2026-2027

STUDENT HANDBOOK

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,

David Bellar, Ph.D.
President

MESSAGE FROM THE DEAN OF STUDENTS

Welcome to FRANU!

Whether you're just starting out, transferring in, or coming back for another exciting year—you belong here, and I'm truly glad you're part of our community. As a member of the FRANU family, you've got a world of opportunities ahead of you to grow, explore, and thrive—both in and out of the classroom.

My hope is that you'll jump in with both feet: get involved, connect with others, and make the most of everything our campus has to offer. Whether it's through academic programs, student activities, or community events, every step you take brings you closer to becoming the kind of highly-skilled professional, integrated thinker, and faith-filled citizen you're meant to be.

You're not walking this journey alone. Our Student Affairs team—and the entire FRANU family—is here to support you every step of the way. We've got departments, programs, and people dedicated to making your experience meaningful, fun, and full of growth. Don't be shy—explore, ask questions, and reach out when you need us.

This handbook is your go-to resource to help guide you through your time here. Inside, you'll find helpful information about our policies, services, and who to contact when you need a hand. Keep it close—you'll thank yourself later!

Can't wait to see the amazing things you'll do. My door is always open, and I look forward to seeing you around campus.

Blessings,

Esther Penns, MPA
Dean of Students

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. Every 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 deemed 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 healthcare 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 reflects 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 HARASSMENT POLICIES & GUIDELINES

NON-DISCRIMINATORY POLICY

Franciscan Missionaries of Our Lady University (FranU) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, including in admission and employment. This policy outlines the procedures for addressing and resolving allegations of power-based violence including sex-and-gender-based harassment and discrimination, and Sexual Misconduct (i.e., sexual assault, stalking, dating violence, domestic violence, sexual exploitation, retaliation, etc.).

Such procedures are required in accordance with federal law and USDOE federal guidance, including Act 472 of the 2021 Regular Legislative Session of the Louisiana Legislature (Act 472), Title IX of the Education Amendments of 1972 (Title IX) and Title VII of the Civil Rights Act of 1964 (Title VII), the Violence Against Women Act (VAWA), The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and other applicable laws. FranU's Title IX Coordinator is responsible for administering this policy at the University.

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. The University's Harassment Policy and Sexual Offenses Policy are used to address complaints of

this nature. These policies and procedures for filing, investigating and resolving complaints for violations of this policy may be found in the Campus Safety Plan on myPortal as well as in the Student Handbook on myPortal.

Scope

Power-based violence, and sex-and-gender-based harassment and discrimination, including sexual misconduct, violate an individual's fundamental rights and personal dignity and will not be tolerated. FranU prohibits and is committed to an environment free of discrimination on the basis of sex, gender, and sexual misconduct. This policy affirms these principles and provides recourse for individuals who rights have been violated.

This policy is intended to inform and guide individuals who have been affected by power-based violence, whether as a Complainant, a Respondent, or a witness, and to provide a fair and equitable procedures for all parties. It is applicable with respect to conduct that occurs both on and off campus.

FranU will affirmatively promote prevention, awareness and training programs to encourage individuals to report concerns or complaints. Everyone has a responsibility to prevent and report acts of prohibited conduct. Any FranU employee who has knowledge of sex-and-gender-based harassment and discrimination, including sexual misconduct, must file a report with the Title IX Coordinator.

FranU will take prompt, thorough, and impartial action to discipline those who violate this policy, prevent recurrence of prohibited behavior, and effect equitable remedies.

The following discusses the University's educational programs to promote the awareness of power-based violence and sexual misconduct. It provides information concerning procedures both students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation of one of these offenses has occurred.

Primary Prevention and Awareness Program

The University conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. In it they are specifically advised that the University prohibits the offenses of power-based violence and sexual misconduct. They are also informed of the topics in the upcoming sections, including relevant definitions, risk reduction, and bystander intervention.

Definitions

Actual Knowledge: Any reasonable information of sex-and gender-based harassment and discrimination, including sexual misconduct or allegations of such provided to a Title IX Coordinator or any other Mandatory Reporter. Actual Knowledge would also include personal observation by any employee of such conduct.

Administrative Resolution: A process by which allegations and evidence are presented to a Decision-Maker for determination as to whether a Respondent is responsible for a violation of this policy.

Administrative Resolution is not used in cases where the allegation could violate Title IX, or where probable cause indicates that the Respondent found in violation faces suspension or expulsion from FranU, or termination of employment.

Advisor: A person chosen by a party or appointed by the University to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.

Coercion: The use of express or implied threats, intimidation, or physical force, which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

Complainant: An individual who is alleged to be the victim of behavior that could constitute power-based violence under this policy (or an individual who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX) irrespective of whether a Formal Complaint has been filed.

Confidential Advisor: A person designated by the University to provide emergency and ongoing support to students who are alleged victims of power-based violence.

Confidential Resources: Those deemed confidential by law or professional ethics, or individuals explicitly selected, trained, and designated by FranU to provide confidential support to students and employees for concerns arising under this policy. Confidential Resources may also help facilitate supportive measures and assist with reporting to Title IX and/or law enforcement, if desired by the Complainant.

Consent: Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate Consent. Consent must be knowing and voluntary. To give Consent, a person must be of legal age. Assent does not constitute Consent if obtained through coercion or from an individual whom the Alleged Offender knows or reasonably should know is Incapacitated. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent. A current or previous consensual dating or sexual relationship between the parties does not itself imply Consent or preclude a finding of responsibility.

Decision Maker: A trained individual who reviews all relevant and directly related evidence including the investigation report and makes a decision regarding responsibility based on preponderance of the evidence as well as any applicable sanctions. A Decision-Maker is used during the Administrative Resolution Process.

Determination Letter: A letter provided by the Hearing Panel to the parties and their Advisors at the conclusion of the Formal Resolution Process. This letter summarizes the allegations and appliable policies, the investigation, and the findings and sanctions of the panel.

Employee: An employee is defined as:

i. An administrative officer, official, or employee of the Board or University.
ii. Anyone appointed to the Board or University.
iii. Anyone employed by or through the Board or University.
iv. Anyone employed by a foundation or association related to the Board or University.

The employee category does not include a student enrolled at the University unless the student works for the University in a position such as a Teaching Assistant or Advisor.

Formal Complaint: A signed document filed by a Complainant or signed by the Title IX Coordinator alleging power-based violence or retaliation and requesting the University investigate and possibly adjudicate the alleged issue. A third party who knows of or witnessed an incident of power-based violence but who did not suffer such conduct themselves may request that the University treat their third-party Report as a Formal Complaint. The University can convert a Report to a Formal Complaint if it determines that, in order to meet its state and/or federal obligations to provide a safe and nondiscriminatory environment for the broader University community, it must take further steps to address and resolve the matter.

For purposes of alleged misconduct that satisfies the jurisdictional requirements of Title IX, see Formal Complaint in the Title IX Grievance Policy.

Formal Resolution: A process by which allegations and evidence are presented in a live hearing to a Hearing Panel for determination as to whether a Respondent is responsible for a violation of this policy.

Hearing Panel: A body of three trained individuals assembled to hear testimony and weigh evidence resulting in a decision regarding responsibility based on the preponderance of the evidence.

Hostile Environment Harassment: Unwelcome conduct, determined by a reasonable person, to be so severe, pervasive, and objectively offensive, that it effectively denies a person equal access to an education program or activity.

