

LSUS Student Handbook



2023-2024

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Congratulations on becoming an LSUS PILOT! This Student Handbook is designed to familiarize you with our campus policies and procedures. It also contains important information and resources to assist in your development as a successful student.

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Welcome to LSUS!

Welcome to LSUS, where the faculty and staff are committed to providing the highest quality learning environment and dedicated to serving your needs. We believe in you and actively promote a healthy and positive learning environment that enhances your academic success and overall wellbeing. Our environment offers a unique experience in that each student can interact with a caring faculty and staff committed to the best-possible educational experience for each student.

Again, welcome to LSUS where you will find a rich and rewarding educational experience.



Paula Atkins, Ed.D.
Dean of Students

Mission

The faculty and staff at LSUS promote student success in all areas of the campus and strive to:

- **Educate** a diverse population of graduate and undergraduate students by promoting critical thought and student development through creative techniques and active learning.
- **Engage** in regional and global thought leadership through community collaboration and service.
- **Innovate** and foster opportunities to enhance the application of knowledge and intellectual discovery through faculty and student research and creative endeavors.

Our Commitment to Community

The LSUS Commitment to Community provides a guiding ethos to the University community. Students are encouraged to exemplify the Commitment to Community in their daily lives. LSUS is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in academic, social, and social media environments. The campus community fosters individual development and the creation of bonds that transcend the time spent within its boundaries.

To demonstrate pride in LSUS, as a member of its community, students will:

- accept responsibility for their actions;
- hold themselves and others to the highest standards of academic, personal, and social integrity;
- practice justice, equality, and compassion in human relations;
- respect the dignity of all persons and accept individual differences;
- respect the environment and the rights and property of others and the University;
- contribute positively to the life of the campus and surrounding community; and
- use their LSUS experience to be an active citizen in an international and interdependent world.

The continued success of LSUS depends on the faithful commitment by each community member to these, our basic principles.

Student Rights & Responsibilities

Student Right to Privacy

LSUS respects the privacy of your educational records and complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). When a student turns 18 or enters a post-secondary institution, those rights related to educational records transfer from the parent to the student. Therefore, the records are confidential between LSUS and the student, rather than between LSUS and a parent/guardian. This is an important distinction and shift in responsibility. Parents can no longer contact instructors nor the institution to inquire about assignments, coursework, grades, or attendance.

There are some exceptions in FERPA which allow the University to share information from educational records under very specific circumstances. One exception permits directory information to be shared with the public. Directory information is very limited and generally associated with graduation announcements, connections to athletics, or other similar circumstances. The complete list of directory information is located on the [FERPA webpage](#). Students have the option to request the University to withhold their directory information from disclosure.

Another exception is related to the University's ability to properly conduct business. FERPA permits disclosure without consent to school officials with legitimate educational interests. This type of disclosure allows a school official with a legitimate educational interest to review an educational record in order to fulfill his or her professional responsibility. Additionally, the University may disclose education records without consent to individuals outside the University when it is associated with University business. For example, LSU Shreveport may disclose information to officials of another institution when a student is transferring or in response to a court of law.

FERPA also permits students the right to review their own educational record, request amendments should they believe the record is inaccurate or misleading and file a complaint of alleged failures of the University to comply with FERPA. The [LSUS Registrar](#) can provide additional information about these exceptions and your rights under FERPA.

LSUS Non-Discrimination Policy

LSUS is committed to creating an environment of inclusion and respect among students, faculty, staff, and the community at large. LSUS does not discriminate on the basis of race, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national or ethnic origin, age, disability, genetic information, veteran's status, or any other status or organization protected by state or federal law, in its programs and activities. Inquiries regarding the [Nondiscrimination Policy \(2.36.00\)](#) or reports of discrimination as defined within the policy should be directed to Cindy Maggio, Title IX and Equity Officer or Human Resources.

Code of Student Conduct

LSUS has a responsibility to protect its educational mission and the health and safety of the University community. The University has established the [Code of Student Conduct](#) to outline these standards of scholarship and conduct for its students. Students are responsible for knowing and complying with these provisions of the Code. When potential violations of the Code arise, students are directed to the Coordinator for Community Standards to investigate and resolve these issues.

