

### **III. – STUDENT POLICIES/HANDBOOK**

#### **III(a) – ACADEMIC REQUIREMENTS**

- Students formally admitted to the UL Lafayette ATEP are required to maintain a minimum 2.5 adjusted grade point average. Those students falling below the required minimum 2.5 adjusted GPA will be placed on academic probation. Students who fail to meet probationary requirements may be dismissed from the UL Lafayette ATEP.
- A student must receive a grade of “C” or better in Athletic Training Core Courses or must repeat the course.
- Students will be permitted to enroll in any required Core Athletic Training Course only twice. Students will be permitted to repeat no more than one required Athletic Training Core Course. On the second grade of “W”, “W + Grade”, “D”, “F”, or “NC” in the repeated athletic training core course, the student will **not** be permitted to continue pursuing a major in athletic training at the University of Louisiana at Lafayette. This rule applies to designated athletic training core courses and only to students who have been formally admitted to the Athletic Training Education Program. Transfer students are subject to this rule.
- Students are expected to strictly adhere to the University Policies regarding academic honesty and plagiarism. Information on this topic can be found in your current University Catalog and in the UL Lafayette Code of Student Conduct in item “g” of this section.

#### **III(b) – ADMISSION TO UPPER DIVISION**

Students are unable to schedule 400 level classes until they are formally admitted into Upper Division. To qualify for admission into Upper Division, the student must complete all freshman level coursework with an adjusted GPA of no less than 2.0 and a grade of "C" or better in classes where required. Upon completion of all freshman level classes schedule an appointment with your academic advisor.

- Bring permanent advising folder, copy of AT upper division form (from secretary), and a ULINK copy of your transcript.

### III(c) - ATEP PROBATION AND DISMISSAL

#### Academic Probation/Dismissal:

- A student who drops below the overall 2.50 GPA requirement will be Placed on academic probation for one semester. If the student does not obtain the 2.50 requirement during the probationary semester, he or she will be recommended to the Head of the Department of Kinesiology for dismissal from the Athletic Training program. Notification of dismissal from the program will be sent to the student by the Program Director. The student must petition, in writing, the Athletic Training Education Committee for consideration for readmission to the ATEP Program. The written request must be received **no later** than two weeks prior to the beginning of the following semester.
  - The following criteria are considered when reviewing applications for readmission:
    - A. The students standing in both academic and clinical courses prior to withdrawal from the athletic training program.
    - B. The students GPA.
    - C. The availability of space in the program.
- A student who violates the minimum GPA requirement for a second time will be cause for immediate dismissal from the UL Lafayette ATEP.
- A student in violation of any article of the UL Lafayette Code of Student Conduct will be referred to the Office of the Dean of Students, with penalties ranging from University Probation to Dismissal from the University.

#### General Disciplinary Probation/Dismissal:

- A student violating the NATA Code of Ethics, Louisiana Athletic Training Law, UL Lafayette Code of Student Conduct, Confidentiality of Medical Information, and any other policies detailed in this policies and procedure handbook, can be subject to disciplinary action from the ATEP. Disciplinary action can include any of the following:
  - Issuance a grade of zero for the assignment during which the offense occurred.
  - Formal warning and counseling by an ATEP faculty member, ACI, or CI.
  - Recommendation for a formal probationary period by the Athletic Training Education Committee.
  - Recommendation for formal dismissal from the ATEP by the Athletic Training Education Committee.

The disciplinary action dispensed to the student will be reflective of the nature and severity of the offense. The student does have a right to appeal the disciplinary action as per the Appeal and Grievance Policy delineated in this handbook in section III-e.

### III(d) – GRIEVANCE AND APPEAL POLICY

Disagreement and conflict are inevitable when dealing with a large and diverse group of individuals. In dealing with these situations, you are reminded to act in a mature, professional, and ethical manner. Below are several recommendations that may assist you in confronting these situations in a positive manner:

- Never try to settle a disagreement if either one or both of the parties involved are emotionally upset. Allow a cooling off period.
- Be proactive in problem solving, do not allow small problems or situations to become larger and more difficult to resolve.
- Don't make assumptions. If you do not clearly understand assignments or requests, ask for immediate clarification. Lack of effective communication is the root of many situations.
- Attempt to resolve the problem directly with the person(s) with which the problem has occurred. Circumventing the source of the problem does not only NOT resolve the problem, it usually inflames the situation.

The following is the chain of resolution for grievances and appeals of academic and disciplinary action within the UL Lafayette ATEP. All members of the UL Lafayette ATEP are expected to follow this chain of resolution in order:

1. Attempt to resolve the problem directly with the student, instructor, ACI, CI, or other individual directly.
2. File a written letter of grievance or appeal, detailing relevant facts of the situation, with the Athletic Training Education Committee.
3. Consultation with the Department Head of Kinesiology
4. Consultation with Dean of the College of Education

If a situation is outside the scope of the UL Lafayette ATEP, all appeals and grievances will then follow standard University procedures detailed in the UL Code of Student Conduct in section III-e of this handbook.

## III(e) – UL LAFAYETTE CODE OF STUDENT CONDUCT

### INTRODUCTION

This publication is a codification of existing rules and regulations that pertain to students and student life. The “Code of Student Conduct and Appeal Procedures” is promulgated by the Office of the Vice President for Student Affairs under the power and authority delegated by the Board of Supervisors for the University of Louisiana System, through the President of the University, to the Office of the Dean of Students and the Department of Student Personnel and any other administrative offices of the University of Louisiana at Lafayette and is designed to enhance and uphold the purposes, goals, and processes of this university. Updated CSC can be found on the Dean of Students website at:  
<http://www.louisiana.edu/Student/conduct.html>

### Section One

#### TITLE

1.1 This code shall be cited as the University of Louisiana at Lafayette Code of Student Conduct and Appeal Procedures. (Revised 6/00)

### Section Two

#### DEFINITIONS

- 2.1 Vice President - Chief Student Officer for the University.
- 2.2 Dean - reference hereinafter implies the staff of the Dean of Students, any members of the staff of the Department of Student Personnel and/or their designee, unless otherwise specified.
- 2.3 University - the University of Louisiana at Lafayette.
- 2.4 Student - any person who has registered in the university in any way.
- 2.5 University Official - any person employed by the university and assigned administrative or professional responsibilities.
- 2.6 University Employee - any person employed by the university for any purpose.
- 2.7 University premises or related premises - all lands, buildings and facilities owned, leased or controlled by the university.
- 2.8 Normal University Communication Channels - the use of any university employee to contact a student including but not limited to contact by phone, through class via faculty or by note delivered to the student or to the student’s room or by personal verbal contact and by use of the mail.
- 2.9 Residence Hall - a university owned married student housing unit, a university owned student residence hall or cooperative.

### Section Three

#### ADMINISTRATION OF DISCIPLINE

3.1 Under the direction of the President, the Vice President for Student Affairs (or designee) is primarily responsible for administration of student discipline.

3.2 The committee consists of eleven (11) members and is composed of four (4) faculty members appointed by the president; two (2) students appointed by the president; and two (2) faculty members and three (3) students recommended by the president of the Student Government Association to the president of the university within the constitutional limits of that body.

3.3 The chairman is appointed by the president and shall instruct the committee on student disciplinary policies, rules and hearing procedures. The chairman will conduct the proceedings in a spirit of fair play but any of the chairman's decisions may be overruled by a simple majority vote of the committee.

3.4 All faculty members shall serve for staggered terms; student members are to serve from the first day of appointment until the end of their tenure as a student or until they resign from the committee or fail to maintain a minimum of six (6) credit hours per regular semester. Student members shall be enrolled for a minimum of six (6) credit hours of course work.

3.5 The committee will elect a vice-chairman.

3.6 A quorum will consist of any six (6) members.

3.7 If a member cannot serve, the member shall notify the chairman of the committee and immediately resign; the committee may remove a member by a simple majority vote of the membership for malfeasance of committee responsibilities. In either of the above cases a replacement will be named by the appropriate person for the remainder of the term.

