowed.**
- **Meeting:** The right to request a postponement subject to the availability of the conduct officer, of up to five additional days from the original conduct meeting date to prepare for the meeting.
- **Appeal:** The right to request an appeal of a conduct meeting. Any student wishing to appeal must contact the Dean of Students within three business days after the conduct meeting. Students who fail to attend their conduct meeting forfeit their right to request an appeal.

## WITNESS STATEMENTS

Witnesses are those individuals who can provide information based on personal knowledge or experience of the incident. In conduct meetings, the student may present witness to the conduct officer no less than three business day prior to the conduct meeting. The conduct officer has the option of calling each of the witnesses as deemed appropriate.

## CONDUCT MEETING

At a conduct meeting, the conduct officer reviews the procedural rights of the students. The incident report may be read and the alleged violated based on the report are explained. The student is asked to declare if he/she is responsible for any of the alleged violations. The student has the option to waive his/her right of 48-hour notification.

The student presents his/her information, which may include witness statements acquired by the student. The conduct officer will question the student after their statements and will then decide if the student is responsible or not for the violations. Any sanctions may be announced and explained either at the meeting or upon the completion of the investigation as determined by the conduct officer. At the time the decision is rendered, the student must submit acknowledgement the finding and sanction. The student has the right to request an appeal.

## SANCTIONS

Violations of the Student Code of Conduct may bring one or more of the following sanctions:

- **Reprimand:** The student will receive a written notice that he/she has committed an offense. A copy of the notice will become an official part of the student's disciplinary record.
- **Loss of Privilege:** Students may be sanctioned and prohibited from the use of certain University facilities, i.e. Skills Laboratory, Center for Information and Learning, etc.
- **Restitution:** Student's misconduct may require reimbursement or other compensation for damage or loss of property.
- **Educational Sanction-** The student will be assigned a project which is deemed appropriate to the offense for which he/she is found responsible. This may include but is not limited to mediation or other alternative dispute resolution, writing projects such as papers on a topic related offense, and educational workshops such as alcohol or drug education programs, and other projects.



- **Disciplinary Probation**- a student placed on probation is not in good standing with the University. Disciplinary probation is assigned for a specified period of time and may include conditions, restrictions, or expectations of the student. Any violation of the terms of probation during the specified period will be deemed as a separate offence.
- **Suspension**- Separation from the University for a specified period of time, after which the student is eligible to petition for return. The student will forfeit all fees paid for the semester in question. During the period of suspension, the student shall be banned from the University's premises.
- **Expulsion**- Permanent separation from the University including all University facilities, services, and functions. The student will be permanently banned from the University's premises.
- **Other Sanctions** may include but are not limited to mandatory counseling requirements, monetary fines, and community service as deemed appropriate.

## APPEALS

A formal letter of appeal specifying the grounds upon which the appeal is based and supporting information must be submitted to the Vice President (VP) for Enrollment Management and Student Affairs no later than three business days after receipt of written notification of disciplinary sanction(s). Sanction(s) imposed by the conduct officer may not be enforced until the appeal process is finalized unless it is determined that the student is a hindrance to the educational process or a danger to him/herself and/or the University community. Students who do not attend their conduct meeting forfeit their right to appeal. Appeals are accepted for:

- Additional and/or new relevant information not available at the time of the conduct meeting.
- An error in the conduct process, as outlined in the Student Procedural Rights.

The VP of Enrollment Management and Student Affairs determines whether or not there are grounds for an appeal meeting. If it is determined that it should be granted, he/she may conduct a formal appeal meeting. Representative(s) from the initial conduct meeting may be called to attend the appeal meeting. The results may be:

- To concur with primary conduct officer. In this case, the initial decision is final.
- To modify the finding(s) and or sanction(s) decided by the conduct officer.

The appeal decision is final.

## ACADEMIC HONESTY

Any formal academic setting relies upon high standards of honesty among its students and its faculty. The University expects both faculty and students to abide by these standards in order to help fulfill the mission of University, which is to provide an educational setting where religious and human values are respected. An important aspect of this process is academic honesty. University faculty and students are expected to apply the principle of academic honesty by consistently displaying honesty and forthrightness in their academic endeavors. Intellectual inquiry can possess value only if it is acquired and presented legitimately – whether in the traditional classroom setting or in any distance education course work under taken at the University. All students are expected to adhere to the Honor Code.

## HONOR CODE

We, the student body of Franciscan Missionaries of Our Lady University, embrace the idea that honor is an intangible quality, which, if it pervades all phases of campus life, tends to foster a spirit of dignity and personal integrity. Upon enrolling at the University, we become part of the Franciscan Missionaries of Our Lady University Honor System. We realize that honor must be cultivated and that its success depends upon the combined and cooperative efforts of the University's administration, faculty, staff and students. Inherent in the honor system is the premise that students will not perform or tolerate any violations of the Student Code of Conduct published in *Franciscan Missionaries of Our Lady University Student Handbook*. As responsible members of the Franciscan Missionaries of Our Lady University community, each of us freely accepts and proudly endorses this, our code of honor.

### VIOLATIONS OF ACADEMIC HONESTY

Some of the various ways in which academic honesty can be violated are listed below. Violations include but are not limited to:

**Cheating:** An act or attempted act of deception by which a student seeks to obtain academic credit in a way that is unethical, dishonest, disrespectful, irresponsible, untrustworthy or unfair. Cheating prevents faculty to honestly and fairly assess student knowledge, skills, and competencies. Examples include:

- Copying from another student's exam paper or allowing another student to copy from their exam paper.
- Using notes, course textbook, or other materials not authorized for use during an exam.
- Participation in cheating or lying in reference to clinical laboratory settings, classroom assignments, or computer assignments.
- Giving or receiving information without authority from or to any other person during an exam.

**Fabrication:** The intentional use of false or invented information, data, or research with the intent to deceive. Examples include:

- Submitting as your own any academic exercise that was prepared in full or partially by another person (e.g., written nursing care plans, case studies, computer assignments, or other written work).
- Citing information in a formal paper not taken from the reference indicated.
- Listing references not utilized to research or complete the academic exercise.
- Permitting another student to substitute for oneself to take a test or doing so for another student.

**Plagiarism:** The inclusion of someone else's words, ideas, or presenting data as one's own work. Students must avoid plagiarism by fully and properly documenting any use of outside sources.

Examples include:

- Purchasing, downloading, or otherwise acquiring a paper or other course work completed by another person.
- Allowing another person to contribute significantly to completing a graded assignment.
- Using another writer's exact words without quotation marks and appropriate documentation.

- Paraphrasing or summarizing another writer without proper acknowledgment and documentation.
- Any other attempt to mislead an instructor regarding one's performance, activity, or participation.

## **DETERMINATION OF VIOLATIONS OF ACADEMIC INTEGRITY**

### **Reports of Suspected Academic Dishonesty**

If a student, faculty or FranU employee suspects a student has committed academic dishonesty, the alleged violation should immediately be reported to the faculty member teaching the course or to an administrator. The Student Conduct Reporting Form should also be completed either by the person suspecting the incident of academic dishonesty or the faculty member teaching the course.