Student Grievance and Appeal Procedures

Student Grievances

LSUS works to make your experience positive and meaningful. However, there may be times when you want to share a concern or complaint about your experience. LSUS wants to effectively resolve these issues and outlines procedures for students to share their grievances about their experience at LSUS.

Grievances can include academic, administrative, or discrimination concerns. The Dean of Students is available as a resource to students and to assist them in navigating the complaint process in a prompt and equitable manner. These complaints may be resolved in an informal manner between the student and the University personnel involved. However, students can also file a formal, written complaint via an [electronic reporting form](#). Once reviewed, the formal complaint will be directed to the responsible director, chair, or administrator (according to the table below) who will then investigate and resolve the complaint. If the complaint falls under the jurisdiction of a more appropriate procedure, such as Title IX or an appeal process, the student will be referred to the appropriate campus process.

Table 1: Types of complaints and contacts

Type of Complaint	Title	Location	Phone Number
Academic issues	Associate Dean of the relevant college		
Admissions	Director of Admissions	Administration Building, Room 168	318.797.5058
Athletics	Director of Athletics	Health & Physical Education, Room 104	318.798.4107
Bookstore	Director of Bookstore	University Center	318.797.5212
Buildings & Grounds	Director of Facility Services	Facility Services, Room 103	318.797.5267
Campus Security	Director of University Police	Administration Building, Room 124	318.795.2392
Campus Wide Computer Labs	Chief Information Officer	Administration Building, Room 202	318.797.5221
Career Services	Director of Career Services	Noel Memorial Library, Room 158	318.797.5062
Counseling Services	Director of Counseling Services	Administration Building, Room 230	318.797.5219
Continuing Education	Executive Director of Events & Continuing Education	University Center, Room 230	318.795.4233
Disability Services	Access Coordinator	Administration Building, Room 218	318.795.2402
Discrimination/Civil Rights	Equity Officer, Title IX	Administration Building, Room 261	318.797.5071
Fee Payment	Assistant Bursar	Administration Building, Room 119	318.795.4260
Financial Aid	Director of Financial Aid	Administration Building, Room 166	318.797.5346
Food Services	Director of Auxiliary Enterprises	Administration Building, Room 128	318.795.4261
Graduate Admissions	Dean of Graduate Studies	Administration Building, Room 242	318.797.5247
Library	Dean of the Library	Noel Memorial Library, Room 125	318.798.4132
Parking Tickets	Director of University Police	Administration Building, Room 108	318.795.2392
Records & Registration	Registrar	Administration Building, Room 168	318.797.5063
Sexual Misconduct	Title IX Coordinator	Administration Building, Room 261	318.797.5071
Student Activities or Recreational Sports	Director of Student Life	University Center, Room 230	318.797.5393
Student Conduct	Coordinator For Community Standards	Administration Building, Room 208	318.797.5116
Academic Support	Director of Academic Success	Noel Memorial Library, Room 160	318.795.2485
Transfer Evaluation	Registrar	Administration Building, Room 168	318.797.5237
University Center	Executive Director of Events & Continuing Education	University Center, Room 230	318.795.4233

Student Appeals

Students also have the right to appeal University decisions or policies. For example, there are processes in place should a student want to appeal University decisions regarding admission, readmission, transfer credits, and a final grade in a course. Academic appeals are elaborated on below. Appeals to other campus decisions or policies (parking, athletics, etc.) are directed to the responsible director or administrator (according to the above table). Specific processes, including timelines, are found in the [LSUS catalog](#).

Challenges to University admission or readmission decisions or matters involving credit and degree requirements begin with an inquiry to the academic dean. If resolution is not reached, the student can submit a written appeal.

A student who has a question about a final grade must discuss the matter with the faculty member before initiating an appeal. The appeal must be based clearly on alleged instructor prejudice, bad faith, capricious action or similar reason. Neither a lower-than-expected grade nor the alleged difficulty of a course or test warrants an appeal. The formal appeal process begins when the student presents to the faculty member a completed, signed and dated Student Appeal Form, available in departmental offices (Dean of Graduate Studies for graduate students), including copies of all pertinent documentation, requesting the faculty member to reconsider a final grade. For detailed instructions, refer to the current LSUS catalog.