Incapacitation: An individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Individuals who are asleep, unresponsive, or unconscious are incapacitated. Other indicators that an individual may be incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

Incident Report: Initial report alleging sex-or gender-based harassment or discrimination. An Incident Report does not, by itself, trigger an investigation.

Informal Resolution: A voluntary process that is separate and distinct from the University's investigation and adjudication processes that allow the parties (i.e., Complainant and Respondent) to reach a mutually agreeable resolution.

Interim Measures: Remedial measures taken to help deescalate and offer a short-term temporary resolution during the pendency of a resolution under this policy.

Intimidation: Implied threats or acts that cause an unreasonable fear of harm in another.

Investigators: Individuals designated by the Title IX Coordinator to conduct an investigation of alleged power-based violence. The Investigators will be trained individuals who objectively collects and examine the facts and circumstances of potential violations of this Policy and document them for review. The Investigators will be neutral and will not have a conflict of interest or bias against the Complainant or Respondent, or Complainants and Respondents generally.

Mandatory Reporter: An individual who is obligated by law to report any knowledge they may have of power-based violence. For purposes of this Policy, mandatory reporters include Responsible Employees (see definition of Responsible Employees).

Power-based violence is a broader term that covers gender/sex-based misconduct beyond the Title IX Regulations' "sexual harassment" definition. Power-based violence prohibited by this policy includes conduct defined in Act 472 (Louisiana Laws - Louisiana State Legislature)

Notice: A report of sex-or gender-based discrimination or harassment, including Sexual Misconduct, made to the Title IX Coordinator or any Mandatory Reporter.

Power-based Violence: Any form of interpersonal violence intended to control or intimidate another person through the assertion of power over the person, including but not limited to dating violence, domestic violence, sexual assault, sexual harassment, and stalking. Violations categorized as power-based violence are further described in the Louisiana Board of Regents Policy on Power-Based Violence/Sexual Misconduct.

a. **Dating violence:** Violence, when on the basis of sex or gender, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, Dating Violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence. (R.S. 46:2151(C)). Louisiana Laws - Louisiana State Legislature

b. **Domestic abuse and family violence** (R.S. 46:2121.1(2) and 2132(3)) Louisiana Laws - Louisiana State Legislature. For the purpose of this Part, domestic abuse shall also include any act or threat to act that is intended to coerce, control, punish, intimidate, or exact revenge on the other party, for the purpose of preventing the victim from reporting to law enforcement or requesting medical

assistance or emergency victim services, or for the purpose of depriving the victim of the means or ability to resist the abuse or escape the relationship.

c. **Nonconsensual observation of another person's sexuality without the other person's consent,** including **voyeurism** (R.S. 14:283.1) Louisiana Laws - Louisiana State Legislature , **video voyeurism** (R.S. 14:283) Louisiana Laws - Louisiana State Legislature, **nonconsensual disclosure of a private image** (R.S. 14:283.2) Louisiana Laws - Louisiana State Legislature, and **peeping tom activities** (R.S. 14:284) Louisiana Laws - Louisiana State Legislature.

d. **Sexual Assault:** Sexual contact or penetration without consent (R.S. 14:41, 42 through 43.5, 89, 89.1, and 106) Louisiana Laws - Louisiana State Legislature

a. **Sex Offenses, Forcible:** Any sexual act directed against another person, without the consent of the Complainant including instances where the Complainant is incapable of giving consent.

i. **Forcible Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
ii. **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
iii. **Sexual Assault with An Object:** To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
iv. **Forcible Fondling:** The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

b. **Sex Offenses, Non-forcible:** Non-forcible sexual intercourse.

i. **Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Louisiana law.
ii. **Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent in Louisiana.

c. Sexual Assault also includes sexual battery as defined in La R.S. 14.43.1.

i. **Sexual Battery** (R.S. 14.43.1) Louisiana Laws - Louisiana State Legislature
ii. **Misdemeanor sexual battery** (R.S. 14.43.1.1) Louisiana Laws - Louisiana State Legislature

iii. **Second degree sexual battery** (R.S. 14:43.2) Louisiana Laws - Louisiana State Legislature

iv. **Oral sexual battery** (R.S. 14.43.3) Louisiana Laws - Louisiana State Legislature

v. **Female genital mutilation** (R.S. 14:43.4) Louisiana Laws - Louisiana State Legislature

vi. **Intentional exposure to HIV** (R.S. 14.43.5) Louisiana Laws - Louisiana State Legislature

vii. **Crime against nature** (R.S. 14:89) Louisiana Laws - Louisiana State Legislature

viii. **Aggravated Crime against nature** (R.S. 14.89.1) Louisiana Laws - Louisiana State Legislature

ix. **Obscenity** (R.S. 14:106) Louisiana Laws - Louisiana State Legislature

e. **Sexual Exploitation** means an act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse of another person's sexuality including prostituting another person (R.S. 14:46.2 and 82 through 86).

i. **Human trafficking** (R.S. 14.46.2) Louisiana Laws - Louisiana State Legislature

ii. **Prostitution** (R.S. 14.82) Louisiana Laws - Louisiana State Legislature

iii. **Prostitution of person under 18** (R.S. 14:82.1) Louisiana Laws - Louisiana State Legislature

iv. **Purchase of commercial sexual activity** (R.S. 14:82.2) Louisiana Laws - Louisiana State Legislature

v. **Solicitation for prostitutes** (R.S. 14:83) Louisiana Laws - Louisiana State Legislature

vi. **Inciting prostitution** (R.S. 14:83.1) Louisiana Laws - Louisiana State Legislature

vii. **Promoting prostitution** (R.S. 14:83.2) Louisiana Laws - Louisiana State Legislature

viii. **Prostitution by massage** (R.S. 14:83.3) Louisiana Laws - Louisiana State Legislature

ix. **Sexual massages** (R.S. 14:83.4) Louisiana Laws - Louisiana State Legislature

x. **Pandering (sexual)** (R.S. 14:84) Louisiana Laws - Louisiana State Legislature

xi. **Letting premises for prostitution** (R.S. 14:85) Louisiana Laws - Louisiana State Legislature

xii. **Enticing persons into prostitution** (R.S. 14:86) Louisiana Laws - Louisiana State Legislature

f. **Sexual Harassment** means unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature when the conduct explicitly or implicitly affects an individual's employment or education, unreasonably interferes with an individual's work or educational performance, or creates an intimidating, hostile, or offense work or educational environment and has no legitimate relationship to the subject matter of a course or academic research.

g. **Stalking** (R.S. 14:40.2) and cyberstalking (R.S. 14:40.3).

h. **Unlawful communications** (R.S. 14:285).

i. **Unwelcome sexual or sex-or-gender-based conduct** that is objectively offensive and has a discriminatory intent.

Quid Pro Quo Sexual Harassment: An employee conditioning the provision of aid, benefit, or service on the Complainant's participation in unwelcome sexual conduct.

Respondent: An individual who has been accused in a Report or Formal Complaint of conduct that could constitute power-based violence prohibited under this Policy (or, under the Title IX Grievance policy, an individual alleged to be the perpetrator of conduct that could constitute sexual harassment under Title IX).

Responsible Employee: An employee who receives a direct statement regarding or witnesses an incident of power-based violence. Responsible Employees do not include an employee designated as a Confidential Advisor pursuant to R.S. 17:3399.15(B) or an employee who has privileged communications with a student as provided by law.