#### Section Four

##### INITIATION OF DISCIPLINARY PROCEEDINGS

4.1 When the dean (or designee) receives information that a student has allegedly violated any rule or regulation of the Board of Supervisors, the university, or its various divisions, the dean (or designee) shall investigate the alleged violation. After completing the preliminary investigation, the dean (or designee) may:

4.2 Dismiss the allegation as unfounded; or

4.3 Summon the student for a conference, and after conferring with the student, dismiss the allegation; or

4.4 Proceed administratively under Section Six if it is determined that the alleged violation may be resolved without requiring committee action; or

4.5 Prepare a charge and proceed under Section Seven.

4.6 If the alleged violation is not a disciplinary matter, but needs attention, the dean (or designee) will then refer it to the proper university committee or person.

#### Section Five

##### SUMMONING A STUDENT

5.1 The dean may summon a student to appear in connection with an alleged violation by sending the student a written notice, return receipt requested. The letter shall direct the student to appear at a specified time and place.

5.2 A student may also be summoned by the dean using normal university communication channels.

5.3 The dean may place on disciplinary probation a student who fails, without good cause, to comply with sub-section 5.1 or 5.2 and may institute proceedings against the student under Section Seven or sub-section 14.13.

#### Section Six

##### ADMINISTRATIVE DISPOSITION OF A VIOLATION

6.1 The dean may administratively dispose of any violation that the dean determines without a hearing under Section Seven.

6.2 If this course of action is pursued, the student and the dean will sign a Letter of Agreement as to the terms of the disposition of the violation. The student must be informed in writing that this Letter of Agreement may be appealed to the committee within seven (7) school days if the student so chooses.

6.3 This agreement will remain confidential between the student and the dean's office except that the committee may have access to these records.

6.4 The dean may take action other than by judicial proceedings in any case of student conduct involving health, psychological, or mental disturbance, or other unusual circumstances.

6.5 In administratively disposing of a minor violation, the dean may impose any penalty authorized by sub-sections 14.2, 14.3, 14.4, 14.5, 14.6, 14.7, 14.8, 14.9, 14.10 and 14.13..

#### Section Seven

##### HEARING

7.1 The dean will refer any case that is not settled administratively, or any case that results from violation of administrative Letter of Agreement to the Student Discipline Committee through the chairman.

7.2 The chairman presides over the hearing and all matters shall remain confidential.

7.3 The duties of the chairman shall be to ascertain that the dean has satisfactorily performed the requirements of Section Eight; and

7.4 The chairman shall rule on the admissibility of evidence, motions, and objections to the procedure in accordance with Section Twelve.

#### Section Eight

##### DUTIES OF DEANS WITH

##### REFERENCE TO HEARINGS

8.1 The dean shall, with concurrence of the chairman:

8.2 Set the date, time and place for the hearing and notify the student defendant of same.

8.3 Summon students and/or university employees to serve as witnesses and insure the presence of documentary and other evidence requested by the student defendant or the committee;

- 8.4 Report non-compliance of a summons by a university employee to the appropriate administrative official;
- 8.5 Arrange for recording of the hearing as provided in sub-section 13.9;
- 8.6 Arrange for a suitable room, necessary equipment and clerical assistance to the committee for a hearing; and
- 8.7 Present the case on behalf of the university.

## Section Nine

### NOTICE

- 9.1 The dean shall notify the student defendant by letter of the date, time and place for the hearing.
- 9.2 The letter of notice shall be either hand carried, or sent by certified mail, return receipt requested, addressed to the student defendant at the address appearing in the Registrar's records. If the student defendant is an unmarried minor, a copy of the letter shall be sent to the student's parents or guardian.
- 9.3 The letter of notice shall specify a hearing date not less than three (3), nor more than ten (10), class days after the date of the letter. If the student desires, the student may, in writing, waive any of the aforementioned time limitations.
- 9.4 The committee chairman, for good cause, may postpone the hearing and shall direct the dean to notify all interested persons of the new hearing date, time and place.
- 9.5 A letter mailed under subsections 9.1 and 9.2 shall direct the student defendant to appear before the committee on the date, time and place specified for the hearing.
- 9.6 The notice shall advise the student defendant of the rights of students in disciplinary hearings: to a private hearing, to appear in person with or without the ombudsman at the hearing, to challenge members of the hearing committee, to summon witnesses and argue on their own behalf, to cross-examine each witness who testifies against the student, to view the list of witnesses to be called to testify against the student, to view evidence to be presented in the hearing and to have the right to appeal. The student may have one other person in the room who will not be able to speak.
- 9.7 The dean shall have the right to cross-examine any witness testifying in the student defendant's behalf or to cross-examine the student defendant if the student defendant chooses to testify.
- 9.8 The dean may proceed under subsection 14.6 and 14.13 against a student defendant who fails without good cause to comply with a letter sent under this section or, at the dean's discretion, the dean may proceed with the hearing in the student's absence.

## Section Ten

### PRELIMINARY MATTERS

- 10.1 Cases in which charges arise out of a single transaction or occurrence against one or more students may be heard together. However, the committee may grant a separate hearing to any student if the student can demonstrate good cause.
- 10.2 At least one (1) class day prior to the hearing date, the student concerned shall furnish the dean with: the name of each witness that the student wants to be summoned, and a request for a separate hearing (as referenced in 10.1), if desired, and the grounds for such a request.

## Section Eleven

### CHALLENGES AND RECUSALS

#### OF COMMITTEE MEMBERS

11.1 If the accused student or the dean is not satisfied with the fairness or objectivity of any member of the committee, either may challenge that member. Each party is allowed two (2) challenges.

11.2 Each side is allowed one (1) pre-emptory challenge and one (1) challenge for cause. In the challenge for cause, the decision of the committee is final.

11.3 The challenged member shall leave the hearing room and shall not participate in the deliberation or the voting.

11.4 Any committee members wishing to recuse themselves from hearing a particular case may do so by notifying the committee chairman.

11.5 Recused committee members shall leave the hearing room and shall not participate in the deliberation or the voting.

11.6 Should a quorum be negated through challenge or recusal, the hearing shall proceed as if a quorum were present.

## Section Twelve

### PROCEDURE

12.1 The hearing is informal and the chairman shall provide reasonable opportunities for witnesses to be heard.

12.2 The hearing is closed and all matters shall remain confidential.

12.3 The following persons may attend: members of the Student Discipline Committee, the dean and the dean's staff, the student defendant, the Ombudsman, and only one (1) other person accompanying the student defendant. The student defendant may have counsel who may only serve in an advisory role. Only the Ombudsman and the student defendant may address the committee, ask questions of the witnesses and present testimony and rebuttal summations. The counsel may ONLY ADVISE the student defendant.

12.4 The committee shall proceed generally as follows during the hearing:

12.5 The chairman informs the student of the rights of students in disciplinary hearings as listed in subsection 9.6 and any other information the committee wishes to provide.

12.6 The dean or chairman of the Student Discipline Committee reads the charge.

12.7 The dean presents the university's case.

12.8 The student defendant presents his/her defense.

12.9 The committee members will have an opportunity to question the witnesses.

12.10 The dean and the student defendant may present rebuttal evidence and argument.

12.11 Since the burden of proof rests with the university, it will have the last summation.

12.12 The committee deliberates in private and decides the issue of guilt or innocence; the issue will be determined by simple majority of the voting members.

12.13 If the committee finds the student defendant guilty or if the student defendant pleads guilty, the dean and the student defendant may present evidence and argument on an appropriate penalty as provided under Section Fourteen.

12.14 The committee then deliberates in private and determines an appropriate penalty and the committee informs the student of the decision and penalty, if any.

12.15 The committee chairman will give the decision and penalty in writing to the president of the university for appropriate action.

### Section Thirteen

#### EVIDENCE

13.1 Legal rules of evidence do not apply to these hearings but the committee may admit and give probative effect to evidence that possesses probative value and is commonly accepted by reasonable people. The committee shall honor the rules of privileged information recognized by law, and in addition, shall recognize as privileged, communication between a student and a member of the staff of the University Student Health Services and the Counseling Center.

13.2 The committee shall presume a student defendant innocent of the alleged violation until it is convinced of the student defendant's guilt by clear and convincing evidence.

13.3 A witness shall testify and/or produce documentary and other evidence unless the testimony, document or other evidence is privileged or self incriminating.

