

Rules and regulations

I. General Provisions

Universities conduct disciplinary hearings in order to promote and to preserve a harmonious academic community conducive to learning. Lamar University has a strong interest in disciplining students or others who disrupt the academic community whether the same conduct has been or could be punished under the criminal law. The United States Supreme Court has recognized that the disciplinary procedures of academic institutions are “a valuable educational device” (Goss v. Lopez, 419 U.S. 565, 580, 1975).

Disciplinary proceedings must be conducted in accordance with the basic rules of due process, but do not follow the same rigid procedures as criminal cases. Discipline may be imposed upon a finding of a probable violation of university rules based on evidence presented, rather than under the higher standard of guilt beyond a reasonable doubt.

Another inconsistency with criminal proceedings deals with confidentiality. Unlike the court system, university judicial proceedings are confidential as required by federal law, specifically the Family Educational Rights and Privacy Act of 1974. This law prevents disclosure of information from educational records without approval of the student. The university is not free to release the names of students charged with conduct violations nor the results of any hearings held. The only exception to this law is an amendment that allows institutions to disclose the results of disciplinary proceedings to the alleged victim in the case of a crime of violence.

1.01 Applicability

This code of Student Conduct is applicable to every student enrolled at Lamar University and the Lamar Institute of Technology. The code is adopted pursuant to authority granted by the Board of Regents of the Texas State University System. Students may be adjudicated through departmental processes according to policies and procedures published by the department. Departments that routinely hear student disciplinary cases include, but not limit to, university housing and recreational sports. Students adjudicated by these and other systems still retain the right of an appeal to the Vice President for Student Affairs.

1.02 Definitions

- a. **Academic work** means the preparation of an essay, thesis, report, problem assignment, or other project, which is to be submitted as a course or degree requirement for purposes of grade determination.
- b. **Designee** refers to the individual charged with an administrative responsibility to be performed in the absence of the staff member originally charged with responsibility. All individuals including the President may have a designee act on his or her behalf.
- c. **Code** means this Code of Student Conduct.
- d. **Hazing** means those activities defined in sections 4.51-4.58 of the Texas Education Code.
- e. **Hearing** refers to a formal meeting between a hearing officer and a student.
- f. **Hearing officer** means that person appointed by the Vice President for Student Affairs to conduct an administrative investigation and present evidence on behalf of the university in a hearing under section 3 of this code. The Director of Student Services (or designee) will serve as the hearing officer for incidents that occur on the L.I.T. Campus.
- g. **Hearing committee** is composed of faculty, staff, and/or student(s)

that may be assembled to investigate a violation. A Hearing Officer may chair this committee.

- h. **L.I.T.** means Lamar Institute of Technology.
- i. **Notice** means correspondence sent by mail addressed to a student at the local address, as shown on university records; or personally delivered to the address.
- j. **Preponderance of the evidence** means the greater weight of the evidence.
- k. **Record** means all documents, forms, copies, reports, statements, recordings, or other evidence.
- l. **University policy** means any provision of the Board of Regents order or rule, any official university policy/procedure statement, rule or regulation of the university.
- m. **University** means Lamar University.
- n. **University official** means a person who has been given the responsibility and authority by the appropriate agency or person, including regents, officers, faculty, and administrative staff.
- o. **University property** means property owned, controlled, or occupied by the university.
- p. **VP SA** means the Vice President for Student Affairs.
- q. **AVPSA** means the Assistant Vice President for Student Affairs.

1.03 Awareness of policies

Each student is expected to be fully acquainted with all published university policies, copies of which are available to each student for review at the information desk in the student center, Student Affairs Office and L.I.T Student Services Office. The university will hold each student responsible for compliance with these published policies. Students are also expected to comply with all federal, state, and local laws; any student who violates any provision of those laws is subject to university action notwithstanding any action taken by civil authorities because of the violation. This principle extends to conduct off campus which is likely to have a serious, adverse effect on the university community.