Sexual Misconduct: A sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. Examples include but are not limited to threatening or causing physical harm; extreme verbal, emotional, or psychological abuse; or other conduct which threatens or endangers the health or safety of any person. For the purpose of this Policy, Sexual Misconduct includes, but is not limited to, sexual abuse, violence of a sexual nature, Sexual Harassment, Sexual Assault, Sexual Exploitation, as well as Dating Violence, Domestic Violence and Stalking when on the basis of sex or gender, as well as crimes of a sexual nature as defined in Title 14 of the Louisiana Revised Statues or in La. R.S. 44:51.

Sexually-Oriented Criminal Offense: Any sexual assault offense as defined in La. R.S. 44:51, and any sexual abuse offense as defined in La. R.S. 14:403.

Sexual Orientation Discrimination: Behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs, activities, and services because of a person's actual or perceived sexual orientation.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter sexual harassment. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures.

Title IX Coordinator: The individual designated by a postsecondary education institution as the official for coordinating the University's efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 and Act 472 of the 2021 Regular Legislative Session of the Louisiana Legislature.

Title IX Grievance Procedure: A process for addressing and resolving a "Formal Complaint" that satisfies requirements set forth in 34 C.F.R. §106.30.

Title IX Sexual Harassment: For the purposes of determining whether power-based violence will be treated as a potential violation of Title IX in accordance with the Title IX Grievance Procedures, Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

a. An employee of the University conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct:
b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
c. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Risk Reduction

If you find yourself in an uncomfortable situation, these suggestions may help you reduce your risk:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of someone who makes you feel uncomfortable or seems sexually aggressive.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.
- Make others earn your trust. Don't assume new friends will definitely have your back or will always have your best interests in mind.
- Do not spend time alone with someone you do not know well.
- Watch your drinks. Do not accept drinks from people who don't know or drink beverages you did not open yourself. Don't share or exchange drinks with anyone and do not consume drinks from "common" containers such as punch bowls. Do not leave your drink unattended.
- Make plans and be prepared when going out. Have a backup plan in case someone gets separated from the group or their phone dies and knows you are safely getting home.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of power-based violence or sexual misconduct:

- Remember that you owe sexual respect to the other person.
- Don't make assumptions about the other person's consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.

- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you, their intentions.
- Consider "mixed messages" a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don't take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse, threats of violence or abuse, breaking objects, using force during an argument, jealousy, controlling behavior, quick involvement, unrealistic expectations, isolation, blames other for problems, hypersensitivity, cruelty to animals or children, "playful" use of force during sex, Jekyll-and-Hyde personality, etc.

Bystander Intervention

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of power-based violence and sexual misconduct.

Direct…

- Intervene when a person tries to take advantage of someone who is incapacitated. Step in and ask if the person needs help.
- Show disapproval – send a frustrated look, clear your throat, frown or give an audible sigh rather than go along with sexist, rape-supporting or homophobic comments or jokes.
- Help friends safely get out of potentially dangerous situations.
- Look out for friends when they've had too much to drink…don't leave them, have a buddy system, make sure they get home safely.

Distract…

- Interrupt the Behavior – state directly to the offending person that the behavior is unacceptable
- Provide a Distraction – change the subject or interrupt an argument to ask for directions or provide some other distraction.

Delegate…

- Call for help – reach out to someone in authority or emergency personnel when you see someone is in danger so they may intervene immediately.

Delay…

- Provide public or private support to the aggrieved person after the fact via a listening ear showing you care.
- Strategize ways to handle similar scenarios should they occur in the future.

Educate…

- Yourself and others about interpersonal violence and gender inequality.

Additional Information

The Primary Prevention and Awareness Program (PPAP) also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of power-based violence or sexual misconduct has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this policy.

Ongoing Prevention and Awareness Campaign (OPAC)

The University also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAC, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of power-based violence and sexual misconduct.

PPAC and OPAC Programming Methods

The PPAC and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the University. Methods include, but are not limited to, presentations, online training modules, distribution of written materials, periodic e-mail blasts, and guest speakers. Past programming and currently planned programming include the following:

- New students receive education on the power-based violence and sexual misconduct during orientation. All new employees are required to complete an online training module upon hire and all employees are required to complete annually.
- As part of its ongoing campaign, the University uses a variety of strategies, such as in-person presentations by power-based violence and sexual misconduct organizations, e-mail blasts with pertinent information, portal announcements, etc. while programming occurs throughout the year, the University also offers educational sessions and literature in coordination with nationally recognized observances such as Sexual Assault Awareness Month and Domestic Violence Awareness Month.

Procedures to Follow

If you are a victim of power-based violence or sexual misconduct, go to a safe place and call 911, Lake Security at (225) 765-8825, or the Extra Duty Police at (225) 202-7890. In addition, or in lieu of, contacting an entity listed in the previous sentence, you can also contact the University's Title IX Coordinator at (225) 526-1679 or by visiting 5414 Brittany Drive, Baton Rouge, Louisiana 70808. Victims will be notified in writing of their procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this policy).

2. The importance of preserving evidence that may be necessary to prove the office in a criminal proceeding or disciplinary action or to obtain a protective order. To that end, keep in mind the following:

    - You should not remove clothing items worn during or following an incident of power-based violence or sexual misconduct, as they frequently contain fiber, hair, and fluid evidence.
    - Don't bathe or wash, or otherwise clean the environment in which the assault occurred.
    - You can obtain a forensic examination at Our Lady of the Lake Regional Medical Center located at 5000 Hennessy Boulevard / Baton Rouge, Louisiana 70808 / (225) 765-6565 or other local medical facility (see Resource Guide for Survivors of Sexual Violence).
    - Completing a forensic examination does not require you to file a Police Report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a Police Report.
    - Evidence in electronic formats should also be retained (i.e., text messages, e-mails, photos, social media posts, screenshots, etc.)
    - Victims of stalking should also preserve evidence of the crimes to the extent possible.

3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the University is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.

    - Lake Security – (225) 765-8825
    - Extra-Duty Police – (225) 202-7890
    - Baton Rouge Police Department – 9000 Airline Highway / Baton Rouge, Louisiana 70815 / (225) 389-2000 **(for emergency dial 911)**
    - To make a Police Report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court.

    - In Louisiana, victims may obtain an Order of Protection, which provides protective relief for victims of domestic abuse, dating violence, stalking, or sexual assault. Information about Orders of Protection may be found at https://www.lasc.org/lpor.
    - An Order of Protection may be obtained by filing a petition with the court. It is not necessary to have an attorney to file the petition or to represent the petitioner at court. Steps for filing can be found at Filing Steps - LPOR - Louisiana Supreme Court (lasc.org). Petitioners may get forms and assistance from this website, the parish Clerk of Court's Office, or from victim advocates at the local Battered Women's Program, local Sexual Assault Program, or the District Attorney's Victim Assistance Program.

- When an Order of Protection is granted, it is enforceable statewide. If you have obtained an Order of Protection and need it to be enforced in your area, you should contact the local police department.
- The University will also enforce any temporary Restraining Order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has an Order of Protection should notify the Director of Facilities & Safety and provide a copy of the Restraining Order so that it may be kept on file with the University and can be enforced on campus, of necessary. Upon learning of any Orders, the University will take all reasonable and legal action to implement the Order.