Attorneys or any other spokespersons are not allowed to represent individuals in regards to alleged violations of academic honesty. Audio or video recordings of any meetings is also not allowed.

### **Informing the Student of the Charge and Investigating the Charge**

- If the faculty member has reason to believe that a willful violation of academic honesty has occurred, he or she will investigate the situation by first meeting with the student so as to allow the student to respond to the allegation. The faculty member will include the program director or chair in this meeting as an unbiased witness. If the faculty member is a program director or chair, the appropriate school dean will assign a designee to serve as the unbiased witness.
- This meeting will occur within five working days of the discovery of the suspected violation and provides the student with an opportunity to clear himself or herself to the satisfaction of the faculty member.
- If the student is cleared, the matter will be dropped.

### **Handling the Charge**

- If the student refuses to meet with the faculty or the faculty determines that there has been a willful act of academic dishonesty, the faculty member will consult with the Dean of Students to determine if the student has had previous violations of the Academic Code of Conduct, including previous reports of academic dishonesty.
- The faculty member and program director/chair may request additional meetings with the student and/or others involved in the incident to gather more information about the incident.
- If the faculty member teaching the class is a program director/chair, the appropriate school dean will assign a designee to collaborate with the faculty of the course, review the circumstances, and impose an appropriate sanction.
- During the period between notification of a student's misconduct and the imposed sanction, the student shall be able to proceed in good standing. There will be no discrimination or retaliation as a result of a student's exercise of his or her rights under these procedures.
- The faculty member and program director/chair will consult with the appropriate school dean if they believe the well-being of the student or others may be compromised due to the violation

of academic honesty. The dean may suspend the student's right to attend class and/or clinical in this situation and will help the faculty and program director/chair determine the appropriate sanction. In these cases, if the student files an appeal, the student will appeal to the Provost.

- The faculty member in collaboration with the program director/chair will review the circumstances and impose an appropriate sanction.
- The program director will notify the student of the charge and the sanction electronically within five working days of the initial meeting. A hardcopy letter will also be mailed to the student and forwarded to the appropriate school dean and the Dean of Students.
- Sanctions for violations of academic dishonesty range from failure on an assignment up to and including dismissal from the university. Record of imposed sanctions will be retained in the office of the Dean of Students and forwarded, as appropriate, to the registrar.

### **Appeal Procedures**

If the student believes that the process and procedures outlined in this policy were not followed, the student may appeal to the appropriate school dean within three working days of receipt of the sanction from the program director/chair.

- The student will complete the Student Conduct Appeal form and submit a signed statement indicating his/her position to the dean.
- The dean will notify the faculty member and program director/chair of the appeal.
- The faculty member and program director/chair will submit a written description of the incident to the dean.
- The dean will review the faculty member and program director/chair's description of the situation and the student's statement.
- The dean may interview the student, faculty, program director/chair, and anyone persons related to the appeal if clarification of the event is needed. If the dean requests an interview with the student, the student may request to have a faculty or staff member, another student, a friend or a family member attend the hearing to support the student. At no time may this support person speak during the meeting. The support person cannot be an attorney.
- The student, faculty, and program director will be notified of the dean's decision electronically within ten working days after receipt of the student's appeal. A hardcopy letter will also be mailed to the student and forwarded to the office of the Dean of Students.
- The decision of the dean is final and not appealable.

If the dean was involved in determination of the sanction, the above process will be followed, except the student will appeal to the Provost. The Provost may interview the dean along with the student, faculty, program director/chair, and any persons related to the appeal if clarification of the event is needed. The Provost will notify the student and the dean of the decision. The Provost's decision is final and not appealable.

## ACADEMIC POLICIES AND RESOURCES

Please refer to the [University Catalog](#) for specific academic regulations and procedures such as: academic advising, registration, class attendance, withdrawing from a class, repeating courses, examinations, and grading system.

### ACADEMIC COACHING

Under Student Affairs, Academic Coaching provides tools for academic success. Each student is provided with the opportunity to meet in such areas as, Learning Styles, Note Taking Skills, Technical Reading Strategies, Test taking skills, Study Skills, Time Management, Organizational Skills, etc. To schedule a meeting to meet regarding an academic coaching topic, please visit Student Affairs or fill out the form on the University Portal (under Student Affairs, then Academic Coaching).

### ACADEMIC FACILITIES

All students are expected to observe the rules related to the use of campus classrooms and facilities. Use of a classroom for student activities must be approved by the Office of Academic Affairs and scheduled with the administrative assistant to the Vice President for Academic Affairs. Under no circumstances may a student enter a locked office or classroom without proper authorization. Violation of this policy shall result in disciplinary action.

### ACADEMIC STATUS

Progression and Non-Progression statuses are used by some programs as a benchmark for student success. Each program defines Progression and Non-Progression requirements differently. These requirements can be found under each program heading in the University Catalog. Progression and Non-Progression statuses, while part of the student's permanent record, are not printed on the student's transcript. The University policies regarding Academic Status are as follows:

#### Good Standing

A student must have a minimum overall grade point average (GPA) of 2.0.

#### Academic Probation

Provides a warning for a student whose academic work is unsatisfactory. For the first semester that a student is on academic probation, he/she can register for a maximum of twelve credit hours in the fall or spring semesters and six credit hours in the summer. If after the first semester on probation the student achieves a semester GPA of 2.0 or greater, the credit hour restriction may be lifted upon recommendation of his/her academic advisor. Any student on academic probation must see an advisor each semester that he/she is on probation. A student is placed on academic probation under the following situations:

- When his/her overall GPA is below 2.0
- When he/she is admitted on probation from another institution
- When he/she is a re-entering student whose last academic status was on probation
- When he/she is re-entering student after academic suspension

To remain eligible to enroll in courses while on academic probation, a student must achieve at least a 2.0 semester GPA. Once on academic probation, a student will remain on probation (as long as each semester GPA is at least 2.00) until an overall GPA of 2.00 or higher is achieved. Academic probation status will be posted on the student's academic record. Failure to achieve a 2.0 or greater semester GPA results in suspension.

### **Academic Suspension**

Designates a time period whereby the student is not eligible to enroll in courses due to his/her unsatisfactory academic work. A student is placed on academic suspension status when the student on probation does not achieve a semester GPA of 2.0 or greater. A student on academic suspension status may not register for courses at the University for the following regular (Fall or Spring) semester as well as the intervening Summer term. Any course work taken at another institution while a student is under academic suspension status will not be accepted for transfer credit and will not be used to fulfill degree requirement or to change or modify the GPA. Academic suspension status will be posted on the student's academic record. An application for readmission is required. If readmission is approved by the Admissions Committee, the student will be placed on academic probation status.

### **Academic Dismissal from the University**

Academic dismissal from the University designates a status in which the student is ineligible to continue enrollment in the University. A student will be dismissed from the University if he/she has been suspended three times. Academic dismissal will be posted on the student's academic record.