Guide to Consumer Information

In accordance with the Higher Education Opportunity Act of 2008, LSUS disclosed extensive information about the institution's resources and financial assistance so students can make well informed decisions about their enrollment and course of study. The [Guide](#) includes a wide range of academic and student support services topics, including cost of attendance, refunds, Title IV repayment policy, satisfactory academic progress, accreditation information, and graduation statistics. The Guide is maintained by the Financial Aid Office.

Instructional Supports

At LSUS, the learning environment will challenge you and support you with many opportunities for growth, both academically and personally.

Academic Success

All successful students use strategies for managing their time, taking notes, organizing reading material and preparing for exams. The department of [Academic Success](#) contributes to students' success by promoting self-efficacy, critical thinking and self-regulation of learning, and individualized learning strategies. Engaging with these services will assist you in learning about yourself as a learner and then in developing individual strategies that work for you. All services are free and include:

- **Tutoring:** Both peer and professional tutors are available for a wide range of subjects.
- **Supplemental Instruction:** SI provides additional instruction from a peer outside of class hours. It is available for traditionally difficult classes, such as biology and chemistry.
- **Success coaching:** A peer success coach works one-on-one with students to review schedules and commitments, set priorities, establish effective strategies for college learning and maintain focus.

Noel Memorial Library

From equipment and room checkouts to research assistance, [Noel Memorial Library](#) provides access to a wide variety of resources to assist you in your academic success. In addition to traditional checkout materials, equipment such as laptops, projectors, data cables, GoPros, graphic calculators, art models, webcams, presentation remotes, ring lights, and other A/V equipment are available for checkout at the Circulation Desk. If not looking for equipment but instead in need of research assistance, knowledgeable librarians can provide one-on-one research consultations through in-depth interactions via the [Book-a-Librarian program](#), which is available in person or online. Librarians assist students with citation management, fair use, and copyright as well. Online students or those needing remote assistance can call, email, or use the [Library Chat](#) feature. And if staying on campus for the day or need a place to study, the library offers individual and [group study rooms](#) that can be reserved, as well as lockers for semester checkouts.

Take advantage of other classroom or research support resources available through the Library:

- Library [research databases](#)
- Practice exams and study guides in the [PrepSTEP database](#)
- Online [research guides for](#) each subject
- Scanners and [large format poster printing](#)
- Use our [laptop loan program](#) or view all [circulating technology and equipment](#)
- If the library doesn't have an item, request it through [Interlibrary Loan](#) at no cost.

Campus Technology

Our campus is above the national average in offering advanced instructional technologies, including free student e-mail, access to multiple computer labs, and the use of [Moodle](#) for communication between instructors and students. For these applications, your User ID is your student ID number and your password is your PIN.

Moodle



Moodle is LSUS's Learning Management System. It allows you and your instructors to share messages, assignments, quizzes and more. You will find course materials and communication tools for students and instructors to connect outside of the classroom.

Email

LSUS provides email services for all students to assist in their academic studies. This **LSUS email** account is in Microsoft Office365 and is utilized for all official University business. Check your student email account frequently as you do not want to miss important notices or information. We recommend this email address stays for academic purposes and not use it for personal or business uses.

Students access their email web portal by navigating to mail.lsus.edu and using their StudentID@lsus.edu (e.g. Z00000000@lsus.edu) and password (MyLSUS PIN). Connect to the **Help Desk with Information Technology Services** for additional information.

Single Sign On (SSO)

SSO allows a single sign on (your LSUS credentials) to authenticate to multiple services. This means fewer passwords and usernames to remember, streamlines login to these services as when you sign in for one, you sign in for all, and is more secure as you get our LSUS login page you know you are signing into an LSUS service.

Office 365 at LSUS

Office 365 is offered to students for free by logging into the Office 365 portal and using the StudentID@lsus.edu and password (PIN). This will grant the ability to download the full version of Office 365 to include Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, and OneDrive. Connect to the **Help Desk with Information Technology Services** for additional information.