II. Responsibilities of the students

2.01 Conduct required

Students shall conduct themselves in a manner consistent with the university's mission as an educational institution. Students who fail to conduct themselves in such a manner violate this code and disciplinary sanctions may be imposed.

Students are required to maintain a correct~ current mailing address in the Records Office, 102 Wimberly Building.

2.02 Conduct prohibited

Specific examples of conduct that violates Section 2.01 above include, but are not limited to, the following, and include any attempt to commit the following:

- a. Commission of an act which would constitute an offense under appropriate federal, state, or local law.
- b. Violation of any published university policy.
- c. Failure to comply with the directives of a university official acting in the

performance of his or her duties, including the failure to respond to an official summons within the designated time. This includes failure to present the student identification card upon request to do so.

- d. Furnishing false information to the university, giving false testimony or other evidence at the university disciplinary or other administrative proceeding.
- e. Issuance of a check without sufficient funds or otherwise failing to meet financial obligations to the university.
- f. Unauthorized throwing or release of any object in or from university facilities.
- g. Misuse or unauthorized use of fire extinguishers or other safety equipment on university property.
- h. Engaging in conduct that interferes with or disrupts any university teaching, research, administrative, disciplinary, public service or other authorized activity or other peace and welfare of any person, whether on or off campus.
- i. Engaging in conduct that endangers the physical or mental health or safety of any person or which causes physical injury.
- j. Unauthorized possession of, duplication of, or use of university keys or cards.
- k. Engaged in or submitting to hazing, which includes, but is not limited to an initiation by an organization utilizing any dangerous, harmful, or degrading act toward a student.
- l. Violation of the publishing university policies on the possession and use of alcoholic beverages on university property.
- m. Gambling in any form on university property.
- n. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, and whether on campus or off campus, of any drug, narcotic, or controlled substance. Students who are found guilty under these rules and regulations, of possession, use, sale, or delivery of any drug, narcotic, or controlled substance, regardless of the quantity, whether the infraction is found to have occurred on or off campus, shall be suspended for a period of not less than the remainder of the semester in which the infraction occurred plus the following long semester. In the event the semester in which the infraction occurred had ended by the time the student is found guilty, the student shall be suspended for a period of not less than the following two long semesters.

Illegal drugs, narcotics, and controlled substances are strictly prohibited by the Lamar University Code of Conduct. Students found guilty of possession, use, or distribution of illegal drugs will be suspended from Lamar University and barred from admission to any other Texas State University System institution for the term of the suspension. A second finding of responsibility for a drug related offense will result in permanent expulsion from the university and from all other institutions in the Texas State University System. Lamar University is committed to a drug free community.

- o. Possession or use of any firearm, ammunition, weapon or facsimile thereof; on university property. A facsimile will be considered to be a weapon for purposes of this code unless it is clearly marked as not being

a weapon or is sufficiently dissimilar to a weapon that a reasonable person would not confuse it with such.