13.4 A student defendant may not be compelled to testify.

13.5 All evidence shall be offered to the committee during the hearing and made a part of the hearing record.

13.6 Documentary evidence may be admitted in the form of copies or extracts or by incorporation through reference. Other physical evidence may be admitted in the same manner. Other physical evidence may be photographed or described for the record.

13.7 The committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of admitted evidence.

13.8 The committee may consider a student defendant's disciplinary record in determining an appropriate penalty after finding the student guilty of the alleged violation.

13.9 A tape recording shall be made of the hearing under the supervision of the dean and shall remain confidential.

### Section Fourteen

#### SANCTIONS

14.1 The dean, under Section Six, or the Student Discipline Committee, after a hearing under Section Seven, may impose one or more of the following penalties:

14.2 Admonition - a written reprimand from the dean to the student on whom this penalty is imposed.

14.3 Warning probation - indicates that further violation of regulations will result in more severe disciplinary action. The dean shall impose warning probation for a period of not more than one (1) calendar year, and the student shall be removed automatically from probation when the imposed period expires.

14.4 Disciplinary probation - indicates that further violations may result in suspension. Disciplinary probation may not be imposed for more than two (2) calendar years.

14.5 Withholding of a diploma - imposed upon a student who has disciplinary action pending. The penalty terminates on clearance of the disciplinary matter. Withholding of a diploma may be imposed as a disciplinary sanction when appropriate.

14.6 Notices to be placed on student's transcript are as follows:

a) The notice Future Registration Prevented - Disciplinary Action Pending may be placed on a student's transcript who has left the university and has disciplinary action pending or has been suspended from the university and has disciplinary action pending or has been suspended from the university under Section 14.13.

b) The notice Suspension, Dismissal or Expelled is placed on a student's transcript when a sanction of 14.14, 14.15 or 14.16 is imposed by the Student Discipline Committee or through a Letter of Agreement.

14.6a Indebtedness - Students who incur a debt to the university and do not clear that debt by pre-registration or regular registration will have their registration or diploma held and not released until the debt is paid. Other action may be taken against a student for indebtedness to the university.

14.7 Restitution - reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

14.8 Suspension of rights and privileges - an elastic penalty. The dean or the Student Discipline Committee may impose limitations or requirements to fit the particular case. This includes but is not limited to fines to be imposed for various violations.

14.9 Suspension of eligibility for official athletic and non-athletic extra-curricular activities - may prohibit, during the period of suspension, the student on whom this penalty is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meeting or functions; and from participating in an official athletic or non-athletic extra-curricular activity. A suspension may be imposed under this subsection for more than one (1) calendar year.

14.10 Failing grade - may be assigned to a student for a course in which the student was found guilty of scholastic dishonesty. Lesser penalties may be imposed by the instructor.

14.11 Denial of degree - a student found guilty of scholastic dishonesty may be denied a degree.

14.12 Voluntary resignation - shall result in assignment of W's. The agreement and conditions as set forth shall be honored in full by the Student Discipline Committee.

14.13 Temporary suspension until administrative hearing can be held - would be used by the dean in the event of a threat of safety to the university community or if a student refuses to answer a summons. Immediate notice shall be given for a hearing. The student will be notified within two (2) school days. The hearing shall be held within three (3) school days of the notification. During the period of suspension the student is prohibited from visiting the university

campus without prior approval of the dean, from being initiated into an honorary, social or service organization, and from receiving credit at a component of the university system for scholastic work done in residence or by correspondence or extension.

14.14 Suspension from the university - the student is suspended for a specified period of time and may automatically apply for re-entry to the university once this period of time expires. During the period of suspension the student is prohibited from visiting the university campus without prior approval of the dean, from being initiated into an honorary, social or service organization, and from receiving credit at a component of the university system for scholastic work done in residence or by correspondence or extension. Upon suspension the student's academic record will reflect W's in the semester in which they were dismissed or grades as determined by the Registrar.

14.15 Dismissal from the university - a student is suspended for an indefinite period of time with a minimum of one (1) year. The student must fulfill specified requirements as set forth by the Student Discipline Committee and may only be re-admitted by the action of the Student Discipline Committee. The student must present convincing evidence of reform and ability to abide by and respect rules and regulations of the university. During the period of suspension the student is prohibited from visiting the university campus without prior approval of the dean, from being initiated into an honorary, social or service organization, and from receiving credit at a component of the university system for scholastic work done in residence or by the correspondence or extension. Upon dismissal from the university the student's academic record will reflect W's in the semester in which they were dismissed or grades as determined by the Registrar.

14.16.1 Expulsion from the university - a student is expelled from the university and may never return to the university. The student is prohibited from visiting the university campus without prior approval of the dean, from being initiated into an honorary, social or service organization, and from receiving credit at a component of the university system for scholastic work done in residence or by the correspondence or extension. Upon expulsion from the university the student's academic record will reflect W's in the semester in which they were dismissed or grades as determined by the Registrar.

## Section Fifteen

### STUDENT CONDUCT

15.1 The succeeding violations as stated in this section are offenses for which a disciplinary proceeding may be initiated, but the university expects from its students, organizations and various groups or entities who represent or are University related a higher standard of conduct than the minimum required to avoid discipline.

15.2 The disciplinary sanctions outlined in Section Fourteen may be applied to any student who commits or attempts to commit, either singly or in concert with others, any of the following acts of misconduct whether or not the violation occurs on university property or in connection with any university authorized activity and not withstanding any action taken by civil authorities on account of the violation if such a violation causes that student to be a clear and present danger or threat to the university community, or impedes and/or deters the university from its purposes, functions, goals or processes.

15.3 The university expects all students to obey the law, to show respect for properly constituted authority, to fulfill contractual obligations, to maintain absolute integrity and a high standard of individual honor in scholastic work and personal conduct.

- 15.4 Disregard for the physical well being or rights or property of others.
- 15.5 Physical abuse or threat thereof against any person or persons, or other conduct which threatens or endangers the health or safety of any such person or persons.
- 15.6 Theft, larceny, embezzlement, bribery, or the temporary taking of the property of another or possession of stolen goods or attempted theft.
- 15.7 Academic cheating or plagiarism.
- 15.8 Unauthorized occupation, unauthorized entry or use of any university facility or university-related facilities or premises.
- 15.9 Unauthorized use or possession on the campus of firearms, ammunition, explosives, fireworks, or other dangerous weapons, substances, or materials.
- 15.10 Illegal manufacture, sale, possession or use of narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers, hallucinogens, and/or other similar known drugs and/or chemicals.
- 15.11 Vandalism, malicious destruction, damage, defacing, or misuse of public or private property, including library materials.
- 15.12 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university event or university-authorized event.
- 15.13 Obstructing or restraining the passage of any person at an exit or entrance to the university campus, property, building, classroom or otherwise denying freedom of ingress and egress on campus.
- 15.14 Setting a fire or the attempt to set a fire on the campus, buildings, or properties or campus related premises without proper authority.
- 15.15 Forgery, alteration, or misuse of any university documents, records, or identification cards.
- 15.16 Furnishing false information with intent to deceive.
- 15.17 Making a false statement and/or making a false report of a crime or university violation.
- 15.18 Gambling.
- 15.19 Failure to promptly meet university related financial obligations.
- 15.20 Unauthorized use, possession, or alteration of fire fighting equipment, safety devices, campus security property, or other emergency or safety equipment.
- 15.21 False Reporting of Emergency. The making of a false report of a bomb, fire or other emergency in any building, structure or facility on university premises or university related premises by means of activating a fire alarm or in any other manner.
- 15.22 Public profanity.
- 15.22a Obscene conduct on the university campus.
- 15.22b Illicit sexual relations or perversions, or lewd, or indecent conduct.

15.22c Any communication, publication, or display that taken altogether appeals to the prurient interests in sex, portrays sexual literary, artistic, political or scientific value, all as judged according to the average person in the university community as obscene and/or indecent or inappropriate.

15.23 Profanity or abusive or foul language directed toward a person or persons.

15.24 Disruption of, or interference with any university academic or non-academic activities.

15.25 Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid and assembling to raid university units or university related facilities.

