



NEVADA STATE UNIVERSITY
SCHOOL OF LIBERAL ARTS,
SCIENCES, & BUSINESS

School of Liberal Arts, Sciences, and Business (LASB) Student Behavioral Conduct Policy

1. LASB PROFESSIONALISM STATEMENT

In alignment with Nevada State University's (Nevada State) mission, LASB fosters physical and virtual learning environments where our individual differences can deepen our understanding of one another and the world around us. In these learning environments, people of all races, ethnicities, genders, gender identities, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, linguistic backgrounds, regions, and nationalities are encouraged to share their rich array of perspectives and experiences.

LASB's norms of student professionalism serve as a guideline for engaging in productive learning environments through civil discourse. This includes maintaining composure and respectfulness even in the face of constructive disagreements; claiming and caring for one's own needs without degrading others; intentionally negotiating interpersonal dynamics with courtesy; seeking common ground; maintaining a high level of integrity and ethics; contributing to a disruption-free environment; and staying present in the moment with others and oneself.

If you feel your differences may in some way isolate you within the learning community, please speak with the instructor early in the semester about your concerns to help you become an active and engaged member of the class and our community.

1.1. Application of Professionalism Expectations

We uphold and enforce the student professionalism statement in all learning environments.

- The professionalism statement applies to all persons in the learning environment, including students, faculty, staff, and visitors.
- All members of our learning community are expected to act professionally and speak respectfully to others.
- We all commit to collaborative communication: we are open, honest, and respectful in communicating thoughts, ideas, feelings, and behaviors.
- We all take responsibility for our own behavior within the learning community.

2. PROCEDURES

2.1 Standards of Conduct

The policies and procedures for resolving student behavioral misconduct are intended to ensure the safety and wellbeing of the campus environment and to teach students to live and act responsibly in a community. As students participate in the LASB and Nevada State communities, they are responsible for their own actions and are subject to local, state, and federal laws as well as all LASB, Nevada State, and Nevada System of Higher Education (NSHE) policies, procedures, rules, and regulations. Any student who registers for courses in LASB is also responsible for knowing and complying with the policies, procedures, rules, and regulations in each LASB syllabi and ancillary instructions provided for sponsored academic and cocurricular activities (e.g., field trips or internships).

Allegations of behavioral misconduct will be addressed by the school in accordance with procedures in this policy, which closely follows the [Nevada State Student Code of Conduct \(SA 5.2\)](#). When determining whether student behavior qualifies as a form of misconduct identified in the sections below, Nevada State University and LASB apply a “reasonable person” standard. This standard considers what a hypothetical ordinary and prudent person would do or feel under similar circumstances. Behavioral misconduct can include behaviors disrupting the learning environment, acts misaligned with the University and/or School policy, or violations of course/classroom policies stated in the course syllabus or Canvas policy page. Some forms of behavioral misconduct may involve academic components, which may be addressed via the procedures in the [Nevada State Student Code of Conduct \(SA 5.2\)](#).

2.2 Levels of Behavioral Misconduct

2.2.1 *Level 0 – Informal Warning*

This level consists of **minor** behaviors that disrupt the classroom environment. These behaviors may distract other students or instructors, disrupt classroom activities or lectures, or interfere with the learning or teaching process.

2.2.1.1 Action Steps

The faculty or staff member who observes or experiences a student’s minor behavioral misconduct will either verbally address the issue to correct the behavior in real time or email the student within 2 business days. In either case, the faculty will note the inappropriate behavior and restate expectations for appropriate conduct documented in the LASB Professionalism Statement.

2.2.1.2 Sanctions

This level is considered a first warning that is not part of a formal conduct process in the student’s record unless the behavior is repeated (Level 1-3) and reported (Level 2-3).

2.2.2 *Level 1 – Documented Warning to Student and LASB Conduct*

This level consists of **repeated minor** behaviors that disrupt the classroom environment. These behaviors may continue to distract other students or instructors, disrupt classroom activities or lectures, or interfere with the learning or teaching process.

