LOUISIANA COLLEGE

PREPARING GRADUATES ◆ TRANSFORMING LIVES

2020/2021 STUDENT HANDBOOK

This handbook does not constitute a contract and presents policies and information as accurately as possible as of the date of publication. Louisiana College reserves the right to correct errors and make such changes as future circumstances may require. If policy or procedural changes are made to the handbook during the academic year, notice of the changes and their date of effect will be published online. Implementation, interpretation, and adaptation are at the sole discretion of the Board and Administration of Louisiana College. Any new policy supersedes previous policies.

7/2020

FOR YOUR INFORMATION

(All phone numbers are area code – 318)

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Provost/Vice President for Academic Affairs, *Dr. Cheryl D. Clark*	487-7601
Executive Vice President *Dr. Will Smallwood*	487-7018
Associate VP for Student Engagement & Enrichment*, Dr. Joshua Dara*	487-7135
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Registrar, *Ms. Eileen Deboer*	487-7222
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Executive Director for Admissions, *Ms. Renee Melder*	487-7340
Director of Financial Aid, *Ms. Brandie Bass*	487-7330
Coordinator of College Relations, *Dr. Elizabeth Christian*	487-7496
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Director of Food Services, Mr. *Ronnie Mosley*	487-7661
Director of Environmental Services, *Mr. Ashton Page*	487-7612
Coordinator for Student Behavior and Accountability, *Prof. Brian Manuel*	487-7597
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Director of Residence Life and Student Enrichment, *Ms. Hannah Nyman*	487-7154
Director of the Student Success Center, *Ms. JoLynn McConley*	487-7629
Coordinator of Health Services, *Ms. Janet Sanders*	487-7752
Director of Recreation Services, *Ms. Michaela Jordan*	487-7447
Coordinator of College Calendar, *Ms. Karen Watkins*	487-7406
Director of Baptist College Ministry, *Mr. Thomas Worsham*	487-7498
Director of Security, *Chief Clifford Gatlin*	487-7015
	308-6505
Bookstore Manager, *Ms. Linda Billingsley*	487-7630
Director of Human Resources, *Ms. Shannon Tassin*.	487-7151
Director of Business Office, *Ms. Beverly Ingram*	487-7452
Director of Graphic Services, *Mr. Tim Roper*	487-7442
Coordinator of Postal Services, *Ms. Linda Billingsley*	487-7370
Athletic Director, *Coach Reni Mason*	487-7503
Asst. Athletic Director for Compliance, *Ms. Paula Hunter*	487-7559
Sports Information Director, *Mr. Richard Thiberville*	487-7987
Head Football Coach, *Mr. Drew Maddox*	487-7725
Men's Baseball Coach, *Mr. Mike Byrnes*	487-7322
Women's Softball Coach, *Mr.Bobby Buchanan*	487-7131
Men's Basketball Coach, *Mr. Reni Mason*	487-7503
Women's Basketball Coach, *Mr. Matt LaBato*	487-7432
Men's Soccer Coach, *Mr. David Castillo*	487-7096
Women's Soccer Coach, *Ms. Carla Tejas* .	487-7728
Men's Golf Coach, *Mr. Adam Greenfield*	487-7590
Men & Women's Cross Country Coach,Mr. Ross Rix	487-7432
Women's Volleyball Coach & SAAC Advisor, Ms. Brittany Salloum	487-7502
Division of Business	487-7700
Division of Missions and Ministries	487-7254
Division of Fine Arts	
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Department of Music	487-7336
Division of History & Political Science	487-7700
School of Human Behavior	487-7745
Division of Humanities	487-7229
Division of Media, Communication, and Theatre	
Department of Convergence Media	487-7495
Department of Communication Studies	487-7495
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Division of Natural Sciences and Mathematics	
Department of Biology	487-7611
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Department of Computer Science and Mathematics	487-7193

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School of Education

Division of Teacher Education	487-7302
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LOUISIANA COLLEGE PROFILE

THE IDENTITY, HISTORY AND MISSION OF LOUISIANA COLLEGE

Identity

Louisiana College is a private, Baptist, coeducational college of liberal arts and sciences with selected professional programs. The campus is located in the Alexandria-Pineville area of central LouisianaLouisiana College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, bachelors, and masters degrees. Questions about the accreditation of Louisiana College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Separate accreditation for specific programs has been awarded by the Accreditation Council for Business Schools and Programs (ACBSP), the Louisiana State Department of Education (LSDE), the Council on Social Work Education (CSWE), the American Association of Colleges of Nursing (AACN), the Commission on Collegiate Nursing Education (CCNE), the Louisiana State Board of Nursing (LSBN), the Commission on Accreditation in Physical Therapy Education (CAPTE), the National Association of Schools of Music (NASM), the Commission on Accreditation for Athletic Education (CAATE), and the Teacher Education Accreditation Council (TEAC).).

The College is located on an 81-acre campus with a total of twenty-three academic and residential buildings. Most of the students at Louisiana College come from Central Louisiana, but many states and several foreign countries are represented in the current student body. The faculty and staff of Louisiana College genuinely care for the students. Their primary concern is to enhance student learning and to encourage the student's Christian growth. The College was chartered in 1906 as a non-profit corporation with the object "to own, operate and conduct a Baptist college, to foster Christian education." It is governed by a Board of Trustees which is chosen by the Louisiana Baptist Convention.

History

Louisiana College was founded in Pineville, Louisiana on October 3, 1906. It is the successor to two earlier Louisiana Baptist schools, Mt. Lebanon University and Keatchie Female College. The first, a men's school founded in 1852 by the North Louisiana Baptist Convention, was located in the community of Mt. Lebanon. The women's college, founded in 1857 by the Grand Cane Association of Baptist Churches, was located in the community of Keatchie. After a history beset by financial difficulties, both schools came under control of the State Baptist Convention in 1899. An Education Commission was selected by the state convention to administer the schools with the understanding that both would be succeeded by a more centrally located college as soon as a suitable campus could be selected. When Louisiana College was opened in 1906, Mt. Lebanon College was closed, followed by Keatchie a few years later. The enrollment of students in 1906 at the opening of the College was 19. Today, more than 14,000have been graduated since the College was founded. Louisiana College was administered by the Education Commission until 1921, when the commission was replaced by a Board of Trustees as called for in a new charter. The first administrative head of Louisiana College was W.F. Taylor, whose title was chairman of the faculty. Since its opening, Louisiana College has had eight presidents: Dr. E.O. Ware, appointed in 1908; Dr. W.C. Friley, in 1909; Dr. Claybrook Cottingham, in 1910; Dr. Edgar Godbold, in 1941; Dr. G. Earl Guinn, in 1951; Dr. Robert L. Lynn, in 1975; Dr. Rory Lee, in 1997; and Joe W. Aguilllard, in 2005 and our current President, Dr. Richard B. Brewer in 2015.

Our Heritage

This commitment to distinctively Christian education is part of a rich tradition that has characterized Louisiana College's one hundred year history. The third stanza of the College alma mater clearly states the mission of the institution: "Christian knowledge e'er bestowing until eternity."

The official seal of Louisiana College that adorns many of the objects associated with our school bears three words, *Deo, Veritati, Patriae,* superimposed on an open Bible. The open Bible signifies that the Holy Scriptures are our source of knowledge for the

ultimate truths in life. The Latin words describe our school as dedicated to God, to truth, and to country. The commitment to God is stated first. It both precedes and supersedes all other commitments. This does not imply that our founders did not value truth. They merely recognized that God is the source of all truth. The founders knew that it is only through commitment to and worship of the God of all truth that the ultimate truths of life are disclosed and discovered.

The official Louisiana College hymn urges professors to inform their students of the truths revealed by God, "Teach us the truths that come from God's own mind." This institution remains steadfastly committed to fulfilling that charge.

MISSION

Louisiana College is a Christ-centered community committed to Academic Excellence where students are equipped for Lives of Learning, Leading, and Serving.

BELIEFS AND VALUES

The foundation for the College's mission and policies is a shared set of beliefs and values that reflect its Louisiana Baptist heritage. The College's doctrinal statement, which provides the guiding principles for maintaining the College's Christian identity, is the Baptist Faith and Message. Through our doctrinal statement, we "identify and affirm certain definite doctrines that Baptists believe, cherish, and with which we have been and now are closely identified. Our living faith is established upon eternal truths. Thus this generation of Southern Baptists is in historic succession of intent and purpose as it endeavors to state for its time and theological climate those articles of the Christian faith that are most surely held among us. It is the purpose of this doctrinal statement of faith to set forth certain teachings which we believe (The Baptist Faith and Message). The College recruits faculty and staff who are committed followers of Christ, who participate actively in a local church, and who are aware of and will teach or perform professionally in harmony with the doctrinal statement. The College also expects and supports the pursuit of the highest level of Christian values in the lives of faculty, staff, administration, trustees, and students.

Louisiana College seeks to create a community of learning and free inquiry. However, the College recognizes that Christian education maintains a proper balance between academic freedom and academic responsibility. The academic freedom of a Christian professor is limited by the preeminence of Jesus Christ, the authoritative nature of the Holy Scriptures, and the mission of the institution.

The partnership between Louisiana College and the Baptist churches, associations, and convention within the state constitutes one of the major strengths of the College. Louisiana College deeply values its relationship with Louisiana Baptists, whose generosity allows the College to offer quality liberal arts education at an affordable cost to its students. In recognition of these substantial resources, the College seeks to prepare students who are entering various vocations to assume leadership roles in churches and in denominational life. Because Louisiana College honors its Baptist heritage and acknowledges its great debt to Louisiana Baptist churches for the generous gifts that enable the College to operate, the College only employs faculty who teach courses in the Christian Studies Division who are committed Southern Baptists who document through their annual contracts their personal affirmation of and agreement with The Baptist Faith and Message. They also affirm biblical inerrancy as defined by the Chicago Statement on Biblical Inerrancy.

The College affirms the value of diversity within the Christian community and attracts students from a variety of denominations. The presence of dedicated Christian faculty and staff members from other Christian denominations affirms the faith of these students from other traditions and provides spiritual mentorship for them. Students without a Christian faith commitment are welcome in this community of learning and are treated with respect.

BIBLICAL DESIGN FOR HUMAN SEXUALITY

We believe that all people should be treated with dignity, grace, and holy love, whatever their sexual beliefs. Sexuality is one of the ways by which the marriage covenant between a husband and a wife is sealed and expressed. Marriage is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage in the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. It is important to note that Christian teaching on marriage and sexuality is in the narrative of all Scripture – from Genesis to Revelation. Marriage, gender and sexuality are not just appendages tacked onto Scripture, but are icons of the Gospel and human flourishing (Matthew 19:4-6; Ephesians 5:22-33; Hebrews 13:4). Sex misses its purpose when treated as an end in itself or when cheapened by using another person to satisfy pornographic and sinful sexual interests. We view all forms of sexual intimacy that occur outside the covenant of heterosexual marriage, even when consensual, as distortions of the holiness and beauty God intended

for it.

Therefore, we support the sanctity of marriage (Ephesians 5, Hebrews 13:4). We define marriage as being a covenant between one man and one woman (Gen. 2:21-24; Matt. 19:4-5). We believe in honoring the holy sexual union within the context of that covenant (Hebrews 13:4). Believing that God redeems and restores through life in Christ, we walk alongside those that are seeking to overcome sexual sin (Romans 6-8; Galatians 6:2). As followers of Christ, we turn from sexual immorality in its many forms including but not limited to: pornography, pre-marital sexual relations, adultery, and same sex romantic intimacy and/or sexual relations. We come alongside those experiencing same sex attractions who choose to honor Christ by not pursuing those attractions, just as we come alongside all individuals who seek to live in purity before the Lord (Col. 3:5; Gal. 5:19-21; Rom. 1:21-27; 1 Cor. 6:9-10). We believe we are created by God in His image as two distinct sexes: male and female (Gen. 1:26-28; Matt. 19:4-5). We believe that each person glorifies God and affirms His infinite holiness and wisdom by living in alignment with his or her birth sex. While we acknowledge there may be confusion and brokenness for some individuals in this area, we do not affirm or support transgender identity or expression. Instead, we place our faith and trust in God's redemptive plan.

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THE CENTRAL CURRICULUM

The Central Curriculum creates a common educational experience that provides a broad foundation for lifelong learning within a biblical worldview for all Louisiana College students. Students who complete the Central Core Curriculum will acquire knowledge of human cultures and the physical and natural world, demonstrate a foundation for intellectual and practical skills, and engage in personal and social responsibility.

After completing the Central Core Curriculum courses of study, students' acquired knowledge of human cultures and of the physical and natural world will enable them to:

- Demonstrate knowledge of the Bible's content and basic Christian doctrines that enable the student to explain a reasoned basis for a commitment to Jesus Christ.
- Demonstrate knowledge of world civilization, cultural diversity, human social behavior, language, literature, and science.
- Recognize artistic elements (such as creativity, beauty, performance) and the cultural significance of the fine arts.

The foundation of intellectual and practical skills obtained during the Central Core Curriculum courses will enable students to:

- Demonstrate competency in written, oral, and technological communication skills
- Demonstrate an ability to utilize a variety of critical thinking approaches to problem solving.

The Central Core Curriculum courses' focus on personal and social responsibility will require students to:

- Acquire and apply biblical principles in making value judgments and personal decisions.
- Participate in service projects, organizations, athletics, or extracurricular activities to improve overall well-being.
- Accept cultural diversity with respect and compassion, and demonstrate an understanding of global interdependence and responsibility.

The Central Core Curriculum student learning outcomes are assessed on an annual basis by faculty members from across the institution. This assessment helps to ensure an appropriate number of central core curriculum hours and seeks to demonstrate that the curriculum is accomplishing its stated objectives.

VISION AND STRATEGIC PLANNING

Louisiana College aspires to be a preeminent College of liberal arts and sciences with selected professional programs. To obtain preeminence, the College will focus on increasing student enrollment through emphasis on quality higher education from a Christian perspective. Evidence of the accomplishment of this vision will be recognition by regional and national organizations.

The long-term strategic goals of Louisiana College are designed to enhance an environment which encourages students to acquire a broad knowledge and understanding in the areas of the humanities, the natural sciences, and the social sciences, and to develop skills basic to a chosen profession.

Central Curriculum Requirements
(53 Hours)

CC 100 College Connection 1 hr
HP 100 Personal Fitness 1 hr
Health and Physical Education Activities (Any two HP courses numbered 101-120, HP 195, or HP 196) 2 hrs
EN 101 Composition I 3 hrs
EN 102 Composition II 3 hrs

EN 200 Literary Perspectives: Survey of British Literature 3 hrs or
EN 201 Literary Perspectives: Survey of American Literature 3 hrs

Natural Sciences Any BI, CH, ES, MA, or PH 3 hrs
RL 101 Survey of the Old Testament 3 hrs
RL 102 Survey of the New Testament 3 hrs

PI 300 Christian Faith & Values 3 hrs or
RL 300 Christian Faith and Values 3 hrs

HI 101 Civilization I 3 hrs
HI 102 Civilization II 3 hrs

CA 112 Public Speaking 3 hrs or
CA 212 Business and Organizational Communication 3 hrs

Spiritual and Cultural Enrichment CR

Foreign Language
(Choose one of the following)

FR 101 Elementary French I 3 hrs
SP 101 Elementary Spanish I 3 hrs
GK 223 Elementary Greek I 3 hrs
HE 223 Elementary Hebrew I 3 hrs
Total: 3 hrs

Natural Sciences
(Choose one of the following courses plus lab)

BI 101 Introduction to Biology 3 hrs
BI 102 Introduction to Biology Lab 1 hr
CH 131 Chemical Principles for Allied Health / Nursing 3 hrs
CH 132 Chemical Principles for Allied Health / Nursing Lab 1 hr
ES 103 Introduction to Earth Science 3 hrs
ES 104 Introduction to Earth Science Lab 1 hr

ES 205 Introduction to Astronomy 3 hrs
ES 206 Astronomy Lab 1 hr
ES 220 Introduction to Meteorology 3 hrs
ES 221 Meteorology Lab 1 hr
Total: 4-5 hrs

Mathematics
(Choose one of the following)

MA 100 Finite Mathematics 3 hrs
MA 111 College Algebra 3 hrs
MA 115 Precalculus 3 hrs
Total: 3 hrs

Social Sciences
(Choose two of the following)

EC 221 Principles of Macro Economics 3 hrs
GE 201 World Geography 3 hrs
PS 200 Introduction to Social Science: Political Science 3 hrs
PY 220 Introduction to Psychology 3 hrs
CJ/PY/SW 223 Social Problems 3 hrs
Total: 6 hrs

Fine Arts
(Choose one of the following)

AR 200 Art Appreciation 3 hrs
CM 250 Cinema Appreciation 3 hrs
MU 200 Music Appreciation 3 hrs
TH 200 Theatre Appreciation 3 hrs
Total: 3 hrs
Total: 53 hrs

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Louisiana College Connection

The Louisiana College Connection provides an ongoing process of orientation to facilitate the adjustment of incoming freshmen. The course provides services to maximize student success in the total college experience and activities are designed to enhance the growth and development of students during their freshman year. Sessions held prior to registration focus on information concerning systems serving students in the academic realm, academic advising, and registration process.

CC 100 is required of all full-time first-time students to Louisiana College except non-traditional students (23 years of age or older). A college orientation course may be transferred from another college to satisfy this requirement. The course is taught by faculty members. Each faculty member is assisted by an upperclassman student/Navigator. The classes are limited to 20 freshman students per session. This course familiarizes students with the College's expectations, aids them in individual assessment, and helps them develop skills for college success.

ACADEMIC AFFAIRS

Supervised by the Vice President for Academic Affairs (VPAA), this area of the College is concerned with academic requirements, curriculum, grade reporting, permanent academic records, academic advising, faculty recruitment and development, library services,

and the evaluation of instruction. Since the educational experience is the focal point of a student's relationship with Louisiana College, the integrity of both the College and student is maintained by basic academic regulations. The Louisiana College Catalog serves as the primary resource on academic regulations. Contained in the Catalog are complete descriptions of requirements for admissions, plans of study, class attendance policies, the grading system, tuition expenses, courses of instruction, and definitive statements concerning academic processes.

Students may request clarification of these policies from their academic advisors should a need arise. Persons affiliated with the area of Academic Affairs are listed below:

Dr. Cheryl Clark, Provost, Vice-President for Academic Affairs
Alexandria Hall, Room 131 487-7601

Ms. Joy Constant, Executive Assistant to the Provost/Vice President for Academic Affairs
Alexandria Hall, Room 131 487-7602

Ms. Eileen DeBoer, Registrar
Alexandria Hall, Room 145 487-7931

Dr. Lillian Purdy, Interim Director of the Library
Norton Library, Room 105 487-7110

Ms. JoLynn McConley, Director of Academic Resources (Student Success Center)
Warner Cottage 487-7629

ACADEMIC AFFAIRS COLLEGE - WIDE COMMITTEES

College-wide committee related to Academic Affairs offers student representatives opportunities for input into the development of academic policies and procedures. The following committees deal with academic matters:

ACADEMIC INTEGRITY

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The Academic Integrity Committee serves to help in the development of guidelines for the Academic Integrity Policy. The committee also serves as the Hearing Board for all appeals regarding Academic Integrity. The committee is composed of seven faculty members, three students, the Vice President for Academic Affairs, the Coordinator for Academic Integrity, and two other administrative members. Only the faculty members and the students can serve as members of the Academic Hearing Board.

OFFICE OF STUDENT SUPPORT SERVICES

The Office of Student Support Services assists students in their development as a whole person: intellectually, spiritually, emotionally, socially, and physically. Student Support Services programs, services, and personnel make their distinctive contribution to the mission of Louisiana College in the provision of an environment conducive to learning, extension of education beyond the classroom, and enhancement of academic pursuits. Area -wide functions include the following:

- Administering and supervising campus housing
- Providing student liaison to food services
- Implementing campus life orientation
- Offering career services and testing
- Providing student counseling
- Planning and supervising student activities

- Maintaining the College calendar and managing use of facilities
- Coordinating special events
- Maintaining records of spiritual and cultural credits
- Providing student health services
- Managing student safety and security
- Coordinating emergency services,
- Operating LC Recreation program,
- Supervising student organizations,
- Supporting international student activities,
- Coordinating academic tutoring and disability accommodations.

The offices and staff members affiliated with Student Support Services are listed below:

Dr. Joshua Joy Dara, *Associate Vice President for Student Engagement* 487-7135

Mr. Brian Manuel, *Coordinator of Student Behavior and Accountability* 487-7389

Ms. Melinda Draper, *Executive Assistant to the Office of Student Support Services/ Coordinator of SCE,*
Tyler Student Life Suite, Third Floor, Granberry Conference Center 487-7134

Chief Clifford Gatlin, *Director of Security*
LC Security next to Cottingham ResHall 487-7015

Mr. Thomas Worsham, *BCM Director*
Hixson Student Center, Hixon Student Center 487-7498

Mr. Ronnie Mosley, *Director of Food Services/Sodexo Campus Services*
Hattie B. Wildcat Cafe 487-7661

Ms. Janet Sanders, *Coordinator of Health Services*
Student Wellness Center, LAC 487-7750

Ms. Leneil Mercer, *Counselor and Career Services Director*
Hixson Student Center 487-7420

Ms. Hannah Nyman, *The Director of Residence Life and Student Enrichment*
Tyler Student Life Suite, Third Floor, Granberry Conference Center 487-7154

Ms. Michaela Jordan, *Assistant Director of Residential Life/ Director of Recreation Activities*
Tyler Student Life Suite, Third Floor, Granberry Conference Center 487-7154

Ms.Kelli Hemphill, *Residential Life Coordinator*
Tyler Student Life Suite, Third Floor, Granberry Conference Center 487-7154

Mr. Taylor Antley, *Residence Director*
Tudor Hall 487-7154

Mr. Mack May, *Residence Director*
English Village Apartments 487-7154

Ms. Emmi Cougle, *Residence Director*
Cottingham Hall 487-7154

Ms. Hannah Wagner, *Assistant Residence Director*
Cottingham Hall 487-7154

Mr. Jackson Hetzler, *Residence Director*
Church Hall 487-7154

Ms.Bailey Thompson, *Residence Director*
College Drive Apartments 487-7154

Mr. Nicholas Aultman, *Residence Director*
Ware Street Apartments 487-7154

STUDENT SUPPORT SERVICES COLLEGE - WIDE COMMITTEES

The following College wide committees offer student representatives opportunities for guiding policies and procedures related to the Student Support Services area:

STUDENT DISCIPLINARY APPEALS

The Committee for Behavioral Management & Accountability serves as a judicial body in adjudication of cases appealed by a student. It also conducts investigations as necessary. The members hear all appropriate cases referred by the Coordinator for Student Behavior and Accountability in which he or she feels an original hearing is needed.