The image shows the LSUS Single Sign-On page. It features the LSUS logo and the text "Single Sign-On". Below this, it says "Sign in to continue to Outlook". There is a text input field for "StudentID@lsus.edu or Username@lsus.edu". Below the input field, there are two links: "Can't access your account?" and "Sign in with a security key?". At the bottom of the form, there are two buttons: "Back" and "Next". Below the form, there is an "IMPORTANT NOTICE!" section. It states: "Students MUST put '@lsus.edu' after their Student ID (E.g. Z00000000@lsus.edu). For how-to guides or to submit a ticket, please visit helpdesk.lsus.edu. Helpdesk phone: 318-797-5221 (M-F 8AM-4:30PM CST)".

MyLSUS

The image shows the MyLSUS login page. It features the "myLSUS" logo at the top. Below the logo, there are two main sections: "Public Access (No Password Required)" and "Student Access (Password Required)". The "Public Access" section includes links for "Course Schedules", "GPA Calculator", "Course Descriptions", "Admissions", "Academic Calendar", "Tuition and Fees", "Student College Application", "Pilot Transfer Tables", and "Return to LSUS Home". The "Student Access" section has a "Student ID:" field, a "PIN:" field, and "Logon" and "Help" buttons. Below this, there is a "Faculty/Staff Access (Password Required)" section with a "Logon ID:" field, a "Log on with your network ID." label, a "Password:" field, and "Logon" and "Help" buttons. At the bottom, there is a red text notice: "Please note that myLSUS is unavailable from 11:30pm CST until 12:30am CST each day." There is also a "Mobile Access" section with links for "Mobile Web Site" and "About Mobile Web Site".

MyLSUS is the web interface to student information at LSU Shreveport. You will use myLSUS for a number of important actions. During advising and registration, you will view course offerings, search for open classes, schedule your classes (register) and make payment all on myLSUS. If you are a financial aid recipient, you will also track your Financial Aid status and apply your financial aid awards toward your tuition. MyLSUS is also used to print unofficial transcripts and view grades, request official transcripts, update personal information, and verify enrollment for employers or health insurance.

Campus Labs

The Campus-Wide Lab is a multi-purpose computer facility that offers computer access, including free printing and scanning. The computers are connected to the internet and are loaded with much of the software needed for your coursework. The Campus Wide Lab is centrally located on the first floor of our University Center building which is the social hub of LSUS. There are other labs on campus designed to support specific academic areas. Check with academic departments for lab hours, as they are subject to change each semester.

LSUS ITS Helpdesk

The LSUS ITS Helpdesk is the primary source of information related to technology. ITS publishes article solutions to various common issues there. It is also the primary means of contact with ITS. You can put in a ticket at helpdesk.lsus.edu.

Wi-Fi

LSUS is a part of the 'eduroam' network. This allows, once connected to the eduroam wifi at LSUS, you to be connected at every other university in the world that is also a part of the network. To [sign into eduroam](#) connect to the wifi network and use your studentID@lsus and PIN to sign in.

Student Experience

Campus Engagement

The University Center is the heart of our campus and a place where students can gather between classes and to get to know each other. The UC houses our campus bookstore, dining facilities, the campus wide lab, LSUS Food Pantry, and Student Org Lounge.

Campus events are scheduled throughout the academic year. Festivals, concerts, nationally recognized speakers and other entertainment are available to students. You can keep up with campus events by connecting to **Anchored In**. Many of these events are coordinated by the **Student Activities Board (SAB)**. SAB is run by students and provides student input into campus programming.

Greek Life adds another dimension to student involvement and leadership opportunities. LSUS offers national fraternities and sororities that promote friendship, academic achievement, leadership and community service. These organizations hold a variety of activities on campus throughout the year.

Leadership Opportunities

LSUS offers many opportunities for students to hone their leadership and community service skills by joining a student organization, attending leadership seminars, and learning about volunteer opportunities through the **Community Service Initiative**. A variety of student organizations also offers involvement and leadership opportunities. There are over 50 student organizations ranging from academic and professional organizations to religious, honorary, service, spirit, special interest and sports clubs.

You could also engage with the Student Government Association, the “Voice of LSUS Students,” the Student Government Association (SGA) serves as a liaison between administration/faculty and the students. Through the SGA Senate, issues affecting LSU students are addressed and resolutions for proposals to the University Administration are formulated.