Available Victim Services

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the University and the surrounding community (see Appendix). Those services include:

University Resources

- Title IX Coordinator: (225) 526-1679 or 5414 Brittany Drive / Baton Rouge, Louisiana 70808
- On-campus Counseling: (225) 526-1620 or studentaffairs@franu.edu
- Student Financial Aid: Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand that there may be financial aid implications in taking such leave. This should be discussed with Financial Aid personnel. The University's Financial Aid website can be found at http://www.franu.edu/offices-services/office-of-financial-aid

State/Local Resources

- Hospitals/Medical Centers in the area
  - Our Lady of the Lake Regional Medical Center | Baton Rouge, LA (fmolhs.org)
    5000 Hennessy Boulevard / Baton Rouge, Louisiana 70708 / (225) 765-6565
  - Healthcare Services in Baton Rouge, LA | Baton Rouge General (brgeneral.org)
    Mid City - 3600 Florida Boulevard / Baton Rouge, Louisiana 70806 / (225) 387-7000
    Bluebonnet – 8585 Picardy Avenue / Baton Rouge, Louisiana 70809 / (225) 763-4000
  - Ochsner Medical Center - Baton Rouge | Ochsner Health
    16777 Medical Center Drive / Baton Rouge, Louisiana 70816 / (225) 761-5200
    10150 Bluebonnet Boulevard / Baton Rouge, Louisiana 70810 / (225) 761-5200
  - Woman's Hospital (womans.org)
    100 Woman's Way / Baton Rouge, Louisiana 70817 / (225) 927-1300

Mental Health Services

Counseling is available for survivors of power-based violence and sexual misconduct through campus Counseling Services within Student Affairs and by referral to off-campus agencies. Contact (225) 526-1620

or studentaffairs@franu.edu. For assistance outside of office hours, students are encouraged to call the Baton Rouge Crisis Intervention Center's line at 988 or visit https://988lifeline.org.

Victim Advocacy & Support Organizations

- Sexual Trauma Awareness Response (STAR) – https://star.ngo
  24-hour hotline: (855) 435-STAR or (225) 383-7273
- IRIS Domestic Violence Center – https://www.stopcv.org
  24-hour Crisis Hotline: (800) 541-9706 or (225) 389-3001
- The Louisiana Foundation Against Sexual Assault (LaFASA) – https://www.lafasa.org
  24-hour Crisis Hotline: (888) 995-7273 or (225) 372-8995
- Louisiana Coalition Against Domestic Violence (LCADV) – https://lcadv.org
  Statewide Hotline: (888) 411-1333 / National Hotline: (800) 799-7233
- Southeast Louisiana Legal Services – https://slls.org

National Resources

- National Domestic Violence Hotline – https://www.thehotline.org – (800) 799-7233
- National Sexual Assault Hotline – https://rainn.org – (800) 656-4673
- Rape, Abuse and Incest National Network (RAINN) – https://rainn.org
- The National Child Traumatic Stress Network – https://www.nctsn.org
- Office on Violence Against Women (OVW) – https://www.justice.gov/ovw
- National Coalition Against Domestic Violence – https://ncadv.org
- National Sexual Violence Resource Center – https://www.nsvrc.org
- U.S. Citizenship and Immigration Services (USCIS) – https://www.uscis.gov
- Immigration Advocates Network – https://www.immigrationadvocates.org

Accommodations and Protective Measures

Regardless of whether the victim chooses to report the crime to Campus Security or local law enforcement, the University will make every effort to ensure victims of sexual misconduct are provided reasonable accommodations and protective measures (see Resource Guide for Survivors of Sexual Violence). Accommodations and protective measures may include: changing clinical assignments, changing classes, changing on-campus working situations, providing security escorts or additional security on campus.

Request of this nature should be made to the Title IX Coordinator at (225) 526-1679 or 5414 Brittany Drive, Baton Rouge, Louisiana 70808. If the Title IX Coordinator is not appropriate, then the person in the next step of Administration should be notified. When determining the reasonableness of such a request, appropriate University Administrators may consider, among other factors, the following:

- The specific need expressed by the complainant
- The age of the students involved
- The severity or pervasiveness of the allegations
- Any continuing effects ono the complainant
- Whether the complainant and alleged perpetrator share the same class or job location

- Whether other judicial measures have been taken to protect the complainant (i.e., civil protection orders)

The University is obligated to grant requests to change academic, living, transportation, and working situations, or other protective measures, to the extent it has control over these environments and such accommodations or protective measures are reasonably available.

The University will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the University's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the University will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared, and why.

Procedures for Title IX Complaints

Any current FranU student or employee may make a Title IX complaint for "any unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it effectively denies a person equal educational access" and that occurs within the United States and on the FranU campus or during a FranU sponsored activity.

The following procedures are implemented whenever a formal power-based violence or sexual misconduct complaint is made by a current student or employee. Complaint resolution is initiated once a written complaint is filed with the Title IX Coordinator. To file a formal complaint, complete the Title IX Complaint Form found on the University's Title IX webpage. The Complaint Form can be submitted electronically (hr@franu.edu), in person, or by U.S. Mail to: Title IX Coordinator / 5414 Brittany Drive / Baton Rouge, Louisiana 70808

Once a complaint is made, the Title IX Coordinator will commence the investigatory process as soon as practicable, but not later than seven (7) business days after the complaint is made. The Title IX Coordinator and/or designee will analyze the complaint and notify the accused in writing that a complaint has been filed. Students have the right to choose between a formal process or informal mediation. Both options are described below.

- When an Affiliate Agency, such as a clinical or service-learning site, is involved, the student is encouraged to provide a written complaint to their Program Director/Chair, as well as the Human Resources Representative (or similar representative) of the involved agency. The Program Director/Chair is expected to follow-up with the involved agency and file all documentation to the Title IX Coordinator for recordkeeping. This document should include all actions taken to address the complaint.

Informal Mediation

In the event a power-based violence or sexual misconduct complaint is made, the complainant and accused may agree to an Informal Mediation Process. The Title IX Coordinator will mediate by bringing both parties together for a meeting. The guidelines are:

1. Informal Mediation is not allowed if an employee is accused of sexual harassment of a student.

2. Informal Mediation may only be sued when agreed upon by both parties. Written consent for the process is required.

3. The process is confidential.

4. Disciplinary action may not be needed if an agreement between the parties and the University is reached.

    - Disciplinary action may include, but may not be limited to: warning, reprimand, loss of privileges, educational sanctions, and restriction of eligibility to represent the University at official functions, suspensions, separation or termination.

5. The student or employee or both may withdraw from the Informal Mediation Process at any point and resume with the Formal Title IX Hearing Process.

Formal Hearing Process

In the event a power-based violence or sexual misconduct complaint is made, in which the complainant and accused do not agree on Informal Mediation, the Title IX Coordinator will oversee and coordinate the formal Title IX Complaint Process as follows:

1. The Title IX Coordinator or the designated Investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint in order to assess if the allegations are substantiated by clear and convincing evidence. If clear and convincing evidence is presented, a live hearing will be scheduled.

2. The Title IX Coordinator will oversee the formal hearing proceedings.

3. The complainant and the accused will be represented by an advisor of their choice. If either party does not have an advisor, the University will provide one at no cost.

4. Advisors will question and may cross examine involved parties (complainant, accused and witnesses).

5. The University designated decision-maker will make the final determination, based on the clear and convincing evidence standard, whether or not a Title IX infraction has occurred.

6. A Determination Letter will be prepared and disseminated to the complainant and the accused within five (5) business days of the formal hearing.

7. The Determination Letter will outline the findings along with any disciplinary consequences and/or any proactive measures that will be initiated by the University to eliminate discriminatory conduct and to prevent reoccurrence.

8. A Memorandum of Determination that explains the reasoning for the decision will also be prepared. This is a separate document available for review by either party upon request.