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OFFICE OF INSTITUTIONAL ADVANCEMENT

The Institutional Advancement Office is supervised by the Vice President for Institutional Advancement. The many functions of this office serve not only students, faculty, and staff, but also many off-campus constituents of the College. Institutional Advancement personnel have responsibilities in fund raising, planned giving, alumni relations, and denominational relations.

A student who attends Louisiana College enters into a relationship extending beyond the years spent on campus. After graduation, the College seeks to involve alumni in the ongoing development of Louisiana College through periodic publications, LC clubs, Homecoming, and other special activities. The Office of Institutional Advancement serves to initiate and sustain a long-term relationship between the College and each student. Staff members and services affiliated with the Institutional Advancement division are listed below:

Dr. Will Smallwood, Executive Vice President
Lynn Alumni Center 487-7018

Dr. Mary Beth Palmer, Executive Director for Development and Alumni Affairs
Lynn Alumni Center 487-7301

BUSINESS AFFAIRS

Under the direction of the Vice President for Business Affairs, this area assists the President in guiding the financial direction of the institution. The Vice President for Business Affairs oversees facilities services, financial issues including student accounts and auxiliary services (graphic services, bookstore) issues. The various offices, staff, and services of the Business Affairs division are listed below:

Ms. Evelyn Dean, Executive Director for Finance/CFO
Alexandria Hall, Room 156 487-7129

Ms. Lori Scott, Executive Assistant to the CFO
Alexandria Hall, Room 156 487-7129

Ms. Beverly Ingram, Director of Business Office
Alexandria Hall, Room 150 487-7133

Ms. Shannon Tassin, Director of Human Resources
Alexandria Hall, Room 156 487-7051

Mr. Tim Roper, Director of Graphic Services
Alexandria Hall, Room 161 487-7442

Ms. Linda Billingsley, Bookstore Manager/Coordinator of Postal Services
Hixson Student Center, Room 130 487-7630

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ACADEMIC MATTERS

ACADEMIC POLICIES

The ***Registrar's Office*** serves as the primary resource on academic regulations. Contained in the online ***Louisiana College Catalog*** are complete requirements for admissions, available plans of study, class attendance policy, grading system, expenses, and courses of instruction. The following sections provide information on the most frequently asked questions regarding Academic Affairs. **It is the responsibility of each student to be thoroughly familiar with academic policies, procedures, and requirements as presented in the College *Catalog* as well as the *Student Handbook*.**

The faculty of Louisiana College seeks to foster an environment in which students grow to maturity spiritually, intellectually and physically. As a community of learning and free inquiry whose academic program is presented from a Christian perspective, the College maintains those distinctions envisioned by its founders and reaffirmed by succeeding generations of students, faculty, administrators and trustees to whom the work of the College is entrusted. To preserve for its graduates these distinctions, the faculty has designed programs of study which include experiences in general education as well as proficiency in some particular area of knowledge.

ACADEMIC DECORUM:

The learning environment involves an exchange of ideas and an exploration of concepts between faculty and students and a certain level of decorum facilitates that learning environment. In order to create an effective learning environment, students must pledge to:

1. Come to class prepared. This includes careful reading of assignments, being prepared to participate in discussions and completing any assignments that are due.
2. Be attentive and responsive in class
3. Respect fellow students' opinions and ideas
4. Contribute to the class by making topic-specific comments as appropriate
5. Offer critiques and alternative ideas in a non-condescending manner

6. Provide a fair share of work to group projects and team activities

Examples of disruptive behaviors to avoid include:

1. Talking, sleeping, or otherwise distracting members of the class
2. Using electronic devices in class without permission or in a manner that disrupts the class or other students
3. Using ear buds or ear phones in class
4. Exhibiting argumentative or attention-seeking behavior
5. Failing to show respect or act with civility

Children in the Classroom

One of the advantages employees and students have at Louisiana College is the family atmosphere created by the small size of our classes and the value placed on people in our learning community. The value placed on people also makes it necessary for the College to provide employees and students a comfortable, safe, and non-distracting work or study environment. Students should not bring children into the classroom. Occasional needs or emergency situations should be discussed with students' instructors. This policy is designed to be people-sensitive both in emergencies and in the day-to-day function of the College.

EMAIL COMMUNICATION REQUIREMENT:

The ***official*** way the College communicates with students is through the assigned LC email address. Students are responsible for knowing and using their school assigned email address. Communicate with Information Technology for set up at 487.7181.

TRANSFER CREDIT

Students enrolled at Louisiana College are expected to complete their coursework in residence. Once students have enrolled at Louisiana College, they may not transfer a course from any other senior or community/junior college except under extraordinary circumstances and by special permission of the Vice President for Academic Affairs. Exceptions to this policy are considered only on a case-by-case basis. Louisiana College will accept transfer credit only from regionally accredited institutions or from a recognized accrediting agency.

Prior Approval for Transfer Courses

Students enrolled at LC who have been granted an appeal from the VPAA to earn credits at another college must obtain advanced written approval from the appropriate dean/chair/program coordinator and dean of the department/college of each course requested, and the College Registrar. Before enrolling in the course, the student must present the approval appeal from the VPAA and the course description from the institution from which the course will be taken and request a Transfer Credit Prior Approval Form from the Registrar's Office. The approval appeal and the course description must be attached to the Prior Approval Form and must be first submitted to the student's primary advisor for a signature approval. Student-athletes must also get signature approval from the supervising coach. The form with the attached documents must be submitted to the Transfer Credit Evaluator in the Registrar's Office for final signature approval. Only after this form has been completed with all the required signatures and has been filed in the Registrar's Office does the student have permission to take the course for transfer credit. Louisiana college reserves the right not to accept courses for which permission has not been granted. The student must be in good standing at LC before permission will be granted to take a course elsewhere during any term.

Summer Transfer Courses

Students may request permission to earn credit (hours only) at approved out-of-town institutions (institutions farther than 50 miles from LC) when LC's fall and spring semesters are not in session. If the requested course is offered at LC using any instructional delivery system (i.e., online, on-campus, etc.) during the Fall or Spring term, then the course will not be approved for transfer unless the Vice President of Academic Affairs expressly waives this prohibition.

During the summer sessions, if the course is offered online through LC, the student may not take the course at another institution. Local resident students must attend LC and enroll in LC's courses unless a student has extenuating circumstances. If LC is offering the

course requested on campus during any designated term May through August, local students will not be permitted to take the course at another institution, and the requested course from a local institution will not be approved for transfer.

Reasons NOT considered for transfer approval include but are not limited to the following:

- Course is less expensive elsewhere.
- Course is closer to home or work.
- Course is offered at a more convenient time to accommodate work or personal schedules, etc.
- Course may be easier at another University.

Permission will be considered in cases where students are out of sequence in their major and LC is not offering the necessary course(s).

NOTE: To transfer a course into LC, the grade earned must generally be one of "C" or above. Check with the Office of the Registrar for transfer rules specific to outside institutions.

GRADUATION CHECKLIST for all baccalaureate degrees:

- Earned at least 127 semester hours of credit, 42 of which must be on the junior-senior level.
- Earned a cumulative grade point average of at least 2.0 overall.
- Earned at least a "C" in each course of their major field of study.
- Earned a minimum grade-point-average of 2.25 in their major field of study.
- Taken all the courses of the Central Curriculum.
- Completed a major and a minor or a concentration selected from those described in the catalog or individually designed by the student.
- Completed 30 of the last 36 semester hours of course work at Louisiana College.
- Earned at least 25 percent of credit applied toward the degree through instruction offered by Louisiana College.
- Complete Spiritual and Cultural Enrichment requirements.
- Satisfy all financial obligations.

Some programs of study have additional requirements which must be completed to receive a degree. Those requirements are noted in the section of the online LC Catalog where the program is described.

Application for graduation from Louisiana College must be made one year prior to graduation. Students may obtain graduation applications from the Registrar's Office.

Please note that qualifications and further clarification of these requirements appear in various sections of the LC Catalog.

Details for requirements for the Associate of Applied Science and Masters of Arts in Teaching are in the LC Catalog online. Further information may be obtained from the Registrar's Office.

HOURS IN RESIDENCE

At least twenty five percent (25%) of credit applied toward a degree must be earned through instruction offered by Louisiana College. Thirty (30) hours of the last thirty-six (36) hours in a bachelor's degree program must be completed at Louisiana College.
All students must complete 30 hours of the last 36 hours at Louisiana College and at least six of these hours must be from upper level courses in their major subject. In addition, the minor program must be approved by the appropriate division chairperson. Students who transfer from a two-year institution must complete at least 61 hours at Louisiana College.

ACADEMIC ADVISING

Each student is assigned to a faculty member who assists in planning his program of study. Once a major has been declared, advising is coordinated by the dean, chair, or coordinator in the major field. Academic Advising is a cornerstone of student success. Without

proper advising, students may fail to accomplish expected student learning outcomes for their chosen degree. Proper academic advising enhances student retention rates and student success.

Students deserve the best academic advising available to them for their chosen major. To that end, only teaching faculty within the student's chosen discipline will provide academic advising. If a student has not declared a major, a faculty member designated as an advisor for undeclared majors will advise the student. Teaching faculty members are defined, for the purpose of this policy, as those who fall under the classification of "The Ranked Faculty" as defined in the Faculty Handbook, but it does not include Emeritus and Unranked and Extraordinary Faculty.

Faculty are expected to adhere to the following guidelines:

- **i.** Only teaching faculty within the department of the student's chosen major will provide academic advising**.**
- **ii.** Administrative assistants, secretaries, and athletic coaches are not authorized to provide academic advising**.**
- iii. Administrators are to refer students needing academic advising to an appropriate teaching faculty member. Students who intend to pursue a

CLASS ATTENDANCE

Louisiana College acknowledges the relation between attendance, student retention, and student achievement and recognizes that attendance is both an obligation and a privilege. Participation should be consistent and punctual. To obtain credit for the course, a student must attend at least 75% of the class sessions.

An absence is defined as nonattendance for any reason, including illness, family emergency, or college-related activity. Cancelled class sessions are not included. When a student registers late, or adds a course after the first class session, the missed class sessions will be counted as absences. Two separate occurrences of tardiness will count as one absence.

The student is expected to notify the instructor if a class session will be missed and is responsible for any information, activities, evaluations, or assignments missed because of the absence. The make-up policy will be determined by the instructor and will be clearly defined in the course syllabus. The instructor may use attendance in calculating course grades, and this will be defined and documented in the course syllabus.

Instructors are required to monitor attendance, keep accurate records, and complete required reports regarding attendance. The names of students who miss three consecutive class sessions will be reported to the Registrar's office.

Instructors will complete the Absence and Deficiency Report each semester, reporting any grades of D or F, and excessive absences for each course taught. For classes meeting three times a week, four (4) absences are considered excessive. For classes meeting twice a week, three (3) absences are considered excessive.

In an online course, the instructor will define the amount and frequency of interaction between the students and the learning management system. Students are required to interact in some manner during the first five calendar days after the drop/add date. See Distance Education Manual for more details on attendance in online course. See The Graduate Catalog for details on attendance in graduate courses.

GRADING SYSTEM

Louisiana College employs a 4-point grading system with the standard marks, "A," "B," "C," "D" and "F". A WIP designates a work-in-progress during the semester, but is not recognized as a grade.

Additional considerations of importance are as follows:

Students who withdraw from a course after the end of late registration through the ninth week will receive a "W."

Students who withdraw after the ninth week through the 14th week will receive: "WP" if passing at the time of withdrawal. "WF" if failing at the time of withdrawal. (A grade of "WF" has the same effect as an "F" on GPA calculations).

For courses which are not of normal semester length, the department will specify the last day to withdraw with a “W” (approximately 60% of the course length) and the last day to withdraw with a “WP” or “WF” (approximately 90% of the course length).

A student may not use the withdrawal process to avoid an “F” that is given for violations of the Code of Academic Integrity, serious misconduct as specified in departmental documents, or an FA (Failure due to Absences).

Students may receive a temporary grade of “I” for a course they are unable, for acceptable reasons, to complete, but wish to complete. See the Incomplete Grade policy that follows.

See the Graduate Catalog for adding and dropping course information.

Grade Points and Grade Point Average

Grade points are awarded for each semester hour earned as follows:

A – 4 grade points
B – 3 grade points
C – 2 grade points
D – 1 grade point
No grade points for any other grade

For example, students who makes a “B” in a 3-hour course earn 9 grade points. Student grade point average (GPA) is calculated by dividing the number of grade points earned by the number of semester hours attempted. For example, students who have earned 42 grade points while attempting 12 hours have a GPA of 3.50.

SUBMITTING FINAL GRADES

A faculty member's teaching responsibilities include providing grades honestly and fairly within the grading system established by the institution and within the deadlines specified by the Registrar. Louisiana College recognizes the standard marks of "A", "B", "C", "D" and "F" as acceptable grades. A WIP designates a work-in-progress during the semester but is not recognized as a grade.
All faculty are required to submit final grades by the final grade submission deadline established by the Registrar and the VPAA. If any student is not assigned a grade by the deadline, the Registrar's Office will first attempt to contact the instructor of record. If the instructor cannot be reached, the Registrar will issue an "administrative F" (F*) grade and will instruct the student to contact the instructor. The grade will remain an "administrative F" (F*) until the instructor submits a Grade Change Form. Only faculty members are permitted to request a Grade Change Form, and the Registrar's Office will issue the form on a case-by-case basis. Once the Grade Change Form has been submitted to the Registrar's Office, the "administrative F" (F*) will be removed from the student's academic record. The only grade that the Registrar may assign without a Grade Change Form from a faculty member is an "administrative F" (F*). An "administrative F" will be designed as F* on the student's record.

INCOMPLETE GRADES

If students are prevented from completing a course by circumstances beyond their control, a grade of “I” may be requested. Students may receive the grade of “I” provided they have attended 75 percent of the total number of class sessions, are passing the course, and are prevented from completing the course before the last day of the semester by a documented, extenuating circumstance beyond his/her control, such as deployment, natural disaster, medical illness or surgery, family emergency, death in the immediate family, or job relocation. Failing to attend class or turn in required course work does not meet the qualifications of an extenuating circumstance. The student must provide relevant support documentation, substantiating the stated circumstance, and the student must provide documentation from the instructor for attendance and grade. Students must submit a written request asking the instructor to report an “incomplete.”

To deal honestly and fairly with students, incompletes should only be assigned to students who qualify for the extended time and should not be administered to prevent a student from receiving a failing grade or to allow the student more time to pass the course. An “incomplete” may not be given merely because students fail to complete all course requirements on time, nor is it an option that

may be elected at their own discretion. It is a student's responsibility to make specific arrangements with their instructors to complete the course work.

Students who are granted "incompletes" have until the date set by the instructor (but not later than the final class day of the next regular semester from the end of the term in which the course was taken) to complete the remaining course requirements. Any incomplete grade not removed by the date set by the instructor (but not later than the final class day of the next regular semester from the end of the term in which the course was taken) will automatically become an "F".

REPEATING COURSES

Note: This policy does not apply to repeatable courses such as special topic
Students may repeat courses but will receive credit only once toward fulfillment of requirements for a degree. A student may have the prior grade removed from the cumulative GPA in the following circumstances:
Courses in which the student earned a grade of D, F, FA or WF may be repeated and have the prior grade removed from the cumulative GPA. However, the College limits the number of times students may attempt a credit-earning course to three, and limits the number of times students may attempt a remedial, add-on-credit course to two. For students accepted into the Bridge Program, the attempts to earn a passing grade in the remedial courses must be consecutive. Please see Bridge Program for further details.

A student may have the prior grade removed from the cumulative GPA in the following circumstances:
Courses in which the student earned a grade of D, F, FA, W, WP, or WF may be repeated and have the prior grade removed from the cumulative GPA. Courses repeated under this policy must be repeated at Louisiana College.
If a course is repeated at Louisiana College that was originally taken at another college, the student must notify the Registrar's office and complete a Repeat Form. This must be done at the time of registration or not later than the last day of late registration.

If the course being repeated was originally taken at Louisiana College, a Repeat Form is not necessary. The grade received when repeated will automatically be recorded and the previous grade will be removed from the cumulative GPA. The prior grade will be removed from computation of the cumulative GPA, but the course name and original grade will remain on the transcript.

Students who fail on the third attempt to pass a course will be placed on academic suspension for at least one semester. Students on academic suspension will not receive credit from any college (including LC), and any credit earned while on suspension from any college (including LC) will not be accepted toward a degree.
The U. S. Department of Education has published regulations that impact students who repeat courses. These regulations are part of a series called Program Integrity Rules.

Students may receive federal financial aid funding for only one repetition of a previously passed course. There is an exception for courses that require repeats (see examples below). Students taking a required repeat of a course should work with the Student Financial Aid Office to ensure those credits are counted appropriately for financial aid eligibility. Please note that the student may need to provide documentation from his/her advisor regarding the requirement to repeat.

Examples of repeated coursework that may, or may not, count for financial aid eligibility are as follows:

1. Allowable: Repeated coursework may be included if the student received an unsatisfactory or failing grade.
2. Allowable: Repeated coursework may be included if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade. Example: Student received a D in a course that requires a minimum grade of C for his/her major.
3. Allowable: Student is enrolled in 15 credit hours that includes 3 credits repeating a previously passed course. Because the student is enrolled in a minimum of 12 credits that are not repeats, the student's financial aid eligibility is not impacted by the repeat.
4. Not permissible: Student receives a D in a course that does not have a minimum grade requirement for the major and decides to repeat the course to improve his/her GPA. the student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility. In this example, the student is enrolled in 12 credits, including the three-credit second repeat, so only nine credits will count for financial aid.

All repeated courses do affect financial aid satisfactory academic progress (SAP) calculations. A repeated course along with the original attempt must be counted as attempted credits.

DROPPING AND ADDING COURSES

During the late registration period, students may alter their schedule by adding or dropping courses. Students' schedules become official at the end of this period and no additional changes are allowed.

From the end of the late registration period through the 14th week of the semester, students may withdraw from classes. See the section on Grading System for an explanation of the grades that may be received upon withdrawing from a course. Consult the official calendar for the deadlines for withdrawing with these grades. Deadlines for the summer terms are also noted in the calendar.

After the 14th week of the semester, a student may not withdraw from a course except with the permission of the vice president for academic affairs. Such permission is only granted in extraordinary circumstances.

A student may not use the drop process to avoid an "F" that is given for violations of the Code of Academic Integrity, serious misconduct as specified in departmental documents, or an FA (Failure due to absences).

All changes in a student's schedule must be processed through the registrar's office to be official. The necessary forms are available from the registrar's office.

See The Graduate Catalog for details and timeline for adding and dropping graduate courses.

PRE-REGISTRATION

The College offers currently enrolled students an opportunity to schedule classes for the upcoming fall or spring semester during preregistration. By participating in preregistration, students can possibly avoid problems of closed classes that are typical of regular registration. New students or students who do not pre-register may register for classes at the regularly scheduled registration period just prior to the beginning of semester classes.

Dates, times, and instructions for pre-registration, registration and late registration are included in the schedule of classes and registration information. Students of junior or senior standing are required to have declared a major in the Registrar's Office prior to registration.

Provisional Students

All student (first-time students, non-traditional students, and transfer students) who do not meet the requirements for admission may be accepted as provisional students.

Students who do not meet Louisiana College's admissions requirements and want to be considered as a provisionally admitted student must submit a written appeal to the Admissions and Retention Committee. The appeal letter should be submitted to the Committee through the Coordinator of the Academic Counseling Program or the Director of Admissions and must include the following:

1. an explanation of the circumstances that prevented the student from meeting the academic requirements outlined in this policy,
2. if applicable and available, documentation of the extenuating circumstances, and
3. an action plan for improved academic performance, meaning what the student plans to do differently to succeed in his or her college career.

The appeal must be filed at least seven calendar days prior to the beginning of the semester or summer term in which the student wishes to enroll. The Admissions and Retention Committee makes the final decisions on such appeals.

Students admitted on provisional status must meet the following requirements:

1. They must register for no more than 14 hours for the semester, with any registration above 12 hours limited to one hour courses such as CC 100 College Connection, MU 197/MU 198 and/or physical education activity courses. In addition, provisionally admitted students must enroll in an English and Math course.
2. Must participate in the Academic Counseling Program.
3. Transfer students must present a 2.0 cumulative grade point average at the conclusion of the semester to achieve degree-seeking status, or they may continue on provisional status only after demonstrating academic progress (earn a minimum 2.0 GPA during a semester).
4. First-time freshmen and non-traditional students must present a 2.0 cumulative grade point average at the conclusion of the semester to achieve degree seeking status or they may continue on provisional status for an additional semester. These students must earn a 2.0 grade point average for the second semester in order to raise their cumulative grade point average to the required level for their classification.

Students on provisional status who fail to make minimum academic progress (as stated above) **will be suspended**. After their suspension, students may apply for readmission according to the guidelines stated in this catalog under Returning Students.

If a student is suspended they may appeal their suspension.

ACADEMIC STANDING SCHOLASTIC PROBATION AND SUSPENSION

Students who are permitted to enroll in Louisiana College are considered to be in good academic standing. Freshmen who fail to earn and maintain a 1.5 cumulative grade point average, sophomores who fail to maintain a 1.75 cumulative grade point average, and juniors and seniors who fail to maintain a 2.0 cumulative grade point average will be placed on probation. Grade point average and classification will be based on GPA hours attempted. This policy applies to all full-time or part-time students.

Students on probation will be required to participate in the Academic Counseling Program (see full description of the program below). In order to be removed from probation, they must earn the required cumulative GPA for their classification. Students who fail to earn the required cumulative GPA may continue on probation so long as they demonstrate minimum academic progress (earn a minimum 2.0 GPA during a semester). Those who fail to earn the required cumulative GPA and also fail to earn a minimum 2.0 GPA during the probationary semester will be placed on academic suspension and will be ineligible to return to Louisiana College for one semester and a summer Students on academic suspension will be suspended either the Spring and summer semesters or the summer and Fall semesters. Please contact the Registrar's Office for more information.

THE ACADEMIC COUNSELING PROGRAM

The Academic Counseling Program, a program designed to help students achieve academic success, requires students to meet regularly throughout the semester (at least once each month) with their faculty advisors and to meet with the Coordinator of the Academic Counseling Program at the beginning of each semester as a condition to their continued enrollment. Students admitted to the Academic Counseling Program will be permitted to continue in the program so long as they meet all the requirements for their probationary or provisional status. Students who meet the requirements for their probationary or provisional status but fail to participate in the required counseling program must petition the Admissions and Retention Committee in order to be allowed to continue at Louisiana College.

CREDIT EARNED WHILE ON SUSPENSION

Credit earned while on suspension from any college (including LC) will not be accepted toward a degree.