- p. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable or which could cause damage by fire or explosion to person or property on university property.
- q. Theft, destruction, damage or misuse of property belonging to the university or to any person.
- r. Any forgery, alteration, or misuse of university documents, forms, records or student identification cards.
- s. Violation of any published university policy governing residence life in the university-owned facilities or the breach of a residence life contract.
- t. Aiding and abetting. Advocating or recommending, either orally or in writing the violation of any university policy, federal, state, or local law. "Advocacy" includes the addressing of any individual or group for imminent action.
- u. Unauthorized entry into or use of university buildings, facilities, equipment or resources.
- v. Knowingly (1) initiating, communicating, or circulating a report of a present, past, or future bombing, fire, offense or other emergency that is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; (2) placing a person in fear of imminent serious bodily injury; or (3) preventing or interrupting the occupation of a building, room, or aircraft, automobile, or other mode of conveyance.
- w. Stalking. Intentionally, knowingly or recklessly harassing or threatening, n person, by telephone, in writing, or by other means, to take unlawful action against any person, thereby causing or intending to cause annoyance or alarm.
- x. Engaging in academic dishonesty as defined and described under Academic Affairs in this handbook.
- y. Engaging in disorderly conduct on university-owned or controlled property or at a university-sponsored or supervised function which inhibits or interferes with the educational responsibility of the university community or the university's social-educational mission. Prohibited activities shall include but not be limited to: using abusive, indecent, profane or vulgar language; loud noises, excessive noise resulting from radios, stereos, and noise amplifiers; making offensive gestures or displays which tend to incite a breach of the peace; perpetrating fights, assaults, abuse, or threats; or behaving in an obviously offensive manner, or committing an act that causes a person to feel threatened.
- z. Using authority granted by state law, by system rule, or by university policy to deprive any person of his or her civil rights.
- aa. Students who engage in or make life-threatening gestures (toward self or indirectly to) others will be required to report as soon as possible to the director of the Student Health Center or their designated representative. The director may require such students to obtain, at the student's expense, a psychological evaluation to determine fitness to continue enrollment at the university. The director will designate the counselor that the student

will see. Failure to consult with the director of the Student Health Center or his or her representative or to comply with evaluation requirements and recommendations can result in disciplinary action.

- bb. Violation of any computer or telecommunications policy published in either the Information Resources Security Manual or the Institutional Policies and Procedures for the Information Resources.

2.03 Policy on racial harassment, sexual harassment, denial of civil rights

Lamar University believes that freedom of thought; innovation and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the university has a special responsibility to seek cultural diversity, to instill a global perspective in its students, and to nurture sensitivity and mutual respect. Discrimination against or harassment of individuals on the basis of ethnicity, gender, religion, disability, sexual orientation or race is inconsistent with the purpose of the university. The university has specific policies prohibiting racial and sexual harassment. Additionally, persons at Lamar University/Lamar Institute of Technology will not be deprived of their civil rights on the campus or in connection with a university-sponsored activity. Persons found guilty of racial harassment, sexual harassment, or violating another person's civil rights will be subject to disciplinary sanctions up to and including suspension from the university and participation in training seminars.

2.04 Policy on computer use

The University has specific policies, which govern the use of the computing systems. Upon misuse of the computing facilities at Lamar University, the university reserves the right to deny future computing privileges to all university owned computing facilities. In addition, students found responsible for computer misuse may be subject to disciplinary action. More information can be obtained in the Computer Center located in the Cherry Building.

III. Administration of student justice

3.01 Hearing officers

Typically, the Assistant Vice President for Student Affairs shall serve as the primary hearing officer for Lamar University. The Director of Housing will serve as the hearing officer for discipline cases involving resident students. Otherwise, the Vice President for Student Affairs may appoint the hearing officers on a case-by-case basis. The Director of Student Services or designee will be the hearing officer for students attending the L.I.T. campus.

3.02 Temporary disciplinary action

- a. when appropriate. In the event the VPSA, or Director of Student Services at L.I.T. has a reason to believe that a student(s) poses a danger to persons, property, or an ongoing threat of disrupting the academic process, he or she may impose any of the disciplinary sanctions provided above, pending a hearing.
- b. notice of temporary action. Upon the decision to impose temporary disciplinary action, the President, the VPSA, AVPSA, Director of Student Services at L.I.T. or designee shall notify the student by the most expeditious means available.
- c. hearing. Upon notification to the student of the temporary disciplinary action, the hearing officer shall immediately initiate the hearing procedures provided in this code.