Rights of the Parties in an Institutional Formal Process

During the course of the Formal Title IX Complaint Process described above, both the complainant and the accused are entitled to a prompt, fair and impartial process. Due Process protections to ensure reliable outcomes include:

1. A presumption of innocence throughout the Title IX Complaint Process.
2. Written notice of allegations and an equal opportunity to review evidence.
3. Live hearings in a higher education context.
4. A prohibition of a single-investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or Investigator(s).
5. Title IX Coordinators, Investigators and Decision-Makers free from bias or conflicts of interest.
6. The opportunity for the Complainant and the Accused to be accompanied to any related meeting or proceeding by the Advisor of their choice.
7. The opportunity to test the creditability of parties and witnesses through cross-examination. Advisors may cross-examine the Complainant, the Accused and any Witnesses participating in the Title IX Hearing. Students may not cross-examine each other.
8. Have the outcome determined using the clear and convincing evidence standard based on the totality of the evidence presented.
9. Both parties have an equal opportunity to appeal the determination by filing a written appeal (see Appeals Process below).
10. Upon closure of the Title IX Complaint Case, a Deidentified Summary Report will be shared with parties responsible for Clery reporting, as needed.

Appeals Process

1. Appeals will be accepted only for procedural irregularity, new evidence or conflict of interest. Additionally, the University has discretion to offer additional grounds for appeal, if deemed necessary.
2. The other party will be notified within five (5) business days if an appeal is submitted.

3. The notified party will have the opportunity, if requested, to review the original written appeal and submit a written response within five (5) business days of being notifies that an appeal was submitted.
4. The written appeal should be submitted to the Title IX Coordinator.
5. The appeal and all formal hearing documentation will be forwarded to the Title IX designated Appeals Officer.
6. The Appeals Officer will resolve the appeal within a reasonable timeframe.
7. The Appeals Officer's decision on appeal is final, and the parties will be notified of the decision in writing.

Possible Sanctions or Protective Measures that University May Impose in Power-based Violence or Sexual Misconduct Offenses:

Following a final determination that a power-based violence or sexual misconduct incident has been committed and the evidence meets the clear and convincing standard, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved. Possible sanctions include, but are not limited to, restitution, loss of privileges, restriction on eligibility to represent the University at any official function, probation, suspension or expulsion/termination. If a suspension is imposed on a student, it may be for a full semester or an entire academic year. An employee may be suspended for any length of time determined appropriate by the University Administration in consultation with Human Resources. By written agreement, Human Resources services are provided to the University by the Franciscan Missionaries of Our Lady Health System. Following a suspension, the individual will be required to meet with the Dean of Students (if student) or the Director of Human Resources (if employee) to discuss re-entry and expectations going forward.

In addition, the University can make available to the victim a range of protective measures. They include, but are not limited to: forbidding the accused from communicating with the victim, security escorts, modifications to clinical or class schedules, and changes in campus working situations.

Publicly Available Recordkeeping

The University will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of power-based violence and sexual misconduct who make reports of such to the University to the extent permitted by law.

Victims to Receive Written Notification of Rights

When a student or employee reports to the University that he or she has been a victim of power-based violence or sexual misconduct, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of his or her rights and options, as discussed in the paragraph above.

Sex Offender Registration Program

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the University of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Office of Facilities & Safety at (225) 526-1734 or facilitiesandsafety@franu.edu. State registry of sex offender information may be accessed at Louisiana State Police (icrimewatch.net).

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

In the event of an incident that has occurred on campus or during a campus sponsored activity and appears to constitute sexual harassment, discrimination, sexual assault, dating violence, domestic violence, or stalking, a complaint should be filed directly to the Title IX Coordinator though the online form located on the FranU Title IX website.

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

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 526-1620 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 Facilities Manager can meet with students to advise on safety concerns. Additionally, the Facilities Manager 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.

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 legal proceedings are underway 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.
- Unauthorized possession or use of alcoholic beverages on University-owned or controlled property other than University-approved 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.
- Making covert/secret recordings of any in-person, virtual or telephone conversation or meeting at the educational setting, including any classroom or other campus settings or campus related off-site conversations or meetings (e.g. clinical, internship, service-learning sites)

- 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 with the Dean of Students through the Student Conduct Report Form in SoftDocs. 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. **Audio or video recordings of the conduct process, including meetings and appeals, are not allowed.** Students should be aware that findings of responsibility for violations of the Student

Code of Conduct may be shared, as relevant, with appropriate university employees when such information relates to professional standards, fitness for clinical practice, or institutional representation. Information shared will be limited to the minimum necessary to support programmatic or organizational decision-making.

- **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 days 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 of the finding(s) and sanction(s). The student has the right to request an appeal.

SANCTIONS

Violations of the Student Code of Conduct may warrant 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 to the 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 Provost 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 Provost determines whether there are grounds for an appeal meeting. If it is determined that it should be granted, the Provost 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 undertaken 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 from honestly and fairly assessing student knowledge, skills, and competencies. Examples include, but are not limited to:

- 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.
- Possessing or using unauthorized electronic devices capable of communication, recording, storage, internet connectivity, artificial intelligence assistance, image capture, audio capture, data transmission, or information retrieval.

Fabrication: The intentional use of false or invented information, data, or research with the intent to deceive. Examples include, but are not limited to:

- Submitting as your own any academic exercise that was prepared in full or partially by another person, artificial intelligence, or unauthorized tools (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 an 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, but are not limited to:

- 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 regard 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 business days (excluding weekends and official university holidays) 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 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 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 can be requested on SoftDocs and must be approved by the Facilities Manager. 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 a 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.

MEDICAL LEAVE OF ABSENCE POLICY

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 Health and Wellness. 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 Health and Wellness Office regarding how to obtain a "Return to Class/Clinical Form." Students 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 submit documentation regarding medical restrictions and/or medical recommendations to the Health & Wellness Office. Students' faculty will be advised of the restrictions and recommendations by the Health & Wellness Director.

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.

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 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, beginning on the first class day:

- A course syllabus
- 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

Grade Appeal Procedure

All grade appeals must be made <u>no later than seven business days</u> after the grade is posted on the course management system, work is returned to the student, or final grades are posted in Wolf Tracks, unless the course syllabus stipulates different guidelines. The appeal procedure is as follows:

1. Speak with your instructor regarding the grade concern.
2. If the grade dispute is not resolved with the course instructor, you may initiate a formal grade appeal via the SoftDocs application in myPortal.
3. Upon receipt of the appeal form and documentation, the instructor will be notified that an appeal has been submitted.
4. The reviewer evaluates the grade appeal, consults with the instructor and as necessary requests additional information from the student prior to rendering a decision.
5. Written notification of the grade appeal decision is provided to the student within seven business days of receipt of the grade appeal form.
6. **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 in the Liberal Arts Building; please call 225- 526-6966 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. This Division is committed to providing a holistic approach to student development and providing an array of resources and services to help students develop academically, professionally, spiritually and socially during their University career. Student Affairs is comprised of the following areas:

ACADEMIC COACHING

Academic Coaching provides tools for academic success. All students are provided the opportunity to meet with an Academic Coach for help with learning styles, note-taking skills, reading strategies, test-taking skills, test anxiety, study skills, time management, and organizational skills. Appointments can be scheduled via the Academic Coaching page on myPortal.

ADVISING

The Office of Advising provides academic advising to incoming, continuing, and non-clinical students at the University. * Advisors assist students with scheduling classes, tracking and maintaining the appropriate curriculum plan progression, and providing the appropriate resources and support necessary for them to persist in achieving their academic goals. Additionally, they collaborate with other campus resources and departments to ensure that students' academic and personal needs are adequately met. For more information, please call 225-526-1620.