Pilot Card

LSUS provides ID cards to all students with a valid student identification number. Among other uses, these cards are used for entrance to campus events, making purchases in the bookstore, and checking out materials from the library. Your Pilot Card can also be used as declining balance (stored value) cards so you (or your family and friends) can place money on your student account to be used in the bookstore, vending around the campus, at STACKS, and The Port Grille. In the future, the Pilot Card will be used to access additional services, such as electronic financial transactions and door access.

The LSUS Campus Wide Lab is the primary location for getting your card. Questions about the **Pilot Card** can be answered via email (pilotcard@lsus.edu), telephone (318-797-5221), or by completing an **IT helpdesk ticket**.

Pilots Pointe

[Pilots Pointe](#), LSUS student housing, is located adjacent to campus and provides easy walking access. They provide student friendly floor plans, an exciting residential life program, and convenient on-site facilities (laundry, Wi-Fi, beach volleyball, clubhouse lounge, 24hr snack/beverage vending, and an outdoor pool). The staff will provide you with everything you need to complement your university experience.

Student Employment

Working on campus is an excellent way to engage with campus and have flexible work hours. During the fall and spring semesters, students are permitted to work up to 20 hours per week. On-campus employment is available to students in two ways. The first kind of on-campus employment opportunity a student can pursue is through the Federal Work-Study Program. The second kind of on-campus employment opportunity a student can pursue is funded through regular departmental budgets. Students pursue these opportunities in different ways.

The Federal Work-Study Program is a joint effort by the federal government and the University to provide jobs for students who need financial assistance to attend college. Only students who qualify for the program can participate. To learn more about the program and to determine if you qualify to participate, contact the [Financial Aid Office](#), located in office suite 159 of the Administration Building. If you qualify, they will help you locate an available work-study opportunity.

Other campus job opportunities offered outside of Federal Work-Study are secured by contacting [Career Services](#). Career Services assists other campus entities post campus jobs on [Handshake](#). In addition to viewing and applying for campus jobs, this online resource provides students with customized recommendations about jobs to explore, employers to connect with, and events to attend based on their classification and major.

Student Disability Support

LSUS is committed to making students with disabilities full participants in its programs, services, and activities through its compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as amended (ADAAA) of 1990. Services are available to any student who establishes a functional limitation resulting from a learning, physical, sensory, or psychological impairment.

The primary objective is to ensure access to all services and programs. SDS provides intake, assessment of needs on campus, and facilitation of academic and other accommodations for students with disabilities. SDS advocates for all students and works as a liaison between students and faculty, as well as with community agencies in disability related issues. Students with questions or who need to access Student Disability Services can contact the Disability Coordinator at disabilityservices@lsus.edu.

Barnes & Noble at LSUS

Students can purchase textbooks and supplies for their classes at [Barnes & Noble at LSUS](#), located in the University Center. You can also order online. Printed, digital, and rental textbooks are available. Books from previous terms which students do not want to keep may be sold back to the Bookstore if the book will be used again in the course. The Bookstore also has LSUS imprinted items, quality LSUS clothing, snacks and cold drinks.

Traffic Regulations

University Police monitor traffic and parking on campus. Students are expected to operate their vehicle in compliance with all State of Louisiana Motor Vehicle Laws and LSUS Regulations. [Rules and Regulations](#) for parking and traffic safety on the LSUS campus are developed by the Parking and Traffic Safety Advisory Committee, comprised of faculty, staff, and students.

Parking decals are required on all vehicles and should be adhered to the outside right rear window or bumper (front right fork for motorcycles). Decals are issued to all students each fall and are non-transferrable. Unpainted curbs within the parking lots are designated for student parking.

Voter Registration

Students are encouraged to be active in civic engagement, including the election process. The Admissions and Records Office (AD 168) and Student Disability Services (AD 208) are authorized Louisiana voter registration agencies. Louisiana residents wishing to register to vote or make changes including change of name, may do so in these offices. Students from states other than Louisiana should contact the Admissions and Records Office (AD 168) for state specific registration materials.

Health & Wellbeing

Food Pantry

The [LSUS Food Pantry](#) offers nutritious food and resources to LSUS students, enabling them to focus on education, family, work and personal growth. All current students are welcome to shop the Food Pantry once a week for up to 75 pounds of food. In addition to shopping for nutritious food, you can also drop by for a quick snack before your night class or a healthy pick-me-up before a test. All visits and personal information are kept confidential.



