



Louisiana State University
Department of Residential Life
Student Conduct & Contractual Review
Process

RLOP: 69

STUDENT CONDUCT & CONTRACTUAL REVIEW PROCESS

Scope: Residential Life

Issued : June 1, 2012

Revised: June 16, 2020

I. Purpose

To uphold University and community policies and standards within on-campus residential areas, along with incidents that occur on-campus that involve on-campus residents as outlined in the *LSU Code of Student Conduct*.

Policies and standards are outlined in the *LSU Code of Student Conduct*, the Residential Life *Living on Campus Handbook* and within the Housing Contract. All documents are available for reference on the Residential Life web-page (www.lsu.edu/housing).

II. Policy

Owner: *Assistant Director of Residential Life & Education for Conduct, Advocacy and Policy*

Functional Areas Involved in Administering Process:

- Residential Life & Education*
- Student Advocacy & Accountability*

Process:

1. Student is documented for allegedly violating the *LSU Code of Student Conduct*, *Living on Campus Handbook*, and/or *Residential Life Housing Contract*.

2. Report is received by Residential Life Student Conduct Office and processed.
 - a. Case is determined to be at contractual review and/or conduct violation.
 - i. Incident involved potential violation of *LSU Code of Student Conduct, Living on Campus Handbook* and/or *Residential Life Housing Contract*, however the violation is not of a level where separation from the University would be considered.
 - ii. Case is referred to Residential Life Student Conduct Process.
 - b. Case is determined to warrant Direct Administrative Action (DAA) due to a violation of the *Residential Life Housing Contract* or behavior is detrimental or disruptive to others.
 - i. Residential Life staff members follow DAA process.
 - ii. Case is referred to appropriate hearing officer (Assistant Director for Conduct, Advocacy and Policy (ADCAP), Student Advocacy & Accountability (SAA), or Conduct Coordinator) for Accountability Process.
3. Charge Letter is issued to student by Residential Life, including the following: brief description of incident including date, time, location; sections of the *LSU Code of Student Conduct, Living on Campus Handbook*, and/or *Residential Life Housing Contract* that is alleged to have been violated; date, time, and location of Accountability Meeting.
4. Accountability meeting is conducted with student.
 - a. If student is found not responsible for violating the *LSU Code of Student Conduct, Living on Campus Handbook*, and/or *Residential Life Housing Contract*, **process is complete**.
 - b. If student is found responsible for violating the *LSU Code of Student Conduct, Living on Campus Handbook*, and/or *Residential Life Housing Contract* the Accountability Official may include one of the of the following as an outcome in addition to other educational outcomes:
 - i. Allow student to remain in current on-campus assignment
 - ii. Move student to different on-campus assignment
 - iii. Remove student from on-campus assignment
 - c. Student makes decision to accept or decline Administrative Decision rendered by Accountability Official.
 - i. If student agrees with Administrative Decision, outcomes are imposed and student waives right to have decision considered by University Hearing Panel (UHP), **process is complete**.
 - ii. If student does not agree with decision, student may decline the Administrative Decision and proceed with UHP process.
 - 1) UHP is held with student. At least one member of the UHP will be affiliated with Residential Life (resident, staff member).
 - a) UHP finds student not responsible for violating *LSU Code of Student Conduct, Living on Campus Handbook*, and/or *Residential Life Housing Contract*, **process is complete**.
 - b) UHP finds student responsible for violating *LSU Code of Student Conduct, Living on Campus handbook* and/or *Residential Life Housing Contract*.

- i) Appropriate outcomes are issued to student, in addition to relocation or removal from on-campus housing. b
 - Student agrees with UHP decision; outcomes are imposed and student waives right for appeal, **process is complete.**
 - Student does not agree with UHP decision; student appeals decision to Dean of Students or designee.
 - Appeal must be in the form of a written document addressed to the Dean of Students within five (5) business days of receipt of the UHP decision.
 - Document should clearly state the specific actions or recommendations that are being appealed.
 - Document should clearly present specific reasons and grounds for appeal.
 - Document must be signed by the person making the appeal.
 - Appeal will be considered if one of the following events has occurred:
 - Evidence of bias by the UHP
 - Significant departure from the procedures, definitions or standards in the Code
 - New information has become available since the UHP
 - An appeal which does not clearly raise one or more of the three issues raised above shall be dismissed without further consideration. The appeal shall be limited in its review to the issue or issues raised in the written appeal.
- iii. Student appeals decision to Dean of Students or designee.
 - 1) Dean of Students or designee reviews appeal.
 - a) UHP Outcome is upheld
 - b) Rehearing by the original UHP
 - c) Rehearing by a new UHP
 - d) Dean modifies the Outcome
 - 2) Dean or designee decision, **process is complete.**

The decision by the Dean of Students or designee concludes the appellate process for the specific UHP.

Please Note:

All outcomes are on hold while a case is being heard by the University Hearing Panel or is in the Appeals Process with the Dean of Students or designee.