## **ACADEMIC STUDENT COMPLAINTS (NON-GRADE RELATED)**

Students who feel they have an academic grievance (non-grade related) should first discuss the problem with the faculty member involved. If, following the discussion with the faculty member, the situation is not satisfactorily resolved the student should discuss the grievance with the Program Director or Department Chair in the relevant program. If the matter has not been resolved at that level, the student should take the issue to the School Dean. In the unusual case in which this process fails to bring about a satisfactory resolution, any individual may pursue the matter further. He or she must submit a written complaint/concern to [complaints@franu.edu](mailto:complaints@franu.edu). Please see the *Student Complaint and Grievance Procedure* section in this Handbook for additional details. For grade related complaints, please see the section for *Student Grade Appeals*.

## **ADVISING**

The Office of Advising provides academic advising to all first year and first time students at the University. They assist with scheduling classes and tracking and maintaining appropriate curriculum plan progression. They provide students general support by providing the appropriate resources necessary for students to persist in achieving their academic goals. Additionally they serve as a resource helping connect students to other campus departments to ensure our students' academic and personal needs are being met. For more information please call 225-768-0801.

## ILLNESS/INJURY POLICY REGARDING CLASS ABSENCES

All students with health conditions (illnesses, infections, injury, etc.) which necessitate leaving a clinical assignment or an extended absence of 3 or more days must discuss their situations with their instructors and the Director of Campus Health and Safety. The student may continue in the program with the written approval of his/her physician.

Following the absence, the student may return to school after obtaining a physician's written consent of the student's ability to participate in all activities inherent in the course description. **The student must contact the Student Health and Safety Office regarding how to obtain a "Return to Class/Clinical Form". Student will need to provide physician documentation regarding dates of illness and any activity restrictions prescribed.** An illness requiring an extended absence that prevents the completion of course work because of circumstances beyond the student's control, may necessitate the process for "I" grade, withdrawal, or resignation. The student must initiate the appropriate process following established guidelines in the current catalog.

## LEARNING RESOURCE CENTER (TUTORING)

The Learning Resource Center (LRC), located on the second floor of the Library Commons, provides highly qualified peer tutors as well as presentations on a variety of learning challenges. Students may request an appointment from the Learning Resource Center page on the portal. The Center offers the following services free of charge:

- Writing tutoring: Writing tutors are available for students who want to improve their writing in any course. We can help you generate and organize ideas, develop ideas, use correct grammar, learn proofreading techniques, and correctly document sources. Tutors do not edit, proofread, or write papers for students. Their goal is to make you a better writer.
- Content peer tutoring: Students experiencing difficulty in 100- and 200-level courses can schedule appointments for help in select classes. Common subject areas include biology, chemistry, math, and physics.
- Course tutoring: Peer tutors also offer assistance in select business, math, computer science, and natural science courses on an appointment-only basis.
- Professional tutoring: Individual tutoring and/or presentations are provided by faculty and professional staff members to assist students whose problems are more general than those addressed by peer tutoring. Some students need to improve their overall approach to learning and studying. Others need to develop specific study and learning skills, such as textbook reading comprehension, note taking, time management, or test preparation in order to succeed in their coursework.

## LIBRARY AND LIBRARY COMMONS

The Library is contained in a 2-building complex, the Main Library & Library Commons. The Library provides access to print, multimedia and online resources, interlibrary loan service, curriculum support and other specialized services. The Library Commons offers additional study space, gathering space, computers, printing, and A/V viewing room for students. For more information please call the Library at 225-768-1730 or email [Library@franu.edu](mailto:Library@franu.edu) or the Library Commons at 225-490-1657.

## STUDENT ATTENDANCE GUIDELINES

Learning is an interactive process whereby the students and faculty work together to achieve the desired results. Attendance in class increases the student's likelihood of being successful in University courses. Therefore, attendance in all theory, laboratory, and clinical sessions is expected. Faculty will monitor attendance. There may be Financial Aid implications related to excessive absences. Specific attendance requirements are defined by course instructors. Students are expected to be on time and prepared for classes. Faculty reserve the right to restrict classroom entrance once class begins.

## STUDENT GRADE APPEALS

Franciscan Missionaries of Our Lady University recognizes that grades should represent a fair and equitable evaluation of how well students have achieved the expected learning outcomes of a course, an assignment, an exam, or an activity. Students have the right to know how their work in a course will be evaluated and how those evaluations will determine the course grade. The following information should be available to students in every course, from the first class day:

- Explanation of how the final course grade will be determined
- Due dates for any work that will be evaluated
- Explanation of how and when graded work will be returned to students and how students can monitor their course performance
- Guidelines for discussing a grade if the student thinks it is inaccurate
- In the department syllabus and/or as part of the assignment or activity that will be evaluated.

### Grade Appeal Process

All grade appeals must be made no later than one (1) week after the grade is posted on the course management system, work is returned to the student, or final grades are posted in WebServices, unless the course syllabus stipulates different guidelines. The appeal process is as follows:

1. Speak with your instructor regarding the grade issue.
2. If the grade dispute is not resolved with the course instructor you may initiate a formal grade appeal.
3. Complete and submit the grade appeal form along with supporting documentation (this form is located on the University Portal and in the School Dean's Offices) to the appropriate program director/program chair or associate dean. If the program director / program chair or associate dean is the course instructor, the grade appeal should be submitted to the School Dean. If the School Dean is the course instructor contact the Vice President for Academic Affairs Office for guidance.
4. Upon receipt of the appeal form and documentation, the program director/chair/associate dean will notify the instructor that an appeal has been submitted.
5. The reviewer evaluates the grade appeal documents, consults with the instructor and as necessary requests additional information from the student prior to rendering a decision.
6. Written notification of the grade appeal decision is provided to the student within seven business days of receipt of the grade appeal form.
7. If the appeal is denied, the student may appeal the decision with the appropriate School Dean. The appeal must be submitted within one business day of denial receipt. If the School Dean is the course instructor the student should contact the Vice President for Academic Affairs Office for guidance.



8. The continuation of the grade appeal will entail a thorough review of the initial grade appeal documentation prior to a decision being rendered.
9. Written notification of the final grade appeal decision is provided to the student within five business days from receipt of continuation of the grade appeal notification. **The decision is final and no further action will be taken.**

## SERVICE LEARNING

Our University has embraced the concept of Service-Learning for many reasons: it helps students to incorporate classroom concepts while addressing real world problems; it further develops the University's mission of meeting the civic and social needs of the community it serves; and it challenges students to become civically-minded graduates who will be our community leaders of the future. The University works continuously to build the number and variety of opportunities available to students through Service-Learning projects in their classrooms. Services provided by the Service-Learning office include support for community partner connections, faculty development workshops, S-L teaching resources, student resources, and resources for external S-L grant writing. This office is located on the second floor of the Student Services Building, please call 225) 214-6966 for more information.

## STUDENT AFFAIRS

Student Affairs is responsible for creating a positive campus environment that enhances and complements the academic mission of the University while providing students with co-curricular events, activities, and services they'll need to make the most of their University experience. They are committed to providing a holistic approach to student development providing an array of resources and services to help students develop academically, professionally, and socially during their University career. Student Affairs is comprised of the following areas:

### CAREER SERVICES

Career Services provides a broad range of career planning services. These services include one-on-one guidance to help students attain the knowledge, skills, and contacts they need to find their career path and employment. Free services include career counseling, resume and cover letter critiques, mock interviews, and career exploration resources. Additionally, Career Services host a semi-annual **Career Fair** as an opportunity for student to network with potential employers.