Students also have opportunities to give to the LSUS Food Pantry through donations. You can give food donations directly to the Food Pantry via our [Amazon Wish List](#) (search LSUS Food Pantry) or by giving to the [LSUS Foundation](#) (indicating your desire for the funds to go to the LSUS Food Pantry) or hosting an event or food drive benefiting the Food Pantry. You can also give your time and volunteer at the Pantry.

You@LSUS



[YOU@LSUS](#) is a digital wellness platform that contains a collection of curated publications related to college student health and wellness. The resources bring together information from campus and wellness experts to help you develop the behaviors and attitudes most conducive to your success. Tips and tools for everything from your mental and physical health to friendships and finding balance. It's all here at LSUS! The collection consists of:

- Well-being topics that inform your ability to Succeed, Thrive, and Matter!
- A series of assessments to measure your academic success, well-being, and purpose at LSUS.
- Assistance in setting and monitoring your personal goals for success.
- Direct access to LSUS resources.
- A space for students to share their own tips and ways to thrive at college.

Mental Health Awareness

College is an exciting time, full of new experiences and personal growth. The college environment can also bring on or exacerbate feelings of stress, anxiety, and overwhelm. While these are natural responses to the new environment, we do not want these issues to become barriers to success. So, LSUS provides mental health services and wellness support to assist students in achieving their goals and enhancing their well-being. We provide confidential personal counseling, biofeedback and meditation sessions, workshops and trainings, classroom and organization presentations, consultations, and off-campus referrals. Personal counseling is available via either in-person or telehealth options.

Beyond on-campus services, LSUS Counseling Services also provides free online self-help resources, as well as other virtual offerings, including a YouTube channel with on-demand workshops, meditation playlists, sleep

and relaxation resources, in addition to a Podcast series, “Say It Out Loud – Tackling Tough Topics Together,” available on Apple Podcasts, Google Podcasts, and Spotify.

Student Fitness

Outside of the classroom, LSUS offers numerous opportunities to support student academics and personal growth, including fitness. Being active outside of the classroom is an important component of a student’s quality of life and overall student experience. In addition to being fun, fitness activities contribute to academic success and foster sportsmanship and meaningful friendships. students can choose their own level of engagement. Activities range from competitive intramural sport leagues to group fitness classes to use of the fully-equipped H&PE Fitness Room (HPE 101A). students can also engage in friendly competition between classes by playing ping pong or billiards in the University Center.

LSUS Trainerize is also a great way to start one’s personal fitness goals by tracking progress through hundreds of workouts. This easy-to-use app offers something for everyone through personalized fitness programs and connects to other wellness apps including MyFitnessPal and an Apple Watch. Trainerize makes it easy for users to plan routines based on their own preferences: being at home, in the gym, with bodyweight, or with specific equipment! Sign up for Trainerize by emailing: recsports@lsus.edu.

Student Safety

RAVE Alert & RAVE Guardian

The LSUS RAVE System is a notification system that enables rapid transmission of information and alerts LSUS faculty, staff, and students of emergency situations. RAVE Alert will be used in situations ranging from inclement weather to critical incidents or campus closures. Students who have an active mobile phone number on MyLSUS are automatically registered to receive RAVE Alert messages. Keeping your contact information up to date in MyLSUS will ensure you will receive important notices that may require your immediate attention.

RAVE Guardian is an interactive system that enables users to store important information and/or quickly notify the University Police. With RAVE Guardian, you are directly connected to help from University Police or 911. RAVE Guardian allows you to upload important medical and contact information for use in emergencies. The app allows you to have confidential conversations with University Police or submit tips to them, in the form of pictures or videos. Users may also submit tips anonymously. Unlike the RAVE Alert, users must opt-in to manually register for RAVE Guardian by downloading the App from the App Store.

Sexual Misconduct Prevention

LSUS is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of sex- and gender-based harassment and discrimination, including sexual misconduct, (e.g., dating/domestic violence, sexual assault, sexual harassment, stalking, power-based violence, and retaliation). LSUS prohibits sex- and gender-based harassment and discrimination, including sexual misconduct.