3.03 Initiation of disciplinary action

and administrative disposition

- a. investigation and summons. When a hearing officer receives information that a student has allegedly violated a published university policy he or she shall investigate the alleged violation.
- b. administrative review. The student's appearance before a hearing officer is informal. The hearing officer shall give the student an opportunity to relate or explain any facts bearing on the alleged violation. After a fair and impartial assessment, the hearing officer shall make a determination of whether a published university policy was violated, and if so, the appropriate disciplinary sanction. The hearing officer shall indicate the decision in writing.
- c. acceptance of administrative disposition. The hearing officer shall discuss the decision with the student and give the student an opportunity to accept the hearing officer's decision. If the student chooses to accept the hearing officer's decision, the student shall so indicate in writing and waive the right to a hearing committee.
- d. non acceptance of administrative disposition. If the student chooses not to accept the hearing officer's decision, the hearing officer shall initiate the hearing procedure provide in this code. The VPSA will retain the option of disallowing a hearing if, in the VPSA's judgement, a hearing will add significantly and unconstructively to either the alleged victim, accuser, or the accused's mental, emotional health, or well being. In this case, the VPSA may either appoint another hearing officer, a special hearing committee different from the one described in this code, or hear the case himself or herself.

3.04 Hearings

- a. **Hearing committee.** The VPSA shall, appoint a hearing committee composed of faculty, administrative staff, and/or student(s) on an as needed basis. The hearing officer will be a full-time faculty member or a full-time member of the administrative staff. The student(s) serving on the committee will be currently enrolled. If either the hearing officer or a committee member is unable to hear a case because of absence, illness, or conflict, the VPSA shall appoint a special replacement(s) having the above qualifications, solely to hear the case. The special replacement shall have all the authority and responsibilities of the individual being replaced. If the case is heard at L.I.T., the Director of Student Services retains the right to appoint L.I.T. faculty, staff, and student to the hearing committee.
- b. **Administrative hearing.** An administrative hearing allows one or more administrators appointed by the VPSA, to hear complaints filed against students or groups, to determine if the student(s) is/are responsible or not responsible for the alleged violations, and to determine the appropriate sanctions. The only people attending an Administrative Hearing are the hearing officer(s) and the student(s). Additional persons may be present at the request of the hearing officer(s) for the purpose of

providing additional relevant information.

Hearing procedures

- a. **Rights of students in hearings.** Each student who requests a hearing or who is temporarily suspended shall be afforded the right to:
 1. Notification in writing of the published university policy alleged to have been violated, and of the facts which are claimed to constitute the violation;
 2. Notification in writing of the date, time, and location of the hearing;
 3. The names of all known witnesses, a brief summary of expected testimony, and a description of all other documentation known at the time notification is made;
 4. A non-legal advisor, who may participate in the hearing only upon obtaining prior permission from the hearing officer;
 - a. A legal advisor, who may not participate in the hearing, but who may be present only if 48 hours notice is given to the hearing officer.
 5. Question witnesses for the university;
 6. Present witnesses and other evidence;
 7. A recording of the hearing, if desired, the cost of which to be borne by the student; and
 8. Challenge of the impartiality of any member of the hearing committee. The hearing officer shall be the sole judge of whether the challenged individual (who may be themselves) can serve with fairness and impartiality. In the event the challenged individual is determined by hearing officer to be unable to serve, a substitute will be chosen by the VPSA.
- b. **Time of hearing.** When required, a hearing shall be held no sooner than five class days but no later than 12 class days after the written notice to the student is delivered or mailed unless otherwise indicated for cause.
- c. **Notice of hearing.** As soon as the hearing committee is notified and a time of hearing established, the hearing officer shall give written notice to the student by certified mail, return receipt requested, as well as a copy by first class mail, or hand delivered with the student signing a receipt. The notice will contain the following:
 1. A statement of the charges and a description of the alleged violation
 2. The date, time, and location of the hearing
 3. A reference to this handbook and these procedures
 4. A list of the witnesses who are expected to testify, a brief summary of expected testimony, and a description of any other documentation
 5. A statement that the student must provide a list of witnesses, and a description of other expected evidence
 6. The intention of the university to employ legal counsel for purposes other than advisory, if applicable.