### COUNSELING SERVICES

Counseling Services provides assistance, support, and assessment of problems for all students. Individual counseling can help students successfully manage their stress, anxiety, relationships and other areas of concern in a confidential and supportive setting. To make an appointment call 225-490-1620. For assistance outside of office hours, students are encouraged to call the 24 hour personal crisis helpline at 225-924-3900.

## **DISABILITY SERVICES**

The University is committed to making programs and activities available to qualified students with disabilities. In compliance with Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amended Act of 2008, the University recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one of more major life activities. Reasonable accommodations will be made for qualified students with disabilities unless they impose an undue hardship on the University. Disability Services, within Student Affairs, is responsible for coordinating services for students with disabilities ensure free and equal access for qualified individuals with disabilities.

### **Eligibility for Disability Services**

Students are asked to provide documentation of their disability. To qualify for services, students must provide appropriate documentation of a disability from a qualified health services provider (i.e. physician, licensed psychologist). [Documentation](#) should include a diagnosis, an explanation of the disability's effect in an academic setting, and recommendations regarding accommodations. If the initial documentation is incomplete or inadequate to determine the extent of the disability, the University has the discretion to require additional documentation. The cost of obtaining documentation is the responsibility of the student.

### **Notification to Professors**

At the beginning of each semester, Disability Services will inform faculty members of the students who have registered with the office and will list the accommodations the student is eligible to receive. The letters are confidential and do not reveal the nature of the student's disability. It is the student's responsibility to meet with the professor and work out how his/her classroom accommodations will be met. For example, a student is eligible for extra time on tests, he/she must approach the professor and determine how the extended time will be arranged. The professor has the right to deny the request if it is not made in a timely manner. The student should contact Student Affairs if they have a question or think the professor has applied their accommodation in error.

## **STUDENT ADVOCACY**

Student Affairs is dedicated to serving as student advocates providing students with assistance in navigating the University and connecting them with appropriate resources. We are able to assist students with general questions, St. Francis Emergency Funds, the University Food Pantry, University policy and procedure clarifications, and campus referrals and information.

### **University Food Pantry**

Student Affairs, with the assistance of SGA, runs The Food Pantry for students who are in need of food. The Food Pantry is a free resource that can provide non-perishable items to University students and is maintained by collecting donations from students, faculty, staff, and the local community.

### **St. Francis Emergency Funds**

The St. Francis Emergency Fund provides emergency grants to students who have encountered a sudden and unforeseen emergency. Grant funds may be used for, but are not limited to, medical emergencies, loss of employment, critical car or home repairs, and other unforeseen situations. Please note that this emergency grant cannot be used for tuition, books, or to offset poor financial management. Students can apply for the fund within the Student Affairs Office by completing the request form and going through the screening interview. Students may make this request only ONE TIME while enrolled at the University.

## **STUDENT ORGANIZATIONS**

Student Organizations are a vital part of University life and offer University students a myriad of opportunities to connect and to become engaged on campus. For more information about student organizations, contact Student Affairs at 225-490-1620 or [studentaffairs@franu.edu](mailto:studentaffairs@franu.edu)

### **Student Organization Policies and Procedures**

Student Affairs is directly responsible for governing and coordinating student activities on campus. It is the intention that out-of-the class activities and programs lend themselves to the total educational environment of the University and the holistic development of the participant. For detailed information regarding student organization policies and procedures please see the *Student Organization Manual* located on the University Portal or within the Office of Student Affairs.

### **Student Government Association (SGA)**

SGA provides a form of student governance for all students enrolled in the University. Through this organization, rules and regulations are formulated and carried out, and plans for student activities are created and implemented. In order for SGA to successfully meet the needs of the student body, all students are encouraged to attend the monthly meetings and associated activities. For more information please visit the University Portal, or email [sga@franu.edu](mailto:sga@franu.edu).

### **Officially Recognized Student Organizations**

Please refer to the University website or visit Student Affairs to see a list of the official recognized student organizations. These university student organizations are in good standing with the University community.

## **STUDENT SERVICES**

The following information provides a brief description on some of the student services available on campus. This is not an exhaustive list, but more so highlights areas that student's generally have questions about or need assistance with. For more information on campus services please see the University Portal, University Catalog, or department specific information.

## **BURSAR'S OFFICE**

The Bursar's Office assists students in the management of their financial obligation to the University including helping students understand their tuition and fees and oversees the payment process for students.

## **CAMPUS MINISTRY**

Campus Ministry is rooted in the Franciscan Catholic identity along with University core values. This office offers an array of programs and services for all faith traditions including the Wednesday Student Mass, bible studies, interfaith events, spiritual retreats, and special events based off the interest and need of our students. Additionally, the University offers a Reflection Room located in the Administration Building for students to reflect, mediate, or pray. For additional information on this semester's events please see their website or University portal information.

## **FINANCIAL AID OFFICE**

The Financial Aid Office awards financial aid to eligible students. Financial assistance programs include grants, scholarships, loans, and work-study which assist with tuition and education-related expenses. To be considered for federal, state, or institutional programs, students must submit the Free Application for Federal Student Aid (FAFSA) to the federal processor by the priority filing deadline each year.

## **REGISTRAR'S OFFICE**

The Registrar's Office administers all processes related to class registration, grades, and the maintenance of student records. This includes requests to withdraw from courses, degree declaration, academic calendars, veteran certification, verification of enrollment, and transcripts. Many of these processes are available to current students online through WebServices, but if you have problems or additional questions regarding the services provided by the Office of the Registrar, please contact us at (225) 490-1602.

## **STUDENT ID CARDS**

All University students must obtain and at all times carry a current University ID card as proof of their right to use University facilities and to attend University events. ID Cards must be produced upon request by a University official. ID Cards are non-transferable. Students allowing others to use their ID cards are subject to disciplinary actions. ID cards are issued during orientation periods and are distributed free of charge to all students. A fee will be charged to replace lost ID cards. Clinical ID badges will be issued to all students entering clinical programs and must be worn at all times while in clinical agencies. For more information contact the Office of Health and Safety at 225-490-1603.

## **STUDENT LOUNGES**

Student Lounges are located in each School building and are used for informal gatherings. Included in each lounge area are conversation areas, computer stations, a refrigerator, a microwave, and vending machines. The lounges also include coin-operated copy machines. It is the students' responsibility to promote the upkeep of the lounge. This includes the cleanup of discarded refuse and periodic removal

of outdated refrigerator contents. Children are **NOT** to be left unattended in the student lounge or any other area of the University.

## CAMPUS HEALTH

The Office of Health and Safety fosters a safe campus environment, assists students in minimizing or eliminating health-related barriers to learning, promotes optimal wellness, enables students to make informed decisions regarding health matters, and empowers students to be responsible and well-informed consumers of health care. The Director of Campus Health and Safety coordinates, directs and implements the ongoing activities of the health program which include maintenance of student health records, providing information regarding health insurance, ensuring student compliance with immunizations and clinical student health requirements, advising and educating students in health matters. The Director serves as a resource for information on a wide variety of health topics and maintains brochures and other printed materials available to students.