APPEAL OF ACADEMIC INELIGIBILITY TO RETURN

Students who believe that special circumstances warrant an exception to any academic policy that classifies them as ineligible to return to Louisiana College may file a written appeal with the Admissions Committee. The appeal should be in the form of a letter submitted to the committee through the Coordinator of the Academic Counseling Program explaining the situation and providing

documentation of the extenuating circumstances. The appeal must be filed at least seven calendar days prior to the beginning of the semester or summer term in which the student wishes to enroll. The Admissions Committee makes final decisions on such appeals.

CAMPUS-WIDE TUTORING

The Louisiana College Student Success Center (SSC) is a comprehensive one-stop shop for academic support services on campus. The goal of the SSC is to increase retention by providing students with access to free tutoring in core courses, thereby fostering the independent, critical thinking skills they need to succeed in college and beyond. Located in the Norton Library, the SSC offers a range of academic assistance in the form of individual tutoring, study groups, and other support services for LC's student body. Students meet with peer tutors who have excelled in the course they tutor and who have been trained to facilitate discussion on course content. All of the programs and initiatives offered in the Center are free for LC students.

For Assistance in Writing

The first stop for writing help is the Writing Center, located in the Student Success Center. Trained writing assistants work one-on-one with students on every aspect of the the writing process. We typically ask students to make appointments, but walk-ins are welcome if we have an appointment available.
We provide free help on writing assignments, including:

- *Analytical essays*
- *Argumentative essays*
- *Response papers*
- *Research papers in all majors*
- *Book reports and reviews*
- *Film and drama reviews*
- *Lab reports*
- *Critiques*
- *Proposals, business reports, letters, and memos*
- *Service learning writing projects*

Students receive help with all phases of the writing process, from brainstorming ideas to synthesizing sources, tightening arguments, and revising for clarity and style. Writing assistants do not edit or correct students' papers; instead, they work with students to help them strengthen their critical thinking skills and improve their own writing.
For Assistance in Math
Tutors in math are located in the Math Center in the Student Success Center. Peer tutors meet one-on-one with students who need help in math, from the fundamentals of algebra through calculus, differential equations and linear algebra. Appointments are best, but not necessary as long as you arrive when a tutor is available.

AUDIO RECORDING OF CLASSROOM LECTURES

Faculty and students are expected to enhance learning environment by addressing all learning styles as appropriate. Thus, the audio recording of classroom lectures is both permitted and encouraged as one method of improving student achievement.

DISTANCE EDUCATION

Per the Southern Association of Colleges and Schools Commission on Colleges distance and correspondence education policy statement, distance education (online learning) is defined as follows:

> "*Distance education* is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may by synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices; audio conferencing; or video cassettes, DVD's and CD-ROMs if used as part of the distance learning course program."

As part of its mission to cultivate academic excellence in learning, Louisiana College offers both courses and degree programs in which the majority of the instructional interaction occurs when the student and instructor are separated geographically. LC's online courses and degree programs are designed for working professionals and those with busy schedules who might otherwise be unable to enroll in traditional face-to-face courses. Online courses are ideal for working professionals, military personnel, people with disabilities, dual enrolled students, and homeschooled students. Many degree programs and courses are offered at various start times throughout the year. However, the courses are not self-paced, and all of the course activities, assignments, group projects, and exams must be completed by specific due dates. Online courses are challenging and require as much time and effort as on-campus classes; however, students have the ability to work according to their own schedules and are not required to come to campus as frequently.

A typical online student is a working adult who is managing a student career, work career, and family and is taking online courses to complete an education or for career enhancement. Given this profile, the online learner is usually mature, independent, self-motivated, and possesses self-discipline, strong time management skills, organizational skills, and the ability to learn independently. These qualities are important for success in an online course since there are few face-to-face encounters with the instructor.

LC students in 100% online programs are limited to 15 hours per semester. LC traditional students who are enrolled in face-to-face programs are limited to six (6) hours of online credit (two 3-hour courses) per semester with approval from their advisor. Traditional students on academic probation are prohibited from enrolling in online courses until they successfully pass the Study Skills 101 course. Additionally, students who have failed a course at LC or another institution may not enroll in an online section of that course. If a student has an extenuating circumstance, he/she may submit a written appeal to the Vice President for Academic Affairs. The VPAA's decision will be final. academic integrity of the course, faculty members are required to use proctoring systems for all major assignments and exams.

During the summer sessions, students may enroll in online courses. If a course is offered online through LC, a student may not take the course at another institution and transfer it to LC. Please see Transfer Policy for more information.

CODE OF ACADEMIC INTEGRITY

Because the primary purpose of Louisiana College is to be a community of learning and free inquiry and because the College seeks to create an environment that encourages the development of moral and ethical values, the College places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense.

Academic dishonesty violates the bonds of intellectual, spiritual, and moral principles foundational to all knowledge. Furthermore, academic dishonesty may defraud those who eventually will depend upon the integrity of learning and scholarship. Academic integrity, therefore, must be the concern and the responsibility of all members of the College community students, faculty, staff and administrators.

I. RESPONSIBILITIES

The responsibility for academic integrity must be a mutual effort of all those who participate in the academic process. Louisiana College recognizes the special roles of students and faculty in establishing and maintaining a climate conducive to academic honesty.

A. Student Responsibilities

1. Students must understand the concept of academic integrity and its counterpart, academic dishonesty.
2. Students registering for academic credit must sign a statement agreeing to read and abide by the policies (including those related to academic integrity).
3. Students should recognize that the regulations governing academic integrity exist for the protection of the honest and that dishonesty in an academic setting must not be condoned. Students are strongly encouraged to alert instructors if they become aware of academic dishonesty occurring in a course.
4. Students are responsible for their own work. Any assignment turned in by a student is assumed to be the work of the student whose name appears on the assignment.
5. Students are ultimately responsible for understanding instructions for any assignment, both written and oral.

Students should seek clarification from the instructor when necessary.

6. Students should familiarize themselves with the proper use of citations and quotations to avoid accidentally passing off someone else's work as their own.
7. Any student who threatens or coerces another student or instructor regarding the reporting of information germane to an academic integrity violation will face disciplinary action, with expulsion being the recommended punishment.

B. Faculty Responsibilities

1. Instructors must explain all assignments as thoroughly as is reasonable and should address any extraordinary limitations on outside assistance.
2. Instructors should take reasonable precautions in giving tests to ensure that violations do not occur. The fact that an instructor did not take a specific precaution does not, however, constitute an excuse for any form of academic dishonesty.
3. If collaboration or assistance (e.g., student-prepared notes) on a particular assignment or exam is authorized, the instructor must be clear about his/her expectations on this and subsequent assignments/exams.
4. Instructors should avoid circumstances that create unfair opportunities for students, such as giving the same exam to multiple sections of the same course.
5. Instructors must be willing to investigate possible violations of academic dishonesty.
6. Instructors must file a Code of Academic Integrity Violation Report for all instances of academic dishonesty.
7. Instructors must seek to be fair in their dealings with students, particularly regarding cases of academic dishonesty, and must realize that no student can be convicted on suspicion alone.
8. Instructors may ask students to sign a statement of academic honesty prior to turning in an exam or any other assignment.

II. VIOLATIONS OF ACADEMIC INTEGRITY

Academic integrity violations (Academic Dishonesty) encompass any acts that comprise or subvert the integrity of the educational or research process. These offenses include, but are not limited to:

A. Plagiarism. Plagiarism refers to the representation of another person's words or ideas as one's own in any academic exercise. Examples include, but are not limited to:

1. Copying information word-for-word from a source, without identification of the quoted material and/or proper acknowledgment/citation.
2. Paraphrasing (i.e., put into one's own words) a source's text without providing proper acknowledgment/citation. This violation occurs when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that these ideas originated with the writer.
3. Presenting as one's own any work which was prepared in whole or in part by someone other than one's self. This includes using unauthorized assistance in preparing one's work and acquiring written work from an outside source. Outside sources include other persons, commercial organizations, electronic sources, and other sources.
4. Reproducing in full or in part (without proper citation) another person's work in any form, such as a graphic element, a musical phrase, a computer program, a proof, experimental results, laboratory reports, or data of any type. This includes turning in work of another student as one's own work.

B. Misrepresentation. Examples include but are not limited to the following:

1. Arranging for another student to substitute for one's self during an examination session or in the completion of course work.
2. Taking credit for work not done, such as taking credit for a team assignment without participating or contributing to the extent expected.
3. "Double dipping" (multiple uses of the same work) or presentation of the same or substantially the same written work (or portion thereof) as part of the course requirement for more than one project or course without the prior written permission of the instructor(s) involved. If a student wishes to use another assignment as a base for additional credit, faculty should give the student the opportunity to submit a written explanation of the unique

educational benefits of the new project.

C. Fabrication. Fabrication refers to the falsifying or misusing data in any academic exercise. Examples include, but are not limited to:

1. Falsifying data collected while conducting an experiment for a course or doing other research.
2. Making up or presenting falsified data in papers, manuscripts, books, lab reports, or other documents submitted for publication or as a course or degree requirements.
3. Making up a source as a citation in an assignment.
4. Citing a source one did not use.
5. Falsifying material cited.
6. Attempting to deceive the instructor by altering and resubmitting for additional credit assignments, tests, quizzes, or exams that have been graded and returned.

D. Cheating and Stealing. Cheating refers to the using or attempting to use, unauthorized assistance in any academic exercise. It includes the stealing or unauthorized acquisition of a test or test answers, or impeding the fair process of examination in any way. Examples of this violation include, but are not limited to:

1. Looking on or copying from someone else's exam, paper, or assignment.
2. Unauthorized use or possession of notes, supplemental notes, or comparable aids (in any format) during an examination, quiz, or other assignment or evaluation. This includes possessing an electronic device that contains unauthorized information for a test or assignment (e.g., programming one's computer, PDA, or calculator inappropriately).
3. Using unauthorized materials (e.g., notes, textbooks, calculators, computers) in the preparation of a test or assignment.
4. Communicating or attempting to communicate answers, hints, or suggestions during an examination.
5. Sharing or collaborating (without instructor's permission) in the preparation and presentation of reports, laboratory reports, or take-home assignments such as copying or giving aid, or otherwise failing to abide by the College's or instructor's rules governing the exercise or examination.
6. Using another person's answers for an assignment.
7. Soliciting, obtaining, possessing, or providing to another person an examination or portions of an exam, prior or subsequent to the administration of the exam, without the authorization of the instructor. Unless the instructor has given permission, students may not provide test questions to other students in any form - oral, written, or electronic.
8. Stealing, or attempting to steal, an examination or answer key from an instructor or proctor.

E. Impeding fair and equal access to the educational and research process. Examples of this violation include but are not limited to:

1. Infringing upon the rights of other students to fair and equal access to any library materials and comparable or related academic resources by any means, including maliciously removing, tampering with or damaging any other resources.
2. Attempting to prevent access by other users to the College's computer system and its resources, to degrade the system's performance, or to copy or destroy files or programs without consent.
3. Intentionally disrupting the educational process in any manner.

F. Misrepresenting or misusing one's relationship with the College. Examples of this violation include, but are not limited to:

1. Falsifying, misusing, omitting, or tampering with information (in any form, including written, oral or electronic) such as test scores, transcripts, letters of recommendation, or statements of purpose, to gain initial or continued access to the College's programs or facilities.
2. Altering, changing, forging, or misusing academic records or any official College form regarding one's self or others.

3. Causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
4. Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity.
5. Reporting an academic integrity violation known to be false.
6. Offering bribes (e.g., monetary remuneration, gifts, or favors) to any College representative in exchange for special consideration or waiver of procedures.

G. Facilitation. Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation. Students who engage in facilitation are also subject to discipline for integrity violations. Examples of this violation include, but are not limited to:

1. Giving another student one's assignment or paper (or a portion thereof) to copy.
2. Giving another student answers to a test or assignment.
3. Letting another student copy one's answers during an examination.

III. PROCEDURES FOR ADDRESSING VIOLATIONS

A. Summary: The Code of Academic Integrity is enforced at two levels: the classroom level and the administrative level. All alleged violations are first handled at the classroom level by the instructor involved. Classroom-level enforcement involves a student conference and the filing of a Code of Academic Integrity Violation Report which details classroom penalties imposed by the instructor. Some alleged violations may be subject to review at the administrative level. This will result in an Academic Integrity Hearing and possible institutional sanctions.

Time constraints indicated throughout this code may be altered for offenses which are committed at a point in the academic calendar which makes a specified schedule infeasible or for offenses committed within the context of an online course, especially if the student lives out of town.

B. Student Conference: If an instructor is reasonably certain that a student has committed an act of academic dishonesty, he or she must meet with the student(s) involved and discuss the following: (1) the specific type of violation, (2) the reasons for suspecting the violation, and (3) the importance of academic integrity. The instructor should thoroughly document the meeting in preparation for filing the Code of Academic Integrity Violation Report and for possible subsequent hearings For students in distance learning classes, instructors may hold the conference over the phone if the student is unable to meet in person.

If for any reason the student is not available for a conference before the end of the semester, the instructor may assign a course grade of "I" pending resolution of the charge. (Documentation for the "I" grade must be provided to the Office of the Registrar.)

C. Violation Report: In order to identify repeat offenders and validate any penalties that the instructor may choose to impose, the instructor must complete a Code of Academic Integrity Violation Report for each student involved and obtain the student's signature. Additionally, the instructor should thoroughly describe and document the violation in writing. For students in distance learning classes, instructors may email a copy of the violation report to the student's official Louisiana College email address if the student is unable to come in person to sign the form. Within 5 business days, the student must sign the form and return it. If the student fails to respond after 5 business days, the student will lose the opportunity to request a hearing board and the academic integrity process will go forward as defined by college procedure.

Within 5 business days of discovering the offense, or as soon as practical within the academic calendar, the instructor should make a copy of the Violation Report and send the original to the Coordinator of Academic Integrity. The Coordinator of Academic Integrity will forward copies to the student(s) being accused and the Associate Vice President of Academic Affairs. The original report will become part of the student's confidential academic disciplinary file maintained only in the office of the VPAA and will serve a record of the student's having been warned about the nature and consequences of academic dishonesty.

The classroom penalty for the offense is at the discretion of the instructor. If the student is an underclassman, the work is a minor part of the course, or if premeditation appears not to exist, it is recommended that the student be given an F (or zero if grading is numerical) on the work in question. If the dishonest behavior required advanced planning, considerable time and/or effort, or advanced cooperation, it is recommended that the student be given an F in the course. Other potential classroom penalties may include, but are not limited to the following: written or oral reprimand, required additional work, revised work, re-examination, a reduced grade on the assignment, and/or a reduced grade in the course. Depending on the severity of the violation, the instructor may also recommend that an Academic Dishonesty Hearing Board be convened to consider the appropriateness of an institutional sanction. (See III D.2.below)

D. Optional Academic Dishonesty Hearing: If this is a first offense, an Academic Dishonesty Hearing is optional. All requests for a hearing must be made to the Coordinator of Academic Integrity in writing, and the hearing board will be convened according to the procedural guidelines below.

The purpose of an Academic Dishonesty Hearing is to allow the accused student to prove his or her innocence and/or to determine whether an institutional sanction should be imposed in addition to the classroom penalty. The Academic Dishonesty Hearing Board will not consider the appropriateness of the classroom penalty.

1. Student-Initiated: In order to request an Academic Dishonesty Hearing, the accused student must first confer with the instructor, the Department Coordinator and where applicable, the Division Chair of the department/division within which the course is taught. If after these conferences the student questions the validity of the academic dishonesty charge, s/he may request that a Hearing Board be impaneled.
2. Faculty-Initiated: If the instructor feels that the severity of the violation warrants an institutional sanction (e.g., suspension, or expulsion), he or she may indicate that on the Violation Report.
3. Administrator-Initiated: After reviewing the Violation Report, the Coordinator of Academic Integrity, the Associate VPAA, or the Coordinator for Student Behavior and Accountability may request additional information from the instructor and/or require the student's disciplinary file from the Office of the Coordinator for Student Behavior and Accountability. Any of the administrators named above may request an Academic Dishonesty Hearing on the basis of the severity of the present offense or an apparent pattern of behavior as evidenced by the current offense in combination with existing disciplinary records.

E. Mandatory Hearing. For a second offense and any subsequent academic integrity violations, an Academic Dishonesty Hearing Board must be convened to consider the validity of the charge and possible institutional sanctions.

IV. PENALTIES

A. Classroom penalties will be determined by the instructor and described in the Violation Report.
   1. A student who receives an "F" in a course as a classroom penalty for academic dishonesty may not withdraw from the course at any time during the semester.
   2. A student who receives an "F" in a course as a result of a classroom penalty for academic dishonesty (e.g. as a result of reduced grade on an assignment or a reduced grade in the course) may withdraw from the course with a "WF" at any time during the semester. Such a course may not be dropped with a "W" or a "WP" at any time during the semester.

B. Institutional sanctions may be imposed by an Academic Dishonesty Hearing Board.
C. Students who receive a course grade of "F" or "WF" as a result of academic dishonesty or who receive an institutional sanction for academic dishonesty are not eligible to graduate with academic honors.
D. Any student who receives a Violation of Academic Integrity Report will not be eligible for annual honors (e.g. Dean's List) during the academic year in which the violation occurred.
E. A student who loses annual honors or graduation honors due to an academic integrity violation may appeal to the Vice President of Academic Affairs for a restitution of honors. Any such appeal must be in writing to the VPAA within 72 hours of receiving notice that an Academic Integrity Violation Report has been filed or that an institutional sanction has been imposed. The decision of the Vice President of Academic Affairs will be final.

V. PROCEDURAL GUIDELINES FOR ACADEMIC DISHONESTY HEARING

A. A Hearing Board is comprised of three voting faculty members, one non-voting faculty member designated as the Hearing Officer, and three students who are Student Appeals Committee members. . The Coordinator of Academic Integrity shall select the faculty members from the Academic Integrity Hearing Committee and designate one as Hearing Officer. The Coordinator of Student Behavior and Accountability shall select the student members from the Student Appeals Committee. If the Vice President for Academic Affairs and the Coordinator of Academic Integrity are absent from campus when a case arises, the Vice President for Academic Affairs will designate a member of the Academic or Graduate Council to perform the necessary functions. A quorum consists of two faculty members in addition to the Hearing Officer and one student.

B. The Hearing Board may request access to all of the student's disciplinary files, including the academic disciplinary file from the Vice President for Academic Affairs' (VPAA) office and the judicial disciplinary file from the Office of the Coordinator for Student Behavior and Accountability. The Hearing Board may request additional information from any instructor(s) who filed a Violation Report on the student and any other individuals who may have pertinent information regarding the student.

C. The Hearing Officer shall notify the student of his or her right or obligation to appear before the Board at least 3 business days in advance of the hearing. The student may waive the right to the three-day notice to expedite the hearing. Students enrolled in distance learning classes may opt to provide testimony via phone call and/or in writing in place of a face-to-face meeting.

D. The accused student may be accompanied by a person of his or her choice who may <u>not</u> be an attorney. This person will not participate actively in the hearing unless requested to do so by the Hearing Board.

E. The Academic Dishonesty hearing is not a court of law, and formal rules of evidence are not necessary.

F. Digital recordings or written notes of the hearing will be maintained in the office of the VPAA.

G. The accused student has a right to explain to the Hearing Board the facts related to the incident(s), why he or she is not guilty, and/or why an institutional sanction is not warranted. The accused student may request witnesses to appear or to prepare written statements, signed by the author. The accused will not be allowed in the hearing during questioning of a witness. The Hearing Board has discretion to include or exclude testimony as it deems fair and appropriate under the circumstances.

H. Only Hearing Board members may be present during the Board's deliberations. Hearing Board deliberations will not be recorded.

I. The Hearing Board will choose from among the following options:

1. The student is innocent of the charge. The Violation Report will be removed from his or her academic disciplinary file and the classroom penalty will be revoked.
2. The student is guilty, and the classroom penalty is upheld. The student receives no institutional sanction.
3. The student is guilty and the classroom penalty is upheld. Based on the severity of the violation or a pattern of behavior, an institutional sanction is imposed. This sanction may include, but is not limited to, academic integrity probation, suspension, expulsion, or the following judicial sanctions listed in the "Judicial Policies and Procedures" section of the Student Handbook: B, F, G, H, L, P, Q, R.

J. The final decision of the Hearing Board will be a majority vote. In case there is a tie, the Hearing Officer will vote.

K. The Hearing Officer will submit a written copy of the Board's finding to the Coordinator of Academic Integrity and to the Vice President of Academic Affairs, who will notify the student within three business days of the decision.

VI. APPEAL OF HEARING BOARD ACTION

A student who receives an institutional sanction of suspension or expulsion by an Academic Dishonesty Hearing Board may appeal the decision to the Vice President of Academic Affairs (VPAA). Any other actions by that Board may be appealed only on the basis of a procedural error, new evidence, an unsupported conclusion, or a disproportionate sanction. Any such appeal must be in writing to the VPAA within 3 business days of the Hearing Board's notification to the student. The decision of the VPAA will be final.

ACADEMIC APPEAL PROCEDURE

A student who questions the validity of a test grade or final grade must pursue the following steps when appealing.

1. **Student must confer with the faculty member with whom the problem is questioned**. Students should schedule a meeting with the instructor explaining that they would like to appeal a test grade **or** a final grade and why they feel the grade that they received is not correct. Before the meeting, the student should review the class syllabi and gather any documentation that shows any variance.

   Following the meeting with the instructor, if the student is still not satisfied with the solution by the instructor, the student should

2. **Consult with the appropriate department coordinator, division chair and/or dean.** Students should schedule a meeting with the department coordinator, division chair, and/or as soon as possible after meeting with the instructor of the course. If there is a department coordinator, students should meet with the coordinator before meeting with the division chair. Students should only meet with a division chair if there is no department coordinator or if the student is still not satisfied with the results of the meeting with the class instructor. The student should bring the class syllabi and any pertinent information and documentation to the meeting with the coordinator, chair, and/or dean. Students should also be prepared to give a detail summary of the meeting with the class instructor.

   If after the meeting with the division chair and a satisfactory explanation or solution has not been found,

3. **The student may set forth the grade appeal in writing and submit the letter in a sealed envelope to the Vice President for Academic Affairs located in Alexandria Hall, Room 131. The appeal should be filed no later than thirty (30) days after the grade has occurred to assure that materials relative to the matter will still be available for review.** Students should give a detailed explanation in the letter of why they think there is a problem or the grade is incorrect. The student should attach the course syllabi along with any documentation showing why the grade is not correct. The student should also explain the details and the results of the meetings with the course instructor and the department coordinator, division chair, and/or dean. Students should list their telephone number and address on the letter submitted.