2.2.2.1 Action Steps

A faculty or staff member who observes or experiences a student’s repeated minor behavioral misconduct may attempt to address the issue to correct the behavior in real time. Regardless, the faculty member should email the student within 2 business days after the interaction, noting the

inappropriate behavior and restating expectations for appropriate conduct documented in this policy. The faculty member should also submit an incident report using the Nevada State Conduct System.

2.2.2.2 Sanctions

The incident is documented in the Nevada State Conduct System as an information item in the student's record.

2.2.3 Level 2 – Formal Report to LASB Conduct

This level consists of **repeated minor** behaviors or the first occurrence of **moderate** behaviors that disrupt the classroom environment. Minor behaviors include recurring behaviors from Level 1 that received documented warning to the student and to LASB Conduct. Moderate behaviors include using profanity in the learning environment outside of any appropriate academic context; mild defiance, refusal to follow directions, or disrespect; excessive distractions; off-topic disruptions; or similar behaviors.

2.2.3.1 Action Steps

Within 2 business days, the faculty or staff member must submit a [General Incident Report](#) via the Nevada State conduct system documenting the interaction and submitting any relevant supporting documentation. If the interaction reflects repeated minor behaviors, the faculty should include the previous email sent to the student in Level 1.

2.2.3.2 Sanctions

This level initiates the intervention by the LASB Dean/Designee. The LASB Dean/Designee will contact the student via Nevada State email to explain the reported misconduct and to request a meeting and/or explain sanctions. The student will receive a written conduct letter from the LASB Dean's Office via the Nevada State conduct system outlining the incident and any sanctions.

Possible sanctions may include one or more of the following.

1. Issue a warning to the student, along with corrective measures that address misconduct to ensure compliance with the policy moving forward.
2. Written agreement with the student to participate in specified educational programs and/or reconciliation processes such as a facilitated meeting.
3. Agreement by the student to participate in community service activities.
4. Loss of privileges, such as prohibiting use of and/or access to faculty offices, faculty office hours, classrooms or laboratory equipment, materials, software, and/or data for the rest of the course or a specified time period. The student's grade in the course may be severely impacted as a result.
5. Similar sanctions as determined by the LASB Dean/Designee.

2.2.3.3 Student Response

Within 5 business days of receiving the written conduct letter from the LASB Dean's Office via the Nevada State conduct system, if the student does not accept responsibility and/or the sanction(s), the student will email the LASB Dean's office (lasbstudent.conduct@nevadastate.edu) from their Nevada State student email account with one of the following responses below. If the student does not respond within 5 business days, the matter will be referred to the Nevada State Student Conduct office. The LASB Dean's Office will notify the faculty member and department chair/director via Nevada State email of the student's response.

1. Accepts responsibility for the violation but does not accept the sanction(s) and requests a Formal Resolution Hearing.
2. Does not accept responsibility for the violation and requests a Formal Resolution Hearing.

Failure to complete the sanction(s) within the stated time frame may result in further sanctions.

2.2.3.4 Formal Resolution Hearing Board

If a formal resolution hearing is requested, the LASB Dean's Office will convene a Formal Resolution Hearing Board within 5 business days of receiving the request.

The Formal Resolution Hearing Board consists of the following members, with due consideration given to possible conflicts of interest:

1. One undergraduate student, selected from the LASB Student Ambassadors Program or a student from Student Life should an ambassador not be available. Students selected from these positions complete conduct training offered by the Nevada State Student Conduct Office.
2. Two academic faculty members (excluding the faculty member who witnessed or was informed of the violation(s) and their department chair/director).
 - a. One of the faculty members is appointed by the LASB Dean's Office as the Chair of the Formal Resolution Hearing Board.
 - b. To ensure the impartiality of the Formal Resolution Hearing Board, at least one member must be from a program other than those in which the case originated and in which the student is majoring.
 - c. At least one member must be appointed from the same program in which the case originated in order to provide discipline- or program-specific knowledge and context. If faculty are unavailable during summer, other department chairs/directors or faculty external to LASB may be asked to serve. The selected faculty will complete conduct training through the Nevada State Student Conduct Office.

