

subjected to sexual harassment may address questions or complaints to their academic advisor, Department Head, the Dean of Students for the student's respective school, or the Human Resources Department. The recipient of such a complaint shall notify Human Resource Management and seek that office's assistance in connection with an investigation of the complaint.

4.2 STUDENT POLICIES

The LSUHSC-NO general student policies can be found online in the *LSUHSC-NO Catalog/Bulletin*: <http://catalog.lsuhscc.edu/content.php?catoid=10&navoid=1986>.

4.2.1 ALCOHOL USE

The use of alcohol is prohibited in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, athletic facilities, and all other public campus areas. Alcohol may be served for special events on campus sponsored by the institution with written authorization from the Dean, Chancellor, or their authorized designee and when the LSUHSC-NO's Guidelines for Responsible Use of Alcohol are followed. These Guidelines also apply to the use of alcohol at LSUHSC-NO sponsored functions off campus.

The Guidelines are contained in CM-36 (Guidelines for the Responsible Use of Alcohol at the LSU Health Sciences Center) at <http://www.lsuhscc.edu/no/administration/cm/cm-36.aspx>.

4.2.2 VIOLENCE-FREE WORKPLACE

Everyone has a reasonable expectation to perform their assigned duties in an atmosphere free of threats and assaults. Recognizing the increasing incidence of violence in the workplace, the Governor of the State of Louisiana issued an executive order committing the State of Louisiana to work toward a violence-free workplace. Louisiana State University Health Sciences Center at New Orleans fully supports this effort and is committed to a violence-free workplace. In response, LSUHSC-NO issued CM-44 (Violence in the Workplace Policy, and Workplace Violence Prevention Plan) at <http://www.lsuhscc.edu/no/administration/cm/cm-44.aspx>.

CM-44 contains LSUHSC-NO's Firearms and Weapons Policy. This policy states that it is illegal and expressly prohibited to engage in the unauthorized carrying of a firearm, or a dangerous weapon, by a student or non-student on University property at anytime. This includes but is not necessarily limited to school sponsored functions or in a firearm-free zone. Violators will be arrested and

prosecuted to the fullest extent of the law. Other topics covered under CM-44 include the following:

- Hazard Prevention and Control
- Personal Conduct to Minimize Violence
- How to Deal with Bomb Threats

4.2.3 SUBSTANCE ABUSE

Authorized use of, possession of, or being under the influence of alcohol and the illegal use, abuse, possession, manufacture, dispensation, distribution of, or being under the influence of controlled or illegal drugs is prohibited while at work, on call, on duty, at school, or engaged in LSUHSC-NO business on or off LSUHSC-NO premises. LSUHSC-NO provides for an on-going alcohol and drug-testing program for reasonable suspicion/for cause, post accident, periodic monitoring or aftercare, and random testing.

The schools of the Health Sciences Center actively maintain programs dealing with all aspects of chemical dependency, such as prevention, intervention and rehabilitation. Education in substance abuse is provided through workshops and seminars, and has become an integral part of the curriculum of each school.

This Substance Abuse Policy applies to all faculty, staff, residents, and students of LSUHSC-NO. Students must understand that initial and continued enrollment is contingent upon compliance to this policy. The complete policy is in CM-38 (Substance Abuse Policy and Procedures) and is located at <http://www.lsuhs.edu/no/administration/cm/cm-38.aspx>.

4.2.4 INFORMATION TECHNOLOGY

Users of the Information Technology infrastructure are expected to exhibit responsible behavior and comply with all federal and state laws, LSUHSC-NO rules and policies, terms of computing contracts, and software licensing rules. Students should not engage in any activity that jeopardizes the availability, performance integrity, or security of the IT infrastructure. For example, students should not:

- Use peer-to-peer (P2P) applications that take up bandwidth for the downloading of music, games, and video.
- Deliberately or recklessly overload access links or switching equipment by using streaming media such as web radio and other mechanisms.