### HEALTH SERVICES

The Director of Health and Safety can manage minor injuries or ailments such as small cuts, abrasions, bruises and sprains. Please visit or contact the Office of Health and Safety at 225-768-1755 for more information. For serious injuries or illness please call "911".

#### Additional Health Resources

- [Total Occupational Medicine Clinic](#): provides services to University students at discounted rates. MMR and TD immunizations are available for all students.
- **Medical Plaza Pharmacy (Rx One)**: Currently enrolled students may obtain non-prescription drugs from the Rx One Pharmacy at the same discount as hospital employees. To receive the discount, students must present their Student ID. Rx One Pharmacy is located in the lobby of Medical Plaza II directly across the street from the Nursing Building on Hennessy Blvd.
- **Physician Referral Service**: Students may utilize the Physician Referral Service offered through Franciscan Missionaries of Our Lady University Regional Medical Center. Please call 225-765-7777 for more information.
- **Lake Line Direct**: 765-LAKE (5253) or toll free 1-877-765-5253. Students may utilize this community service of Franciscan Missionaries of Our Lady University Regional Medical Center for free 24-hour nurse advice.
- [Lake Health Center](#): The fitness center is located across the street from the Nursing Building on the second floor of Franciscan Missionaries of Our Lady University Medical Plaza II and is open from 6:00 a.m. until 9:00 p.m. Students may purchase discounted memberships.

### CLINICAL PROGRAM HEALTH REQUIREMENTS

After being accepted into a health career program, students will receive a health packet detailing all health and safety requirements that must be met prior to the first clinical course. Failure to maintain compliance with the health and safety requirements each semester will result in the student's inability to attend the clinical portion of their program and may result in withdrawal from the clinical program (see program or school handbooks for further information).

Documentation for health requirements needing to be updated annually (i.e. TB, CPR) must be submitted to the Health & Safety Office by the Friday before the start of the semester in which the requirement is due. For example: if TB or CPR will expire after the semester begins, those items must be updated in time to provide updated documentation to the Health & Safety Office by the Friday before that semester begins.

For more detailed information, students should refer to the document "STUDENT HEALTH & SAFETY: Policies and Procedures" and "Health Requirements by Clinical Program" located on the portal and contact the Office of Health and Safety if they have any questions regarding these requirements.

## **DRUG AND ALCOHOL POLICY**

The University is committed to creating and maintaining an environment that is free of alcohol abuse. The University prohibits the possession, use, and sale of alcohol beverage on campus or as any part of the University's activities, unless it is done so in accordance with applicable University policies, and it also enforces the state's underage drinking laws. The University also enforces federal and state drug laws. The possession, sale, manufacture or distribution of illegal drugs is prohibited on campus or as any part of the University's activities. Violators of the University's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

Students should not come to the campus or report for off-site assignments while under the influence of alcohol, illegal drugs or unauthorized prescription drugs. All students must abide by the drug and alcohol policies and consent, when asked, to submit to applicable drug testing to determine compliance with the policy. When circumstances suggest an impairment, the student will be asked to submit to a drug screen or test of blood alcohol level. Drug screening will be done at the student's expense. Transportation by taxi to a designated drug testing center will be arranged as needed. If the student drug screen is being done for reasonable cause, the student may not return to the classroom or clinical setting until the University is assured that the student is in compliance with the drug regulations and has a negative test.

Students who fail a University mandated drug screen will not be permitted to apply for any clinical program until the record is cleared as verified by the Health & Safety Office. This policy also applies to enrollment in any course with a clinical or service learning component. Students denied admission may reapply after a period of one full year following appropriate and documented treatment (or resolution of the problem) and follow up and presentation of a negative drug screen at a University designated facility and at a time appointed by the University.

Clinical students should also refer to the Drug and Alcohol Policies information in the document "STUDENT HEALTH & SAFETY: Policies and Procedures" on the student portal. For additional information and details on the Alcohol and Drug Policy please contact the Office of Health and Safety.

### **Community Expectations**

The University encourages mature reflection by its students when making personal choices. Students are expected to be aware of University policies and the availability of help for those who need

assistance. The welfare of students in our community is paramount; therefore, the University expects students to assist fellow students when they are in need.

### **Legal Responsibilities**

The state of Louisiana prohibits the purchase, public consumption or possession of alcoholic beverages by people under the age of 21. Federal, state, and local laws prohibit the possession, manufacture, distribution, and sale of illegal or harmful drugs and drug paraphernalia. Students at University are subject to jurisdiction under federal and state laws. In addition, the misuse of drugs or alcohol by the student on campus or at an off-site agency affiliated with the University is subject to University disciplinary action.

### **To report a suspected violation of the Drug and Alcohol Policy**

Please follow the guidelines for the Student Conduct Process in this Handbook. All reports should be directed to the Dean of Students who will then assess the situation and collaborate with the Director of Health & Safety. Individuals who refuse to consent or cooperate in the administration of the drug testing program or have a confirmed positive test for illegal drug usage, misuse of prescription drugs or over the counter drugs are in violation of University policy and are subject to discipline, including, and up to expulsion. In addition, students who fail to report for the test by the established deadline or attempts to manipulate the results of the drug test, the test will be treated as positive.

### **Resources**

The University focuses on education of the campus community regarding the effects of alcohol and other drugs. Resources available for alcohol and drug abuse problems include, but are not limited to, the Student Affairs Department, the University Health & Safety Office, the FMOL Employee Assistance Program, and/or other community resources. Students are informed of resources and programs through flyers, campus-wide emails and other campus communication forums.

Student Affairs also provides counseling to students exhibiting problems with alcohol or other drugs and confidential assessment and referrals to resources within the Franciscan Missionaries of Our Lady Health System or outside agencies. All consultations are confidential. Students are advised when it is necessary to report any information concerning actions or practices which are violations of state or federal laws.

## **IMMUNIZATIONS**

All students currently enrolled or enrolling at University are required to provide proof of immunizations for measles, mumps, and rubella (MMR), tetanus and diphtheria (TD) vaccination within the past ten years, and meningitis vaccination or the Waiver of Meningitis Form to the Office of Health and Safety following receipt of a student's acceptance letter from Admissions. All health forms are available on [Student Health](#) website or within the Office of Health and Safety.

## **STUDENT HEALTH INSURANCE**

The University encourages all students to carry personal health insurance. It is **strongly recommended** that all students enrolled in clinical degree programs carry personal health insurance

and that this be verified to the Health and Safety Office. Brochures on different insurance plans available may be obtained from the Health & Safety Office and additional resources are available on their website.

### **Clinical Accident Insurance**

The University provides Accidental Injury Insurance for all students enrolled in a clinical program or science laboratory course. This insurance only covers injuries resulting from an accident occurring while participating in assigned clinical activities. Expenses incurred from injuries resulting from such an accident that require medical care or treatment and are provided at an emergency room, hospital outpatient department, clinic or doctor's office, will be payable at 100% of the Reasonable and Customary charges up to a maximum of \$10,000 per accident. Please note that this is a secondary policy and will only pay claims after the student's primary insurance has paid. The student must submit an incident report to the Health and Safety Office as soon as possible following the accident.

