

STUDENT ENGAGEMENT POLICIES

1. Eligibility for Co-Curricular Activities

An co-curricular activity is understood to be any activity representing the student body, any student organization, any department or division organization, or any general activity representing the university. The Student Handbook describes eligibility requirements.

2. Conduct and Discipline: Student Code of Conduct

A student is subject to disciplinary action for behavior, as described in the Student Handbook, published online at <https://www.lamar.edu/students/student-engagement/about/student-handbook.html>.

3. Debts

Lamar University is not responsible for debts contracted by individual students or student organizations and will not act as a collection agency for organizations, firms, or individuals to whom students may owe bills. Students and student organizations are expected to honor contractual obligations promptly, but in case of flagrant disregard of such obligations, the vice president for student engagement or his designated representative will take appropriate action.

Failure to pay or make suitable payment arrangements for all university tuition and fees by the specified date may result in suspension from the university and future registration. After the 12th class day in the long semester and the fourth class day of each summer term, failure to pay all tuition and fees by the specified date may result in suspension at the end of the current semester and may include the following:

- a. denial of readmission
- b. withholding of grades and transcripts
- c. withholding of a degree

4. Hazing

Hazing is prohibited in state educational institutions by the Texas Education Code. Students of Lamar University are forbidden to engage in, encourage, aid, or assist any person(s) participating in what is commonly known and recognized as hazing. Any student who does so will be subject to university disciplinary action and may also be dealt with by civil authorities. Refer to the Dean of Students website for more specific definitions and information relative to the legal implications of hazing at <https://www.lamar.edu/students/student-engagement/conduct-and-care-services/policies/hazing.html>.

5. Falsification of Records

A student who provides false information or makes false statements to any Lamar University official or office or on an official form submitted to the university is subject to immediate dismissal.

6. Summons

An official university summons takes precedence over other Lamar University activities of the student and should be answered promptly on the day and hour designated. Failure to heed an official summons may subject the student to additional disciplinary action.

7. Travel Procedures

These travel procedures apply to faculty and staff who engage in transporting students off campus a distance of 25 miles or more from campus to an activity or event that is organized, sponsored, or funded by the institution, using a vehicle owned or operated by the institution, or travel that is required by an organization registered at the institution. These travel procedures are considered to be minimum standards; departments may mandate additional procedures. These procedures reference Texas Education Code Section 51.949.

It is recommended that a designated staff member(s) and/or faculty accompany each student travel group. In the event an advisor cannot attend the function with the student/student group, the organization member/members should be advised on what should be the expected behavior from each student. All university rules and regulations must be followed.

Groups of 24 or more may be required to obtain commercial/chartered transportation. This will be reviewed on a case-by-case basis, and the final approval for such an event will be decided by the vice president for finance and operations or his/her designee after consultation with the student organization advisor. Chartered transportation must comply with all state and federal laws. Groups of fewer than 24 may travel by university-owned, leased, rented, or privately owned motor vehicles.

For student/student organization travel, only employees of Lamar University are allowed to drive university-owned motor vehicles. Lamar University students are not covered under the university insurance policy unless they are employed by the university. Any employee who is to drive a university vehicle must first provide the vice president for finance and operations and/or his/her designee with a copy of his/her driver's license and sign an "Application for Copy of Driver Record" form. A license check will be run that will reflect the status of the employee's driver's license and list any accidents and moving violations in the past three years. Permission for an employee to drive a university-owned motor vehicle will depend on the results of their driving record. A copy of the employee's driver's license and the "Application for Copy of Driver Record" must be submitted to the office of the vice president for finance and operations at least two weeks prior to the date the employee is expected to drive the university-owned motor vehicle. A student/student organization that rents, leases, or uses a privately-owned motor vehicle for university-sponsored travel must obtain liability insurance.

Because personal automobile insurance will be considered first in the event of an accident, all persons who use their personal vehicles while conducting university business should be aware of the possibility of personal liability related to such use. No individual shall be required to use his/her personal vehicle to drive to official university-sponsored activities, and no student shall be required to use his/her personal vehicle to perform university-related activities. Use of personal vehicles by students to drive to official university-sponsored activities is discouraged.

All state and federal laws will be followed when operating a vehicle for student/student organization official travel. Drivers will comply with all applicable traffic laws and regulations. All occupants must use seat belts and other safety devices when the vehicle is in motion. Manufacturer-suggested vehicle capacities will be followed when vehicles are used by students/student organizations.

The following activities are **prohibited** for drivers while driving:

- Driving while under the influence of impairing drugs or alcohol
- Use of radar/laser detection devices
- Use of headphones or earphones
- Use of cell phone
- Eating, smoking or drinking

The fatigue of the vehicle operator should be considered at the time of travel, and only rested drivers should operate a vehicle. Each student who travels by motor vehicle or any other form of transportation to participate in a university-related activity must execute a copy of the Release and Indemnification Agreement.

Any traveling student less than 18 years of age must have a "Consent for Treatment" form on file. Organizations that travel frequently are encouraged to have "Consent for Treatment" forms on file for all travelers. Departments that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of this policy.

Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provision of the faculty handbook and the staff personnel manual.

Individual students who violate this policy and the safe travel rules approved by the university are subject to disciplinary action, to include suspension. Student organizations that violate this policy and the safe travel rules are subject to disciplinary action to include suspension and loss of funding.