4. **The Vice President for Academic Affairs will contact the faculty member (course instructor) to request a written response to the student appeal.**

5. **The Vice President for Academic Affairs will review the response from the faculty member and the appeal to render a decision.**

6. **If needed, the student and/or faculty member may be contacted for a meeting with the Vice President for Academic Affairs.**

7. **The Vice President for Academic Affairs will make a decision regarding the grade and will submit the ruling in a letter to the student.**

8. **The Vice President for Academic Affairs decision will be the final action for the grade.**

ACADEMIC FREEDOM

Academic freedom is the right of each member of the academic community to pursue free and responsible inquiry within the mission of Louisiana College. Academic freedom is foundational to teaching methodology, writings, research, and public statements in one's field of professional competence.

The calling of Christian higher education espousing the philosophy that all truth is from God, coupled with the democratic traditions of American higher education, provides the foundation for the College's commitment to academic freedom. As an institution of higher education, the College affirms that authentic learning takes place only when truth can be pursued freely within the context of the standards or norms of the institution.

Within this framework, there are two distinct types of academic freedom: institutional academic freedom and individual academic freedom. Institutional academic freedom protects the institution's right to fulfill its mission without undue influence from external entities or individuals. Specifically, the institution determines for itself matters of curriculum, teaching, employment, and admissions. Individual academic freedom protects the faculty member's right to exercise responsible freedom within the context of the institutional mission.

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STUDENT SUPPORT SERVICES

STUDENT IDENTIFICATION CARDS

Identification cards are issued to new students at the beginning of their first term. These cards have the student's headshot along with ID number and barcode that is programmed specifically to each student. These cards can be used for identification purposes on campus for campus dining and library services, admission to events, student discounts, and will be scanned for chapel and cultural credit. Every student must carry a student identification (ID) card while on campus. The ID must be shown upon request of a College official. There is no charge for the first initial card. A $10 fee will be charged for replacement ID cards. Contact Student Support Services for additional information.

ID CARD POLICIES

- Only the cardholder may be in possession of the ID Card. All ID Cards are the property of Louisiana College, are nontransferable, and may be confiscated at any time if used in a fraudlent manner.
- Tampering with ID Cards and/or making color reproductions is prohibited. Labels, stickers, punching holes (for hanging, etc.), and burning (branding) are also prohibited. These actions interfere with the electronic reading of the card and render them invalid.
- ID Cards may not be collected and held as collateral for the temporary use of equipment, services, etc. Only the Student Support Services is permitted to produce and issue ID Cards.
- If you are found to possess two or more ID cards you are subject to a $25 fine.

ACADEMIC AND COUNSELING SUPPORT SERVICES

Academic achievement can benefit from support services beyond the classroom. The College offers a number of services designed to aid students in adjustment to college, establishment of personal goals, achievement of academic success, and fulfillment of developmental needs.

STUDENT SUCCESS CENTER

The Louisiana College Student Success Center (SSC) is a comprehensive one-stop shop for academic support services on campus. The goal of the SSC is to increase retention by providing students with access to free tutoring in core courses, thereby fostering the independent, critical thinking skills they need to succeed in college and beyond. Located in the Norton Library, the SSC offers a range of academic assistance in the form of individual tutoring, study groups, and other support services for LC's student body. Students meet with peer tutors who have excelled in the course they tutor and who have been trained to facilitate discussion on course content. All of the programs and initiatives offered in the Center are free for LC students.

For Assistance in Writing

The first stop for writing help is the Writing Center, located in the Student Success Center. Trained writing assistants work one-on-one with students on every aspect of the the writing process. We typically ask students to make appointments, but walk-ins are welcome if we have an appointment available.

We provide free help on writing assignments, including:

- Analytical essays
- Argumentative essays
- Response papers
- Research papers in all majors
- Book reports and reviews

- Film and drama reviews
- Lab reports
- Critiques
- Proposals, business reports, letters, and memos
- Service learning writing projects

Students receive help with all phases of the writing process, from brainstorming ideas to synthesizing sources, tightening arguments, and revising for clarity and style. Writing assistants do not edit or correct students' papers; instead, they work with students to help them strengthen their critical thinking skills and improve their own writing.

For Assistance in Math

Tutors in math are located in the Math Center in the Student Success Center. Peer tutors meet one-on-one with students who need help in math, from the fundamentals of algebra through calculus, differential equations and linear algebra. Appointments are best, but not necessary as long as you arrive when a tutor is available.

Special Services and Disabilities Accommodations:

Louisiana College is committed to following Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as amended in 2008, and other applicable federal and state regulations and college policies which prohibit discrimination on the basis of disability. Under these laws, students with a documented disability have a right to receive reasonable accommodations. Students also have responsibilities under these laws.

Student Rights and Responsibilities

Students with disabilities have the right to:

- An equal opportunity to learn.
- An equal opportunity to participate in and benefit from the academic community.

Students with disabilities shall be responsible for:

- Registering with Student Success Center Special Services.
- Submitting documentation of a disability from a qualified and appropriate professional that demonstrates how the disability affects/impacts a particular delivery system, instructional method, or evaluation criteria when requesting accommodations.
- Completing a Student Success Center orientation prior to receiving accommodations.
- Requesting accommodations through the Student Success Center each semester in a timely manner.
- Meeting with faculty and other service providers to discuss accommodations as needed. Information about the disability is confidential.
- Notifying Student Success Center of any issues, concerns, or delays in receiving requested accommodations in a timely manner.
- Meeting and maintaining fundamental academic standards of the Louisiana College.

Students who have greater needs may choose to enroll in the Student Success Center Special Services. Through this program, extensive individualized tutoring is arranged. Assistance can be provided with note taking, study skills, time management, research, paper writing, etc. Audio books are available. Test accommodations can be arranged, e.g., in a distraction-free environment or with extended time.

Louisiana College is committed to student success; however, we do not require students to use accommodations nor will we provide them unless they are requested by the student. The student must take the lead in registering with Student Success Center Special Services and submitting requests for accommodations each semester.

For more information, contact the Director of Student Success Center, JoLynn McConley (318-487-7629).

COUNSELING SERVICES

Confidential counseling appointments with a state certified counselor are available to students free of charge. These services are available Mondays through Thursday between 8:00 – 4:30 P.M and on Friday 8:30- 12:00. on the 2nd floor of the Hixson Student Center. Students may call 318-487-7420 to request an appointment. These services are designed to help students address and talk about their concerns with the goal that they will be able to achieve personal and academic success. Sessions may be limited to five sessions; however, if long-term counseling is determined we will assist with a referral to the appropriate agency.
SAFE HARBOR

Any student who voluntarily seeks help through the Louisiana College Counseling Office or a Student Support Services Staff member for alcohol abuse prior to being charged with a violation of this policy will not be subject to the College judicial process. The Student Support Services staff will help the student obtain appropriate assessment and treatment in a confidential manner. Contact the Louisiana College Counseling Office at 487-7420 or 487-7134 for further information or referral.

HEALTH SERVICES

It is our aim at Louisiana College Health Services to promote and help maintain the physical, emotional, and spiritual health of our students, faculty, and staff. The Health Service Center is located on the main floor of the Louisiana Athletic Center. Supervised by the Coordinator of Health Services, the facility provides service for students, faculty, and staff. During the academic year, a Registered Nurse is on duty each Monday through Thursday from 8:30a.m. – 4:00 p.m. and closed on Fridays. The office number is (318) 487-7750. Though Health Services is not a resident facility offering primary health care, it does serve as a referral service and a dispensary for a limited inventory of first aid supplies and over-the-counter medications. No fee is charged for a visit to the nurse. The nurse is also available to administer allergy injections to students that are enrolled, but this requires a physician's order with specific instructions regarding schedule and dosing. The student would be responsible to provide the allergy antigen. The nurse can assist with keeping track of blood pressure or glucose readings and can administer B12 or other cyclically administered injections with written orders and serum/medication provided by the student's family or staff's physician.

The nurse in Health Services consults with Dr. Kenneth Johnson (College Physician) for further treatment when needed. Dr. Johnson holds a clinic and sees students who are ill in Health Services each Wednesday from 12:30 p.m. – 2:00 p.m. (during the spring and fall semesters). An appointment is required to see the doctor. There is no fee charged for a visit to the doctor; however, the cost of prescription medications, lab work, or x-rays (if ordered by Dr. Johnson) would be the responsibility of the student.

MEDICAL RECORDS

Each new/transfer student must submit a "Health History Record" and "Proof of Immunization Compliance" form to the Admissions Office or to Health Services prior to registration. Immunization for Tetanus & Diphtheria (Td) or T-dap within the past 10 years, two doses Measles, Mumps, & Rubella (MMR), Hepatitis B (3 dose series), Varicella (Chicken Pox) vaccine (2 dose series), and a Meningococcal Meningitis vaccine is required with a second dose recommended of all incoming freshmen and transfer students. Waiver forms are also available for the student should they decide to decline receipt of the required vaccines. The nurse closely monitors immunization records for new/transfer students to assure compliance with the Louisiana law regarding required immunization for admission to an Institution of Higher Learning. These medical forms are housed in the Health Services Office. The student's medical records are kept confidential and are maintained in Health Services. These records may be released to a physician only with the written consent of the student.

BLOOD DONOR PROGRAM

Louisiana College is a member of the Louisiana LifeShare Blood Center Program. The school schedules Donor Days on campus each fall and spring semester.

HEALTH FAIR

A Health Fair is held annually, in the spring semester, in order to provide a wealth of health information and offer free/reduced screenings to the students, faculty, and staff of Louisiana College.

INSURANCE COVERAGE

Students are highly encouraged to subscribe to an insurance policy covering hospitalization and surgery and should provide a statement of proof of insurance prior to registration. Louisiana College is not responsible for insuring students or for insurance coverage of those students who fail to subscribe to an insurance program.

EMERGENCIES

If you are in need of urgent or emergency medical care after hours, you may contact one of the local walk-in clinics that are staffed with a doctor or nurse practitioner, or go to the emergency room at one of the local hospitals. You can contact the walk-in clinics at the numbers listed below to obtain directions and office hours. The walk-in clinics should be able to bill your insurance for the visit.

- Cenla Occupational Medicine Clinic 318/787-0610 - Pineville
- Huey P. Long Community Clinic 318/769-5664 - Pineville
- Incarnate Word Community Clinic 318/448-6800 - Alexandria
- Rapides After Hours Urgent Care 318/487-1925 - Pineville
- Premiere Urgent Care 318/787-6877 – Alexandria
- Premiere Urgent Care 318-704-6770-Pineville
- Christus Community Clinic 318-528-5000- Pineville

The local emergency room contact numbers are listed below:

- Rapides Regional Medical Center 318/769-5000
- Cabrini Hospital 318/448-6750

INTERNATIONAL SERVICES

INTERNATIONAL STUDENT ORGANIZATION (ISO)

International students receive assistance in their adjustment to this culture and the academic environment. Upon arrival, international students will get help with practical needs like transportation, banking, and shopping as well as with academic advising and registration issues. Information is available in regard to immigration regulations, employment, and other student visa concerns. Should international students need housing during holiday periods, they will be helped to secure accommodations. Special activities are planned to involve international students in the community and on campus. For additional information, contact Student Support Services at 487-7134.

LIBRARY SERVICES

The Richard W. Norton Memorial Library provides technologically-enriched resources, services, and spaces to foster a community of collaborative teaching, learning, and research. In seeking to fulfill its mission, the library strives to be a key partner in students' academic pursuits, collaborating to achieve success together.

Resources

The library provides resources in multiple formats to meet the research needs of students, faculty, and staff across the disciplines. The library's physical resources number approximately 100,000 volume equivalents, some of which are organized into focal collections, such as juvenile materials, the divinity collection, the Hyatt collection, and special collections and archives. Electronic resources, which are accessible 24/7, include over 270,000 e-books, nearly 77,000 e-journals, and 180 databases from such companies as EBSCO, ProQuest, Oxford, and Gale. The library is a selective depository for both state and federal government documents. Materials are discoverable via the library's online catalog, LCCat, and EBSCO's discovery service, both of which are available on the library's website at http://lacollege.libguides.com/home.

Access

Through authentication services, current students, faculty, and staff have access to the library's online resources on or off campus. Off-campus access is facilitated via a proxy, which requires that users simply provide their current campus login credentials before being directed to online resources. During the regular semester, the library is open 70 hours per week, providing access to the library's physical materials and study spaces. Exceptions to regular hours are posted on the library's website and social media accounts. Entrance doors are locked 15 minutes prior to the posted closing time.

***C*ourse Reserves**

Each semester, faculty may choose to place reading materials on reserve for equitable access and use. Course reserves are searchable in the library's online catalog, LCCat, and are typically available for student use in three-hour increments, although faculty may choose other loan periods at their discretion. Materials are available at the library's circulation desk. Course reserves are facilitated through the library's Circulation Services department.

Special Collections and Archives

The library retains and organizes materials related to the history of Louisiana College. Some of the more extensive holdings include course catalogs, yearbooks, and College newspapers. Other collections include faculty-authored works, alumni-authored works, and materials related to the history of Baptists in Louisiana. Special collections include the Robert MacGimsey Collection and the Joseph Willis Institute Collection. Access to these materials is restricted and must be made by appointment.

Services

Borrowing

In addition to traditional borrowing services for the library's physical resources, the library participates in several reciprocal borrowing programs. Within the state, authorized users may visit and borrow materials from other participating academic institutions. Nationally, authorized users may borrow materials from other institutions participating in the ACL Reciprocal Borrowing program. For information on borrowing limits, renewals, fees, etc., see the library's website at http://lacollege.libguides.com/borrowing.

Interlibrary Loan

The library's membership in various organizations (OCLC, LOUIS, ACL) provides researchers the opportunity to obtain books, journal articles, and other resource materials which are not available through the library's collections. Interlibrary loan allows the library to supplement its collections and enhance research opportunities. Interlibrary loan services may be used to request needed materials, typically at no cost and within a matter of days, depending upon the resource.

Research Assistance

Qualified library faculty and staff use research and course guides, custom tutorial videos, an FAQ, on-site workshops, and classroom instruction to connect students with targeted resources and strategies for conducting research and completing assignments. In addition, research help is available via a variety of communication channels, including e-mail, phone, chat, and text. Research consultations may also be scheduled with a librarian to receive tailored personal research assistance.

Spaces

A variety of study spaces in the library accommodate the learning needs and preferences of students. Located on the first floor, "the commons" provides a comfortable, collaborative space ideal for large group project meetings and is equipped with several mobile whiteboards. Five group study rooms, which can be reserved in advance, offer more privacy for smaller group work. The computer lab offers 20 thin client computer workstations, which are loaded with the Microsoft Office Suite (Access, Excel, PowerPoint, Publisher, Word, etc.), Acrobat Reader, Internet browsers (Chrome, Firefox, IE), and media players (Windows Media and QuickTime). Wi-Fi is available throughout the building. Individual study carrels are available in the library book stacks. The library's coffee bar, Overdue Brew, provides complementary hot beverages for library visitors.

BOOKSTORE

The bookstore is located on the main floor of the Hixson Student Center and offers a full range of textbooks, classroom supplies, gifts, and personal items. Bookstore hours are from 7:45 a.m. – 4:30 p.m., Monday through Thursday and 7:45 a.m. – 11:30 a.m. on Friday, except during college holidays. Hours of operation between semesters may vary and will be posted. All major credit cards are accepted for purchases. General merchandise returns must be made within 30 days and be accompanied by a receipt. Items that have been special ordered and are not normally carried by the bookstore are not returnable. Electronic items are returnable only if they are in their original unopened packaging or if after opening the item is found to not be in workable condition. Textbooks can be returned for full refund during the drop/add period at the beginning of each semester provided the following requirements are met: a) cash receipt and proof of class change or drop are provided with all signatures, b) withdrawal from college form presented along with cash receipt, c) class schedule and receipt provided in the event the wrong book has been purchased. New textbooks cannot be returned for a full refund if the book has been marked in any way. Textbooks purchased in sealed packages must be returned in unopened original packaging. If opening the textbook is unavoidable, students are asked to keep the original packaging and return it with the book. Other returns may be made at 75% of the original price on textbooks provided the book is in the original packaging. Refunds will be made provided books are in resalable condition. In cases where a book is not in resalable condition, as a new textbook, refund will be given at a used textbook price. Study guides that have been written in may not be returned for refund.

Bookstore buyback is offered during the week of finals each semester. Textbooks that are being used again the next semester by the departments and are needed to meet the inventory needs of the bookstore will be bought back 50% of the new or used price. A wholesaler will purchase current textbook titles not being used by the bookstore at market wholesale prices. All textbooks must be in resalable condition. Copies of the buyback policy are available in the bookstore. The bookstore also offers rental textbooks on a select group of texts approved by wholesale supplier.

POST OFFICE

The Louisiana College Post Office is located on the main floor of the Hixson Student Center. Stamps and envelopes may be purchased at the post office window. Student post office boxes must be rented to receive incoming mail. The mailing of packages, letters, and UPS and FedEx services may be utilized during posted hours. The Post Office is closed during holidays, but mail will be received and distributed. Lobby hours will be posted prior to any holiday.
Scheduled hours are:
Window Services - Monday - Thursday: 7:45 - 4:30 p.m. Fridays: 7:45 – 12. Box Access - Posted building hours.
Mail to be metered should be dropped off before 2:30 p.m.

Louisiana College Post Office Distribution Policy

Louisiana College operates a mail distribution system in both private and public communication as a service to and benefit for students, faculty and staff of the College. It is important to have a free flow of private communication between and among members of the campus community as well as having the distribution of private incoming mail addressed to individual members of the community. Anyone tampering with private communication distributed through the campus mail system will be in violation of college policy.

The campus mail system may also be used as a means of public communication. Public communication is defined as any interior intra-campus mailing, sealed or unsealed, to everyone or to a sizable group of individuals. The following apply to all public communication:

1. Faculty and staff who are conducting official college business will have their public communication freely distributed subject to other clauses in this policy.
2. Individuals or groups of faculty and staff, and off-campus individuals, groups or entities who wish to conduct political or public service activities through the campus mail must first receive the approval of the Coordinator for Student Behavior and Accountability, the Coordinator of Postal Services or the Director of College Communications.
3. Only students, faculty or staff will be allowed to use the campus mail system for public communication, except as provided in #2 above.
4. No individuals, including faculty, staff or students conducting private business activities will be allowed to use the campus mail system for public communication.
5. Notices and announcements to members of student organizations and the campus community should be approved in advance of printing by the Coordinator of Postal Services, the Director of College Communications, or the Coordinator for Student Behavior and Accountability.
6. If you wish to place informational fliers in the campus post office boxes, please be sure you have a return box number and/or name on the fliers. The post office staff will place the fliers in the boxes for you.
7. Sealed public communication may be opened to determine its suitability for distribution under the terms of this policy.

All campus mail, public or private will be subject to the following:

1. The campus mail system may not be used to promote any activities that are illegal, fraudulent or contrary to college policy or published mission statement.
2. Usually only paper products will be accepted for distribution in the campus mail system.

Items such as sealed candy may be allowed by the post office staff. Specifically prohibited are other food items, alcohol and drugs, or those things that pose a health or safety risk, are obviously in poor taste, or are contrary to college policy. Questions about the appropriateness of distribution should be referred to the post office staff.

3. All USPS mail is to be distributed by post office staff.
4. All mailing to students should be ordered numerically by the post office box.
5. Students are expected to collect their mail on a regular basis. Mail left uncollected in boxes for an extended period of time will be returned to sender, when possible.
6. LC Box rental fee is $10 per semester.
7. There is a $10 key deposit, payable at the Post Office or registration and refundable when you return your key.

LOST AND FOUND

Lost and found items are maintained at the Student Support Services. For more information, call the Student Support Services 318-487-7124.

DINING SERVICES

Louisiana College offers dining services to on residential and commuter students. Hattie B. Strothers Cafeteria offers a diverse selection of cafeteria style choices including pizza and hamburgers. Other dining serves include the Den, a fast food type establishment which is located in the Student Center; Starbucks, also located in the Student Center; and Subway, located at the

fitness center. There are multiple meal plans (see below). The Wildcat Plan allows for 19 meals per week with unlimited helpings and $155 in Cat Cash which can be spent at the Den, Starbucks or Subway.

MEAL PLANS:
2020-2021

	STANDARD PLAN	INT'L PLAN **
WILDCAT	$1732	$1852
BIG CAT	$1682	$1802
LITTLE CAT	$1626	$1746
PAW PLAN	$1445	$1565
Commuter/Faculty Plan	Can be bought in $100 increments at the business office.	

**These plans provide 2 meals per day during the Thanksgiving and Easter holidays for our internationals who are unable to travel home.

All residents must have a meal plan unless there is a medical issue that requires the resident to eat a specific diet. If this is the case, then the resident must fill out a meal exemption form and provide a doctor's note explaining the medical issue. Refund dates are as follows:

Resignation within:	Refund Percentage:
1st day of class – 5th day of class	100%
6th day of class – 10th day of class	75%
11th day of class – 15th day of class	50%
16th day of class – 20th day of class	25%
After 20th day of class	No refund

Meal exemption forms can be found in the Office of Student Support Services (Granberry 3rd Floor) or online at this link: https://www.lacollege.edu/media/1271/meal-exemption-request.pdf

For more information about menu options and other services available visit the Sodexo website https://lacollege.sodexomyway.com

BUSINESS OFFICE

Personal checks may be cashed without charge in the Business Office, Room 148, Alexandria Hall. Appropriate identification must be provided. Checks may not exceed $50.00 a day. A fee of $20.00 will be assessed for NSF checks. Check writing privileges will be denied anyone who has written more than one NSF check to the College. The Business Office hours are 7:45 am – 5:00 pm Monday – Thursday; 7:45 am – 12:00 noon Friday.

STUDENT ACCOUNTS

Full payment of student accounts is due at registration. However, additional charges may occur on/or after registration for such items as schedule changes, dormitory and meal plan changes, NSF checks, etc. The outstanding balances must be paid promptly. If a balance remains on a student's account at the end of a semester:

1. Grades will be held;
2. Transcripts, official or unofficial, will not be released, and
3. The student will be ineligible to register for any subsequent semester at Louisiana College until their student account is paid in full.

Students with an outstanding balance on their account must receive clearance from the office of the Chief Financial Officer by paying their account in full prior to registration for the subsequent term.

COLLEGE REFUND POLICY

DROP/ADD: Individual Courses may be dropped by the end of the last day of registration with a full refund (see the College Calendar for dates). Students wishing to withdraw from ALL courses must officially resign from the College (see resignation schedule below).