## **STUDENT HEALTH RECORDS**

Student health records are completely confidential and maintained separately from academic records. Health records may be released only with the student's written consent. Student health records will be stored for a period of two years following the last semester enrolled at University. **Hard copy health documents** stored longer than this two-year period will be destroyed.

### **Procedure for Release of Student Health Information and Records**

To release student health records, the student must complete and sign the [Authorization for Release of Health Information form](#) available in the Health & Safety Office and on the University website. Telephone requests for out of town students may be completed after the student obtains and faxes or mails the completed "Authorization for Release of Health Information" form to the Office of Health & Safety.

## **CAMPUS SAFETY**

The University is committed to providing the University community with a safe and secure learning environment where members can pursue academic, career, and personal goals, free from unwarranted concerns for personal safety and property. The *Campus Safety and Security Booklet and Annual Security Report* is published each August by the University and includes campus safety policies and procedures, the annual security report, including documentation of campus crimes for the preceding three calendar years. The offenses for which the statistics are reported are defined in accordance with the FBI's Uniform Crime Reporting Program. This Booklet is also available from the Office of Campus Health and Safety.

## **CAMPUS SECURITY SERVICES**

University buildings are equipped with alarm systems. Lighted parking lots are provided for students should they enter/exit the building during the evening hours. Should a student note any unusual situations related to safety/security, they are encouraged to call security services at 225-765-8825 and notify University administration. The ultimate responsibility for personal safety rests with each student. Each student should be aware of potential risks to safety. The student is encouraged to:



- Walk with friends in lighted areas.
- Know building evacuation procedures in case of emergency.
- Know how to contact the security department or local authorities.
- Take reasonable actions to protect self and property.

### **Security Guards**

The University is served by Our Lady of the Lake Regional Medical Center’s (RMC) security subcontractor, Lake Security, as well as off-duty Baton Rouge police officers. Security guards maintain physical security and safety through vigilance and management of external and internal rounds as stipulated by the Director of Security. The Security Department is staffed 24 hours a day to provide immediate availability for emergency response. In addition, an extra duty police officer is available during instructional hours Monday through Friday and can be contacted by calling 225-202-7890.

### **Security Escort Service**

The RMC security guards will provide escort service upon request and courtesy patrol in parking areas by calling 225-765-8825. Due to the nature of our growing campus with an increase in the number of students and classes, the fact that students and staff occupy several buildings on different streets, and that the escort service is also available to the RMC staff and visitors, an escort may not be available in a timely manner. It is therefore strongly recommended that students use a buddy system to escort each other while on campus. Students are encouraged to meet each other before and after classes so that they may travel in groups. For suggestions on developing a buddy system, contact the Office of Health and Safety at 225-768-1755.

### **Additional Resources**

- [U.S. Department of Education website](#) for crime statistics at post-secondary schools
- [Crime statistics](#) for East Baton Rouge Parish (the University is located in District 2 Zone E Sub Zone 3).
- Public information on registered sex offenders in the State of Louisiana from the [Louisiana State Police Sex Offender and Child Predator registry](#)

## **CLERY ACT**

The campus safety and security policies, procedures and guidelines have been developed to assure this environment and to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and subsequent amendments. The Clery Act is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Violence Against Women Act 2013 bill included was what is known as the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking. The Campus Health & Safety Director serves as the Campus Security Authority (CSA).

## EMERGENCY COMMUNICATIONS

The University recognizes that no single technology is inclusive enough to notify all of the people all of the time. Because of this, we will use multiple technologies that are designed to overlap and complement each other. Notification will include: Text Messages to cell phones, Pop-Up Alerts to Network Computers (when available), campus wide email, disaster call tree, University website alert, emergency hotline message, social and public media.

### Emergency Text Messaging

All University faculty, staff and students shall have the option to participate in the emergency notification system by receiving text messages to their phones. Students who provide a mobile phone number to the Registrar's Office will be enrolled automatically for this service. Faculty, staff and students who choose to receive text messaging will be responsible for fees charged by their cellular carrier.

### Emergency Hotline

The status of any campus emergency will be recorded on a dedicated voice mail box and updated as the situation warrants. Students, faculty and staff may dial the hotline number at 225-526-1600 to hear the recorded message at any time.

## EMERGENCY PROCEDURES

The University published Safety Manual Plan incorporates emergency response and evacuation policies and procedures for a variety of situations. Information regarding this plan is available within the Office of Health and Safety. For a potential emergency or active threat on campus please notify Campus Police at 225-202-7890 or dial 911. Afterwards, make a second notification to the Director of Health & Safety at 768-1755 who will then determine the next steps and contact the appropriate people.

Please see the University Portal Campus Safety page or the University website Campus Safety page for additional resources regarding the Safety Plan, University Hurricane Plan, and Campus Safety & Security Booklet and Annual Security Report.

## FIRE SAFETY

Monitored fire alarm systems and/or smoke detectors are located in all campus buildings. Furnishings or decorations of an explosive or highly flammable character shall not be used. The following procedures are to be followed if a fire is discovered or suspected:

- Pull the nearest fire alarm. If the alarm fails to operate, warn others by knocking on doors and/or shouting **"FIRE"**.
- Close all doors, especially doors to fire area.
- A fire extinguisher may be used to extinguish a small, contained fire.
- Go to the nearest exit and evacuate the building. Assemble in the parking lot away from the building. Follow the instructions of the Security Officer and/or University administration.

## **TOBACCO POLICY**

The University is a tobacco free campus. The use of tobacco products including, but not limited to, cigarettes, cigars and pipe smoking and chewing tobacco is prohibited on the University property; electronic cigarettes (E-cigarettes) and similar products are also prohibited. The property includes all buildings, grounds and parking lots owned, leased or operated by the University or RMC.

### **Disciplinary Procedure for Tobacco Violations**

Students who fail to comply with the Tobacco Policy will undergo the following disciplinary process overseen by the Director of Health and Safety:

- Upon first notice of a violation, the student will receive a verbal warning.
- Upon second notice of a violation, student will receive a second warning.
- Upon third notice of a violation, the Dean of Students will be notified to refer the student for counsel regarding the smoking behavior, the student will be placed on probation.
- Upon the fourth smoking violation, the student will be referred to the Vice President for Student Affairs and Enrollment with a recommendation for disciplinary suspension.

## **GENERAL UNIVERSITY POLICIES AND INFORMATION**

### **CHANGE OF NAME OR ADDRESS**

Students are expected to maintain within the Office of the Registrar current addresses, phone numbers, emergency contacts and name changes. Current addresses will be used for official written communications. Students are responsible for information mailed to addresses of record. It is the responsibility of each student to ensure that his or her information of record is correct. Faculty or other department-level offices may collect such student information for their own purposes, but this does not constitute an official notification of change. All address and name changes should be submitted to the Office of the Registrar on a Demographic Information Update Form that can be secured from the Office of the Registrar.

### **CHILDREN OF STUDENTS**

For safety, children in the University must have adult supervision at all times. Children are **not** allowed in the classroom because of liability issues.