15.26 Hazing or stalking or physical or mental harassment, in any form on or off the campus.

15.27 Burning, or the attempt to burn, candles, incense or any flammable substance which may present a fire hazard, or danger to property or person and/or persons on the university campus.

15.28 In order to protect the safety and welfare of students and employees of the university, and to protect the property of the university, it is hereby declared that it shall be a violation of this code for students on any property either owned or controlled by the university not to identify themselves to a university employee by displaying their student identification card in response to a request.

15.29 Alcoholic Beverages - possession or consumption of alcoholic beverages in any form on university premises or university related premises, except in those areas of the university premises or university related premises where the President of the University (or designee) has authorized the serving of legal beverages, subject to prescribed regulations.

15.30 Violation of any or all published rules governing conduct in residence halls, dining halls, university Union, or conduct on university premises including fraternity and sorority housing or university related premises.

15.31 Violation of any published policies, rules and/or regulations, by any official university office such as, but not limited to Housing, Department of Student Personnel, Admissions, Registrar, Business Office, Academic Deans, University Police Department or the Office of the Vice President for Student Affairs.

15.32 Failure to follow the directions, instructions or directives of a hall staff, police officers, student workers and others properly delegated.

15.33 Interference with performance of duties of any university official or employee including faculty and staff, residence hall staff and student workers.

15.34 Theft, sale and/or possession of stolen books or property of another.

15.35 Failure to answer a university summons.

15.36 Violation of any published rulings of the Board of Supervisors and Board of Regents such as, but not limited to, rules pertaining to university housing.

15.37 Failure to maintain a local and/or current mailing and resident address with the Registrar's Office.

15.38 Malfeasance of or misuse of elective or appointive office in a student organization or university committee which is injurious to said organization, its members, or the welfare of the university community.

15.39 Violation of any civil or criminal ordinances or laws if such violation causes that student to be a clear and present danger or threat to the university community, or impedes and/or deters the university from its purposes, functions, goals or processes.

15.40 Failure to comply with a Letter of Agreement or any sanction placed on a student by the Student Discipline Committee or Personnel Dean.

15.41 Unauthorized or illegal entry into anyone's room or personal property.

## Section Sixteen

### CONDUCT OF STUDENT ORGANIZATIONS

16.1 A student organization is defined as any group of University of Louisiana at Lafayette students and its members who have been officially approved and recognized by the university.

16.2 All student organizations must abide by the policies and procedures as outlined by the University Organizations Committee (see current Student Handbook).

16.3 Student organizations and their individual members are responsible for knowing and abiding by all university regulations as included in, but not limited to: Code of Student Conduct and Appeal Procedures, Student Handbook, University Catalog, special rules designed by governing groups (example: IFC, Panhellenic, SGA, Union Program Council, etc.), and the University Hazing Policy. In addition, student organizations and their individual members are held responsible for knowing and abiding by all local, state and federal laws.

16.4 Student organizations are held accountable for any actions or activities that result in harm or could constitute a hazard to emotional or physical health or safety of members or prospective members of the organization or any other person.

16.5 The fact that a student organization is held responsible for actions and activities does not eliminate the individual student's accountability under the provision of the Code of Student Conduct and Appeal Procedures.

16.6 The fact that individual students are held accountable for actions taken while participating in an organization's activity while representing the organization does not eliminate the accountability of the organization for its actions.

16.7 Violation of any stated university policy may result in discipline action taken against the organization as outlined in previous sections of the Code of Student Conduct and Appeal Procedures, and/or may result in action taken by the University Organizations Committee.

## Section Seventeen

### RECORDS

17.1 The university shall maintain for every student who has received any disciplinary sanction from the Student Discipline Committee under Section Fourteen a written disciplinary record, as well as a tape recording of the proceedings, that shall reflect the nature of the charge, the penalty assessed, and any pertinent information. This information shall remain confidential.

17.2 At the dean's discretion, the Registrar shall place on the student's permanent academic record an entry describing any sanctions imposed on the student by either the dean or the Student Discipline Committee.

17.3 The notation "Future Registration Prevented/Discipline Action Pending" may be placed on the transcript of a student or former student by the Registrar at the direction of the dean in order to uphold the purposes, goals and processes of the university.

17.4 The university's policy on release of student education records is stated in the current university catalog under the section entitled "Rules and Regulations."

## Section Eighteen

### APPEAL PROCEDURES

#### Discipline Appeal Procedure

18.1 The student shall have the right to appeal any sanction or probation or suspension, dismissal, or expulsion regardless of whether this sanction is imposed by the decision of the dean or the Student Discipline Committee.

18.2 The appeal must be made in writing within seven (7) days of the date of the decision.

18.3 If the student wishes to appeal the decision of the dean, the student may write a letter of appeal to the chairman of the Student Discipline Committee.

18.4 If the student wishes to appeal the decision of the Student Discipline Committee, the student may appeal to the University of Louisiana Board of Supervisors if the sanction is one of suspension from the university for a period of one academic year, or if the sanction is of greater severity. For appeals regarding less severe sanctions, the final appeal shall be at the university level. If the student chooses to appeal to the Board of Supervisors after all administrative procedures have been exhausted at the institutional level, the appeal must be within thirty (30) calendar days of the institution's decision. The Board's review is limited to a determination of compliance with established and appropriate procedures at the institutional level. The student shall be notified of the Board's decision.

#### Academic Appeal Procedure

18.5 The university is dedicated to learning, to the advancement of knowledge, and to the development of ethically sensitive and responsible persons. It seeks to achieve its goals through a sound educational program that encourages independence and maturity. Upon enrolling in the University each student assumes an obligation to obey all rules and regulations, whether of an academic or non-academic nature, made by properly constituted authorities including, but not necessarily limited to, those rules contained in all university publications and in the Code of Student Conduct. Each student is further obliged to preserve faithfully all property provided to the student by the state for educational purposes and to discharge all duties of a student with diligence, fidelity, and honor.

18.6 A graduate student who is penalized for the violation of any rule or regulation of the university has the right of appeal. The student may initiate an appeal of the specific rule or regulation in the Office of the Dean of the Graduate School in the case of an academic matter, or in the case of a non-academic matter, under the rules specified by the Code of Student Conduct.

18.7 The University of Louisiana at Lafayette tries very hard to insure that its rules, regulations, and policies are fair and impartial and that its faculty and staff apply these in a uniform manner. However, the university also recognizes that the best of rules, regulations, and policies will not take care of every one of a student's problems. Those students who have a problem which comes into conflict with a university rule, regulation, or policy need to be aware of the circumstances under which their problem will receive the personalized attention of the university. To provide that information to each one of UL Lafayette's students, the following guide to appealing the application of rules, regulations, or policies and/or the actions of a faculty or staff member is presented.

18.8 Academic Suspension - A student placed on academic suspension may appeal for waiver of suspension provided the student can present documented evidence to substantiate extenuating circumstances which interrupted the student's academic program. Extenuating circumstances might include, but are not limited to, prolonged medical problems, death in the immediate family, natural disaster, and military obligations. Students must provide documented proof of extenuating circumstances showing direct due cause.

A student may appeal for a waiver of suspension by following the steps listed below:

1) Contact Junior Division two (2) weeks prior to the beginning of the semester in which the student wishes to return to UL Lafayette. An appointment will be scheduled with a Junior Division Counselor to complete an academic performance plan.

2) Write a letter of appeal to the Committee on Academic Affairs and Standards following the approved format.

3) Take or mail the letter to the student's academic dean.

4) Arrange for a personal interview with the academic dean who will then present the appeal to the Committee on Academic Affairs and Standards, a council of administrators, faculty and students, which will decide whether or not to accept the appeal.

18.9 Academic Regulations - The "Rules and Regulations" of the university are contained in the official undergraduate and graduate bulletins. In order to request a waiver of any academic regulation contained in these pages students should consult with their academic advisor, department head, and academic dean concerning the matter. University regulations often provide the academic dean with some discretion in application of some of these rules and regulations, and the academic dean may be able to solve the student's problem at that level. If the academic dean cannot solve the student's problem, then the academic dean may take the appeal to the Committee on Academic Affairs and Standards for their consideration.