REFUND SCHEDULE UPON RESIGNATION FROM THE COLLEGE

No withdrawal is official unless it is made through the Office of Academic Affairs, the Registrar's Office, the Financial Aid Office, and the Business Office. To resign from school, the student should obtain a resignation form from the Registrar's Office. The student should then obtain required signatures and clearances from various campus offices. The resignation process will be completed once the resignation form is presented to and signed by the Business Office. Refunds will be calculated as of the date the resignation process began, as noted on the resignation form. Students who withdraw unofficially will be charged the entire amount of their bill.

Enrollment at Louisiana College represents a contractual commitment by the student to fulfill all financial obligations (including repayment of financial aid) to the College regardless of when the student may cease to be enrolled.

The following tables indicate the refund schedule:

Fall and Spring Semesters

Resignation within:	Refund Percentage:
1st day of class – 5th day of class	100%
6th day of class – 10th day of class	75%
11th day of class – 15th day of class	50%
16th day of class – 20th day of class	25%
After 20th day of class	No refund

Summer Semester - Four Week Term

Resignation within:	Refund Percentage:
1st day of class	100%
2nd day of class	75%
3rd day of class	50%
4th day of class	25%
After 4th day of class	No Refund

*This refund schedule begins the first official day of class which is defined as the first day classes meet and not the first day of class attendance by the student.

DISTRIBUTION OF REFUND CHECKS

Refunds resulting from drop/adds or resignations will not be made until after an audit of fees has been performed. Refunds resulting from resignations will not be disbursed to students until both Federal and Institutional financial aid sources have been reimbursed according to Title IV regulations. Credit balances resulting from application of financial aid will be available for refund according to Federal guidelines.

TITLE IV FINANCIAL AID RECIPIENTS

In accordance with the 1998 Reauthorization of the Higher Education Act of 1965, the refund policy for Title IV aid recipients has been changed to the "Return of Title IV Funds" policy. The law now defines the amount of Title IV grants and loans that the student has earned the right to use. The amount a student has earned is directly related to the length of time he or she has remained enrolled during the semester. The law requires that a certain percentage of Title IV funds be returned when a student resigns before completing more than 60% of the semester for which s/he received the funds. Specific information and examples regarding the Return of Title IV Funds policy are available in the Office of Student Financial Aid.

GRAPHIC SERVICES

The Graphic Services office is located on the first floor of Alexandria Hall, Room 161 and offers a full range of printing needs for LC students at a minimal charge.

Copies – B/W & Color
Binding
Sale of paper/envelopes
Transparencies
Laminating

Graphic Services Office Hours are Monday through Friday:
8:00 am – 12:00 pm
The office ***is closed each Thursday during Chapel hour*** in the Fall and Spring semesters.

STUDENT RECORDS

Louisiana College preserves and maintains permanent institutional records relating to each student. Information contained in these records can be made available to authorized persons or institutions as a service to students in accordance with the following policies.

STUDENT RIGHT TO PRIVACY/FERPA

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. The Family Rights and Privacy Act does not allow higher education institutions to discriminate disclosure of information to third parties, including parents, regardless of age. Louisiana College does not discriminate against students with regard to age. If a student is appropriately admitted to Louisiana College, all College policies and procedures apply. All enrolled students fall under all FERPA and HIPA laws and guidelines regardless of age. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

Louisiana College will disclose information from a student's educational records only with the written consent of the student except in certain legally permissible situations, i.e., to college officials who have a legitimate educational interest in the records, to certain government or other public officials, and to parents of an eligible student who claim the student as a dependent for income tax purposes. However, information designated by Louisiana College for directory purposes, or the results of any disciplinary proceeding conducted by the College alleging a sex offense of the accused may be released without the student's consent. A student may grant the College the right to release confidential information, such as grades, academic progress reports, class attendance records, financial aid, disciplinary actions, financial account information to parent(s)/guardian(s)/ spouse by completing and signing the "Student Consent to Release Confidential Information Form." To ensure that the identity of the person who is making the request is the student, the student must show his/her LC student ID, and the form must be submitted in person to the Office of the Registrar, Alexandria Hall, Room 145 and/or Office of Student Support Services, Hixon Student Center, Room 214. For distance education students, the online form can be submitted through the student's assigned college email with a scanned copy of his/her LC student ID. The form is can be

downloaded from the Registrar's website.

DIRECTORY INFORMATION

Louisiana College designates the following items as Directory Information: student name, address, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards/honors received, full or part-time enrollment status, most recent previous school attended, and photographs. The College may disclose any of those items without prior written consent, unless the student completes and submits to the Records Office the ***Request to Prevent Disclosure of Directory Information Form*** within the first two weeks of classes each semester. The form can be downloaded from the Registrar's website.

PERMANENT RECORDS

Academic records are maintained by the Vice President for Academic Affairs and held in the Registrar's office. They constitute the student's permanent record and contain only information relevant to academic performance. These records are available only to authorized persons. Disciplinary records contain information relating to student violations of College policy and are kept by the Coordinator for Student Behavior and Accountability. They are maintained separately from academic records and are available only to authorized persons. For further information regarding disciplinary records, see Student Handbook, Student Disciplinary Policies and Procedures.

ACCESS TO RECORDS

Students are free to examine copies of their academic and disciplinary records maintained by the College. Any student who desires to review his or her record may make a **written request** to the College custodian of the record. The custodian will provide a copy of the record to the student within 45 days.

STUDENT RIGHT TO CHALLENGE RECORDS

Any student who desires to challenge the accuracy or completeness of a written College record will follow these procedures.

1. The student will submit to the custodian of the record a written statement setting forth the specific accuracy or incompleteness of the record. The statement or challenge will be filed as part of the record pertaining to the student.

2. If further action is desired, the student will confer with the custodian of the record concerning the matter and attempt to resolve the matter satisfactorily. Any agreed settlement will be written and signed by the student and custodian and made a part of the record.

3. If the challenge is not settled by the student and custodian, the student will have the right to appeal to the Committee for Behavioral Management & Accountabilityby submitting a copy of the challenge and the record to the Committee. After a hearing, the committee will determine the validity of the challenge. The decision of the Committee will be reduced to writing and made a part of the record.

The above procedures will not be employed to challenge the validity of a grade or any other decision given by a College professor or administrator. Appeals of grades must be in accordance with the Academic Complaint Procedure. Appeals of disciplinary decisions must be made in accordance with the student disciplinary process.

LOCATION OF STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974, the offices in which student records are maintained, along with the College custodian in charge of the records, are listed below:

RECORD	CUSTODIAN	LOCATION
Academic		
Course records, grades, transcripts	Registrar	Alexandria Hall Room 146

Admissions		
Applications, ACT scores, Recommendations	Director of Admissions Registrar	Alexandria Hall Room 108 Room 146
Testing--		
Test scores	Registrar Counselor	Alexandria Hall Hixson Student Center
Disability Evaluations--		
Program to Assist Student Success	Director of Student Success Center	Academic Resource Center Norton Library
Student Conduct		
Investigative records, Hearing records, Disciplinary outcome	Office of the Executive Asst to Student Support Services	Hixson Student Center
Financial Aid		
Aid applications, Financial statements, Award letters	Director of Financial Aid	Alexandria Hall Room 108
Residential Life		
Room assignments, Damage deposit records, Residential Life records and fines	Director of Residential Life	Hixson Student Center Room 209
Medical		
Health history, Medical records, Donor records, Physician & immunization Records	Coordinator of Health Services	Hixson Student Center Room 144
Career Placement		
Recommendations, References, résumés	Career Development	Hixson Student Center

CAMPUS FACILITIES

THE CARROLL AND ELIZABETH HIXSON STUDENT CENTER

The Carroll and Elizabeth Hixson Student Center, an integral part of the educational program of the College, is the "community center" for all members of the College family including: students, faculty, staff, alumni, and guests. The Hixson Student Center offers a fast food dining option (The Den) and coffee bar (Starbucks), a television viewing area, pool table and ping-pong in the game room off of Frye Suite, campus mail services, the Baptist Collegiate Ministry (BCM) Suite, the Louisiana College Bookstore, Counseling Services, Student Government Association (SGA), and lounge areas in Frye Suite. The Student Support Services Suite is located on the upper level of the Hixson Student Center. Offices located in the suite include Coordinator for Student Behavior and Accountability, Executive Secretary to Student Support Services/Office Manager/Coordinator of Spiritual and Cultural Enrichment Program (SCE), Director/Assistant Director of Residential Life and Student Engagement, and the Director of LC Recreation. A conference room is also located in the suite.

THE GRANBERRY CONFERENCE CENTER

The Conference Center contains two conference suites and four adjoining meeting rooms. Connected to the Hixson Student Center, the conference center includes the Formal Lounge and the Presidential Dining Room. The use of these facilities for special events may be arranged by calling the Coordinator of the College Calendar at 487-7406.

LOUNGE FACILITIES

Some campus buildings, including residence halls, have large lounge or lobby areas, kitchenettes, study lounges, and television rooms for the use of students and their guests. Students may reserve these areas for meetings and special occasions.

THE SWIMMING POOL

The swimming pool, located in the H.O. West Fieldhouse, is used primarily for the academic program. Special requests are made through the Department of Health and Physical Education at 487-7350.

RICHARD CROWELL TENNIS CENTER

College tennis courts, located near the main entrance to the campus, are available for students, employees, and authorized guests from 8:00 a.m. until 11:00 p.m. daily, except during scheduled class hours. The courts may be reserved for use at other times by calling 487-7401.

JAMES AND MARY BAKER HEALTH AND WELLNESS CENTER

The James and Mary Baker Health and Wellness Center, dedicated in March, 2001, is comprised of two components, health care and fitness. The 45,193 square foot fitness facility is known as the Louisiana Athletic Club. Amenities include a four lane lap swimming pool, a pool for therapy and exercise classes, a gymnasium, and areas for free weights and stationary exercise equipment, an aerobic studio, racquetball courts, a walking track, and a child care area. The Healthplex is the 16,467 square foot health care portion of the facility includes our nurses office, clinical areas, a physical therapy office and educational space. The Healthplex also houses our athletics department.

RESERVATION OF COLLEGE FACILITIES

Students, administrators, faculty, staff, and campus organizations may reserve facilities for meetings and special events at no cost. The Coordinator of the College Calendar schedules facilities for use by various groups. The office is located in the President's Office in Alexandria Hall, first floor (487-7401). To assure priority for the use of campus facilities, all functions and meetings sponsored by Louisiana College must be scheduled through the Coordinator of the College Calendar. The College-wide calendar of events is prepared a semester in advance and is posted on the Louisiana College website (lacollege.edu).
Campus organizations or other groups involved in short-term planning which require the use of College facilities should follow this procedure:

1. Request made to the Calendar Office a minimum of ten working days prior to the event.
2. Information provided should include date, time, location, sponsor, and expected attendance. Specific requests for physical setup, college personnel services, sound and light technicians, necessary equipment, etc., should also be included. There will be a charge for services of skilled personnel, the use of special equipment, or room arrangements necessitating additional labor.
3. Approval for the use of a particular facility is determined through the Coordinator of the College Calendar with the approval of the priority holder for that facility. Academic functions planned routinely, or in advance, have priority for College facilities; other priorities are determined on a first-come, first-serve basis.

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STUDENT SUPPORT SERVICES: HOW TO GET INVOLVED

STUDENT ORGANIZATIONS

Students have opportunities for involvement in campus life through a variety of activities and organizations. The Student Government Association, the Union Board, and the Baptist Collegiate Ministry serve as major campus-wide organizations and represent large segments of the student body. These groups do not have narrowly defined membership criteria and are open to all students at Louisiana College. They offer a wide array of activities for students and provide student input into the development of programs, policies, and student activities. In addition to these major groups, a diverse group of service clubs and professional societies offer a wide-range of options for involvement. The following sections describe student organizations and activities on the campus.

POLICIES GOVERNING STUDENT ORGANIZATIONS

The policies contained in this section relate to all approved student organizations at Louisiana College. These policies outline membership eligibility, organizational responsibilities, and assist in planning, scheduling, and conducting group functions.

CHARTERS AND CONSTITUTIONS

The Student Government Association charters new campus organizations. Charter applications may be secured in the Office of Student Activities in the Student Support Services Suite located in the Hixson Student Center. The Director of Student Activities and the SGA Vice President must review the following information before a charter can be granted:

1. Purpose Statement
2. Proposed program of activities
3. List of interested students
4. Name and address of proposed faculty advisor
5. One copy of the proposed constitution
6. Letter of recommendation from the Chairperson of the Division which relates to the organization, if the organization is an academic or departmental club.
7. Must have the approval of the Coordinator for Student Behavior and Accountability.

Policies governing an organization's constitution are as follows:

1. Each constitution must contain a statement that the organization and its members agree to uphold and abide by the regulations of Louisiana College.
2. Constitutional changes must be approved by the SGA and the Director of Student Activities.
3. Any action of an organization which violates its constitution and by-laws or brings discredit to the College or student body will result in disciplinary action..
4. Whenever any organization becomes inactive or fails to meet the specified requirement following a semester of probation, its constitution may be revoked by recommendation of the Vice President of SGA, and the consensus of the Coordinator for Student Behavior and Accountability, the Director of Student Activities, and majority vote of the SGA.
5. Unchartered organizations and groups that participate in activities contrary to established College policy are not permitted. Participants in such activities or groups will be subject to disciplinary action.

STUDENT ELIGIBILITY

Active membership of recognized organizations is limited to registered students of Louisiana College. Students participating in student organizations must adhere to the following guidelines:

ACADEMIC REQUIREMENTS-- All students who seek to be involved as officers or committee members of the Student Government Association or the Union Board, or as members of any student organization under the supervision of the Student Support Services Department of the College must achieve and maintain a minimum cumulative grade point average of 2.5 on a 4.0 scale.

MEMBERSHIP REQUIREMENTS-- Students involved as members of any organization under the supervision of the Student Support Services Department of the College must achieve and maintain a minimum cumulative GPA of 2.0 on a 4.0 scale. Students failing to meet this requirement will be placed on probation for a period of one semester. If the required 2.0 GPA has not been achieved by the end of this period, the student will be suspended from participation in campus organizations.

PROVISIONAL PLEDGESHIP-- Students who have completed nine hours of college work and who have an overall GPA between 1.5 and 2.0 may serve a "provisional pledge ship" with a student organization under the supervision of the Director of Student Activities and with the approval of the President's Table. Students may take part in Provisional Pledge ship for only one semester, after which time they must achieve an overall 2.0 GPA in order to be a member of the organization.

RESPONSIBILITIES OF ORGANIZATION PRESIDENTS

Duties of organization presidents include:

1. Submit a Student Organization Registration Form and Student Organization Roster to the Director of Student Activities and the Vice President of SGA to be kept on file in both offices. These should be submitted by the date on the top of the form and should be kept current. Any changes should be submitted within one week following the change.
2. Assure that all organizational activities are in accordance with College regulations.
3. Represent (or appointment a representative for) their organization at the Presidents' Table meeting each month.
4. Meet biannually with the Director of Student Activities and the Coordinator for Student Behavior and Accountability to ensure compliance with College policies regarding student activities and student behavior.
5. Complete a "Request for College Event Form" (available in the Student Activities Office) thirty days prior to any campus activity or social event.
6. Complete an annual written report to the Director of Student Activities (due in May), explaining the activities and accomplishments of the organization.
7. Complete an annual written report to the Director of Student Activities (due in May), recording all funds expended and outlining costs and expenses.
8. Report meetings, events, and attendance on the Semester Evaluation Form on/or before the last day of classes each semester.

ORGANIZATIONAL EVENTS

In planning events, organizations should abide by these guidelines:

1. Submit a "Request for College Event Form" to the Director of Student Activities 30 days prior to the event. Event forms are available in the Student Activities Office.
2. Functions sponsored by student organizations must be endorsed and attended by the faculty advisor and approved by the Director of Student Activities.
3. Organizational advisors and officers are held responsible for the planning, scheduling, and overall conduct of the activities of their organization. They are expected to follow College Calendar Procedures.
4. Student organizations sponsoring off-campus events must function within the frame work of established College policy.

a. Student organizations will assume complete responsibility for the conduct of all participants attending their functions. Failure to accept this responsibility will subject the organization to suspension of social privileges and/or revocation of College recognition.
b. A College representative must be in attendance at off-campus events sponsored by student organizations. The representative must be the faculty advisor, or a mature adult designated by the advisor.
c. Publicity regarding off-campus events must be approved in advance by the Director of Student Activities.

5. The sponsoring organization will be responsible for the conduct of all persons attending any event or activity. The consumption or possession of alcoholic beverages at any organizational activity is strictly prohibited.
6. No organization will require its members to participate in any activity incompatible with scholastic attainment, the general development of the individual, or the College mission. ALL FORMS OF HAZING ARE STRICTLY PROHIBITED and may result in severe disciplinary action.

CO-CURRICULAR ACTIVITIES AND ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) represents student views and concerns to the faculty and the administration. Governmental leaders participate in policy-making, the judiciary system, institutional planning, and implementation of College programs. Louisiana College SGA is a member of the American Student Government Association (ASGA).

All social, academic, and honorary organizations are governed through the SGA under the supervision of the Presidents' Table. Chaired by the Vice President of the SGA, the Presidents' Table consists of all organizational presidents and serves as a coordinating body for organizational activities. The group meets monthly to plan campus-wide organizational activities and to provide input into policies governing organizations.

The SGA elects executive officers and representatives in a campus-wide election each spring semester. Freshmen Representatives and Commuter Representatives are elected in a special election held each fall. Any full-time student with a minimum grade point average of 2.00 is eligible for election to the board. Certain offices may require more stringent and specific criteria. Consult the SGA Constitution for detailed information. For more information or a copy of the SGA Constitution, call the SGA Office or the Coordinator for Student Behavior and Accountability.

UNION BOARD

The Union Board sponsors social, educational, cultural, and recreational activities which are funded through the Union Board fee paid by all students. The Board organizes campus-wide activities, including concerts, fine arts events, coffeehouses, movies, and numerous special events, including Gala Christmas and Cochon de Lait.

Union Board consists of two executive officers, selected by the Union Board staff in the fall semester, and a varying number of members. The Board is supervised by the Director of Resident Life and Student Events. Any full-time student with a minimum grade point average of 2.0 may be eligible to apply for Union Board in the spring semester. Certain offices may require specific experience or expertise. Consult the Union Board constitution for detailed information.

ACADEMIC ORGANIZATIONS

ATSA- Athletic Training Student Association, Department of Health & Physical Education
EDUCATION CLUB – Elementary and Secondary Education Majors
FOREIGN LANGUAGE CLUB--Division of Humanities
HISTORY CLUB—Division of History, Political Science, and Pre-Law
MU ALPHA THETA--Department of Mathematics and Computer Science
PI KAPPA DELTA--Communication Arts Department
PSYCHOLOGY CLUB—Division of Human Behavior, Psychology Department
SOCIAL WORK CLUB—Division of Human Behavior, Department of Social Work

SOCIETY FOR THE ADVANCEMENT OF MANAGEMENT—Division of Business Administration
STUDENT NURSES ASSOCIATION—Division of Nursing

HONOR SOCIETIES

ALPHA CHI--national scholarship society for juniors and seniors
ALPHA EPSILON DELTA--national pre-med organization
ALPHA KAPPA DELTA--national sociology society
ALPHA LAMDBA DELTA--national scholarship society for freshmen and sophomores
ALPHA MU GAMMA--national language society
ALPHA PSI OMEGA--national theatrical society
GAMMA BETA PHI--national leadership and community service society
KAPPA DELTA PI--international education society
NU TAU-a chapter of Sigma Tau, an international nursing honor society
OMICRON DELTA KAPPA--national leadership and scholarship society for juniors and seniors
PHI ALPHA--national social work society
PSI CHI--national psychology honor society
SIGMA TAU DELTA--national English society

CAMPUS MINISTRIES

BAPTIST COLLEGIATE MINISTRY
FELLOWSHIP OF CHRISTIAN ATHLETES
CHRISTIAN VOCATIONS FELLOWSHIP
LOUSIANA COLLEGE CATHOLIC STUDENT ORGANIZATION
PENTECOSTAL STUDENTS FELLOWSHIP (Fresh Fire)
WOMEN ON MISSION

OTHER GROUPS/ACTIVITIES

The following groups are categorized as special-interest groups because of their uniqueness in sponsorship and supervision. They are not governed directly through the charter regulations of the SGA but are typically supported by SGA or College funds and have faculty or staff advisors. Involvement in these groups and activities may require auditions, interviews, or the simple indication of interest.

STUDENT ORIENTATION STAFF (SOS)

The purpose of the Student Orientation Staff (SOS) is to assist Student Support Services with the planning and implementation of Wildcat Welcome Week (Freshman Fall Orientation Program). This group will also assist with the College Connection 100 course.

The SOS is selected by application and interview by a committee. They receive a scholarship for their services. For more information or an application call 487-7389 or contact the Director of Student Activities.

STUDENT PUBLICATIONS

The purpose of student publications is to provide students with laboratory experience in publishing. The following student publications are under the supervision of the Division of Media, Communications, and Theatre.

Wildcats Media

In keeping with an ever-changing media landscape, in 2009 the Department of Convergence Media transitioned away from a traditional print newspaper to an online news platform, www.WildcatsMedia.com (www.lacollege.edu,) click on the Wildcats Media ribbon. Written, edited and published by student staff members, under the direction of a faculty adviser, the website provides a laboratory experience for the development of journalistic skills. Wildcats Media's presence on the Internet includes a Facebook page, Twitter feed, and YouTube channel. For more information, call 318- 487-7597.

Wildcat Weekly

Wildcat Weekly is a newsletter designed to keep you up to date on events and to give health and safety tips. Please check your student email each Monday for new info.

LC RECREATION (FORMERLY INTRAMURAL SPORTS)

LC Rec provides recreational opportunities in both team and individual sports year-round. These sports include men and women's flag football, co-ed volleyball, ultimate Frisbee, men and women's softball, men and women's basketball, badminton, tennis, ping pong, pool, bowling, golf, and quidditch. Information is posted on the Activities board in the student center and is also available in the Wildcat Weekly every Monday. For more information, contact: 318-487-7195

SPORTS

A variety of club sports are available for student participation. Competition schedules are set up by the clubs and advisors. Opportunities for participation include sailing and swimming. Contact the Department of Health and Physical Education for more information at 318-487-7350.

VARSITY/INTERCOLLEGIATE ATHLETICS

The intercollegiate athletics program of Louisiana College has operated historically in strict adherence to a philosophy and purpose in harmony with the support of the College's identity and mission. The specific purposes of the athletics program include fostering healthy interpersonal relationships, inspiring a sense of spirit and pride among students, contributing to a comprehensive student recruitment program, promoting the spiritual, emotional, and physical well-being of students, and fostering intellectual, cultural, and social development outside the formal instructional program. All of these purposes support the College's interests to educate the total person.