**Students enrolled in the Biology, Theology, and Great Books programs are advised by their respective program faculty.*

CAMPUS MINISTRY

Campus Ministry is rooted in the Franciscan Catholic identity and the core values of the University. This office offers an array of programs including Mass, bible studies, interfaith events, spiritual retreats, and special events based off the interests and needs of our students. Additionally, the University has a chapel located on the second floor of St. Francis Hall for students to reflect, mediate, and pray. For additional information on how to get involved and connect with other students, contact the Office of Campus Ministry, located on the second floor of St Francis Hall.

CAREER AND VOCATION SERVICES

Career and Vocation 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, students have access to Handshake, a free online job board where students can search for jobs and other opportunities posted exclusively for FranU students.

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 visit the University myPortal site (Bookings) or call 225-526-1620. For assistance outside of office hours, students are encouraged to call 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 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 or more major life activities. Reasonable accommodations will be made for qualified students with disabilities unless they impose an undue hardship on the University. The Director of Testing & Accommodations is responsible for coordinating services for students with disabilities and ensuring 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, physician assistant, nurse practitioner, licensed psychologist, licensed professional counselor, licensed clinical social worker, licensed marriage and family counselor).

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. This documentation only needs to be submitted one time, unless the diagnosis changes and new/alternative accommodations are needed.

Students must also fill out an Accommodation Request Form (found on the Portal or on SoftDocs) that lists their classes and professors for the current semester. This form must be filled out **every** semester, with the student's updated class schedule, in order to receive accommodations for subsequent

semesters. The student is responsible for following up on the required paperwork to receive their accommodations in class.

Notification to Professors

The Director of Testing & Accommodations will inform faculty members of the students who have registered 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, if a student is eligible for extra time on tests, he/she must approach the professor to determine how the extended time will be arranged. The professor is not responsible for complying with the request if it is not made in a timely manner. The student should contact the Director of Testing & Accommodations if they have a question or think the professor has applied their accommodation in error.

LEARNING RESOURCE CENTER (TUTORING)

Located on the first floor of St. Francis Hall in A107, the Learning Resource Center (LRC) assists students by providing academic support in the form of professional and peer tutoring, online tutoring, academic coaching, and testing services. The Center offers the following services free of charge:

- Tutoring:
  - **Writing tutoring** is available for students who want to improve their writing in any course. Tutors can help with generating and organizing ideas , developing ideas, using correct grammar, learning proofreading techniques, and correctly documenting sources. Tutors do not edit, proofread, or write papers for students. Their goal is to make the student a better, more confident writer.
  - **Course content tutoring** is available from faculty and peer tutors who provide individual and group tutoring for specific courses in the subject areas of Math, Biology and Chemistry, Nursing, Medical Lab Science, and Radiologic Technology. Tutoring appointments can be scheduled at www.franu.edu/tutoring.
  - **Online Tutoring** is available for many course subjects that are taught at FranU. The online tutoring platform offers virtual tutoring with live tutors and AI tutoring. The link to this tutoring platform can be found on the Learning Resource Center page, which can be accessed through myPortal.
- Academic Coaching:
  - Academic coaching provides tools for academic success. All students are provided the opportunity to meet with an academic coach for help with learning styles, note taking skills, reading strategies, test taking skills, test anxiety, study skills, time management, and organizational skills. Appointments can be scheduled via the Academic Coaching page on myPortal.
- Testing Services:
  - The LRC Testing Center is a 42 seat, state-of-the-art testing center where students can take tests for undergraduate courses, course placement, and clinical and graduate exams. The testing center is booked by the professor.

For more information about the Learning Resource Center, email LRC@franu.edu or call (225) 526-1622.

UNIVERSITY LIBRARY

The library is located on the first floor of St. Francis Hall. The library provides access to print, multimedia and online resources, interlibrary loan service, curriculum support and other specialized services, including research assistance and education. Additional amenities include private and open study spaces, a non-circulating Reserve Collection for textbooks, computer stations, and printing services. For more information, please visit the library in-person, call the circulation desk at (225) 526-1730 or email library@franu.edu.

The University Library provides high-quality information, resources, and services that support the mission of FranU and foster a commitment to lifelong learning.
The library advances FranU's educational goals by:

- Offering access to a comprehensive collection of materials that support the academic needs of FranU programs, students, faculty and staff.
- Promoting information literacy through instruction, encouraging the use of both print and digital resources, and fostering engagement with library services.
- Providing expert librarians and staff to assist users in navigating information across various formats.
- Ensuring access to facilities and learning resources for all FranU library patrons.

Students enrolled in distance education programs receive the same library privileges as those in traditional on-campus courses.

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, The Franciscan Emergency Fund, the University Food Pantry, University policy and procedure clarifications, and campus referrals and information.

University Food Pantry

The Office of Health & Wellness within Student Affairs oversees the Campus Pantry to support the FranU student body by providing non- perishable canned goods, refrigerated food items, and personal hygiene items. The Campus Pantry is maintained by collecting donations from students, faculty, staff, and the local community.

The St. Francis Emergency Fund

The Franciscan Emergency Fund provides emergency funds to students who have encountered a sudden and unforeseen emergency. 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 fund 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 in SoftDocs. Students may make this request only ONE TIME while enrolled at the University.

STUDENT ID BADGES

All University students must obtain and always carry a current badge as proof of their right to attend University events and access University buildings. ID badges must be produced upon request by any University official. ID badges are non-transferable. Students allowing others to use their ID badges are subject to disciplinary actions. ID badges 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 Student Affairs at 225-526-1620.

STUDENT ORGANIZATIONS

Student Organizations are a vital part of University life and offer students a myriad of opportunities to connect and to become engaged on campus. For more information about student organizations, contact Student Affairs at 225-526-1620 or 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 non-course related 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.

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.

Officially Recognized Student Organizations

Please refer to the University website 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.

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 (FASFA) to the federal processor by the priority filing deadline each year.

REGISTRAR'S OFFICE

The Office of the Registrar oversees processes related to course registration, grading, and the maintenance of student records. This includes course withdrawals, degree declarations, academic calendars, enrollment verifications, and transcript requests. Many of these services are available online through Wolf Tracks for current students. If you have questions or need assistance, please contact the Registrar's Office at (225) 526-1764.

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 Wellness 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 Health and Wellness 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, and educating and advising students in health matters. The Director serves as a resource for information on a wide variety of health topics and maintains health education materials available to students.

HEALTH SERVICES

The Director of Health and Wellness can manage minor injuries or ailments such as small cuts, abrasions, bruises and sprains. Please visit or contact the Office of Health and Wellness at 225-526- 1636 for more information. For serious injuries or illness, please call "911."

Additional Health Resources

- **Our Lady of the Lake Physician Group**: Students may access primary care and health services through LPG clinics. Please call 225-526-1923 to schedule an appointment convenient to your class schedule.
- **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.

- **Total Occupational Medicine Clinic**: provides services to University students at discounted rates. MMR and TD immunizations are available for all students.
- **Rx One**: Currently enrolled students may obtain non-prescription drugs from the Rx One Pharmacy at the same discounted rate 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.
- **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 information on 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 certification) must be submitted to the Office of Health & Wellness by the Friday **before** the start of the semester in which the requirement is due. For example: if a student's TB test or CPR is going to expire once the semester begins, those items must be updated in time to provide updated documentation to Health and Wellness 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 Wellness if they have any questions regarding these requirements.
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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 alcoholic beverages 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 & Wellness 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 the 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 & Wellness. 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, for 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 Division of Student Affairs, the Office of Health & Wellness, 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 external community 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 the 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 a meningitis vaccination to the Office of Health and Wellness following receipt of a student's acceptance letter from Admissions. All health forms are available on FranU's Student Health website or within the Office of Health and Wellness.