18.10 Fee Assessment - If a student feels that fees have been improperly assessed, that student should contact the Office of the Vice President for Business and Finance to find out the name of the current chairman of the Fee Committee. The student should then contact that individual who will either handle the problem or present it to the full Fee Committee for resolution.

18.11 Final Grade in a Course - Students who feel they have received an unfair or capricious final grade in a course may appeal that grade provided one of the criteria contained in 18.11a through 18.11d is met. The following appeal procedure shall not be used to question the professional judgment of an instructor or the content of an examination. Only final grades in a course may be appealed.

18.11a When the student contends that the professor has violated the professor's own specified grading standards or has imposed criteria different from those used to evaluate the academic work of other students in the class.

18.11b When the student has been charged by the professor with cheating, plagiarism, or collusion resulting in a reduced grade or a grade of "F" in the course and the student contends that the charges are untrue and the penalty therefore unjust.

18.11c When the student has either been given the grade of "F" in a course or been given a grade lower than what the student earned through proper academic work because the professor accuses the student of being in violation of University Rules or Regulations, discipline for which should be administered by the Vice President for Student Affairs (or designee) and not by the instructor in any given course.

18.11d When the instructor demands as a condition of passing a course any condition not germane to the subject matter of the course.

18.11e In order to appeal a final grade under these guidelines a student must start the appeal process within thirty (30) school days of the end of the semester or summer session in which the grade was received. Initiation of the appeals procedure is accomplished by the student notifying the university Ombudsman in writing of the student's intention to appeal a final grade and providing the Ombudsman with specific information concerning the appeal.

18.11f If unsuccessful, the student then meets with the University Ombudsman who will guide the student through the remainder of the appeals process. Copies of the Guidelines for Appealing Unfair and/or Capricious Final Grades can be obtained from the Ombudsman or the Academic Vice President.

18.12 Residency Status - If a student feels that he/she has been improperly classified as to residency status, the student should contact the Office of the Vice President for Business and Finance to find out the name of the current chairman of the University Residency Committee. The student should then contact that individual who will either handle the problem or arrange to present it to the full committee for resolution.

18.13 Unfair Application of Rules, Regulation or Policy - If a student feels that any employee of the university has unfairly applied a "Rule, Regulation, or Policy," the student may appeal that decision to the employee's immediate supervisor. If the student is not aware of who the immediate supervisor of the employee is, the student should contact the Office of the Vice President for Student Affairs, who will provide the needed information.

18.14 Students are cautioned not to institute frivolous appeals under this section, since university Rules, Regulations and Policies exist for the orderly transaction of university business.

18.15 Unfair, Rude or Capricious Treatment - If students feel that they have received unfair, rude, or capricious treatment from any university employee, the student may bring the complaint to that individual employee's immediate supervisor. If the student is not aware of who that employee's immediate supervisor is, the student should contact the Office of the Vice President for Student Affairs, who will provide the needed information.

18.16 Students are cautioned not to bring frivolous or unfounded complaints under this section, since counter complaints may be filed against them in these instances.

#### Parking Appeal Procedure

18.17 The university "Traffic Code" permits a student to appeal any university parking violation which the student feels was issued for an unjust reason. The written appeal should state that the student would like to appeal the penalties assessed for a parking violation committed while operating a moveable vehicle on the university campus.

18.18 The following regulations apply to the appeal request:

- 1) This request must be submitted within 96 hours or four class days (excluding weekends and holidays) of the violation.
- 2) The Initial Appeal request is submitted to the Hearings Officer in Olivier Hall for adjudication. A written response to the initial appeal will be sent to the appellant in a short period of time.
- 3) If the appellant wishes to further the appeal, the appellant may contact the University Ombudsman who will assist the appellant in furthering the appeal to the Parking Appeals Committee.
- 4) It is necessary for the student to appear before the Parking Appeals Committee upon notification by the chairperson. Time, date and location will be supplied prior to the hearing.
- 5) Students may prepare their own cases and present the information to the committee.

6) Any officer or university official issuing the violation or any witness in the student's behalf may be requested to attend the hearing.

7) Failure to appear on the assigned day of the hearing without prior notification to the committee chairperson's office will result in the denial of the appeal.

8) All violations remain valid and outstanding pending the decision of the appeals committee.

18.19 Forms for the appeal may be obtained from Olivier Hall, Room 100 (Parking & Transit and Identifications Systems).

#### Financial Aid Appeal Procedure

18.20 Students receiving financial aid must maintain minimum satisfactory progress standards. Students must be eligible to enroll according to the Academic Standards of the University of Louisiana at Lafayette. This means that if a student has been approved for financial aid and is in good standing or on academic probation, the student is eligible to attend and is also eligible to receive financial aid. In addition, students must meet the requirements specified by their particular financial aid program. See your financial aid advisor or Junior Division counselors for more information.

18.21 If a student is placed on financial aid suspension due to failure to maintain minimum credit hour requirements, or if the student exceeds maximum cumulative credit hours allowed, the student may appeal in writing to:

Director  
Junior Division  
P. O. Box 41640  
Lafayette, LA 70504

#### Student Affairs Appeal Procedure

18.22a If there are grounds, the decision of this committee may be appealed in writing within five (5) school days to the chairman of the Student Affairs Appeals Committee. The written appeal must explain in full the grounds upon which the appeal is being made. It should be hand delivered to the chairman. The only grounds upon which the Student Affairs Appeals Committee will hear an appeal are as follows:

1) Due process was not observed in the committee.

2) New evidence has been presented since the decision of the committee; therefore, the appeals committee will remand the case to the committee.

3) Misinterpretation or misapplication of fact or rule occurred in the committee.

4) The policies and procedures of the committee were not observed.

18.22b The rights of the plaintiff include:

1) To appeal the decision of a lower committee;

2) To appear before the Student Affairs Appeals Committee, if the committee decides to hear the appeal based on grounds;

3) To present an appeal to the Vice President of Student Affairs, if the committee declines to hear the plaintiff's appeal.

### 18.23 Procedure for Originating Appeals:

1) A student wishing to make an appeal presents the appeal and the grounds for it in writing to the chairman of the committee (see the Office of the Vice President for Student Affairs for the name of the chairman) or to the vice-chairman if the chairman is absent. If an appeal is against a decision rendered in a lower committee, the appeal must be made within five (5) school days from the time the decision was rendered.

2) If a lower committee has not considered a student's case within a reasonable time, ordinarily two weeks, then the student may make an appeal directly to the court for a decision.

3) If time is of the essence, the student making an appeal may request a Stay of Action. The chairman of the committee, or the vice-chairman if the chairman is absent, grants the Stay of Action when appropriate. This Stay of Action is effective as long as the student's case is under appeal.

### Section Nineteen

#### SEXUAL HARASSMENT

19.1 Statement of Policy: It is the policy of the University of Louisiana at Lafayette that no member of the academic community may sexually harass another. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitutes harassment when:

19.2 Any such proposals are made under circumstances implying that one's response might affect academic or personnel decisions that are subject to the influence of the person making such proposals;

19.3 Such conduct is persistently abusive of others and implies a discriminatory hostility toward their personal or professional interests because of sex; or

19.4 Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive learning or work environment.

19.5 Applicable Procedures: Any individuals who believe that they have been harassed may bring a complaint or file a grievance. Complaints will be handled informally while grievances will involve a formal investigation and may result in hearings.

19.6 Bringing a Complaint:

19.6a Any member of the university community who believes that he/she has been the victim of sexual harassment as defined above may bring the matter to the attention of the Associate Dean of Students, Room 211, Martin Hall (482-6272), the Title IX Coordinator, Room 231, Martin Hall (482-6306), or one of the professional counselors in the Counseling Center, Olivier Hall (482-6480) or the University Ombudsman (482-6947), Corona Hall.

19.6b The complainant should present the complaint as promptly as possible after the alleged harassment occurs. One consequence of failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date.

19.6c The initial discussion between the complainant and the university officer will be kept confidential with no written records. In many cases a satisfactory resolution of the complaint can be worked out at this point and no further action is required.