d. **General rules**

1. A hearing may be postponed by the VPSA for cause upon written request being filed with the hearing officer no later than 24 hours before the hearing.
2. At least 24 hours before the hearing, students shall provide the hearing officer a list of witnesses known by student who are expected to testify on their behalf, a brief summary of expected testimony, and descriptions of any evidence to be presented.
3. The student or hearing officer may challenge the impartiality of any member of the hearing committee any time prior to the introduction of any evidence. The hearing officer shall be the sole judge of whether any individual can serve with fairness and objectivity. In the event the hearing officer disqualifies the person, a substitute will be chosen by the VPSA.
4. The hearing officer will govern the procedures to be followed, rule on the admissibility of evidence, and control decorum in the hearing. The hearing officer and committee may freely question any witness.
5. Upon the request of the student or the hearing officer, or upon personal initiative, the hearing officer may issue a request for a witness to appear and testify or produce documents at a hearing. These requests shall be personally delivered or sent by certified mail. Students who are requested to appear at hearings are expected to comply or face disciplinary action themselves.
6. The hearing shall be recorded electronically and kept on file for 10 class days following the hearing. If either party desires to appeal the decision, a copy of the recording will be made available at the expense of the party requesting the copy. The recording may become a part of the case file if in the judgement of the hearing officer (or the VPSA in the case of an appeal) that it may be useful. In all cases, the recording will be destroyed with the case record (see Section 5.0).
7. During the hearing, only members of the hearing committee, the hearing officer, the student personal advisor, and the witness currently testifying will be allowed in the hearing room. No witnesses, after testifying, may remain in the hearing room. All persons present at the hearing shall treat the matters discussed therein with confidence.
8. Legal rules of evidence shall not apply to hearings. Any relevant evidence can be admitted if it is credible and is the sort that reasonable people would rely upon in the conduct of their affairs.
9. Students who refuse to provide information to the hearing committee may be charged with "Failure to comply with directives of a university official..." Section 2.02, Conduct Prohibited, C.
10. The accused student must attend the hearing if he or she desires to present evidence. If the accused student fails to appear, the

hearing may proceed.

e. **Procedural Rules**

1. The hearing officer shall invite all parties entitled to be present into the hearing room.
2. The hearing officer shall read a statement on confidentiality.
3. The hearing officer shall inform the student of guaranteed rights if a written copy of such has not been received.
4. The hearing officer shall read the complaint.
5. The hearing officer shall present evidence and witnesses in support of the allegations against the student.
6. The student may present evidence and witnesses in his or her defense.
7. Both parties shall have the right to question any witnesses.
8. The hearing officer and the student may present evidence that counters that presented by witnesses.
9. The hearing officer and the student may present brief summation arguments with the hearing officer presenting first.
10. The hearing committee shall deliberate and determine by a majority vote whether the student is responsible for violating a published university policy based on the preponderance of the evidence presented and, if responsible, the sanction to be imposed. The hearing officer shall then state in writing the university policy, which was violated, each finding, and the facts supporting the same. The hearing officer shall then state in writing the sanction to be imposed.
11. The hearing officer shall inform the student of the decision via first class mail, certified mail, receipt requested or hand delivered with the student signing a receipt, and, if a disciplinary sanction has been imposed, the students right to appeal.

3.05 Disciplinary sanctions

- a. **Nature of sanctions.** The following sanctions comprise the range of official university actions, which may be taken when a student engages in prohibited conduct. These sanctions are not exclusive but may be imposed together with other sanctions.
1. **Warning:** A written notice to the student that a violation of a published university policy has occurred and that the continuation of such conduct or action could result in further disciplinary action.
 2. **Restricted Privileges:** Denial or restriction of one or more privileges granted to students. These may be but are not limited to, dining privileges, visitation privileges, participation in athletics, or other extracurricular activities. The restriction may be imposed only for a definite period of time.
 3. **Special project:** The requirement that the student complete a special project, which may be, but is not limited to, writing an essay, attending a special class, or lecture, counseling, or a

structural activity. The special project may be imposed only for a defined period of time.