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 by the Health and Wellness Office. Information on health insurance resources may be obtained from the Office of Health & Wellness and additional resources are listed on the University 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 Wellness 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 are stored electronically for a period of two years following the last semester enrolled at the University.

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 & Wellness 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 & Wellness.

CAMPUS SAFETY

The University is committed to providing the FRANU 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 Facilities and Safety.

CAMPUS SECURITY SERVICES

University buildings are equipped with alarm systems. Lighted parking lots are provided for students should they need to enter/exit the building during the evening hours. Should a student note any unusual situations related to safety/security, they are encouraged to call OLOL security services at 225-5765-8825 or our Extra Duty Police Officers at (225) 202-7890 and notify University administration by calling (225) 526-1700. 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, as well as Extra 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 Office of Facilities and Safety. The Lake Security Department is staffed 24 hours a day to provide immediate availability for emergency response. Lake Security can be reached by calling (225) 765-8825. In addition, an Extra Duty Baton Rouge Police Officer is available during instructional hours Monday through Friday and can be contacted by calling 225-202-7890.

Security Escort Service

Our Extra Duty Baton Rouge Police Officers or the Lake Security Guards can provide escort service upon request and courtesy patrol in parking areas by calling (225) 202-7890 (FranU security) or (225) 765-8825 (Lake Security). 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 Lake 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 Facilities and Safety at 225-526-1734.

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 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 Director of Facilities & Safety 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, multiple technologies are employed 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 - RAVE

All University students who provide a mobile phone number to the Registrar's Office will automatically be enrolled in the RAVE emergency notification system. Emergency messaging is sent out when any critical information is needed to reach faculty, staff, and students. In addition to texts, the RAVE emergency notification system calls and emails this critical information.

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 Plan Manual incorporates emergency response and evacuation policies and procedures for a variety of situations. Information regarding this plan is available within Facilities Management. 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 Facilities and Safety at 225-526-1734 who will then determine the next steps and contact the appropriate individuals.

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 all vaping products are also prohibited. The property includes all buildings, grounds and parking lots owned, leased or operated by the University or Our Lady of the Lake.

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 Facilities and Safety:

- Upon first notice of a violation, the student will receive a verbal warning.
- Upon second notice of a violation, the 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 Dean of Students 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. Please access the Student Change of Name Request Form in Wolf Tracks to submit an official name change. All address changes should be

updated by means of the user profile in Wolf Tracks.

CHILDREN OF STUDENTS

For safety, children in the University must always have adult supervision. 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 of weapon is prohibited on the University campus. The possession of such weapons may result in disciplinary action up to and including dismissal.

HAZING PREVENTION

The University does not tolerate hazing, including the physical, mental or psychological abuse of any individual or individuals. All allegations of hazing will be fully investigated by the appropriate authorities. Any organization, and/or individuals within an organization, found responsible of hazing may face disciplinary action up to and/or including expulsion from the University and/or criminal charges. FranU is committed to a safe and healthy campus for students, faculty, staff and visitors.

1. No person shall recklessly participate in the hazing of another.

2. No student shall knowingly permit the hazing of another.
3. No student shall fail to report hazing.
4. The negligence or consent of the student/participant or any assumption or risk by the student/participant is not a defense to any action brought pursuant to this policy.

Definition

Hazing is defined as any action or situation which includes any mental or physical requirement, request or obligation placed upon any person which could cause discomfort, pain, fright, disgrace, injury or which is personally degrading or which violates any federal, state, local statute or University policy.

Hazing situations include, but are not limited to the following:

- Any activity that might bring physical or psychological harm to an individual or animal.
- Any action taken or situation created that may cause pain, injury, excessive physical stress or fatigue including, but not limited to the following: paddling, slapping, tackling, pushing, and exercise that is not part of a reasonable all-organization athletic event.
- Requiring individuals to wear any degrading or uncomfortable garments.
- Depriving individuals of the opportunity for sufficient sleep (8 hours per day minimum), decent and edible meals, or access to means of maintaining body cleanliness.
- Activities that interfere in any way with an individual's academic efforts, such as causing excessive fatigue, loss of sleep or loss of reasonable study time.
- Activities that interfere with an individual's employment or family obligations.
- Activities or events that facilitate rapid drinking, drinking games, intoxication or impairment, and forced consumption of both palatable food and, or any other substance.
- Morally degrading or humiliating games or any other activities that make an individual the object of amusement, ridicule or intimidation.
- Kidnaps, road trips, etc., which are conducted in a manner that endangers the health or safety of any person.
- Subjecting an individual to cruel and unusual psychological conditions for any reason.
- Any requirement which compels an individual to participate in any of the above named types of activities, or in any activity which is illegal, perverse, publicly indecent, contrary to the individual's genuine morals and/or beliefs, excessive fatigue, public profanity, indecent or lewd conduct or sexual gestures in public.
- The use of obscenities and vulgarities in dress, language or action.
- Any form of verbal harassment, any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values.
- Coercing a student to commit any action which is in violation of the university's Code of Student Conduct.

Duty to Seek Assistance and Reporting

If someone suffers bodily injury as a result of hazing, individuals present or with knowledge of the emergency must seek assistance for the injured individual. Reasonable assistance includes immediately seeking medical assistance or reporting the need for medical assistance. Failure to report

hazing incidents or suspected hazing incidents is a violation of University policy and state hazing law, which is punishable by a fine or imprisonment.

Violations of the University Hazing Policy should be reported to the Student Affairs Office for appropriate disciplinary action.

Enforcement

Any violation of the hazing policy shall be deemed a violation of the University's Student Code of Conduct and applicable laws. Infractions of these regulations will result in disciplinary procedures being initiated according to the regulations prescribed in the University's Student Code of Conduct. Thus, all allegations of hazing will be investigated by the Office of Student Affairs and/or other appropriate law enforcement agencies.

Individuals or groups found responsible for violating the Hazing Policy may face disciplinary action including expulsion from the University. The Provost, the Dean of Students, or designee may impose interim sanctions immediately upon notice of charge of violation of the anti-Hazing Policy.

Violations of law will be handled in accordance with the criminal court system.

The University will not tolerate retaliation by any individual or group (whether or not that person was directly involved in the original incident) against any faculty, staff or student who reports, participates in an investigation of, or is a complainant in a disciplinary proceeding involving the allegation of hazing. Claims of retaliation will be investigated as a breach of the University's Hazing policy and may result in University sanctions.

PARKING

The guiding philosophy of this policy is to ensure that our students, faculty, staff, and guests park in FranU designated parking lots and sparking spaces. The purpose of this policy is to outline appropriate parking areas and regulations and to provide the procedure for obtaining parking tags for the parking lots located on the campus of Franciscan Missionaries of Our Lady University (FranU). Additionally, parking in the hospital or clinic lots is not allowed. Campus parking maps are available in the Administration Annex Building as well as in the Safety and Security Booklet.

Policy

- Free parking is available to all students, faculty, staff, and guests of FranU in lighted and patrolled surface parking lots surrounding the FranU campus.
- Students, faculty, and staff may not park in reserved parking spaces or those designated for campus visits.
- Parking is not permitted in fire lanes, entrances, driveways, curbsides, and other designated or restricted areas at any time.
- Compliance inspections of the parking areas are routinely conducted by OLOL Security, Franu's extra-duty police officers, and representatives from the Office of Facilities and Safety.