19.7 If a satisfactory solution to a complaint cannot be reached and the individual (grievant) decides to proceed, a written statement describing the alleged harassment should be submitted to the grievance officer designated by the president. Cases involving sexual harassment are particularly sensitive and demand

special attention to issues of confidentiality. Dissemination of information related to the case should be limited in order that the privacy of all individuals involved is safeguarded as fully as possible;

19.7a The grievance officer shall inform the alleged offender of the allegation and the identity of the grievant. A written statement of the complaint shall be given to both parties. Every effort shall be made to protect the grievant from retaliatory action by those named in the grievance;

19.7b Promptly after the grievance is submitted, the grievance officer should initiate appropriate steps to effect an informal resolution of the grievance acceptable to both parties;

19.7c The grievant, if unsatisfied with the informal resolution proposed above, shall have access to the formal grievance procedures of the university upon prompt submission of a written request;

19.7d Review of a grievance against a faculty and/or staff member is conducted by a committee of peers. Members of a peer review committee should meet with the grievance officer to discuss the grievance. Unless the committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the committee and to confront any adverse witnesses. The committee, with assistance from staff, may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary in reaching a determination as to the merits of the allegations. Once such a determination has been reached, it should be communicated in writing to both parties;

19.7e Corrective action and/or disciplinary measures: if the review committee's findings do not lead to a mutually acceptable resolution, and if the committee believes that a reasonable cause exists for seeking sanctions against the faculty and/or staff offender, the grievance officer will forward the recommendations immediately to the president and/or designee. The president and/or designee shall then proceed in the manner set forth in the applicable grievance procedure.

## Section Twenty

### STATEMENT OF STUDENT RIGHTS

20.1 The University of Louisiana at Lafayette exists to educate its students; to advance, preserve and disseminate knowledge through research and scholarship; and to advance the public interest and the welfare of society as a whole. Essential to such purposes is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom, and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, UL Lafayette as an institution and each member of the university community have reciprocal rights and obligations. It is the obligation of the university as an institution to ensure orderly operation, to preserve academic freedom, to protect the rights of all members of the university community, to prohibit acts that materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to institute disciplinary action where conduct adversely affects the university community's pursuit of its educational objectives.

20.2 For all UL Lafayette students, enrollment at the university confers certain rights and requires certain obligations that are defined below. It is expected that students will understand and respect the rights of others. It is also expected that all students be aware of their rights and obligations. Unfamiliarity with the following is not an excuse for failure to carry out one's obligations as a student member of the university community.

20.3 Expression - Students have the right and are encouraged to express their views on all issues. This expression may be verbal or in writing and is guaranteed by the first amendment concept of freedom of speech and press. In exercising this right, students have the obligation not to interfere with the academic process. The university shall provide all students a proper forum through which their views may be expressed which will not impair their right of expression and simultaneously maintain an orderly climate of academic pursuit. All publications and broadcasts are subject to the canons of responsible journalism and community standards, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo. Freedom of expression may be subject to reasonable time, place and manner regulations that are content-neutral, serve a significant university interest and leave open ample alternative channels for communication of the information.

20.4 Association and Assembly - Student groups may peacefully assemble and may express opinions publicly and privately. Students have the right to organize and join organizations to promote their common interests. These organizations are obligated to receive official recognition and follow the guidelines of the University Organizations Committee. Only approved organizations may enjoy the rights and privileges accorded by the university including the right to invite speakers to campus to address the group or student body. The university administration may cancel a speaker's reservation when there is a clear and present danger that the appearance would threaten the orderly operation of the university.

20.5 Privacy - Students have the right to have their academic and disciplinary records kept confidential subject to existing state and federal law. No official records shall be kept that reflect any alleged political activity or belief of students. No official records of students shall be available to unauthorized persons within the institution or to any person outside the institution without the expressed consent of the student involved except under legal compulsion. The university, on request, will make available to a student all of his or her records.

20.6 Equal Protection and Due Process - No student shall be subject to any regulation that discriminates on the basis of race, age, sex, political affiliation, religion, handicap or national origin; nor shall any regulation in any way deny any student due or equal protection under the law. Each student shall be treated as a unique individual and shall be accorded due respect. In the case of disciplinary action against a student, the procedures for due process, equal protection and appeal are outlined in the Code of Student Conduct and Appeal Procedures. The Code also outlines the procedures used for all appeals, including the appeal of academic sanctions, parking sanctions, financial aid procedures, residency status, fee assessments, and unfair or capricious treatment.

## Section Twenty-One

### ANTI-HAZING POLICY

#### Introduction and Rationale

30.1 University sanctioned organizations are based on "scholarship," "friendship," and "common experiences and interest" which are to be gained through mutual respect, loyalty and pride. It was never intended that these qualities be gained through ridicule, embarrassment or servitude.

Organizations at UL Lafayette are expected to be partners in the process of fulfilling the mission of the University by creating and maintaining educational standards within their organizations that are conducive to personal growth and development. If organizations are to remain an integral part of the University, they must set educational directions. That is the key to eliminating hazing. The ideal association/new member education program should encourage and emphasize the approved ideals and purposes of the organization such as personal friendships, scholarship, cultural awareness, financial responsibility, spiritual awareness, ritual importance, social development, resources available on campus and in the community, leadership, recreational development, alumni relations or community service.

## Definition

30.2 Hazing, as defined by the Board of Supervisors is “any action taken or situation created, whether on or off college or university property, which is life threatening to the individual, and kidnapping, paddling, slapping, branding, burning with cigarette, or any such activities which are life threatening to the individual or are intended to hurt or to humiliate physically or mentally.” Hazing in any form is strictly forbidden by the University through the Code of Student Conduct. Actions and activities which are explicitly prohibited include, but are not limited to the following:

- 30.3 1. All forms of physical activity not part of an organized, voluntary athletic contest or not specifically directed toward constructive work.
- 30.4 2. Paddling, beating, or otherwise permitting members or alumni members to hit associates, new, or potential members.
- 30.5 3. Any activity that might reasonably bring physical harm to the individual.
- 30.6 4. Morally degrading or humiliating games or activities that make an individual the object of amusement, ridicule, or intimidation, or any action or situation which subjugates an individual to a condition where he/she might tend to lose self- respect or suffer injury.
- 30.7 5. Kidnap, road trips, etc., which are conducted in a manner that endangers the health or safety of an associate or active.
- 30.8 6. Requiring associates to consume large amounts of alcohol.
- 30.9 7. Activities that interfere in any way with any individual’s academic efforts, e.g. causing exhaustion, loss of sleep, or loss of reasonable study time.
- 30.10 8. Activities that interfere with an individual’s employment or family obligations.
- 30.11 9. Forcing, coercing, or permitting students to eat or drink foreign or unusual substances such as raw meat, raw eggs, salt water, onions, etc.
- 30.12 10. The use of obscenities and vulgarities in dress or requiring associates to wear any degrading or uncomfortable garments.
- 30.13 11. Preventing associates from wearing any required garments or accessories.
- 30.14 12. Having substances such as eggs, paint, honey, etc., thrown at, poured on, or otherwise applied to the bodies of associates.
- 30.15 13. Subjecting an individual to cruel and unusual psychological conditions, any form of verbal harassment.
- 30.16 14. Any requirement which compels an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual’s genuine morals and/or beliefs, e.g. public profanity, indecent or lewd conduct, or sexual gestures in public.
- 30.17 15. Pledge members being solely responsible for chapter obligations.
- 30.18 16. Any action which is in violation of the University’s Code of Student Conduct.

## Enforcement

30.19 It shall be the duty of all current and potential student organization members to report immediately, in writing, any violation of this policy to the Dean of Students Office. Infractions of these regulations will result in disciplinary procedures being initiated according to the regulations prescribed in the University's Code of Student Conduct and Appeal Procedures. Organization presidents must sign that they have received and understand the University Anti-Hazing Policy before they are re-certified each year. Failure to do so will jeopardize the organization's relationship with UL Lafayette.

30.20 In addition, UL Lafayette Greek students must attend an anti-hazing meeting and sign the anti-hazing and grade release form. Failure to do so will jeopardize their relationship with the UL Lafayette Greek System.

### **III(f) – FIRST AID AND CPR REQUIREMENTS**

Students formally admitted to the UL Lafayette ATEP must possess and maintain current First Aid and CPR certifications throughout their tenure in the UL Lafayette ATEP. In the event an ATS is not directly supervised, First aid and CPR certifications allow the ATS to provide appropriate care as outlined in the UL Lafayette ATEP First Responder Guidelines (see appendix, Section IV-a). Acceptable credentialing agencies for first aid and CPR are the National Safety Council, American Red Cross, and American Heart Association.