NCAA Division III, the American Southwest Conference, and the College agree with and support the attitudes, statements, and regulations espoused by those organizations regarding sportsmanship, ethics, amateur athletics competition, fair play, gender equity, and the financial support, academic success, and health and welfare of student-athletes. The College is committed to working with these organizations as it strives to accomplish both specific purposes of the athletic program and the overall mission of the College.

Varsity sports are offered through the Athletic Department. Louisiana College sponsors varsity athletic teams for both men and women in basketball, soccer, and tennis. LC also supports football, baseball, and golf for men; softball and cross country for women. Students may attend games and meets free of charge. A minimum ticket fee may be charged for tournaments and regional playoff games. For further information, contact the Athletic Director at 487-7695.

Baseball	Men's intercollegiate competition only. Contact: Coach Mike Byrnes	487-7322
Basketball	Men's & Women's intercollegiate competition. Men's Contact: Coach Reni Mason Women's Contact: Coach Matt LaBato	487-7503 487-7432
Cheerleading	Men and women are selected through competitive process; must be full-time student with minimum 2.0 GPA. Contact:	
Wildcat Mascot	Man or woman is selected through competitive process; must be full-time student with minimum 2.0 GPA. Contact:	
Spirit Line	Women are selected through competitive process. Must be full time students with minimum of 2.0 GPA. Contact:	

Cross Country Track

	Men and Women's intercollegiate competition. Contact:	
Football	Men's intercollegiate competition only. Contact: Coach Drew Maddox	487-7725
Golf	Men's and Women's intercollegiate competition Contact: Coach Ben McLauglin	487-7502
Soccer	Men's intercollegiate competition Contact: Coach David Castillo	487-7096
	Women's intercollegiate competition Contact: Coach Carla Tejas	487-7990
Softball	Women's intercollegiate competition only. Contact: Coach Barry Roberts	487-7131
Volleyball	Women's intercollegiate competition Contact: Brittany Salloum	487-7502
Sports Information Director Contact: Richard Thiberville, Jr		487-7987

CHEERLEADERS

The LC Wildcat Cheerleaders and "Alex" the mascot are recognized College representatives who encourage school spirit and good sportsmanship at athletic events. The cheerleaders and mascot are selected each spring through an interview and try-out process. Scholarships are available for all cheerleaders and the mascot. For more information, contact Coach , leading Sponsor at (337) 577-4079.

DRAMA/FORENSICS/BROADCASTING

The Department of Communication Arts provides opportunities for participation in performing with the travelling drama team, Testify!, and membership on the College debate squad. The Department of Communication Arts is located in Martin Performing Arts Center.

Debate Squad

The Louisiana College forensic tradition is almost as old as the school itself. The Debate Squad is open to any full-time student regardless of major. The Debate Squad attends several tournaments each year, mainly in the Deep South. They have attended international tournaments as well. No previous experience is required to participate. Some scholarship aid is available. For additional information contact the Director of Forensics, Mr. Brian Manuel at 487-7594.

MUSICAL ENSEMBLES

Persons interested in vocal and instrumental music may participate in the following groups.

Chorale

The Louisiana College Chorale is a select group under the direction of the Director of Choral Activities. Course credit is offered and auditions are held each semester. For additional information, call 318-487-7336.

GraceNotes

GraceNotes is a women's ensemble under the direction of one of our voice instructors. Course credit is offered and auditions are held each semester. For additional information, call 318-487-7336.

The Louisianans

Several concerts by this men's chorus are held each semester for campus and community. Humor is a regular ingredient of each concert. Auditions are held each semester. For additional information, contact 318-487-7336.

Voices of LC

The Voices of LC are a select sub-group of the Chorale and are under the direction of Dr. Cameron Weatherford, 318-487-7404. Auditions are required.

Elevate Band

Elevate Band is a traveling worship band that travels to Christian schools across Louisiana. Elevate is an audition based group. Call 318-487-7404 for more information.

Chapel Band

Chapel Band is a worship band that leads Louisiana College students in worship in chapel each week. Auditions are required.

LC/CENLA Band

Sponsored by the Department of Music, the LC/CENLA Band brings students and local community together for performances of classic, as well as popular, instrumental music. Course credit is offered. For further information, call 487-7328.

Opera Workshop

The Opera Workshop is designed to give the student experience with operatic literature, stage craft, and basic acting techniques. For further information call Dr. M Kate Rawls at 487-7511.

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RELIGIOUS LIFE AND SPIRITUAL ENRICHMENT

PURPOSE

Through the program of spiritual enrichment, the College encourages worship of and submission to Jesus as Lord. Students are introduced to the essentials of the Christian gospel. The program demonstrates the relevance of the message of the Bible for people today and seeks to inspire devotion to the teachings of the Scripture. The program also seeks to stir the passion of the campus family for changing the world by carrying the gospel to the ends of the earth. The College seeks to accomplish these goals through corporate worship that involves the entire campus family including students, faculty, and staff and through a variety of Christian organizations that offer opportunities for Christian education, fellowship, and service.

The College utilizes some assemblies to celebrate achievement, to build a sense of community throughout the campus family, and to foster intellectual development. The College also offers cultural enrichment programs and presentations that provide students a life-long appreciation for the visual and performing arts and also provides important information on issues of current interest.

SPIRITUAL AND CULTURAL (SCE) ENRICHMENT POLICIES

Louisiana College Chapel Policy

Revision Effective: 7/6/2020

Louisiana College exists to aid in the transformational process of a student academically, spiritually, and physically. To aid in the spiritual development of a student, the College places a great deal of time and resources into the development of its chapel programming. Chapel services will be each Tuesday at 11:00 a.m. for Freshmen/Sophomore and Thursday at 11:00 a.m. for Juniors/Seniors, along with the possibility of special chapel services on Tuesday and/or Wednesday at 11:00 a.m. each semester in Guinn Auditorium.

All full-time students will earn **at least 11 chapel credits** each academic semester. Students will attend one mandatory chapel (**Founders Day).** If students do not earn their chapel credits, those students will be placed on Chapel probation. **Students on chapel probation must meet chapel attendance requirements while making up for absences below the required attendance level of 11 from the previous semester.** Failure to adhere to their probationary requirement will result in a one semester suspension from the College.

Students will also earn 5 cultural credits each academic semester. Numerous opportunities for cultural credits are available. Student Support Services provides a list of cultural credits throughout the semester. In addition to this list, students can earn cultural credits through C3- Christ, Church, and Culture, the Values and Ethics Conference (Fall Semester), and the annual God in the Workplace Conference (Spring Semester). Cultural credits cannot be substituted for Chapel credits.

Earphones, cellular devices, & tablets/computers are not allowed during Chapel. Students are to not wear caps or other head gear during Chapel services. Also, students who arrive after 11:00 a.m. will not receive credit for the chapel service. Chapel services consist of a variety of worship experiences featuring speakers, musicians, missionaries, and other people. Services generally conclude by 11:45 a.m. In the rare event that that the service runs late, class times will be adjusted accordingly. Students should mark this time on their schedules when registering for classes. **Work schedules on and off campus need to be scheduled in a manner that does not conflict with chapel attendance.**

Video or audio-taping of chapel programs by members of the audience are not permitted because it may be a violation of copyright law as well as an infringement on the property rights of the speakers.

Attendance will be taken through the "Spotter" app. This will require you to scan a code with your smart phone at the ***beginning and end*** of the chapel or cultural event.

Chapel Policy Addendums

PTA Program
Physical Therapy Assistant Program (PTA) students will follow the normal chapel policy for the first year. Second year students, who are in clinicals in the spring semester, will need to complete 8 chapel credits and 4 cultural credits. PTA students in their second year will need to do their last mandatory chapel before clinicals begin, which will mean that these students will be exempt from the last chapel of each Fall semester.

Nursing Program
The ABSN students will be exempt from all chapel responsibilities. However, traditional BSN students will be required to adhere to the normal 11 chapel credits, along with 5 cultural credits each semester.

Social Work
Social work students will adhere to the requirement of 11 chapel credits and 5 cultural credits until their last semester. In the last semester, social work students are exempt from chapel requirements but must meet the 5 cultural credits.

Education
Education students are to earn 11 chapel credits and 5 cultural credits until their last semester in the program. In the final semester, education students will be exempt from chapel requirements but will be required to earn their 5 cultural credits.

CAMPUS MINISTRIES

BAPTIST COLLEGIATE MINISTRY

The Baptist Collegiate Ministry (BCM) is a campus ministry under the leadership of the BCM Director and a student Leadership Team. The BCM offers a variety of opportunities for personal discipleship, worship, leadership development, fellowship and outreach to both campus and community.

BCM activities include:

1. The Awakening BCM Worship. Meets weekly on Thursday Night's at 6:00PM in Guinn.

2. Student led Journey-Small Groups.

3. Opportunities for students to use their God given gifts and abilities in leadership and ministry positions.

4. An extensive missions' program. Mission trips and projects are planned each year to give students an opportunity to serve in various ministry opportunities.

The BCM commitment is threefold, a commitment to:

Christ – likeness.

Christ – centeredness.

Christ's Lordship.

The function of the BCM is to:

1. Reach those on and off campus who do not know Christ.

2. To serve as an extension of the local Southern Baptist Churches. And to assist students in connecting with local churches.

3. Strengthen the faith of those who already know Christ.

4. Equip students with opportunities to serve in ministry both on and off campus.

5. Guide and disciple students as they discover The Lord's Call for their life.

CHURCH VOCATION FELLOWSHIP (CVF)

The Church Vocation Fellowship (CVF) serves students who anticipate careers in church ministries. Sponsored under the auspices of the Division of Christian Studies, CVF provides opportunities for ministry, spiritual growth, and educational enrichment beyond the classroom. Students who receive the CVF stipend will be given a schedule of meetings of the CVF. Contact Dr. Justin Langford for more information at 487-7254. *Applications must be mailed to Louisiana College, Division of Christian Studies, 1140 College Drive, Pineville, LA 71360*

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

The Fellowship of Christian Athletes (FCA) is open to all faculty, staff, and students as well as varsity athletes and students with particular interests in sports, health, and physical education. It provides opportunities for service and fellowship. Interested individuals may contact the Athletics Director's assistant for more information at 487-7695.

LC CATHOLIC STUDENT ORGANIZATION

An organization whose purpose is to create opportunities of the growth of our Christian Community through spiritual, social and service activities. It is also to foster understanding of our Catholic faith with all other denominations.

We meet each Tuesday during the semester at 5:00 p.m. in Alexandria Hall, Room 226. For more information please call Terri Blaisdell, 487-7694.

FRESH FIRE STUDENT MINISTRIES

Fresh Fire Student Ministries of Louisiana College exists to emphasize Christian priorities and values, and to strengthen campus unity through worship and fellowship. The ministry also serves as a connection point for (Pentecostal?) students of Louisiana College to learn and experience the apostolic faith, and develop an eternal relationship with Jesus Christ.

Meeting times are posted throughout campus. For more information, contact the group's president.

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RESIDENTIAL LIFE

PURPOSE

The mission of the office Residential Life is to effectively manage on-campus housing, to uphold campus policies and procedures, and to provide a quality atmosphere that encourages personal, spiritual, and academic growth, for the purpose of aiding students in their transition into adulthood.

RESIDENCE HALLS

OFFICES AND STAFF

The College has seven residence halls: College Drive Apartments (CDA), Cottingham Hall, Tudor Hall, Church Hall, English Village (EV) Apartments, Ware Street Apartments (WSA), and Married Student Housing (MSH). Each residence hall is directly supervised by a Residence Director (RD) or Apartment Manager living on the premises. Student Resident Assistants (RA's) are the first point of contact for students in campus housing and supervise approximately twenty residents each. The Residential Life office is a unit of Student Support Services and under the general supervision of the Coordinator for Student Behavior and Accountability. The Residential Life office is located in the Student Support Services Suite on the top level of the Hixson Student Center and can be reached by calling 318/487-7154.

2020-2021 RESIDENTIAL LIFE STAFF
The Director of Residence Life and Student Enrichment – Ms. Hannah Nyman
Assistant Director of Residential Life – Ms. Michaela Jordan
Residential Life Coordinator – Ms. Kelli Hemphill
Residence Director of Cottingham Hall – Ms. Emmi Cougle
Assistant Director of Cottingham Hall - Ms. Hannah Wagner
Residence Director of College Drive Apartments – Ms. Bailey Thompson
Residence Director of Tudor Hall – Mr.Taylor Antley
Residence Director of Church Hall – Mr. Jackson Hetzler
Residence Director of English Village Apartments – Mr. Mack May
Residence Director of Ware Street Apartments – Mr. Nicholas Aultman

ON CAMPUS RESIDENCY REQUIREMENTS

All single full-time students (students taking 12 or more hours) under age 21 are required to live in campus housing unless they are commuter students. Students who reside with parents or legal guardians within a fifty-mile radius of Louisiana College are exempt from the policy. A commuter student is defined as a student who is a legal dependent of a parent or legal guardian with whom s/he has physical residence and is living within a 50-mile radius of Louisiana College. New students must state, at the time of acceptance, their intention to live on campus or with parents. Each student must verify policy compliance with the The Director of Residence Life and Student Enrichment prior to the completion of registration. Students found in violation of this policy will be subject to discipline. Louisiana College reserves the right to cancel registration and to suspend or dismiss any single student who fails to comply with this policy.
After completion of 6 semesters of residence hall living at Louisiana College, or after reaching age 21, students will be eligible to apply to live off campus. All petitions to live off campus are distributed through the office of Residential Life. If the applying student does not meet the requirements below, the Residential Life Director will send a statement of denial to the student. The statement includes the process of appeal which the student may go through if the student feels like his/her case was misrepresented. The responsibility for hearing the student cases and rendering appeal decisions are at the discretion of the Coordinator for Student Behavior and Accountability. Request for Exemption forms are available in the Residential Life offices and online (www.lacollege.edu).

Approval to live off campus is contingent upon the student's academic record (minimum 2.0 Cumulative GPA) and disciplinary record. Permission **may** be granted by the The Director of Residence Life and Student Enrichment if a student is eligible and meets one of the following criteria:

1. Enrolled for less than 12 hours during a fall or spring semester and will not add additional hours of study to his//her schedule before the final date of registration.
2. Has completed six semesters of residence hall living at Louisiana College.
3. Is at least 21 years of age *by the final day of registration.*
4. *Lives locally within a fifty mile radius of campus with parents, grandparents, or legal guardian provided their primary address is within the Pineville area for tax purposes. ****
5. Married and/or has legal guardianship of a minor by custody.

These are the <u>only</u> exceptions that will be considered and other requests that do not meet the above criteria *will not be approved*.

Please note that the Residence Halls are intended for traditional student use. Students over the age of 25 will need to seek housing accommodations off campus, unless student is seeking housing during the summer sessions for the TEACH or MAT programs. Some exceptions may be made at the discretion of the The Director of Residence Life and Student Enrichment and the Coordinator for Student Behavior and Accountability. The housing office apologizes for any inconvenience this may cause.

*** In order to process the request we must verify residency of the person(s) where the student will be living locally. The verification documents include the most recent tax filings from the person who lives locally. The only information that LC ResLife requires is proof of primary address, sensitive tax information may be redacted and the file sent to:

Louisiana College
The Director of Residence Life and Student Enrichment
Box 586
1140 College Drive
Pineville, LA 71359

Upon receipt of this document, the tax documents will be securely filed and the request will be approved. Please note per the Student Handbook: students that claim a local dwelling exemption yet fail to complete the verification process *will result in the student being billed for the cost of the room and board*.

<u>Residential Life - Summer Housing Policy:</u>

Students are allowed to pay ($85.00 per week) to reside in campus housing during summer sessions provided the student is a continuing student whether registered for summer session classes or not. Students must be registered for classes in the upcoming Fall session to be approved for summer housing on-campus. All students that are using summer housing must adhere to the Louisiana College Code of Conduct.

SEMESTER ROOM CHARGES

Room rent is based on the semester schedule and does not include holidays. After holidays or breaks, students are not permitted to return to campus prior to the date announced in the College Calendar. Students are to vacate their rooms and check out properly with the housing staff according to the closing date in the College Calendar. Special arrangements must be made through the The Director of Residence Life and Student Enrichment if a student needs to arrive early or stay late. Charges are assessed on a per day basis for any days the buildings are not officially open. Additional fines may be assessed if the resident does not vacate his/her room by the designated time.

Please note that private rooms are assigned on a medical need basis only. Students must submit medical documentation to be kept on file in the housing office before a room will be assigned.

RESIDENCE HALL OPENING AND CLOSING

Residence halls will open and close as published in the College Calendar unless otherwise posted. Residence halls remain open for brief breaks within the semester. During these times, students may remain in their room. The residence halls will close for longer breaks such as Thanksgiving, Christmas, and Easter. During these times, students are not permitted access to the buildings. Before the dorms close for these holidays, residents will be required to properly check out with the Residential Life staff and turn in their door keys and secure cards. Residents may leave personal belongings in their rooms during these breaks.

Students who need housing accommodations during these breaks will be required to apply for Holiday Housing. Holiday housing privileges will be granted at the discretion of the The Director of Residence Life and Student Enrichment and must be approved no later than one week prior to the posted dorm closing. Students can anticipate a charge of $5 per night to stay in the Residence Hall during the holiday.

Athletes and international students who need to stay additional days past the end of the semester, or who need to return early (before residence halls officially open), must have their coach or International Student Advisor send a written request to the Office of Residential Life at least a week before the additional days are needed. The Residential Life office has no obligation to make provisions for such students if requests are not submitted on time.

Please note that all international students and athletes will be charged the same rate as holiday guests if they fail to meet the deadline to apply for holiday housing.

Residence halls close for maintenance and housekeeping at the end of the spring semester. During these times students are not permitted access to the buildings and must remove all personal belongings from their rooms.

Students who register for classes or stay in the area for summer employment can apply for summer housing at the rate of $85 per week. Summer residents must pay two weeks rent in advance prior to moving into the assigned room. Payments must be made on a weekly basis thereafter. Failure to pay rent in a timely manner may result in removal from the residence, denial of further housing privileges, and denial of permission to register/attend classes until the balance is paid.

Please note that living on campus during the holidays and summer terms is a privilege. Students who are found in violation of housing policies will have their residential privileges revoked during these times.

RESIDENCE HALL OPENING AND CLOSING DATES FOR THE 2020-2021 ACADEMIC YEAR

DATE	TIME	OPEN/CLOSE	EVENT
August 5, 2020		Open	Navigators, RA's
August 12, 2020	9:00am	Open	Freshmen
August 15, 2020	9:00am	Open	Upper Classmen
November 23, 2020	5:00 pm	Close	Semester Break
January 10, 2021	2:00 pm	Open	Spring Semester
January 18, 2021	no classes and ResHalls remain open		MLK Holiday
February 15-16, 2021	no classes and ResHalls remain open		Spring Break
April 2, 2021	5:00 p.m.	Close	Easter Break
April 11, 2021	2:00 p.m.	Open	
May 4, 2021	12:00 p.m.	Close	Summer Break

May 8, 2021 3:00 p.m. Close Graduating Senior Check-out

FINES FOR FAILURE TO FOLLOW CHECK-OUT PROCEDURES

Fines apply to holiday, summer, and semester check-outs. Students will not be permitted to register, attend classes, or get a transcript until all fines are paid**.** Students will be fined for the following:

1. Moving out or leaving without checking out with the Resident Assistant . . . . . .**$50**.

   This fine applies to students who left the residence with their belongings and failed to meet with their Resident Assistant to review and sign the check-out paperwork.

2. Being late for personal check-out time scheduled with the Resident Assistant . . . . . **$25**.

   This fine applies to those who remained in the Residence Halls and were late for Personal Check-out time.

3. Remaining 1 to 29 minutes past the posted ResHall closing . . . . . **$50**.

   Remaining 30 minutes or more after the posted ResHall closing . . . . . **$175**.

   *If students have not checked out of their rooms 30 minutes after the posted Residence Hall closing time, their belongings will be moved to storage and the fine will be added to their student account. The **$175** fine must be paid before belongings can be taken from storage*.

   Failing to remove all belongings and trash . . . . . $**50** minimum/**$500** maximum.

Students who leave personal property and/or trash in their room after check out will be fined based on the amount of materials that have to be removed by Residential Life staff.

Please note that Louisiana College is not responsible for any personal items left behind in the residence halls after check out.

MAIN DESK

The central point of Cottingham Hall, English Village, and Tudor Hall is the main desk located in the lobby.
A Residential Life staff member is available at the main desks of Cottingham and Tudor Halls, and English Village from 6pm until 10pm on each night except Wednesdays and Sundays to provide information and service students and guests.

Church Hall, College Drive Apartments, and Ware Street Apartments do not have a main desk area. If a student is in need of a staff member, Resident Assistants' and Residence Directors' contact information is posted throughout the buildings.

RESIDENCE HALL ACCESS

Students who require access to Tudor Hall, Cottingham Hall, or Church Hall after 12 midnight may enter through the keypad lock door in the building. In the event of failure of a combination lock, residents should call: 1st an RA, 2nd their Residence Director. Security personnel will be dispatched to the defective entrance every hour to permit access to students. If this situation occurs, residence hall doors are to be opened only by authorized College officials.

The combination to a residence hall lock is privileged information. For safety and security reasons, the codes are provided for the exclusive use of persons residing in each building. Individuals who divulge lock combinations to unauthorized persons jeopardize the security of all residents. Offenders will be disciplined and fined $50.

KEY SECURITY AND REPLACEMENT

Room keys are issued only by the authorization of the Residence Director of each building. Each student will be issued only one key to his/her room. A student may not possess keys to any other student's room. Students are not to exchange keys, duplicate keys, or pass keys to subsequent occupants of the room. Violation of this regulation is considered a serious offense and disciplinary action will be taken. Unauthorized possession of a master key, or any key for other than its designated purpose, is also a serious offense and may result in disciplinary action.

Lost keys or secure cards should be reported immediately to the Resident Assistant and/or Residence Director. Lost keys will be replaced at a cost of $20.00 per key so the lock can be replaced. Students living in College Drive Apartments, Cottingham Hall, and Ware Street Apartments will be issued a secure card to access their residence hall. Unauthorized possession of a secure card is a serious offense and will result in disciplinary action. Lost or broken secure cards will be replaced at a cost of $35.00 per card.

Cottingham Hall, Church Hall, and Tudor Hall are all equipped with keypads for security after hours. The codes to each of these doors will be given to the residents of the building only, and this information should remain confidential. These codes change every semester, and it is the responsibility of the Resident Life staff to inform the residents of code changes. Sharing the building codes with non-residents is a serious offense and will be treated accordingly. There will be a fine of $50 issued for sharing the codes with anyone of the opposite sex.

HEALTH AND SAFETY

HEALTH EMERGENCIES

Any Louisiana College student needing medical attention may seek aid from the College's Health Services office, located on the 2nd floor of the Hixson Student Center. In the event of a health emergency, any member of the Residential Life staff may take students to the Emergency Room of a local hospital.