LSUS employees (with the exception of Counseling Services staff and Confidential Advisors), including student workers and graduate assistants, are responsible employees, meaning they are required to promptly notify the Title IX Coordinator of incidents of sexual misconduct. Individuals may report sexual misconduct in person (Administration Building, Room 216), via telephone (318-797-5071), via email (titleix@lsus.edu), or via the [online reporting form](#). Once notice of a possible complaint is received, the Title IX Coordinator will provide the complainant with information on reporting options, including filing a formal complaint with LSUS and a criminal complaint with law enforcement (if applicable). Information regarding on- and off-campus resources and supportive measures (e.g., academic, work, living adjustments) is provided to both the complainant and respondent. Students wanting to speak with a confidential resource (thereby not providing notice or initiating a formal complaint with the University) may contact [Counseling Services](#) or any [Confidential Advisor](#).

LSUS provides access to on- and off-campus support resources.

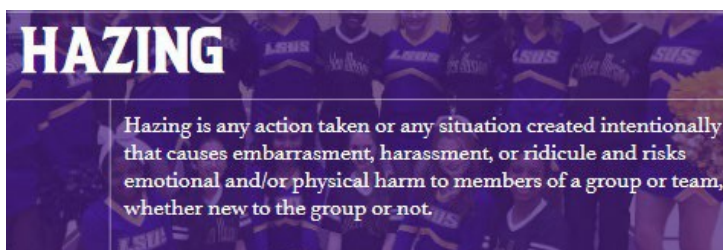
- **LSUS Counseling Services**
Location: Administration Building, Room 230
Telephone Number: 318-797-5365
Website: <https://www.lsus.edu/student-life/counseling-services>
- **Community Support & Resources**
Project Celebration, Inc., (Local Advocacy Center)
Telephone Number: 318-256-6242
Website: www.projectcelebration.com
- **National Crisis Hotline & Support Network**
RAINN (Rape, Abuse, & Incest National Network)
Telephone Number: 1-800-656-4673
Website: www.rainn.org

Alcohol & Other Drug Prevention, including Opioid Overdose Prevention

LSUS is committed to promoting a positive and safe learning environment and maintaining a campus free of illegal drug use and alcohol abuse. Our efforts to create a positive and safe learning environment include the development of policies that address unlawful possession, use, or distribution of alcohol and illicit drugs as well as the establishment of a drug and alcohol prevention program. University efforts are guided by a multi-disciplinary task force which periodically reviews policies and related decisions. The task force promulgates its findings in a [Biennial Review](#). The University participates in the [CORE Survey](#) to assess college students' attitudes, perceptions, and opinions regarding alcohol and drugs. Further, LSUS provides information to students about the use and consequences of use of alcohol and drugs through Decisions: Alcohol Awareness & Education, [YOU@LSUS](#), and campus programming.

Hazing Prevention

Hazing causes significant harm to individual students, student groups, and the University. LSUS is committed to implementing proactive initiatives to guide the campus community in promoting a positive, safe campus environment.



A healthy campus environment is everyone's responsibility. All campus members can make a difference by intervening or speaking up when they see someone at risk. Action requires you to recognize potential dangers, to accept your responsibility to intervene, as well as to act appropriately. Inform yourself about the [dangers and alternatives](#) to hazing.

LSUS [Code of Student Conduct](#) addresses hazing and provides broad descriptions of several forms of misconduct that may be relevant to hazing. For example, the Code addresses coercive behavior, endangerment, harassment, offensive behavior, and safety.

To encourage students to make responsible decisions, the University recognizes the need for amnesty from University sanctions in certain situations. Amnesty under this policy, when granted, excuses a student or registered student organization from University sanctions under the Code of Student Conduct.

The elimination of hazing on our campus begins with reporting. Everyone has a responsibility to report hazing the moment you become aware of its occurrence. The [reporting form](#) allows anyone to anonymously report hazing. Reporting all known information, including the names of offenders, victims, witnesses, date, time, and location of the incident, is crucial in the investigation of hazing complaints. If students know that hazing took place, but they don't report it, they could face Code of Student Conduct and criminal charges.