2.2.3.5 Formal Resolution Hearing Procedure

The Formal Resolution Hearing Board is a standing committee consisting of a pool of faculty and students selected by the Dean/Designee, and each Hearing Board consists of two faculty and one student external to the department in which the case originated. The Hearing Board Chair is one of the two faculty members for the Hearing Board for a case and is appointed by the Dean/Designee. The Hearing Board Chair will schedule a hearing to be held within 10 business days of the date the Formal Resolution Hearing Board consisting of two faculty and one student is convened. All efforts will be made to expedite the hearing procedure.

1. In hearings involving more than one student's conduct violation, the Chair of the Formal Resolution Hearing Board, at their discretion, may permit the hearing concerning each student to be conducted either separately or jointly.
2. The Chair of the Hearing Board asks the student to appear before the Hearing Board.
3. The student has the right to be accompanied by one advisor if they wish to have one. The advisor is not permitted to speak during the hearing, except to confer with the student. If the student wishes to bring an advisor, the Hearing Board Chair must be notified at least 2 business days in advance.
4. The Chair of the Hearing Board states the content of the report of alleged behavioral misconduct and the specific charges.
5. The student may present information refuting the allegation of misconduct.
6. The Hearing Board dismisses the student from the room and calls the faculty member into the room. The student and the faculty member do not appear before the Hearing Board at the same time.
7. The faculty member may be accompanied by an advisor. The advisor is not permitted to speak during the hearing, except to confer with the faculty member. The advisor may be an attorney only if the student has an attorney present as their advisor. The Hearing Board Chair must be notified at least 2 business days in advance.
8. The faculty member may present evidence supporting the allegation of misconduct.

9. The Hearing Board meets in closed session to make a decision. The decision should be made through consensus when possible, and if not possible, then by simple majority vote of the members.

2.2.3.6 Sanctions if Student Is Found Responsible

Within 3 business days of the hearing, the Hearing Board will inform the student, faculty member, department chair/director, and the LASB Dean by Nevada State email of the sanction(s) to be imposed. The Nevada State Student Conduct Office may choose to also impose disciplinary sanctions in accordance with the [Nevada State Student Code of Conduct \(SA 5.2\)](#).

The severity of the misconduct and/or number of incidents will be considered when assigning disciplinary sanction(s).

2.2.3.7 Appeals

A student who is aggrieved by the decision of the Formal Resolution Hearing Board may appeal to the Dean of LASB.

2.2.3.8 Grounds for Appeal

1. Deviations from procedures in this policy that resulted in significant prejudice.
2. The evidence presented at the formal resolution hearing was not substantial enough to justify the decision.
3. New information, sufficient to change a decision and which could not have been discovered with due diligence before the hearing, is brought forward.

2.2.3.9 Appeals Process

1. The student must appeal in writing, using their Nevada State student email account, to the Dean within 5 business days of receiving the written notification of the Hearing Board's decision. The appeal must include all written arguments and evidence that support the appeal.
2. Any sanction against the student does not take effect until the appeal is concluded.
3. The Dean reviews the written arguments, evidence, and Hearing Board decision, along with the information and evidence that were part of decision-making for the case. The Dean may:
 - a. Deny the appeal;
 - b. Grant the appeal;
 - c. Modify the Hearing Board's decision;
 - d. Refer the case back to the original faculty member and/or department chair/director;or,
 - e. Order a new hearing before a new Hearing Board.
4. The LASB Dean's decision will be sent by Nevada State email to the student and Chair of the Formal Resolution Hearing Board within 5 business days of receiving the appeal. The Dean may extend this time limit by notification to all parties through Nevada State email. The LASB Dean's decision is final.