### **FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)**

In compliance with the Family Educational Rights and Privacy Act (FERPA), University cannot release personally identifiable information to any person other than the student, unless written permission is given to the University to do so. This includes, but is not limited to, grade reports, academic schedule information, and transcripts. The student's name; local and permanent addresses; telephone numbers; email addresses; date and place of birth; classification; major field(s) of study; dates of attendance; degrees, honors, and awards received; most recent educational institution attended; and photographs is considered public "Directory Information" and may be released by the University for any purpose unless the student requests that it be withheld. For additional information on students' rights concerning educational records please see the University Academic Catalog.

## **Release of Educational Records**

Students may give permission for their educational records to be released to designated parties by completing the "FERPA Authorization to Release Educational Records" available on the Portal or from the Registrar's Office. This form allows students to grant parents, guardians, spouses, and/or others access to their educational records maintained by the Registrar's, Business and Financial Aid Offices and other student records maintained by other entities on the University campus. If you have questions, contact the appropriate department.

## **Non-Disclosure of Directory Information**

Students who do not want their directory information given out must complete the Directory Non-Disclosure Form available on the Portal or from the Registrar's Office. This form must be received by the end of the first full week of classes for any term to ensure that the student's directory information is not released except to officials with legitimate educational purposes as authorized by FERPA.

## **FIREARMS AND WEAPONS**

The unauthorized possession of firearms, knives or any type weapon is prohibited on the University campus. The possession of such weapons may result in disciplinary action up to and including dismissal.

## **MEDICAL LEAVE OF ABSENCE**

The University is committed to creating an accessible and inclusive environment for all students. Any student with a condition (illness, infection, injury, pregnancy, etc.) that necessitates leaving an assignment or results in an extended absence of 3 or more days must discuss their situation with their instructors and the Director of Campus Health and Safety.

Students may choose to continue with their program with the understanding that they are expected to satisfactorily meet the same standards of course and classroom performance as are the other students enrolled in the program as well as adhering to academic policies that apply to all students.

### **Procedures Related to Absence**

Following an absence described above, the student may return to class after obtaining medical documentation of the student's ability to participate in all activities inherent in the course description. The student must contact the Student Health and Safety Office regarding how to obtain a "Return to Class/Clinical Form". Student must provide medical documentation regarding dates of illness and any activity restrictions prescribed. An illness requiring an extended absence that prevents the completion of course work because of circumstances beyond the student's control, may necessitate the process for an "I" grade, withdrawal, or resignation. The student must initiate the appropriate process following established guidelines in the current catalog.

### **Request for Accommodations**

Students who wish to request reasonable accommodations for medical reasons must register with the Office of Disability Services (see Student Handbook regarding Disability Services). Reasonable accommodations vary based on the student's circumstances and academic program. Please refer to

your program handbook regarding additional recommendations for students in specific programs. Students should then discuss their medical accommodation request with their professor(s). If unsatisfied with the faculty members' response(s), then the student should contact their Program Director/Chair. If the student has attempted to resolve their concerns with their Program Director/Chair and is still unsatisfied with the response, they may contact their School Dean. The decision of the Dean is final.

## **PARKING**

To prevent unauthorized vehicles from using campus-parking areas, security officers will enforce the parking regulations. Security officers will give one warning to vehicles parked "legally" but without University parking tags; subsequent violations will result in the vehicle being booted. Cars may be booted or towed if parked in restricted areas such as fire lanes, loading zones, or blocking dumpsters. Additionally, parking in the hospital or clinic lots prevents patients and visitors from parking so this not allowed. Campus parking maps are available in the Administration Building as well as in the Safety and Security Booklet.

Vehicles in violation of campus parking regulations are subject to booting on a first time offense. There is a fine charged to remove the boot. The fine for first offense is \$10, second offense is \$20 and each offense thereafter is \$50. The University is not responsible for damage caused to vehicles in the process of parking or driving on campus. All vehicles are operated or parked on the campus at the owner's risk. Should accidents or damage occur, the Security office must be notified and will assist the student in proper notification of local officials.

### **Parking Tags**

The University issues student-parking tags during new student orientation. After orientation, student-parking tags are available in the reception window at the Admissions Office. The hang tag must be displayed on the rear view mirror of your vehicle. Please be aware of the designated parking areas for faculty, staff and students.

### **Temporary Parking**

Temporary parking permits are available for visitors to the campus. The receptionists in each building issue the temporary tags. The temporary tag must clearly indicate the expiration date for the authorized parking period.

### **Handicap Parking**

Handicap parking is available at each campus building and is reserved for use by properly authorized and identified vehicles. A state issued permanent handicap license plate or a state issued temporary handicap hangtag is required to use handicap parking spaces. Unauthorized vehicles parked in a handicap space are not only subject to booting by campus security but also subject to ticketing by city police. This policy will be strictly enforced.

## **SALES AND SOLICITATION**

Solicitation of students, faculty, or staff for the purpose of selling merchandise or services or obtaining contributions on campus is allowed only with expressed permission from the University administration office.

## **STUDENT COMPLAINT AND GRIEVANCE PROCEDURE**

Students who feel they have an academic grievance (non-grade related) should first discuss the problem with the faculty member involved, followed then by the Program Director or Department Chair in the specific program. If the matter has not been resolved at that level, the student should take the issue to the School Dean. For non-academic and administrative concerns, students should first discuss the problem with the individual involved, then to the Director of the appropriate department. In the unusual case in which this process fails to bring about a satisfactory resolution, any individual may pursue the matter further by submitting a written complaint/concern to [complaints@franu.edu](mailto:complaints@franu.edu). For additional information please see the Complaint and Grievance Policy.

### **Statement of complaint or concern guidelines:**

1. Identify and explain the exact nature and circumstance of the complaint or concern including the dates and locations of any specific incidents. This written statement must be submitted within 15 working days of the precipitating event(s), and should be limited to two, double spaced pages.
2. Identify the names of persons or witnesses who have knowledge of any specific incident leading to the complaint/concern, and submit as appendices any available written documentation or evidence that is relative to the complaint/concern.
3. For academic grievances, the Vice President for Academic Affairs will give consideration to all written submissions of the complaint/concern and will determine the process for addressing it, related to the nature of the complaint/concern. All other types of grievances, other than academic, will be addressed to the Vice President for Student Affairs and Enrollment Management.
4. The student submitting the written statement of complaint/concern will receive written notification of action taken to address the complaint/concern from the appropriate Vice President within 5 working days of the statement being received. The decision of the Vice President will be final.
5. There will be no discrimination or retaliation as a result of a student's exercise of his or her rights under this procedure. The University will prohibit and guard against any form of reprisal that may be directed toward a student who files a complaint. Violation of this prohibition will be met with appropriate disciplinary action.
6. Students have the right to file a grievance directly with the Office of Civil Rights. Contact Information is as follows:

Dallas Office; Office for Civil Rights  
U.S. Department of Education  
1999 Bryan Street, Suite 1620  
Dallas, Texas 75201-6810  
Telephone 214-661-9600

## STUDENT CONSENT FOR LETTERS OF RECOMMENDATION/EVALUATION

Requests for letters of recommendation or evaluation from faculty and/or staff members must be done in writing and accompanied with a signed copy of the University Consent and Release Form. This form is found under Student Documents on the University Portal and may be obtained by previously enrolled students upon request.