For additional assistance, students can contact:

- **Campus Police;** 318-455-5497 or 911
- **Dean of Students;** ADM 208; 318-797-5116
- **RAVE Guardian app** - Download the LSUS Guardian app (via the Apple App Store or Google Play)
- **National Hazing Hotline:** 1-888-NOT-HAZE (1-888-668-4293)

University Policies Governing Student Life

Policy Statements

Policy Statements refer to official written policies of the University. These policies document the University's purpose and governing constraints. All [Policy Statements](#) are published online in the LSUS policy manual.

Those policies governing student life include:

- Serving, Possessing, & Consuming of Alcoholic Beverages (3.32.00)
- University Animal Policy (3.35.00)
- Students with Disabilities (4.04.2)
- Student Organizations (4.10.00)
- Communication with Students (4.11.01)
- Freedom of Speech & Expression (4.13.02)
- Student Threat Assessment Team (4.14.01)
- Missing Residential Student Policy & Procedures (4.15.00)
- Student Complaint Policy (4.17.00)
- Criminal History Policy (7.03.00)
- Missing Residential Student Policy & Procedures (4.15.00)

Other relevant policies

Address and name change

At the time of admission, a student's legal name and current mailing address must be given. Students are encouraged to update any changes promptly, so they do not miss out on important University communications. To update their name or address, students should visit [myLSUS](#), click the Records tab at the top of the page, then Forms. Complete the **Change of Legal Name or Address Form**, attach the necessary required documentation, and submit the form via [DocuSign](#). Appropriate supporting documentation is necessary before a name change can be processed. For additional information, students can contact the [Registrar](#).

Breastfeeding Policy

Breastfeeding has been shown to be the superior form of infant nutrition, providing a multitude of health benefits to both infants and mother. LSUS's goal is to provide an accessible space for nursing parents on campus, whether you are a faculty or staff member, student, or campus guest. The lactation room (University Center, Room 217) has a lock, electrical outlets, sink, and comfortable seating. Parents are expected to provide their own equipment. Refrigeration/storage is not provided.

Preferred Name Policy

LSUS recognizes the importance of using a preferred name and provides an option for students in the following many instances: using a middle name instead of first name, abbreviated name, Americanized name, name to which you are in the process of legally changing, or name that better represent your gender identity. To update their preferred name, student should visit [myLSUS](#), click the Records tab at the top of the

page, then Forms. Complete the **Change of Legal Name or Address Form** and submit the form via [DocuSign](#). LSUS will continue to use a student's legal name for University business, including but not limited to academic transcripts, enrollment verifications, tax documents, and other legal records. Students who use a preferred name should always be prepared to provide their legal name identification when needed. For additional information, students can contact the [Registrar](#).

Pregnant and Parenting Students

LSUS is committed to supporting [pregnant and parenting students](#). In alignment with Title IX of the Education Amendments of 1972, LSUS provides accommodations for students based on pregnancy, childbirth, false pregnancy, miscarriage, termination of pregnancy, or related conditions, including recovery. Pregnant and parenting accommodation requests should be directed to the Title IX Coordinator.

Student Development Offices

<p>Academic Success</p> <p>Student Success Center Noel Memorial Library, 1st floor 318-795-2486 318-795-2488 (fax) success@lsus.edu</p>	<p>Disability Support</p> <p>Administration Building, Room 208 318-795-2402 disabilityservices@lsus.edu</p>
<p>Career Services</p> <p>Student Success Center Noel Memorial Library, First Floor 318-797-5062 318-797-5064 (fax) career@lsus.edu</p>	<p>First Year Experience</p> <p>Student Success Center Noel Memorial Library, First Floor 318-797-2486</p>
<p>Community Standards</p> <p>Administration Building, Room 208 318-797-5117 318-795-2461 (fax) saa@lsus.edu</p>	<p>Recreational Sports</p> <p>Health & Physical Education Building recsports@lsus.edu</p>
<p>Counseling Services</p> <p>Administration Building, Room 230 318-797-5365 318-797-5064 (fax) counseling@lsus.edu</p>	<p>Student Life</p> <p>University Center, Room 232 318-797-5393 318-798-4103 (fax) studentact@lsus.edu</p>
<p>Dean of Students Office</p> <p>Administration Building, Room 208 318-797-5116 deanofstudents@lsus.edu</p>	<p>Title IX, Equity Office</p> <p>Administration Building, Room 261 318-795-5071 titleix@lsus.edu</p>

Campus Map