2.2.4 Level 3 – Documented Report to University-Level Conduct

This level consists of **repeated moderate** behaviors or the first occurrence of **major** behaviors that disrupt the classroom environment. Behavioral misconduct at this level is referred to the Office of Student Conduct. Moderate behaviors include recurring behaviors from Level 2 that received warning and formal documentation via Nevada State conduct system by faculty. Examples of major behavior violations include:

1. Another violation of the repeated minor (3+ times) or moderate behavior (2+ times) from Level 2.
2. A student fails to comply with prior sanctions.
3. Violations across multiple courses.

4. Discriminatory and/or insulting words in the classroom (whether in-person or digital), faculty office, or other learning environment.
5. Misuse of the software including Canvas and email to communicate with derogatory, prejudice, and/or insulting words.
6. Disruption of the learning environment, such as intentionally throwing objects.
7. Verbal or physical aggression.
8. Threats or intimidation.
9. Bullying or harassment.
10. Similar behaviors.

2.2.4.1 Action Steps

Within 2 business days, the faculty or staff member must submit a [General Incident Report](#) via the Nevada State conduct system documenting the interaction and submitting any relevant supporting documentation.

2.2.4.2 University-Level Sanctions

This level initiates the intervention by the Nevada State Student Conduct Office per the Student Code of Conduct (SA 5.2).

2.2.5 Incidents Requiring Immediate Action

In case of extreme misconduct, the faculty or staff member should immediately call the University Police Department. As soon as possible after the incident, the faculty or staff member should submit a [General Incident Report](#) through Nevada State conduct system documenting the interaction and submitting any relevant supporting documentation or referencing previously submitted Nevada State conduct system reports as noted below. Also, as soon as possible, the department chair/director and/or faculty or staff member will notify the LASB Dean's Office at lasbstudent.conduct@nevadastate.edu.

2.2.5.1 Interim Action

Depending on the severity of the conduct, the LASB Dean's office may impose an interim action. For instance, in circumstances where there is a present danger and immediate threat to self, others, and/or the institution.

1. The LASB Dean's Office may impose an interim action or other restrictions such as temporary removal from a physical or virtual classroom and/or laboratory setting or similar restrictions.
2. During an interim action, the matter is referred to the University-level conduct process and follows the University-level policy.
3. The student has a right to meet with the LASB Dean's Office within 5 business days of notification of the interim action to discuss the matter. During this meeting, the student has a right to bring a parent or Nevada State employee to provide support.
4. The Nevada State Student Conduct Office may lift the interim action if there is irrefutable evidence that the student did not engage in misconduct. If no misconduct is found, the student will have the corresponding number of days in which they were prohibited from accessing course materials to make up assignments without penalty. After this deadline, any missed or incomplete assignments will be handled under the parameters in the course syllabus for late/missed work.

2.2.4.2 University-Level Sanctions

This level initiates the intervention by the Nevada State Student Conduct Office per the Student Code of Conduct (SA 5.2).

3. DEFINITIONS

Advisor: A person who serves as a supporter who may counsel either a student or instructor during a Formal Resolution Hearing or appeal process. The student or faculty member, and not their advisor, is responsible for presenting their own information, introducing witnesses, and answering questions throughout the hearing or appeal process. A student's advisor can be a faculty or staff member, parent, supervisor, or attorney. A faculty member's advisor may be another faculty or staff member or an attorney.

Behavioral misconduct: Behaviors that are misaligned with expectations set in the course syllabus, as well as any violation of conduct found within this policy or the [Nevada State Student Code of Conduct \(SA 5.2\)](#).

Business days: Monday through Friday, excluding holidays or days of observance when campus is closed.

Cyberbully: Using electronic communication to bully a person, including sending intimidating or threatening messages.

