EXPECTATIONS FOR STUDENT BEHAVIOR AND COMMUNICATIONS

LeTourneau University strives to provide an educational setting that is distinctive. Emphasis is placed on high academic standards, problem-solving experiences, and spiritual development centered around our faith in Jesus Christ. LeTourneau University is committed to the total development of its students so that they can become effective professionals who contribute in positive ways to their homes, communities, and workplaces. Standards have been established to provide the framework for an environment that is conducive to personal, social, and spiritual growth.

In order to provide the best learning environment for students, the university has set the following behavioral expectations. A student’s enrollment at LeTourneau University involves a moral agreement with the university that the behavioral guidelines will be followed as a matter of each student’s personal honor. To reinforce the expectations, all incoming students must sign the Student Behavioral Agreement, by which the student explicitly agrees to the expectations set by the university.

As part of the Student Behavioral Agreement, students explicitly agree to the Honor Code for Academic Integrity: “I affirm that I will uphold the highest principles of honesty and integrity in all my endeavors at LeTourneau University and foster an atmosphere of mutual respect within and beyond the classroom. I pledge that I will neither give nor receive unauthorized aid on any assignments or exams. I will properly cite all sources on written assignments to avoid plagiarism.”

ACADEMIC INTEGRITY

A foundation of mutual trust is essential to the learning community. That trust is broken when the standards of right and wrong that all students and faculty are expected to uphold are violated. Academic dishonesty is a serious breach of trust within the LeTourneau University community because it violates the regard for truth essential to genuine learning and Christian consistency. From a broader perspective, it hurts all students and their peers who try to do their work with integrity. Therefore, it cannot be tolerated by the University.

Given the serious nature of academic dishonesty, a student experiencing particular difficulties in a course is encouraged to discuss the problem with the instructor rather than succumb to the pressure to commit academic dishonesty. Academic dishonesty is not qualitatively different from other types of dishonesty. It consists of misrepresentation in an attempt to deceive. In an academic setting, this may take any number of forms such as:

• Copying or using unauthorized aids in tests, examinations or laboratory reports.
• Plagiarism – the submission of work created by someone else as if it were one’s own or the presentation of the work of someone else without acknowledging the source.
• Use of files, tests, problems, or lab reports from previous classes other than allowed by the faculty member.
• Looking at an examination paper or answer sheet of another student.
• Obtaining, before or during the administration of a test, unauthorized information regarding the test.
• Possessing or distributing a test or other assignment material before or during its administration.
Cooperating or aiding in any of the above. It is the responsibility of the faculty member to determine an appropriate response to any form of academic dishonesty. The response may range from failure of the course to a grade reduction on the given assignment. It is the choice and responsibility of the instructor to decide whether minor or major requirements of the course are involved and to initiate the proper action to be taken. The following guidelines may be followed by the faculty if academic dishonesty is discovered:

- **First Offense**: The student will be given a zero or “F” on the test, exam, course paper, or class assignment. The instructor shall notify the Dean of Students and the student in writing and make a written record of the incident with a copy sent to the Academic Advisor.

- **Second Offense** (in the same or another course): The student will be given an “F” in the course. The student may be dismissed from the University, as recommended by the Dean of Students and/or the Student Judicial Review Committee. Faculty members are encouraged to remind students in their classes of this written statement of policies and procedures developed by the University regarding cheating on examinations, plagiarism, collusion, use of files, and other academic-related misconduct. Faculty members are encouraged to include this policy in their syllabi.

**GENERAL BEHAVIORAL EXPECTATIONS**

Students are expected to exhibit behavior in the classroom, online, in person, and over the phone, that is considerate of other students, faculty, and staff and in keeping with the Christian mission of the institution.

Disorderly or destructive actions, threatening behavior, intimidation, insubordination, abuse, harassment, assault, sexual harassment, racial intimidation, or other threatening behavior will not be tolerated.

Students are expected to exhibit a good personal appearance, characterized by cleanliness, neatness, and good taste. Clothing that distracts from the academic purpose or that would reflect values contrary to Biblical standards is not acceptable. Clothing should be modest so that it does not draw unnecessary attention to the wearer.

Students must refrain from participation in sexually immoral activities and the use of profanity and obscenity (whether spoken or written, including email, texting, and language within personal websites, blogs, and social networks).

The use of tobacco and the use or influence of alcoholic beverages is not permitted on the Longview campus or at any off-campus class sites. Students may not use illegal drugs. The university expects students to adhere to federal, state, and local laws. Students who have been charged with a misdemeanor or felony are required to notify the Dean of Students within five (5) days of being charged.