## STUDENT TRAVEL POLICY

This policy applies if the activity or event is located off the campus and the travel is required by a registered student organization or funded by SGA or the University and requires use of private vehicle. This policy generally does not apply to travel to and from internships, required clinical assignments, or service-learning activities. Students are responsible for providing their own transportation to these scheduled learning experiences. However, students are encouraged to follow the guidelines set out in this policy and the safe travel rules established by the University whenever travel is University related. For additional information regarding student travel please see the Student Organization Manual available on the Portal.

### Rules Regarding Travel Policy

- **Use of Seat Belts and Other Safety Devices:** Seat belts and other safety devices must be used at all times.
- **Passenger Capacity:** Seating in personal vehicle must comply with the manufactures recommended safety capacity or federal or state law whichever is lowest.
- **Privately Owned Vehicle:** Student drivers must have a valid state driver's license, current state registration, adequate motor vehicle insurance (collision, liability, medical, etc.), and a current state inspection sticker. If students use their own vehicles, and/or transport other students as passengers, they should be informed, in advance, that their personal insurance will be primarily responsible for any liability that may arise from such use. The student's signature on the **Liability Acknowledgement Form** attests that the information is current and correct.
- **Rental Vehicles:** At no time are students authorized to rent a vehicle to attend a University sponsored event, a conference or any other activity planned by a student organization.
- **Approved Driver:** Drivers cannot have a major or capitol violation on their driving record, no more than one at fault accident of any type in the last three (3) years, and no more than two (2) moving violations during the last three (3) years.
- **Fatigue and Time of Travel:** Students who travel to and from events and activities covered under this policy should obtain a minimum of six (6) hours sleep before traveling and drive no more than five hundred (500) miles in a twenty-four (24) hour period. Students may not drive between the hours of 10:00 p.m. and 6:00 a.m. unless authorized by the organization advisor or department head.
- **Air and other modes of Commercial Transportation:** Students traveling by air and other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and the rules of the specific commercial carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions. The University will not cover the cost of any overweight baggage.

- **International Excursion:** Students traveling to locations outside the United States are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining health and other insurance, establishing safe points of contact in the host country and following travel advisories issued by the United States Department of State, the host country or other recognized international organizations.
- **Alcohol and Illegal Drugs:** Please see the section in the Student Handbook regarding the University Drug and Alcohol Policy. Students are responsible for their behavior at all times on and off campus.
- **Excursion Authorization:** Registered student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel from their faculty advisor and the Dean of Students a minimum of fourteen (14) days before the event or activity. Students traveling to events must return by the same mode of transportation unless authorized to do otherwise by the appropriate University official. Students less than eighteen (18) years of age are not authorized to return in any other mode of transportation than the one provided.

### **Compliance and Enforcement**

Department or student organization's advisors are responsible for verifying that their students are aware of these rules, compliance with the procedures, and that the proper paperwork has been completed and submitted to the Dean of Students; they are not responsible for verifying the legitimacy of the documents the student (s) provides. Students who fail to comply with these rules, the procedures, or required paperwork are subject to disciplinary action.

### **VALUABLES**

The University is not responsible for lost or stolen items. Books and other valuables should not be left unlocked or unattended.

### **VISITING HOSPITALIZED PATIENTS**

Students who wish to visit relatives, friends, or other students who are hospitalized must do so during regular visiting hours. Students are expected to comply with the same visiting regulations that apply to the general public.

### **VISITORS TO CAMPUS**

University students are personally responsible for their on-Campus visitors; visitors are upheld the same University rules, regulations, and policies. Currently enrolled students wishing to bring a guest to class must obtain permission from their instructor(s).

### **WITNESSING OF DOCUMENTS**

Students enrolled in clinical courses are not permitted to sign or witness signatures on legal documents, agency forms concerned with patients' valuables, operative permits, or medical-consent forms.



## **TECHNOLOGY SERVICES**

### **INFORMATION SERVICES SUPPORT CENTER**

The Information Services Support Center (ISSC) is the primary point of contact for instructional and communication technologies and provides general technology hardware and software support for all students, faculty, and staff. This includes assistance with email access and password resets. Please call 225-765-4357 and have your student ID number accessible.

### **PASSWORD SECURITY**

All University faculty, staff, and students (users) are assigned unique credentials (unique username and unique password) that are used to access the University's Information Systems (IS) applications across campus. This includes but is not limited to myPortal, University email, WebServices, and the University's Learning Management System (LMS) - Moodle. All users are to accept responsibility for the security of their personal passwords and must not share them with anyone. This includes other students, faculty, Lake Security, or University/FMOLHS IS. Passwords must be kept in a secure manner. For example, users should never write their password on a sticky note and post it beside their computer. Personal passwords are required to be reset every 180, starting at the date of the user's most recent password change, and must be reset immediately if compromised.

### **UNIVERSITY EMAIL**

The University email system is the official mode of electronic communication to and among faculty, staff and students. University faculty, staff and students will use University email accounts to send essential information, classroom communications and official notices. Such communications will not be sent to personal email accounts such as Hotmail, AOL, Gmail, etc. It is important that all students check their University email regularly. All students are assigned an email account after registration as part of their acceptance package. Email network accounts are free of charge and remain active for the duration of the student's enrollment at the University.

### **UNIVERSITY COMMUNICATION**

The University respects each student's right to free speech and expression, however, students are responsible for the manner in which they choose to use this expression. University sponsored communication forums which includes, but is not limited to, University email, Moodle, myPortal, and others are governed by the same laws, policies, rules of conduct, and etiquette that apply to all other activities. The University reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures upon students whose actions, speech, or communications violate the Student Code of Conduct regardless of forum or medium of expression.

#### **Email Usage**

Students should exercise discretion in using email to communicate confidential or sensitive matters and should not assume that email is private or confidential. The University reserves the right to access, search, read, copy or otherwise use data and information stored on University computers, networks, and other electronic media without the consent of the creator or recipient. Individuals who

use these University systems consent to monitoring of any communications that are created, sent, received, or stored on network or standalone computers.

## **Social Media Usage**

The University's primary concern regarding social media platforms such as Facebook, Twitter, Instagram, and other social media platforms involves the safety of students as well as the integrity of University and its community. The University is aware that students may wish to express their personal ideas and opinions through private social media that are not administered by the University. Nevertheless, students should be aware that the University Student Code of Conduct applies to uses of private social media platforms or communications resources that reflect poorly on the University.

Guidelines to follow regarding social media use:

- Avoid posting personal information like addresses, cell phone numbers, etc.
- Do not make references to alcohol or drugs in photos or blogs.
- Do not post explicit pictures.
- Do not post negative references to your classmates, instructors, or staff.
- Logos and pictures posted on the University's website are copyrighted and cannot be used without University permission.

*Note that students participating in clinical training at a medical facility are subject to that facility's policies and should be cognizant of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule when using social media. Students participating in clinical training at Our Lady of the Lake Regional Medical Center (RMC) are subject to the RMC Social Media Policy for Team Members.*