4. Restitution: paying for physical or property damage, losses or misappropriation, either monetarily or by the performance of specific duties.
5. Eviction from University Housing: The student remains financially obligated according to the terms of the buyout provision of the residence halls/food services contract and must complete a proper check out from the university housing or be subject to additional charges.
6. Disciplinary Probation: an indication that the student is not in good standing, and that his or her continued enrollment is conditioned upon adherence to published university policies. Probation may be imposed only for a definite term and may automatically restrict any campus privileges
 - a. A student on disciplinary probation is ineligible to be elected or hold any office on any student organization recognized by Lamar University or L.I.T.; and
 - b. A student on disciplinary probation may not represent the university in any special honorary role.
7. Withholding any official transcript or degree.
8. Prohibition against readmission.
9. Denial or non-recognition of a degree.
10. Loss of or ineligibility for a student grant or loan.
11. Suspension: Separation from the university for a definite term, during which the student's registration is cancelled and he/she shall not be permitted to attend or participate in any university activity..
12. Expulsion: Permanent separation from the university.

3.06 finality of sanctions

No sanction shall take effect until disciplinary action becomes final. Disciplinary action becomes final:

- a. In the event of administrative disposition, upon acceptance by the student of the decision (see Section 3.03c above). The decision of the hearing officer is final if, the penalty assessed is a warning.
- b. In the event of a hearing, the decision of the hearing committee is final if the penalty assessed is a warning.
- c. In the event of a hearing, if the penalty assessed is other than a warning, upon notification to the student of the decision and the expiration of the time in which to file a notice of appeal to the VPSA.
- d. In the event of review by the VPSA, upon notification to the student of the decision of the VPSA.

IV. Appeals and reviews

4.01 Appellate jurisdiction

All cases (except those in which the sanction assessed is a warning) are entitled to one appeal by the student or the hearing officer to the vice president for student affairs (VPSA) unless the case was originally heard by the VPSA. In these cases, the appeal will be considered by the executive vice president for academic affairs.

4.02 Initiating appeal

A party appealing to the VPSA must file a notice of appeal along with written arguments and all supporting documentation with the VPSA no later than five class days after the decision. The basis for appeal involves considering:

1. A fair hearing was afforded. A fair hearing includes notice of the alleged misconduct prior to the time of the hearing, notice of the sanctions which may be imposed for the misconduct, and an opportunity to present evidence.
2. The sanctions levied was arbitrary and/or capricious.
3. The sanction seems unduly severe or harsh.
4. The finding of wrongful conduct was supported by the evidence.
5. There is an introduction of new evidence, which was not available at the time of the hearing.

4.03 Action on appeal

Upon either appeal or discretionary review, the VPSA may require parties to submit written or oral arguments. The VPSA may approve, reject, or modify the decision being appealed or may require that the original hearing be re-opened for presentation of additional evidence and reconsideration of the decision. In any case, the VPSA will respond to the appeal within five class days after it was completed or postpone a decision for cause.

4.04 Finality of appeal

The appellate decision is final.

5.0 Records

- a. **Records location.** All records pertaining to disciplinary cases are maintained in the offices of the individual hearing officers. If the case is heard by the hearing committee, it will remain in the office of the VPSA. All cases heard on appeal will be filed in the VPSA's office
- b. **Disposition.**
 1. All disciplinary records will be destroyed after six years, except in cases involving suspension or expulsion. These records will be maintained permanently in the VPSA's office
 2. Any transcript issued during a period of suspension will be accompanied by an attached note indicating that the student is on disciplinary suspension and the term of that suspension. In case of temporary suspension, this note only appear through the duration of the suspension.