The UL Lafayette ATEP will offer these courses on a limited basis. The UL Lafayette ATEP will make a concerted effort to give Athletic Training Students advanced notification of upcoming first aid and/or CPR courses to allow as many ATS, as possible, to attend. However, it is ultimately the ATS responsibility to maintain current First Aid and CPR certifications.

Students enrolled in Clinical Classes will be unable to log clinical experience hours until such time that the student has current First Aid and CPR certifications.

### **III(g) – OSHA BLOODBORNE PATHOGENS TRAINING REQUIREMENTS**

The ATS are required to obtain approved training in OSHA Bloodborne Pathogens prior to beginning their first clinical class, in KNES 201. Students are then required to maintain Bloodborne pathogens training to be administered in KNES 237, KNES 335, and KNES 438.

Additional opportunities for Bloodborne pathogen training are available through the UL Lafayette Safety Department. For more information on the UL Lafayette Department of Health and Safety training courses, please contact:

Joey Pons, IV, Director  
Parker Hall  
P.O. Box 43210  
Lafayette, LA 70504-3210  
Phone: 337/482-5357  
E-mail: [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu)

Or go to the UL Department of Health and Safety Web Page, scroll down towards the bottom of the page, and click on “Safety Training” for a list of current courses being administered:

<http://safety.louisiana.edu/Training/index.shtml>

### **III(h) -GUIDELINES FOR CLINICAL EXPERIENCE AND FIRST RESPONDER GUIDELINES**

The following guidelines delineate the role of an athletic training student. As a student in the UL Lafayette ATEP, you are expected to conduct yourself in accordance with these guidelines during any clinical experience.

#### **I. DEFINITIONS**

- A. Direct Supervision (Clinical Education Experience)**
  - 1. Direct Supervision is defined as the constant visual and auditory interaction between athletic training student and ACI/CI when a specific clinical skill or proficiency is being evaluated for course credit
- B. Supervision (Field Experience)**
  - 1. Supervision is defined as a clinical experience that involves daily personal/verbal at the setting between the athletic training student and ACI, CI, ATC, LAT, or other supervising allied health care professional
  - 2. The ACI, CI, ATC, LAT or other allied healthcare professional will plan, direct, and advise the ATS' clinical experience
- C. Unsupervised (First Responder)**
  - 1. Any clinical experience in which the ATS is acting without the presence of a ACI, CI, ATC, LAT, or other allied health care professional

#### **II. ATHLETIC TRAINING STUDENT CREDENTIAL REQUIREMENTS**

- A. First Aid and CPR**
  - 1. A student athletic trainer must maintain current certification in First Aid and CPR, by the American Red Cross or the American Heart Association, in order to provide any allowable services of an athletic training student regardless of the presence of a supervising licensed and certified athletic trainer.
- B. OSHA Bloodborne Pathogens Training**
  - 1. A student must maintain a current training in bloodborne pathogens training in order to provide any allowable services of an athletic training student regardless of the presence of a supervising licensed and certified athletic trainer.

#### **III. SUPERVISED EXPERIENCES**

- A. Acceptable Services**

An athletic training student acting under the supervision of an ACI, CI ATC, LAT or other allied health care professional may:

  - 1. Provide all athletic training services that have been presented within a previous or concurrent academic course and/or successfully evaluated in "Competencies in Athletic Training" for proficiency
  - 2. Write progress notes recording actions of care

#### **IV. UNSUPERVISED EXPERIENCES**

- A. Acceptable Services**

The role of an athletic training student acting without the supervision of a ACI, CI, ATC, LAT or other allied healthcare professional is limited to that of the skills of a First Aider/First Responder, including:

  - 1. Application of all first-aid skills for the treatment of acute injuries including;
    - a. RICE
    - b. Blister/wound care
    - c. Wrapping
      - Use of elastic wraps to prevent injury and control swelling

2. Application of all CPR related skills
3. Provide assistance to the athlete with the application of a stretching program.
4. Application of a brace already being used
5. Application of splints for stabilization of an acute injury or for the protection of an existing injury provided that the splint has been previously applied to the athlete for the same injury
6. Conduct a history evaluation to determine the need for referral
7. Conduct a brief injury assessment to determine the need for splinting, bracing, or crutch use for safe referral
8. Application of ice per protocols
9. Write progress notes to record actions of care

B. Unacceptable Services

1. An athletic training student may not provide any service that is not identified in section III.A of the guidelines for clinical experience without prior written/verbal instruction, consent, and/or guidance by the supervising ACI, CI, ATC, LAT or other allied healthcare professional. This includes, but is not limited to the following:
  - a. Initiate, change, or progress a rehabilitation plan
  - b. Conduct a full, new evaluation of an injury

C. ATS Travel Policy

1. There may be times when an ATS will travel with an intercollegiate athletic team from UL Lafayette without the supervision of a ACI, CI, ATC, LAT, or other allied health care professional. In those instances, the ATS will act only within their scope of training as a First Aider/First Responder and consistent with approved National Safety Council, Red Cross or American Heart Association guidelines. Current card(s) must be carried by the ATS to verify their qualifications

V. CLINICAL HOURS

A. Required Hours

1. Athletic training students must complete a total of 720 clinical experience hours for completion of the program. Specific guidelines for obtaining clinical hours are included in the clinical course syllabi.

B. Verification of Hours

1. Clinical hour log sheets must be kept at the clinical rotation site, preferably in a binder, until hours are due to be turned in.
2. Clinical hours must be initialed/signed on a daily basis or as determined by your assigned certified athletic trainer
3. A separate sheet **must** also be kept to document all service work hours and will be turned in along with your assigned clinical hours log sheets on the appropriate due date(s).

VI. ROLE OF THE ACI, CI, CERTIFIED ATHLETIC TRAINER

A. The ACI, CI, ATC, LAT will:

1. Appropriately split time between multiple sports or settings assigned to the ATS in accordance with the objectives of the clinical course the ATS is currently enrolled.
2. Provide direct supervision of each athletic training student in the context of direct patient care and which is consistent with UL Lafayette ATEP Policies and Procedures.

### III(i) - LIABILITY INSURANCE FOR CLINICAL/FIELD EXPERIENCES

The University of Louisiana System does provide a blanket liability insurance policy for those students currently enrolled in a clinical experience class (KNES 237,238,335, 437,438). Again, this policy is only for those ATS' enrolled in a clinical experience class and only while completing official clinical course hours for the clinical experience class. A certificate of liability insurance coverage is on file in the UL Lafayette ATEP Clinical Coordinators office and of which, a copy has been provided to each company and school utilized by the UL Lafayette ATEP.

Students not officially completing clinical experience course hours are not covered under the terms of this insurance policy. ATS' not enrolled in a clinical class or who are not officially logging hours for a clinical course, fall under the terms and guidelines for providing service work (see appendix, section IV-e of the Policies and Procedures Manual), which again, is not covered by the liability insurance policy.

Several insurance companies do provide reasonable liability insurance coverage for athletic training students, particularly, when not meeting the coverage guidelines by the UL System. More information about this subject can be found on the NATA web site or by contacting Healthcare Providers Service Organization (HPSO). There are two web links to HPSO:

<http://www.hpso.com>

or

<http://www.hpso.com/professional-liability-insurance/student-coverage-description.jsp>

### III(j) - CLINICAL/FIELD EXPERIENCE DRESS CODE

Clothing and appearance during clinical experiences should project a professional image. ATS are required to wear black or khaki shorts or slacks and an approved shirt. An approved shirt includes an Athletic Training Education Program T-shirt on non-game days and an Athletic Training Education Program Polo shirt on game days. Shorts must be longer than the tips of the fingers when hands are at the sides and shoulders relaxed.

No hats are to be worn inside during a clinical rotation. A UL Lafayette hat or one displaying the affiliated sites logo may be worn outside of a building. No open toed shoes or sandals may be worn at anytime during the clinical rotation.