MISSING STUDENT NOTIFICATION

Louisiana College takes student safety very seriously. To this end, the following policy has been established concerning students who live in College-owned campus housing who, based on the facts and circumstances known at the time to College officials, are presumed to be missing. Most missing person reports in the College environment result from students changing their routines without informing roommates and/or friends of the change. For the purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member, or other campus person has not seen or heard from the person in a reasonable amount of time. In general, a reasonable amount of time is 24 hours but may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Purpose

This policy establishes College standards and procedures for notification of law enforcement, parents or guardians, and student-identified contacts when a student who resides in College housing is reported as missing or has been determined to be missing. This policy applies to students who reside in campus housing. This policy applies to "missing persons" and is distinct from policies related to "welfare checks."

Missing Person

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, or has been with persons who may endanger the student.

Student Disclosures

Prior to occupying College housing, students will be informed of the following:

1. The College will notify College Security and the Coordinator for Student Behavior and Accountability if a student is reported missing;
2. Students may identify a person to be contacted by the College not later than 24 hours after the time that the student is determined to be missing in accordance with the official notification procedures;
3. The College is required to immediately notify a custodial parent or guardian if a student, who is under 18 years of age and not an emancipated individual, is determined to be missing; and
4. The College is required to notify law enforcement no later than 24 hours after the time that the student is determined to be missing.

Confidential Contacts

Prior to occupying College housing, students will be given the opportunity to designate an individual or individuals to be contacted by the College in the event that the student is determined to be missing (per the policy). A designation will remain in effect until changed or revoked by the student. The emergency contact information will be treated as confidential. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation will have access to the confidential contact information and it will not be disclosed to others.

Suggestions for Personal Safety

1. Let friends and roommates know where you are going and when you expect to return
2. If your plans change, let your friends, roommate, family know of the change
3. Be cautious when accepting drinks, rides, gifts, etc.
4. Keep your cell phone charged and with you when out of your room
5. Stay in groups or with at least one trusted friend when going off campus
6. DO NOT leave friends in unfamiliar locations or situations or with people not known well by you or your acquaintances

FIRE SAFETY

Louisiana College is subject to the laws of the state of Louisiana, and our facilities are regularly inspected by the Fire Marshall. Adherence to fire safety policies is mandatory, and violations will be subject to disciplinary actions and possible criminal prosecution.

ALARM SYSTEMS

All residence halls are equipped with fire safety alarm systems. If a fire is detected, activate the alarm system and contact the Residence Director immediately***. Unnecessary activation of fire alarm systems or use of fire control equipment is a violation of state statutes and is punishable by law. Louisiana College will deal with the offense seriously.*** *Minimum sanction: students will be fined $200 and placed on probation.*

Residents can expect each residence hall to conduct a minimum of one fire drill per semester. All fire alarms are to be treated seriously and failure of any resident to vacate the building when an alarm sounds will result in a minimum of a $50 fine for the first offense and a minimum $100 fine for the second offense*. Fines will double with each successive violation!* Residents will receive instruction at an informational meeting at the beginning of the semester on the fire procedure for his/her assigned residence hall.

ARSON

Arson is knowingly setting fire to or burning property. The College holds zero tolerance for arson committed by students or their guests. Alleged acts of arson will be investigated and punished to the full extent of the law. Arson is a felony offense. Criminal penalties include prison and substantial fines.

CANDLES

Incense, candles, oil lamps, wax burners, lighters, torches, flammables, and any other items that require or generate open flames are not permitted in residence halls. Students found in violation of this policy will be fined and the items confiscated. Continued violation could result in the removal of the resident from the residence hall and possibly result in suspension from the College.

APPLIANCES

The use of certain appliances is a violation of fire and safety standards. Students may not have large appliances in their rooms. Air conditioners, electric heaters, hot plates, electrical skillets, halogen lamps, grills, toasters, coffee pots with hot plates, sandwich makers, and waffle irons are specifically forbidden (there is an exception for CDA, WSA, and EV; small kitchen appliances are allowed in the kitchen area only). Grills must be used at least 50 feet from the building. Under no circumstance should a grill or smoker be used on the English Village boardwalk. The storage of propane tanks in residence halls is also strictly forbidden. If any item in question is not listed here, it is the discretion of the Residential Life staff to determine whether or not the item will be permitted for fire and safety reasons.

Microwaves, televisions, stereos, DVD's/VCR's, and small refrigerators are permitted; however, a room can yield only one of each. It is the responsibility of each resident to contact his/her roommate to make sure these items are not duplicated. Students should consult the Residence Director if the use of an appliance is questionable.

The use of extension cords in residence halls is strictly forbidden. Overloading an electrical outlet is the leading cause of fires in residence halls and homes. Therefore, violation of this policy will be treated seriously. The use of power strips/surge protectors is permitted. Plugging more appliances into a power cord than it is intended to supply is a fire hazard and is also forbidden.

MAINTENANCE OF FACILITIES

ROOM INVENTORY AND DAMAGES

The Residential Life staff will complete a room inventory form before the resident moves any belongings into the room. Residents will sign to verify the information is correct before he/she moves in. Upon termination of room occupancy, the room will be inspected by the Resident Assistant who will note any condition(s) that are different from check-in. The damages will be assessed, and the student will be billed for the cost of the repairs. It is the responsibility of the student to respect facilities of the College. Incidental wear and damage that results from normal use is a matter of routine maintenance and not the responsibility of the student.

Prevention and reporting of vandalism or damage to residence halls, academic buildings, or any other campus facility is an obligation of every individual in the LC community. Activity or behavior associated with such damage could result in danger for members of our community and is not acceptable. For damages in residence units where the individual(s) responsible cannot be identified, each of the residents of the unit/area must pay an equal share toward the cost of repairs. If repeated incidents or major damage in a residential unit occurs, and if the individual(s) responsible cannot be identified, social privileges of the occupants may be revoked until such time that the residents demonstrate a commitment to appropriate behavior and can give reasonable assurance that no further damage will occur. If the individual(s) responsible for damage can be identified, accountability will be assigned accordingly and will include restitution and a fine.

DAMAGE DEPOSIT

All residents must have a $75.00 damage deposit on account prior to occupancy. Funds from this deposit will be used to defer the cost of damages, outstanding bills, or improper checkout upon termination of residency. Residents who vacate rooms during a term

may be reimbursed for the damage deposit when a staff member checks the condition of the room, the resident returns the room key to the Residence Director, and files a written request for a refund with the The Director of Residence Life and Student Enrichment. Failure to check out properly will result in the forfeiture of the room deposit and possible additional fines. Residents who leave the College during the summer break may receive a refund by following the above procedure and submitting a written request to the The Director of Residence Life and Student Enrichment at least thirty (30) days prior to the end of the term. Residents are responsible to provide the correct and current mailing address for refund checks.

RESIDENCE HALL AND VEHICLE INSPECTION

Resident Assistants will conduct weekly room checks to assure that all policies and procedures are followed in the residence halls. Residents do not have to be present for the room checks to be completed. The Residential Life staff has the right and responsibility to check in closets, microwaves, refrigerators, and under furniture without express consent. Violations reported during routine room checks will be dealt with according to the Louisiana College *Student Handbook.* More serious violations will be assessed with consequences imposed by the Coordinator for Student Behavior and Accountability and/or the Judicial Committee or Board.

The College reserves the right to enter and search any room or vehicle if a violation of College regulations is suspected or if materials in violation of *The Student Handbook* are observed. Rooms and vehicles may be randomly searched for illicit drugs and other illegal contraband and drug dogs may be used in these searches. Authorization for searches can be granted by the President of the College, the Coordinator for Student Behavior and Accountability, or the The Director of Residence Life and Student Enrichment. If it appears that a delay could result in danger to individuals or property, or the destruction or disposal of evidence or contraband, the room or vehicle will be searched without prior authorization from Administration. In such cases, the Administration will be notified as soon as practical.

Reasonable effort will be made to conduct the search in the presence of an occupant of the room or the person who registered the vehicle on campus. At least two college employees will be present during a search and a list will be made of items confiscated during the search. The College employees present will sign and date the list, and the occupant/owner will be asked to sign the list to certify what was taken, not as an admission of guilt.

MAINTENANCE AND REPAIRS

Maintenance requests should be reported to a Resident Assistant or Residence Director as soon as possible. In order for maintenance issues to be addressed in a timely manner, it is the responsibility of the residents to notify the RA with details of the issue(s). The requests will specify the nature and exact location of the problem. Should a maintenance problem persist, the resident should inform the staff again. Emergency maintenance needs should be reported as soon as they are discovered. If repairs are due to neglect or abuse by a resident(s), the resident(s) will be required to pay for repairs or replacement. In addition, fines may be imposed.

Residents do not have to be present when the repairs are completed. Under these circumstances, maintenance or housekeeping will leave documentation in the room to notify the occupant that repairs have been completed or when they can expect them to be completed if they must come back to finish the work.

LAUNDRY

Each residence hall is equipped with laundry services and vending machines. Students are requested to show consideration for other residents by the prompt removal of clothes from washers and dryers. Clothes left in the laundry room for more than 48 hours will be removed and taken to Goodwill. Monetary losses or mechanical problems with laundry machines should be reported to an RA. *Louisiana College is not responsible for the loss, theft, or damage of clothing in the residence hall laundry rooms.* A laundry fee is added to each resident's account at the time of registration in order to provide coin free laundry services. The laundry fee is subject to change without advance notice.

RESIDENCE HALL CHECK IN PROCEDURES

Residence halls will officially open on Saturday, August 11, 2018, at 10:00am for freshmen and Sunday, August 15, 2018 at 10:00pm for upper classmen. The Residential Life staff will conduct check in when students arrive. A health insurance card, emergency contact information, a cell phone number for the resident, and the license plate number of the vehicle the student will drive on campus will be required to be kept on file. Students are responsible for notifying Residential Life when this information changes. Students will not be permitted to check in to the residence hall without proof of meningitis vaccination on file with the Louisiana College Health Services Office.

After receiving the room key, an RA will show the student to his/her room and complete the room inventory form with the student. This form is used to record any existing damages in the room (blinds, carpet, furniture, etc.). After the form is completed the student will be allowed to move belongings into the room. This same form will be used to check students out of the dorm upon leaving the College. The purpose of this form is to ensure that students are not charged for damage that she/he did not cause.

MANDATORY RESIDENCE HALL MEETINGS

Mandatory hall meetings are called by the The Director of Residence Life and Student Enrichment, Residence Directors, or Resident Assistants to inform students of pertinent matters. Every resident is required to attend these meetings. Disciplinary action will result and a fine of $25.00 will be assessed for residents who miss a mandatory meeting. If a resident knows that s/he will be unable to attend a mandatory residence hall meeting (due to work, school, athletic responsibilities), s/he is responsible for notification of the RA and application for an exemption. This exemption must be requested at least 48 hours in advance of the scheduled meeting. Approval of the exemption is at the discretion of the RD, or The Director of Residence Life and Student Enrichment. If an exemption is granted, it is the responsibility of the resident to schedule time with the RA to obtain the information shared at the meeting. Failure to apply for an exemption or to follow-up with an RA, or to attend a meeting without an exemption, will result in a $25 fine. Residents will be required to abide by all Residential Life policies and procedures shared in residence hall meetings, regardless of whether or not the resident attended the meeting in which rules were changed or added.

ROOM CHANGES

Room change requests must be processed and approved by the Residence Director and agreed upon by all parties involved. Room changes are processed during the first two weeks of each semester. Once room assignments are finalized, additional room changes will be made at the discretion of the The Director of Residence Life and Student Enrichment. The resident will be responsible for additional room charges that result from a room change, should the cost of room rental be more than the original fees assessed.

Upon approval to make a room change, it will be necessary for the resident to check out of the original room and return the key to the RA. Failure to check out properly upon a room change will result in a fine of $25. The resident will be given 48 hours to remove all belongings from the originally assigned room once the resident has been issued the key to the new room. If possessions remain in the original room after 48 hours, the resident will be fined $25 for failure to comply with policies and procedures.

ROOM CONSOLIDATION

If a student is left without a roommate for any reason within the first 2 weeks of any semester, the student may be required to consolidate rooms with another student who does not have a roommate unless s/he agrees to pay for a private room. This policy ensures that all persons that have the privilege of a private room are treated equally. Consolidation means that the student will either have to select a new roommate, or will be moved to another room with a roommate. Students will be given the option to choose their own roommate and decide who will move. The Residence Director is available to help with consolidation and will provide names of persons who need roommates. If a student fails to make their own arrangements, the College will reassign the student to another room, or assign the student a new roommate. After 2 weeks of classes, students who are left without a roommate are exempt from consolidation (and private room fees) unless unusual circumstances warrant consolidation.

COURTESY HOURS

Reasonable quiet is expected in residence halls at all times. In order for residence halls to best meet the needs of all students, all residents must be considerate of their neighbors' needs, including their need for quiet time. Courtesy hours will be observed in each residence hall nightly from 10:00 p.m. until 8:00 a.m. All students and their guests are expected to observe these hours and provide an atmosphere conducive to study.

Courtesy hours prohibit the following:

- Loud stereos and televisions in your room or lounge areas
- Speakers placed against walls adjoining a neighbor's room
- Loud conversations or laughter in your room, lounge areas, or hallways
- Running anywhere in residence halls creates a safety hazard, disruption, and potential problem for others
- Slamming doors in any part of the dorm
- Yelling down the hall or any noise/behavior that infringes on the rights of others.

Students who are disturbed by noise should notify the RA if they are unable to resolve the problem. The RA will act as a mediator and request residents and guests to comply with courtesy hours. If cooperation does not occur, the RA or the resident should contact the RD for assistance. Consistent violations of courtesy hours will be referred to the Coordinator for Student Behavior and Accountability as a disciplinary matter. Disciplinary action may include, but is not limited to: community service, fines, possible removal from campus housing, and/or dismissal from the College.

PETS

Pets, except for fish in aquariums, may not be kept in the residence halls, married student housing, or on campus. Students found in violation of this policy will be fined a minimum of $100.00 and subject to further disciplinary action. The fine for a pet will double with each subsequent violation and after the third offense residence hall privileges will be revoked. Also, students who feed stray animals on campus, including but not limited to cats, dogs, squirrels, etc., will be fined a minimum of $50.00.

Policy for Service and Assistance Animals on Campus

Service Animals

Louisiana College complies with the Americans with Disabilities Act (ADA) in allowing use of service animals for students, employees, and visitors. The ADA defines a service animal as any dog (or in some cases a miniature horse) that is individually trained to do work or perform tasks for people with disabilities. Other species of animals, whether trained or untrained, are not service animals for the purposes of this definition. The work or task performed by a service animal must be directly related to the person's disability.

For an individual to qualify for having a service animal on campus:

1. He or she must have a disability as defined by the ADA; and
2. The accompanying animal must be trained to do specific tasks for the qualified individual.

Students who require the use of a service animal on campus should register with the Office of Student Disability Services by submitting a Service Animal Procedure Acknowledgement and Information Form. After the student is registered, the Office of Student Disability Services will work in concert with the Accessibility Committee to make any necessary modifications.

A. Responsibilities of Individuals with Service Animals

Louisiana College is not responsible for the cost, care, or supervision of service animals. Handlers are responsible for the control of their service animal at all times. The handler is responsible for designating an alternative caregiver for the animal if the handler is unable to do so.

Service animals must be restrained with a harness, leash, or tether at all times, unless either the handler is unable because of a disability or the tether would interfere with the service animal's safe, effective performance of work or tasks. If the service animal is not tethered, it must be under the handler's control by voice control, signals, or other effective means.

The handler is responsible for immediate clean-up and proper disposal of all animal waste. Louisiana College will designate specific relief areas. It is the responsibility of the handler to remove the waste from LC grounds, dispose of it in a plastic bag, and then place that bag in a waste container outside.

Louisiana College will not require any surcharges or fees for service animals. However, a handler may be charged for damage caused by the service animal to the same extent that Mississippi College would normally charge a person for the damage they cause. A person who brings a service animal onto college property has all the responsibilities and liabilities placed on a person by any applicable law when that person owns or uses any animal, including liability for any damage done by the animal.

B. Exceptions and Exclusions

Louisiana College may place some restrictions on and/or may exclude a service animal in certain situations. Restrictions or exclusions will be considered on an individual basis in accordance with applicable laws.

A service animal may be excluded from campus, classrooms, or other facilities if, for example:

1. The service animal is found by the College to be out of control and the animal's handler does not take immediate and effective action to control it;
2. The service animal is not housebroken;
3. The service animal is unhygienic;
4. The service animal attempts to enter a place on campus where the presence of a service animal causes danger to the safety of the handler or other members of the campus community;
5. The service animal attempts to enter any place on campus where a service animal's safety is compromised.

For students, the Director of Counseling and Career Services in conjunction with the Coordinator for Student Behavior and Accountability is responsible for the verification of and making decisions about the exclusion of any service animal. The exclusion process will include an individualized evaluation of all facts supporting the exclusion. The handler will have the opportunity to resolve all issues that would substantiate the exclusion prior to a final decision regarding the exclusion.

C. Grievances

Any handler who wishes to challenge a decision reached in the request for accommodation may appeal in writing to the Coordinator for Student Behavior and Accountability. The decision of the Coordinator for Student Behavior and Accountability is final.

D. Expectations of Members of the Louisiana College Community

To ensure equal access and nondiscrimination of people with disabilities, members of the Louisiana College community must adhere to the following expectations:

1. Do not assume that a service animal is a pet.
2. Refrain from asking questions about a person's disability. However, if an individual's need for a service animal and the qualifications of the animal are not obvious, the handler may only be asked:

· Whether the animal is required because of a disability? and
· What work or tasks the animal has been individually trained to perform?

3. Do not pet or feed a service animal, because it distracts the animal from its work or task and/or could cause harm to the animal.
4. Do not attempt to separate the handler from the service animal.
5. Do not harass or deliberately startle a service animal.
6. Direct all questions and concerns about service animals to the Office of Counseling and Career Services.

Emotional Support (ESA) & Assistance Animals

Assistance Animals are defined under the Fair Housing Act and Section 504 as animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. An assistance animal is one that is necessary to afford the person with a disability an equal opportunity to participate in educational programs or activities or use and enjoy college housing. Assistance animals may provide physical assistance, emotional support, calming, stability and other kinds of assistance. Assistance animals are not required to be individually trained or certified to perform work or tasks that would qualify them as "service animals" under the ADA. Assistance animals that are not service animals under the ADA may still be permitted in Louisiana College residence halls pursuant to a reasonable accommodation under Section 504 and the Fair Housing Act.

A. Accommodation Request Process

Residential Life will allow an assistance animal if certain conditions are met. The animal must be necessary for the resident with a disability to afford the resident with an equal opportunity to use the residence and there is an identifiable relationship between the resident's disability and the assistance the animal provides. An accommodation is unreasonable if it presents an undue financial or administrative burden on the College, poses a direct threat to the life, health, safety or welfare of the College community or constitutes a fundamental alteration of the nature of the service or program.

Requests for assistance animals in Residential Life should be made by:

a. Obtaining reasonable documentation from a licensed medical professional for submittion to the Office of Counseling & Career Services.
b. Obtaining reasonable documentation that the dog/cat is free of disease and fleas/ticks and free of aggressive behavior from a licensed veterinarian for the submittion to the Office of Counseling & Career Services.
c. Registering with the Office of Counseling & Career Services and by submitting an ESA Registration Form. (See Appendix D)

After the student is registered, the Office of Counseling & Career Services will work in concert with the student and residential life to make any necessary modifications. There must be a link between the animal and the resident's disability, emotional distress resulting from having to give up an animal because a "no pets" policy does not qualify a person for an accommodation under federal law. Any student approved an assistance animal in Residential Life facilities must also meet LC's requirements/policies for animal health and behavior as well as their Residential Life policies.

B. Responsibilities of Individuals with Approved Assistance Animals

An approved assistance animal is only permitted in the student's residence hall as an approved accommodation from the Office of Counseling & Career Services and is not permitted in any other areas except as required for transportation off-campus or to eliminate waste. Assistance animals are not permitted to accompany their owner to any other locations on campus.

Assistance animals may not be left overnight in the student's residence hall without it's owner to be cared for by another student. Animals must be taken with the student if they leave for a prolonged period of time. When the student must leave the residence hall, it is the responsibility of the student to ensure that that assistance animal is appropriately contained within the room and not able to leave the dorm room. In order to restrain the animal it is appropriate to use a cage, carrier, crate or other method for this purpose.

The student is responsible for immediate clean-up and proper disposal of all animal waste. Louisiana College will designate specific relief areas. It is the responsibility of the student to remove the waste from college grounds, dispose of it in a plastic bag, and then place that bag in a waste container outside.

Louisiana College will not require any surcharges or fees for assistance animals. However, a student may be charged for damage caused by the assistance animal to the same extent that Louisiana College would normally charge a person for the damage they cause. A person who brings an assistance animal onto LC property has all the responsibilities and liabilities placed on a person by any applicable law when that person owns or uses any animal, including liability for any damage done by the animal. If the student fails to abide by the above responsibilities or if the animal becomes aggressive or develops fleas or is disruptive to their resident hall, the student will lose his/her right to have an assistance animal in their residence hall.

C. Grievances

Any student who wishes to dispute a decision reached in the request for accommodation may appeal in writing to the Coordinator for Student Behavior and Accountability. The decision of the Coordinator for Student Behavior and Accountability is final.

SMOKING

Smoking Violations: Louisiana College is dedicated to supporting the health and well-being of its students and employees, and strongly encourages them to abstain from the use of cigarettes and other tobacco products including e-cigarettes and vapors, in accordance with the Surgeon General's health warnings. Therefore, students who smoke or use other tobacco products or electronic cigarettes (E-Cigarettes and Vapors) are strongly encouraged to seek education, support and assistance in discontinuance of smoking/tobacco use of any kind from healthcare providers and community resources (i.e. American Cancer Society).

Louisiana College is a smoke-free campus. ***Therefore smoking, the use of tobacco products, the use of electronic cigarettes (E-Cigarettes), and tobacco/smoking paraphernalia are strictly prohibited***:

- inside or within 50 feet of any college-owned building or residences
- while operating or riding in college-owned vehicles (including carts and mowers)

When students are off-campus representing the Louisiana College at meetings and other events and/or wearing apparel with the College logo in public venues, they must abide by the smoking/tobacco use rules of that venue. Failure to adhere to these rules regarding smoking, the use of tobacco products and the use of electronic cigarettes (E-Cigarettes) may result in disciplinary action, up to expulsion from the College.
This policy applies to all frequenters of the campus: trustees, administrators, faculty, staff, students, contractors, vendors, clients, and visitors.