Under no circumstance is any person permitted to bring any weapon, licensed or unlicensed, on to any university campus location, including any building, facility, or grounds owned, leased, or operated by the university. “Weapons” include but are not limited to firearms, B.B. guns, pellet guns, paint guns, ammunition, swords, spears, blow guns, martial arts weapons, crossbows, bows and arrows, switchblades, and all other knives with a blade over five and one-half inches. A complete definition of “weapons” may be found in Penal Code Section 46.
Students must comply by the policies of the university, including the disciplinary process. Abuse of the discipline process, including but not limited to the following: 1) Failure to obey the notice of a disciplinary hearing or university official to appear for a meeting or hearing; 2) Falsification, distortion, or misrepresentation of information within a discipline meeting; 3) Failure to comply with the discipline imposed by University officials. Students who choose to reside on the Longview campus will also be expected to abide by the Christian Life and Behavioral Standards set forth in the Student Handbook for traditional students.

Students are expected to communicate appropriately with others, as defined by the Student Etiquette for Communication.

Students who choose to violate the behavioral expectations (whether the behaviors are observed by a member of the LeTourneau community, verbally described, or personally shared for the public in verbal or written form, for example, through personal website or social network), are subject to administrative intervention and disciplinary action, which may include Disciplinary Warning, Disciplinary Probation, Suspension, and/or Dismissal. The disciplinary action taken in a particular situation may reflect consideration of the student’s previous behavior and attitudes, the severity of the offense, and/or the welfare of the student, other students, and the University.

DISCIPLINE FOR UNACCEPTABLE BEHAVIOR
If a student engages in unacceptable behavior or inappropriate communication in a learning environment, in public student areas, in phone conversations with students, faculty or staff, or on social networking sites, the faculty or staff member should notify the Office of Student Life as soon as possible after the event. The Office of Student Life will process the report and contact the student as soon as possible.

Disciplinary Responses by the Office of Student Life may include an oral statement to the student that he or she has violated behavioral guidelines, a written notice to the student that he or she has violated behavioral guidelines, and/or a recommendation for review by an administrative committee.

In ongoing or severe cases of unacceptable behavior, a copy of the report will be forwarded to the Dean of Students, who may convene an administrative committee to determine whether further disciplinary action should be taken. The administrative committee may place the student on disciplinary probation or disciplinary suspension, or may dismiss the student from the University on the basis of unacceptable behavior. Students on disciplinary probation may not participate in activities where the student represents the university to an outside organization, such as an internship, student teaching, or competing as an intercollegiate athlete.

The student will receive written notification of any disciplinary action taken by the administrative committee. If the student wishes to appeal the disciplinary action, they must do so in writing to the Dean of Students within one week of receipt of the decision. In the case of an appeal, the decision of the Dean of Students is final.
STUDENT ETIQUETTE FOR COMMUNICATION

All students are expected to communicate professionally and to abide by standards of personal communication and online network etiquette in all aspects of the academic program. These standards include, but are not limited to, the following:

1. **Courtesy.** Be polite and use appropriate language at all times. In electronic communication, users may not send, or encourage others to send, discourteous or abusive messages. Remember that humor and satire are subject to misinterpretation!

2. **Appropriate language.** Vulgarity, obscenity, and other language which might be offensive to others are strictly prohibited.

3. **Consideration.** Students should be mindful of their responsibility to avoid practices which may disrupt other students’ educational experience. This includes classroom behavior and posts to instructors and students in course discussion boards.

4. **Academic Focus.** All electronic communication is intended to relate to the overall academic goals of the course and assigned texts and questions that relate to their experience at LeTourneau.

5. **Responsibility.** Students will take responsibility for all activity involving his or her email account, will not allow others to use their LETU password, and will comply with copyright laws.

If a student does not comply with the student etiquette for communication guidelines regarding a course, the instructor should take the following steps.

1. The student will be given a verbal or written warning.

2. The instructor records a grade of “0” for the student’s weekly Discussion Grade and/or Participation Grade and notify the Office of Student Life.

ADMINISTRATIVE PROBATION, SUSPENSION, AND DISMISSAL

Students who are found to be in violation of the Student Community Expectations may be placed on administrative probation, suspension, or dismissal depending on the severity of the offense as determined by the Dean of Students. Other causes for dismissal include the disruption of the learning environment, dishonesty, endangering the welfare of other students, harassment of students, faculty or staff, and other evidence of disregard for the regulations of the university. Students will be notified in writing of any disciplinary action taken by the university.

APPEAL AND DUE PROCESS

In the case of disciplinary action, the student may make a written appeal to the Dean of Students within five working days after notification of the disciplinary action. Final action rests with the administration of the university.