Department: A unit within LASB that is led by a department chair or director and consists of faculty, staff, and programs related to specific disciplines.

Department chair or director: A faculty member who oversees a department and its faculty.

Faculty: Full-time and part-time instructors who teach courses at Nevada State University. Often referred to as a professor.

Formal Resolution Hearing Board (or Hearing Board): A group of faculty and students who are presented with evidence, arguments, and documentation of an incident, and who render a decision on an incident.

Formal Resolution Hearing: A process in which a student and faculty member present information about an incident to a Formal Resolution Hearing Board, and procedures are followed to render a decision on the incident.

Informal resolution: A process in which a student meets with the faculty member and/or department chair/director after an incident in an attempt to resolve the situation. May result in the LASB Dean's Office imposing any of the disciplinary sanctions described in this policy.

Interim action: Temporary removal of a student from class(es) and/or class-related activities or other appropriate interventions for a set amount of time determined by the LASB Dean's Office.

NSHE: The Nevada State System of Higher Education; a system of universities, colleges, research entities, and public service units of the University of Nevada.

Sanctions: Those actions, whether academic or disciplinary, assigned through informal resolution by the LASB Dean's Office and/or Student Affairs staff, or through a Formal Resolution Hearing.

School or LASB: The School of Liberal Arts, Sciences, and Business.

Staff: An employee who works within LASB or the University, either full-time or part-time.

Student: A person enrolled in courses at Nevada State University, on a full-time, part-time, or auditing basis. Persons who are officially admitted into LASB but are not enrolled in courses in a particular term are considered students. This includes individuals who have applied for admission to the institution or have been notified of their acceptance for admission to any of the three academic units within Nevada State University. A person considered a student remains so until a conduct matter is resolved, even if they leave the University prior to resolution.

University community: A group of people consisting of Nevada State University students, faculty, University officials, or staff.

University: Nevada State University.

4. FORMS/INSTRUCTIONS

- [General Incident Report](#)

5. CONTACT

Diane Carrasco-Jaquez, Associate Dean
School of Liberal Arts, Sciences, & Business
702-992-2722
lasbstudent.conduct@nevadastate.edu

6. APPROVAL SIGNATURES

Director, Department of Business

	Denial	Approval	Approval w/ condition*
<i>Recommendation</i> (check one)	☐	☒	☐

Print Name: Neil Longley

Signature: *Neil Longley*

Date: 07/10/2026

Chair, Department of Data, Media, & Design

	Denial	Approval	Approval w/ condition*
<i>Recommendation</i> (check one)	☐	☒	☐

Print Name: Chris Harris

Signature: *Chris Harris*

Date: 07/14/2026

Chair, Department of History, Law, & Society

	Denial	Approval	Approval w/ condition*
<i>Recommendation</i> (check one)	☐	☒	☐

Print Name: Lance Hignite

Signature: *Lance Hignite*

Date: 07/09/2026

Chair, Department of Humanities

	Denial	Approval	Approval w/ condition*
<i>Recommendation</i> (check one)	☐	☒	☐

Print Name: Laura Decker

Signature: *Laura Decker*

Date: 07/14/2026

Chair, Department of Physical & Life Sciences

	Denial	Approval	Approval w/ condition*
<i>Recommendation</i> (check one)	☐	☒	☐

Print Name: Kayla Bieser

Signature: *Kayla Bieser*

Date: 07/14/2026

Chair, Department of Psychology & Counseling

	Denial	Approval	Approval w/ condition*
<i>Recommendation</i> (check one)	☐	☒	☐

Print Name: Shantal Marshall

Signature: *Shantal Marshall*

Date: 07/10/2026

Dean, School of Liberal Arts, Sciences, & Business

	Denial*	Approval
Final Decision	☐	☒

Print Name: Elizabeth Gunn

Signature: *Elizabeth Gunn*

Date: 07/14/2026

*Optional: Rationale for denial or conditional approval may be attached.