V. Group offenses

Student groups, living groups, clubs, student organizations, etc. are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the university. Such responsibilities

include the following:

- 1) Compliance with university regulations.
- 2) Taking reasonable steps, as a group, to prevent violations of law or university regulations by its members.
- 3) A willingness to deal individually with those members of the group whose behavior reflects unfavorably upon the group or upon the university.

Failure to accept the responsibilities of group membership may subject the organization to permanent or temporary withdrawal of university recognition and of support, social probation, denial of use of university facilities, or other appropriate action.

The Vice President for Student Affairs, Assistant Vice President for Student Affairs, or Designee has the responsibility for initiating judicial action in any group offense cases.

V. Academic policies & procedures

Change of name or address

Any student who moves during a semester must immediately register his or her change of address at the office of records. Change of name because of marriage or correction of name because of spelling errors may be made by turning in a name change card. A copy of the legal document making the name change official must accompany all name changes. The Records Office is located in Wimberly Building Room 102.

Academic dishonesty

Academic dishonesty, which includes but is not limited to cheating on an examination or other academic work to be submitted, plagiarism, collusion, or abuse of resource materials, is subject to disciplinary action. Students found responsible for an act or acts of academic dishonesty may be subject to either academic sanctions or disciplinary sanction. (See Student Code of Conduct). Academic sanctions may include one or more of the following: performance of additional work, withdrawal from the course with a grade of "F" and/or a reduction of a grade in the course.

Procedures.

1. **Initiation:** When a member of the faculty determines that a student has committed an act of academic dishonesty, the faculty member shall summon the student verbally or in writing to a conference.
2. **Faculty Disposition:** If the faculty member is convinced that an act of academic dishonesty has taken place after presenting the student with evidence of academic dishonesty and allowing the student an opportunity to respond, the faculty member will advise the student in writing of the sanction to be imposed.
3. **Non-acceptance of Faculty Disposition:** If the student does not accept the decision of the faculty member, he or she may appeal that decision to the campus judicial officer (located in Student Affairs or Student Services at L.I.T.). After hearing the appeal, the campus judicial officer may 1) affirm the earlier action 2) reduce or modify penalties assessed (except as they affect grades) 3) dismiss the charge if it was determined that action was taken on grounds not supported by substantial evidence, or 4) return the case to the faculty member or the Vice President for student affairs for further consideration.
4. **Repeat/Second Offenses:** Repeat or second offenses become a matter for consideration by the vice president for student affairs, or Director of Student Services who is responsible for administering campus discipline according to the Student Code of Conduct.

Academic grievances

To provide for the resolution of alleged grievances, each college (except the College of Graduate Studies) has a student-faculty relations committee composed of four faculty members and three students.

The initial step for the aggrieved party is to discuss the issue with the offending party. If the issue is not resolved, the second step is to consult with the department hearing officer. If the chair cannot resolve this issue, the matter should be referred to the student-faculty relations committee. In the event that any party involved in the alleged grievance should seek to appeal the decision and/or recommendations of the committee, the written appeal should be addressed to the Executive Vice President for Academic Affairs. All academic grades and grading methods are subject to review by the appropriate dean when review is requested by a student regarding a specific grade. The department head and dean of a college must approve any change in grade requested by an instructor after final grades are recorded.

Classification of students

Officially enrolled students are classified as follows:

Freshman: Has met all entrance requirements but has completed fewer than 30 semester hours

Sophomore: Has completed a minimum of 30 semester hours with 60 grade points.

Junior: Has completed a minimum of 60 semester hours with 120 grade points.

Senior: Has completed a minimum of 90 semester hours with 180 grade points.

Post-Baccalaureate: Holds a bachelor's degree, but is not pursuing a degree program

Graduate: Has been accepted for and is pursuing a graduate degree.

Full-Time Student: An undergraduate student taking 12 or more semester hours in fall/spring (four or more in a summer term) or a graduate student taking nine or more semester hours in fall/spring (three or more in a summer term).