Parking Tags

1. Everyone is responsible for registering new vehicles not previously registered with the proper office – Students with Student Services (2nd floor of St. Francis Hall) and Faculty/Staff with the Office of Facilities and Safety.

2. Every Fall semester, everyone is required to sign up for the new school year's parking tag. Students, staff and faculty should obtain a parking tag by following the process in MyPortal. Once on MyPortal, go to SoftDocs Forms, Forms, and choose the Parking Tag Form. After submitting this form, students will pick up their tags in Student Affairs (2nd floor of St Francis Hall) and faculty and staff will pick up their tags in the Office of Facilities and Safety.
3. FranU issued parking tags apply only to the individual for whom it is registered. Parking tags may not be shared.
4. Each person is responsible for maintaining his/her tag.
5. Replacement for lost tags may be purchased for $10 with the University Bursar. A receipt should be presented to receive a replacement tag that will be re-issued by Student Affairs (2nd floor of St Francis Hall) for students and by the Office of Facilities and Safety.
6. Parking access is removed upon the end of enrollment/employment at FranU.
7. Please view the current FranU Parking Map on myPortal contact the Office of Facilities and Safety.

Below is a list of the FranU lots that are available for parking:

Health Professions & Annex - 7443 Picardy Ave
Health Professions Faculty & Admin - 7525 Picardy Ave
Administration Annex - 5421 Didesse Dr.
Old Library Commons - 5339 Didesse Dr.
Old Library - 5329 Didesse Dr.
School of Nursing - 7500 Hennessy Blvd
Science - 5285 Brittany Dr.
Liberal Arts - 5345 Brittany Dr.
Graduate Clinical Education - 5220 Essen Ln.

In addition to the above-mentioned locations, the following OLOL lots are available for parking:

OLOL Hennessy at Didesse/Dijon Lot Corner of Hennessy & Didesse/Dijon
OLOL Student Overflow Lot O'Donovan Dr-Across from O'Donovan Clinic
OLOL Picardy/Brittany Lot Corner of Picardy and Brittany

Violation and Fine Schedule

1. Employees and contract staff not complying with these guidelines may be subject to disciplinary action as set forth by the President/Chief Executive Officer.
2. Students not complying with these guidelines will be turned into the Dean of Students and will be subject to disciplinary action as set forth by the Student Code of Conduct.
3. The following sanctions apply to parking violations:
    a. Unauthorized parking in designated handicap spaces will be addressed by Baton Rouge Police Department.
    b. Other parking violations (including, but not limited to, failure to display a current parking tag):

        i. 1st offense $25 parking fine imposed
        ii. 2nd offense $50 parking fine imposed
        iii. 3rd offense $100 parking fine imposed
        iv. 4th offense $150 parking fine imposed
    c. Fines assessed to students will be added to their fee bills and subject to the collection policies of the Bursar Office.
    d. Fines assessed to faculty/staff will be paid through the Bursar's Office.
4. Citations for violations of campus parking regulations need not be issued directly to owner/operator of a motor vehicle, not may they necessarily be issued by a law enforcement official. Nevertheless, students, faculty, and staff who receive parking citations are responsible for all accompanying fines.
5. A student with two (2) or more citations for unauthorized parking will be referred to the Dean of Students for official action

Temporary Parking

Temporary parking permits are available for visitors to the campus. You may contact the Office of Facilities and Safety to obtain a temporary parking tag. 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 university ticketing, but also subject to ticketing by the 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.

COMPLAINT PROCEDURE

**Please see the grade appeal procedure for any grade-related concerns.*

Prior to submitting a written complaint, students should first discuss any concern with the FranU faculty members involved. If the concern is not addressed, he or may choose to forward the concern to the appropriate director or department chair, or in the case that the program director/department chair is the employee involved, the concern should be forwarded to the appropriate dean. If the dean is the employee involved, contact the Provost's Office for guidance.

For concerns involving FranU staff, students should first discuss the concern with the staff member involved. If the concern is not addressed, he/she may choose to forward the concern to the appropriate supervisor.

Responses to concerns rendered by deans or supervisors will be in writing and sent to both the student and appropriate vice president.

In the unusual case the concern procedure fails to bring about a satisfactory resolution, any individual may pursue the matter further by submitting a written complaint to complaints@franu.edu.

Written complaint guidelines:

1. Anonymous complaints will not be processed.
2. Identify and explain the exact nature and circumstance of the complaint including the dates and locations of any specific incidents.
3. Identify the names of persons or witnesses who have knowledge of any specific incident leading to the complaint.
4. Identify any attempts to resolve the issue with individual(s) involved.
5. This written statement must be submitted within 7 working days of the initial conversation with the individual(s) involved.
6. The student submitting the complaint will receive written acknowledgment of the complaint within 5 working days of receipt.
7. Once the decision is rendered by the appropriate Vice President, the decision is final.

There will be no discrimination or retaliation because 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.

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

UNIVERSITY RECORDING POLICY

Faculty, students and staff will respect the privacy of other individuals in the workplace and educational setting. Therefore, secret recording of classes, meetings and other conversations (including telephone calls) is not allowed.
Although recordings serve many legitimate academic and workplace purposes, the University does not condone recording any activities when participants are unaware they are being recorded. Trust and collegiality are essential among students and instructors and between peers, therefore recordings may only be made with prior consent of all parties involved. Covert/secret recordings of any in-person or telephone conversation or meeting at the educational setting, including any classroom or other campus settings or campus related off-site conversations or meetings (e.g. clinical, internship, service-learning sites) are prohibited.

It is also a violation of this policy to download recorded conversations to a computer, upload them to the internet, or otherwise share, transcribe or publish such recordings without the prior written consent of all participants (unless the professor has agreed in writing to such action and the recording is a recording of the professor's class).

Classes may be recorded by the instructor or by a student in the class for personal use with the prior consent of the instructor. Class participants should generally be informed when a class is being recorded. However, instructors should not disclose the identity of students recording classes as part of an approved accommodation[1]. Class recordings by students may not be downloaded to any computer, uploaded to the internet, or otherwise shared, transmitted or published without the further, prior written consent of the instructor.

Permission to record any educational activity or conversation (including telephone calls) must be obtained in advance. The instructor (including clinical preceptors) have the option to approve or disapprove requests to record, as long as it is outside that of an approved accommodation[1]. An instructor may also rescind permission for recording after it has been granted by notifying the student in writing. The instructor is not required to give an explanation for not approving a request or for rescinding permission after it has previously been given. For purposes of this policy, written permission or revocation of permission, may occur via e-mail communication.

[1]*Reasonable Accommodation Exception: In keeping with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, a student with a disability may be preapproved by the ADA Coordinator for reasonable accommodation involving recording in the classroom and/or use of course materials in a particular manner. In such situations, a faculty member does not have discretion to prevent a student from utilizing the accommodations*

VALUABLES

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

VISITORS TO CAMPUS

University students are personally responsible for their on-campus visitors; visitors must uphold the

same University rules, regulations, and policies. The University classroom, whether virtual or physical, is a learning space designated for students enrolled in a course and for faculty assigned to teach the

course. With visitors (adults and or children) present, the learning dynamic changes. Therefore, as a general rule, visitors are not allowed to attend classes or access the virtual learning environment. Exceptions may be made with advance approval of the instructor using the In-Class Guest form located on the student portal.

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 225-526-FRAN 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, Wolf Tracks, 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 days, 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, code 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.