The ATS should also be prepared with appropriate clothing and apparel in the event of inclement weather. As long as the weather is deemed safe for practice and play, the ATS should continue with the clinic. The ATS should also be prepared with appropriate clothing and apparel in the event inclement weather arises. As long as the weather is deemed safe for practice and play, the ATS should continue with the clinical experience. Inclement weather is a reality experienced during a number of athletic events. See Policies and Procedures section III-n for inclement weather policy.

#### **Costs Association With Clinical Rotations:**

- **Approved Clothing:** it is the student's responsibility to wear approved ATEP shirts during assigned clinical rotation hours.
  - ATEP T-Shirts are available for \$10 each for cotton, \$15.00 each for dry-fit
  - ATEP Polo style (collared) shirts are available starting at \$20 each for cotton and \$25 each for dry-fit.

Students prior to completing KNES 332 Therapeutic Modalities **and** completing modality proficiency sheets in KNES 335 are to wear **black** colored shirts during clinical rotations.

Students having completed KNES 332 and having satisfactorily completed modality proficiency sheets in KNES 335 are to wear **red** colored shirts during clinical rotations.

### **III(k) - COMMUNICABLE DISEASE**

**DEFINED:** a disease that may be transmitted directly or indirectly from one individual to another.

The UL Lafayette ATEP wishes to ensure a healthy and safe environment for all students, faculty members, ACI/CI's and their respective patient/athletes. Therefore in the event an ATEP student contracts a communicable disease that could jeopardize other students, faculty, ACI/CI's, or patient/athletes, the ATEP student should:

1. Seek immediate medical attention for formal evaluation. Also, inform the attending physician that you are a student in an Allied Health Education Program and discuss if you should be restricted from interaction at clinical sites or with other students.
2. The student should have written documentation from the attending physician in regards to your ability to continue with classes and clinical rotations or if any restrictions are required.
3. The student should contact their respective instructor or the ATEP Program Director immediately following evaluation and consultation with a physician to discuss the ATEP student's status.
4. In the event of prolonged illness from communicable disease, the ATEP student should be in contact with the UL Lafayette Dean of Students to appropriately document and remediate the situation, as per the UL Lafayette Code of Student Conduct.

As long as an ATEP student is deemed to be contagious by a physician, that student will **not** be allowed to attend clinical rotations. By the student contacting their instructor or the ATEP Program Director promptly, appropriate remediation will be allowed to the student. In the event there is a prolonged communicable illness and the student cannot finish the required clinical experience hours or required coursework, a grade of "I" (incomplete) will be granted and the student will be allowed to make-up the work in the following Fall or Spring semester.

Further University Wide Information on Communicable disease may be accessed at:

<http://safety.louisiana.edu/Policy/seventh%20edition/Sec12%20BBP%20and%20other%20communicable%20illnesses%207th%20ed.pdf>

### **III(l) - INCLEMENT WEATHER POLICY**

The UL Lafayette ATEP urges caution to its' ATS', ACI's, and CI's in the event of inclement weather. These conditions include but are not limited to lightning, tornadic activity, hurricane, hail, and rising/moving flood waters. In the event such unsafe conditions present themselves, seek appropriate shelter immediately.

In the event inclement weather forces the closure of the University, athletic training students are not required to report to clinical rotations until such time as the University officially re-opens.

### **III(m) - ATS HEALTH RECORDS**

ATS student health records will be secured and filed in the office of the ATEP Director, Dr. Toby Dore'. The student can request to view their file at any time. The ATS is obligated to report any change in their health and well being which could prohibit the ATS from meeting the ATEP Technical Standards, see Policy and Procedure Manual, section IV(a).

### **III(n) - CONFIDENTIALITY OF MEDICAL INFORMATION**

The UL Lafayette ATEP requires all ATS to respect and comply with confidentiality of a patient's personal and medical information. Through the course of your clinical education, you will be exposed to a significant amount of personal and medical information as it regards to the treatment of patients.

The student should exercise caution in using Personally Identifiable Health Information (PIH). PIH includes: name, social security number, insurance information, phone number, address, prognosis, diagnosis, and treatment. PIH should be used only as it directly relates to managing the care of the patient.

New Legislation by the Federal Government, HIPAA (Health Insurance Portability and Accountability Act), further governs the handling and use of PIH, see Policies and Procedures section IV(h).

Discussion and sharing of clinical experiences are encouraged and beneficial to the overall educational experience. However, when discussing clinical experiences, please refrain from using any specific and personal information (PIH) that may identify a particular patient or athlete.

Students guilty of breaking patient confidentiality will be referred to the Athletic Training Education Committee for disciplinary action, including possible probation or dismissal from the program. If a student is found guilty of intentionally divulging PIH for their own personal gain or with the intent to embarrass or coerce a patient, the ATS will be immediately dismissed from the ATEP and referred to the UL Lafayette Dean of Students for further disciplinary action.

### **III(o) – CLINICAL SITE CONFIDENTIALITY**

Through your matriculation through the UL Lafayette ATEP, you will be exposed to a variety of clinical education settings, management styles, and business practices. During these experiences, you may be exposed to sensitive operational procedures and business practices of individual clinics and athletic training rooms. This information may include, but is not limited to budgeting, staff salaries, staffing numbers, planning, or specific treatment protocols.

The UL ATEP requires ATS' to refrain from sharing of potentially sensitive information as they move from one clinical experience to another. If the ATS is uncertain about sharing specific information, then the ATS should refrain from comment. A student guilty of divulging sensitive information may be referred to the Athletic Training Education Committee for review and possible disciplinary action.

### **III(p) - UL LAFAYETTE ATEP LEARNING LAB POLICIES**

The UL Lafayette ATEP learning lab is located inside the Athletic Training Classroom(142-B) in Room 141-B. The lab is available only to Athletic Training Students that are admitted to the UL Lafayette ATEP. For a list of resources, please see the Policies and Procedures appendix, section IV-i.

The UL ATEP learning lab will be made available during regular school hours, 8am-5pm. To access the UL Lafayette ATEP, the ATS must request access from a member of the Athletic Training Faculty. The lab may be accessed at alternate times with prior permission from an Athletic Training Faculty member.

#### General Policies:

- the ATEP learning lab is available only for athletic training students
- the ATEP learning lab is for athletic training education and courses only, please use the KNES computer for all other non-athletic training coursework and assignments
- no food or beverage is allowed in the lab
- please sign in on the clip board next to the computer EVERY time you utilize the ATEP Learning Lab
- ATS may **NOT** utilize therapeutic modalities unless directly supervised by ATC, ACI, CI.
- Software programs and videos are **NOT** to be removed from the ATEP lab under any circumstances
- due to the small size of the learning lab, please restrict time on the computer and TV/VCR to one and a half hours, especially if other students are waiting to use the same equipment.
- use caution when utilizing ATEP learning lab equipment, the equipment in this lab is expensive and may be difficult to replace
- no horse-playing or loud and belligerent behavior, classrooms are immediately adjacent to the learning lab
- ATS' found to violate the general policies of the learning lab can lose learning lab privileges and depending on the nature of the offense, can be referred to the Athletic Training Education Committee for disciplinary action.
- an ATS found to have caused damages to ATEP learning lab equipment from inappropriate use or intentional destruction, will lose their privileges of ATEP learning lab access and will be financially responsible for all damages. Furthermore, additional disciplinary action may be taken by the Athletic Training Education Committee.

### **III(q) - UL LAFAYETTE SPORTSMEDICINE ASSOCIATION**

The purpose of this organization is to promote the involvement of Kinesiology students with their state, regional, and national organizations. The organization also offers the opportunity to enhance relationships between students and faculty in the Department of Kinesiology. Although membership consists mostly of athletic training students, membership is open to all Kinesiology students.

### **III(r) – ATHLETIC DEPARTMENT FINANCIAL ASSISTANCE**

The UL Lafayette Department of Athletics currently offers financial assistance stipends for service work in the Athletic Department Athletic Training Room. These stipends are open to all students. To receive more information or to apply, please contact:

Mr. Travis Soileau or Mr. B.J. Duplantis  
Associate Athletic Director  
Director of Athletic Training  
UL Lafayette Athletic Department  
201 Reinhardt Dr.  
Lafayette, LA 70506

Phone: 337-482-5402