Sale and use of tobacco products on campus is prohibited. The free distribution of tobacco products on campus is prohibited. All tobacco advertising in public spaces, such as billboard and signage, is prohibited. Tobacco advertisements are prohibited in College publications.

The success of this policy hinges on the courtesy and cooperation of all members of the Louisiana College community. If verbal reminders are unsuccessful, and a person knowingly continues to violate the policy, please report the person to the Office of Safety and Security for review and action.

Students are expected to comply with all College policies. Non-compliance of the tobacco-free policy should be reported to the Safety and Security Department and the Office of Student Support Services. The Safety and Security Department will issue citations for all community members. Violations will result in fines and/or other disciplinary actions.

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

Alcoholic beverages and illegal drugs (including prescription drugs in the possession of someone other than the person designated by the prescription) are prohibited on campus. Clothing and posters advertising or advocating these items are also prohibited. Violations will result in disciplinary procedures as outlined in The Student Handbook.

SAFE HARBOR

Any student who voluntarily seeks help through the Louisiana College Counseling Office or a Student Support Services Staff member for alcohol abuse prior to being charged with a violation of this policy will not be subject to the College judicial process. The Student Support Services staff will help the student obtain appropriate assessment and treatment in a confidential manner. Contact the Louisiana College Counseling Office at 487-7420 or 487-7134 for further information or referral.

GUEST HOUSING

Louisiana College does not provide guest housing due to limited space in the residence halls. Resident students may have overnight guests of the same sex with prior approval of their roommates and their Residence Director. Requests to have guests stay in the residence halls should be submitted to the Residence Director at least 24 hours in advance of the guest's arrival. When the guest has arrived they must sign in with a Resident Assistant. Guests are not permitted to stay longer than 2 consecutive nights without permission of the Residence Director. Guests are also not permitted to stay in the residence halls for more than 3 nights a week. All other requests should be submitted to the Residence Director and must be approved by the The Director of Residence Life and Student Enrichment. Residents are responsible for the conduct of their guests and should thoroughly inform guests of College policies. Guests are expected to comply with the rules of the College as noted in the Student Handbook. Resident students may be held accountable for, and be disciplined for, violations and damages caused by their guest(s). Failure to gain approval of an overnight guest from a Resident Assistant, or sign in with a Resident Assistant upon guest's arrival will result in a $100 fine.

ROOM VISITATION/OPEN HOUSE PRIVILIGES

Visitation in an on-campus room or apartment, assigned for occupancy by members of the opposite sex, is forbidden without the expressed permission of the Residence Director. Please be advised that this policy also applies to parents and siblings of residents. Open house privileges apply to all residence halls with the exception of married student apartments.

For the convenience and courtesy of residents, open house hours are scheduled regularly according to the following established College policies:

1. A guest must be a minimum of 18 years of age unless s/he is a current full-time student of Louisiana College or a family member.
2. Guests must enter the residence hall through the main entrance, or the entrance closest to the back desk check-in area.
3. Guests must leave their student ID's with the RA on duty at the residence hall office.
4. Residents must meet their guests at the sign in area and escort them to their room or a lounge area. A resident may not check another resident's guest into the dorm.
5. Guests must conduct themselves according to the rules of the College and of the residence halls. This specifically includes quiet hours.
6. Rooms must be well lit (overhead lights must be on at all times) and the doors must remain open and unlocked.
7. Residents, and their guests of the opposite sex, are not permitted to lie on dormitory beds for any reason. They also may not be under the same blanket on any piece of furniture.
8. Residents, and their guests of the opposite sex, must keep their feet on the floor when sitting on the same piece of furniture.
9. At the conclusion of the visit, or the conclusion of Open House hours, guests must be escorted back to the residence hall office area by their host to reclaim their ID and check out.
10. A roommate's privacy, plans, needs for rest and quiet time must be considered when a resident plans to bring a guest to the room.
11. Guests must use designated opposite sex restrooms during their visit. These restrooms are located in the lobby areas, and it is the responsibility of the resident to escort the guest to the restroom and back again.
12. Guests are required to check out by the end of Open House hours and exit the residence hall through the same door they used to enter the building.

Open house rules apply to the common areas in the dorms and all buildings on campus. Failure to comply with open house rules will, at a minimum, result in the loss of Open House privileges for all parties involved for a minimum of one semester. Flagrant and repeated violations may result in severe disciplinary action. Residents who live in English Village, Church Hall, College Drive Apartments, and Ware Street Apartments and violate the open house rules will be required to move to Cottingham Hall or Tudor Hall.

Open House Hours for In Room Visitation

Monday Evenings	6:00 – 10:00 pm
Tuesday Evenings	6:00 – 10:00 pm

Thursday Evenings	6:00 – 10:00 pm
Friday Evenings	6:00 – 10:00 pm
Saturday Evenings	6:00 – 10:00 pm

Open House Hours for Residence Hall Common Areas

Sunday through Thursday	Close at Midnight
Friday and Saturday	Close at 1:00 am
English Village	24Hrs with cameras in place

The College and the Residential Life Office reserves the right to cancel open house for any reason without prior notice to the residents. Cancellation of visitation will occur during college scheduled events or in the event of an emergency. The Residential Life Office also reserves the right to schedule additional open house hours to accommodate college scheduled events such as move-in, Mom's Weekend, Dad's Day, and Cochon de Lait. This special courtesy will allow parents and family members to extend visits with residents during these special occasions.

THEFT AND VANDALISM

The College is not responsible for theft or loss of personal belongings maintained in residence halls. Incidents of theft or vandalism should be reported immediately to the Resident Assistant or Head Advisor/Residence Director. Security personnel will coordinate the investigation of all thefts and vandalism. Students are strongly advised to obtain insurance to cover losses through theft or vandalism. Students who are determined to be in possession of another student's property are subject to judicial sanctions.

TERMINATION OF RESIDENCY

Any student who wishes to vacate a residence hall, must complete an Exit Interview, submit a deposit refund request, have their room inspected by an RA, and turn in their room key. Each individual who wishes to terminate occupancy must complete the above procedure with a staff member. Failure to check out properly will result in the forfeiture of the damage deposit, a $25 fine, key replacement cost, and charges for any damages to the room/residence hall. In addition, students will continue to be charged rental fees until they officially check out of the residence hall. Upon completion of the required paperwork and procedures, the student may be eligible to receive a prorated refund of pre-paid rental fees.

UNAUTHORIZED SOLICITATION AND SALES

Any form of unauthorized sales, solicitation, or door-to door-distribution of materials (including but not limited to, surveys or questionnaires) is prohibited. Student organizations must obtain permission from the Student Support Services to sponsor a fund raiser or post a flyer. No student is allowed to use the College property/facilities to conduct private business enterprises. Residents are expected to report any unauthorized sales or solicitation in their building to the Residence Director.

MOST COMMOM RESIDENTIAL LIFE FINES

Missing a mandatory ResHall meeting	$25
Failure to check out for holidays	$50
Failure to check out properly when a resident moves out of the dorm	$50-$100
Lost keys	$25
Lost Secure Card	$35
Failure to evacuate building during a Fire Alarm	$50 minimum; doubles thereafter
Pulling a Fire Alarm without cause	$200
Failure to check-in an overnight guest	$100
Opposite sex entering in keypad code	$50
Failure to stay in assigned room for 4 nights per week	disciplinary action
Failure of weekly room check (first offense)	written warning
Failure to clean room within 24 hours of written warning	$25

Repeated failure of weekly room check doubles with each subsequent violation	
Excessive noise (doubles with each subsequent violation)	$25
Possession of illegal items in room, e.g., candles, coffee pots, etc.	$25
Feeding stray animals	$50
Possession of pets in the dorm (doubles with each subsequent violation)	$100
Open house violations	loss of privileges
(English Village, College Drive Apartments, Ware Street Apartments, and Church Hall residents will be required to move)	
Use of tobacco products on campus	$100 & disciplinary action
Use of alcohol or other illegal substance on campus (1st offense)	$150/& disciplinary action
Possession of alcohol (1st offense)	$150 & disciplinary action
Possession of other illegal substance on campus (1st offense)	$350 & disciplinary action
See pg 90-91 for more details	
Failure to comply with college official	$25 minimum
(Includes RA's, RD's, The Director of Residence Life and Student Enrichment, Faculty, Staff, or Administrator)	
Moving out or leaving without checking out with the RA	$50
Late for personal check-out time scheduled with RA	$25
Remaining 1 to 29 minutes past posted residence hall closing	$50
Remaining 30 or more minutes after the posted residence hall closing	$175
Failure to remove all belongings and trash from residence hall	$50 minimum/$500maximun

**Louisiana College is not responsible for any personal items left behind in the residence halls after check out.*

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SAFETY AND SECURITY

LOUISIANA COLLEGE DEPARTMENT OF SAFETY AND SECURITY

Security is a community responsibility requiring the cooperation and responsibility of all members of the College family. Several members of the College community provide leadership in monitoring the safety and security of the campus.

SECURITY OFFICERS

A security officer is on duty and available to persons on campus seven days a week, 24 hours a day. If a security officer is needed, call 318-308-6505 (Cell) or 318-487-SAFE /7233 (Office).

EMERGENCY PROCEDURES

In the event of a campus-wide emergency, the Chief of Police will act with complete and full authority to implement a plan for coping with the emergency. In the absence of the Chief of Police, the President or his designee will act as coordinator for emergency preparedness.

MEDICAL EMERGENCIES

In the event of a medical emergency, call 911 and notify Campus Security 318-308-6505 (Cell) or 318-487-SAFE (7233) (Office) immediately. State your name, location, and nature of the emergency. Only authorized persons (EMS) may transport individuals to area hospitals. Students are not to transport injured persons to medical facilities. All accidents must be reported promptly to the Louisiana Department of Safety and Security.

FIRE EMERGENCIES

In the presence of fire or smoke, pull the nearest alarm and immediately leave the building through the closest exit. Locate a telephone and call 911`and/or the Pineville Fire Department (318) 442-4452, notify the Dorm Director of your action, and notify Campus Security at (318) 308-6505 (Cell) or (318) 487-SAFE (7233) (Office).

Residence hall evacuation plans are posted in each student room. Students should familiarize themselves with these plans in preparation for emergencies. Periodic safety drills will be conducted in each building in compliance with state law. Failure to evacuate a building or to comply with instructions during an evacuation will result in disciplinary action.

EMERGENCY EVACUATION PLAN

In the event of an emergency that requires the evacuation of the campus, all personnel will be directed to the Houston Smith Activities and Religious Education Building of the First Baptist Church of Pineville. Once the order to evacuate is given, unless directed otherwise, all persons will proceed to the Activities Building located adjacent to the First Baptist Church located at 901 Main Street in Pineville.

Only the Director of Public Information for Louisiana College or designee will be authorized to release information to various news media. Persons desiring information regarding emergency status should tune to KALBTV, KLAXTV, or local radio stations, KALB, KQID, KSYL, KRRV, KFAB, and KZMZ.

SCHOOL CLOSING

Decisions to close the campus or suspend classes will be made by the President's Leadership Team of the College, the President, or his designee, and publicized by the Director of College Communications. In the event of inclement weather or an emergency that necessitates the suspension of classes, students should tune to local radio stations for detailed information or call the Louisiana College Department of Safety and Security at (318)308-6505 or (318)487-7233.

ILLNESS

All illnesses should be reported as soon as possible to the Coordinator of Health Services (318)487-7750. If the Coordinator of Health Services cannot be reached, call your RA or Dorm Director. Only fully qualified persons should administer first aid.

PROPERTY LOSS/THEFT

Louisiana College is not responsible for lost or stolen personal property. Personal items should be secured by the student in a safe place (i.e. dormitory or vehicle) and is the sole responsibility of the owner. Personal items should be properly marked. The loss or theft of personal items should be reported immediately to the Louisiana College Department of Safety and Security. Security personnel will assist in coordinating the investigation of property loss with local officials. All found property is to be turned into the Student Support Services Department and will stored in the Student Support Services office. To claim found property items, individuals must present a valid Driver's License, Louisiana College photo ID card, or a valid photo ID card from another source; military ID or another state photo ID card. Individuals must be able to accurately describe the property that was lost in order to claim that property.

NOTE: Property with little or no monetary value and properly considered to be a health hazard such as chemicals or food containers will be destroyed.

SAFETY ESCORT PROGRAM

Safety escorts are provided to locations on campus. To request a safety escort, contact the Louisiana College Department of Safety and Security.

PARKING AND TRAFFIC REGULATIONS

IMPORTANT INFORMATION

1. Students who owe traffic fines will not receive a transcript to validate completed academic work, nor will they be permitted to re-enroll, until fines are cleared.

2. The registrant is responsible for all tickets issued to his/her vehicle, including violations incurred by family members and other drivers. The operator of an unregistered vehicle is responsible for all tickets issued to that vehicle.

3. The registrant will be charged a $5 late fee per ticket. Tickets must be appealed within ten business days of issuance of the ticket. Tickets may be appealed directly to the Police Chief. If the person wishes to appeal further, an appeals form may be completed in the Security Office, and the appeal will be considered by the Coordinator for Student Behavior and Accountability. An individual may appeal directly to the Coordinator for Student Behavior and Accountability by completing and submitting the appeals form.

4. The vehicle permit may be suspended on any vehicle receiving 5 parking violations in one academic semester. Vehicles found parked on campus in violation of the rules of suspension may be towed without notice at the owner's expense.

5. Unregistered vehicles are subject to the same violation penalties stated for registered vehicles. After receiving 10 violations, the vehicle may be restricted from the campus and the registration denied for that semester.

6. Further violations for a registered or an unregistered vehicle beyond the above may necessitate the appearance of the individual before the Coordinator for Student Behavior and Accountability for appropriate action.

7. Illegally or improperly parked vehicles are subject to one ticket per day per location.

8. An immobilization boot may be applied to unregistered vehicles that have received a **second parking and/or traffic citation** for this offense within one semester***. Tampering with or damaging the immobilization boot will result in an additional fine and could result in criminal charges.***

9. A person receiving a **third parking and/or traffic citation** within one semester will have an immobilization boot placed on their vehicle and will be subject to losing parking and/or driving privileges on campus. A $50.00 immobilization boot removal fee shall be added to the original citation and subsequent fine. ***Tampering with or damaging the immobilization boot will result in an additional fine and could result in criminal charges.***

10. The use of vehicle flashing hazard lights is not justification for illegal parking.

11. The fact that other vehicles are parked illegally is not an acceptable excuse for illegal parking.

12. Vehicles that are a hazard to campus safety and/or destroy or deface College property, or bring discredit to the College, are towed without notification at the owner's expense.

13. Students adjudicated as guilty of traffic offenses which occurred on campus and which involved alcohol or other intoxicants will be referred to the Office of the Coordinator for Student Behavior and Accountability for appropriate action.

14. If you believe you were ticketed in error, do not move your vehicle, and contact the Louisiana College Department of Safety and Security. (318) 305-6505

15. If your vehicle is parked in violation and inoperable, contact the Louisiana College Department of Safety and Security immediately.

GENERAL PROVISIONS

1. Traffic tickets, permits (Hang Tags), and automobile registration applications are official documents of the College. Falsification of or allowing falsification of official documents subject the person to College disciplinary action.

2. Further violations for a registered or an unregistered vehicle beyond the above may be referred to the Office of the Coordinator for Student Behavior and Accountability.

3. Where located, traffic lights control vehicular and pedestrian right-of-way. Otherwise, vehicles are required to yield to pedestrians who are within a crosswalk or so close to the crosswalk that a hazard is present.

4. The operation of a vehicle on campus is a privilege granted by Louisiana College. Serious and/or excessive traffic/parking violations will result in the loss of this privilege.

5. Louisiana College assumes no responsibility for the care and/or protection of any vehicle or its contents.

6. Any vehicle parked or positioned as to cause a hazardous situation for pedestrian or vehicular or emergency vehicle movement may be towed by order of the police. Any cost related to such tow shall be the responsibility of the registered owner of said vehicle.

PERMITS REQUIRED FOR PARKING

1. A parking permit is required 24 hours a day to park on any part of the College. All Faculty/Staff, including part-time employees, must have a parking permit. All Louisiana College students, including but not limited to full-time students, graduate students, part-time students, evening students, dual enrollment students, etc., must have a parking permit.

2. Only vehicles conspicuously displaying a current College permit may park on College property including Residence Halls and parking lots. All vehicles must be registered by the beginning of the third day of classes. Special parking areas are provided for the disabled, visitors, faculty and staff. After the three-day period, permits will still be issued, but the student will be fined $30.00 for late registration.

3. A current parking permit must be properly displayed. Properly displayed is as follows:

4. Must be placed on the rear view mirror facing towards the front of the vehicle.

5. The permit shall not be blocked from view by any other item.

6. Only one current year permit will be displayed on the vehicle.

7. It is against College policy to display permits upon any vehicle other than the one indicated on the official registration, or to use a permit other than for the legitimate object and purpose for which such permit was issued. (New license numbers must be furnished to the Security Office immediately after purchasing.)

8. A replacement permit may be obtained from the Louisiana College Department of Safety and Security for a fee of $10.00.

9. Motorcycles must also be registered. Display of the motorcycle permit will be explained to the recipient upon registration.

REQUIREMENTS FOR VEHICLE REGISTRATION

Vehicle is interpreted to mean any mode of transportation.

1. Present a valid driver's license and a Louisiana College identification card.
2. Present valid registration certificate for the vehicle, or a temporary license plate with vehicle identification number, or a valid bill of sale with vehicle identification number.
3. Present vehicle license number.
4. For a temporary permit (good for 14 days), only a valid driver's license and a license plate number or vehicle identification number are required.
5. BICYCLES – The serial number is the only registration requirement.

WHERE TO OBTAIN A PERMIT

Louisiana College Department of Safety and Security Office Monday thru Thursday 8:30 a.m. – 4:30 p.m. Friday 8:30 a.m. – 12: p.m. The Security office is located behind the cafeteria.

DESIGNATION OF PARKING ZONES

Cottingham Lot	Pink
Tudor Lot	Red
English Village Lot	Blue
LC Married Student Lot	Brown
Commuter Lot	Green
Church Hall Lot	Yellow
College Drive Apartments Lot	Purple
Ware Street Apartments	Orange

Resident Hall parking zones are to be used by residence hall students and their guests.
Students are restricted from parking in another zone and must park in the zone designated by the registered permit.
Commuters are allowed to park in any legal area NOT RESERVED or denoted by yellow paint.

PARKING PERMITS FOR PEOPLE WITH DISABILITIES

Parking permits for people with disabilities or impairments may be obtained by contacting the Louisiana College Department of Safety and Security.

TEMPORARY PARKING PERMITS

Temporary parking permits are issued for campus guests. Any department requiring parking privileges for groups of visitors should contact the Louisiana College Department of Safety and Security five business days prior to the date of the special event. Visitors who receive a parking citation may contact the Louisiana College Department of Safety and Security for appeal consideration.

PARKING ASSIGNMENTS

The direction is with the flow of traffic or as marked in parking area. Parking is not permitted in the following restricted, color-coded areas:

Yellow/Zebra stripes
Red Fire Zones
White/Yellow Reserved Parking
Blue Handicapped
Yellow Solid Curbs

Residence Hall parking areas are to be used by residence hall students and their guests only. Emergency lanes marked in red are provided in parking areas solely for use by emergency vehicles. Unauthorized vehicles will be ticketed and may be towed away at the owner's expense.

PERMIT RESTRICTIONS

1. Spaces marked **VISITOR**:

   a. Parking is restricted to individuals who **are not** currently affiliated as an employee or student of Louisiana College. In addition, visitor spaces are not to be used by anyone registered on campus.

2. Spaces marked **HANDICAPPED**:

   a. Parking is restricted to vehicles displaying a placard or state issued handicapped permit. The person for which the placard or state handicapped permit is issued must have been transported in the vehicle prior to parking in a handicapped spot.

   b. Temporarily disabled students or faculty and staff may apply for temporarily disabled permits. Application/physical verification forms are available in the Security Office. The permit expiration date varies depending on the duration of the disability. These special permits may only be utilized by the person to whom the permit is issued. Unauthorized use may result in a handicap parking fine and/or referral to the Coordinator for Student Behavior and Accountability.

3. Students must park in the ZONE designated by the vehicle parking permit.

4. The CIRCLE, and only the circle, is available for parking between the hours of 6:00 p.m. and 1:00 a.m., Monday through Sunday to all students. Anyone parking before or after the designated time will be issued a citation.

5. Vehicles must be parked correctly in parking spots.

BICYCLES, MOPEDS (MOTOR-ASSISTED BICYCLES), SKATES, AND SKATEBOARDS

Bicycles and mopeds must be operated in accordance with applicable state law. Bicycles, skates, skateboards, and rollerblades are prohibited in all buildings, foyers, pedestrian ramps, and adjacent walkways. Individuals skating or rollerblading on the College campus are required to wear a protective helmet, elbow pads, gloves, and kneepads.

SPEED LIMIT

Unless otherwise posted, the speed limit on roads and streets of the College are 15 mph and the speed limit on all parking lots is 10 mph.

PEDESTRIAN RIGHTS AND DUTIES

Pedestrians have the right-of-way at marked crosswalks and at intersections. Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on said street. Pedestrians must not leave the curb or their place of safety and walk or run into the path of a vehicle, which is so close that it is impossible for the driver to yield.

VIOLATIONS, FINES, AND DISCIPLINARY ACTION

The Louisiana College Department of Safety and Security is responsible for the enforcement of traffic and parking violations on the campus. **The individual in whose name the vehicle is registered is responsible for all parking violations**. The fact that a citation is not issued when a vehicle is illegally parked does not mean or imply that the regulations are no longer in effect. The inability to find a legal parking space in convenient or specific locations is not justification for violations of the parking regulations.

REGULATIONS FOR VEHICLE PARKING

1. Vehicles with Faculty/Staff permits shall park where the curb is numbered and painted yellow and white.

2. RED – curbs, rails, and/or markings denote NO PARKING areas at all times. If any part of a vehicle is parked illegally and/or in a Red Zone, the vehicle is in violation. Unauthorized vehicles may be towed from Red and/or “NO PARKING” Zones or areas at the owner’s expense. Red areas are enforced at all times, including breaks, weekends and holidays.

3. BLUE – curbs and/or markings denote handicap permit parking only. Unauthorized vehicles may be towed from handicap parking spaces/handicap ramps at the owner’s expense. Blue areas are enforced at all times, including breaks, weekends and holidays.

4. RESERVED – no parking anytime except for authorized vehicles.

5. YELLOW –Yellow curbs denote no parking.

6. No parking is allowed on lawns, sidewalks, crosswalks, where areas are marked "No Parking," or in areas designated as "Loading Zone" and "Service Entrance." Parked vehicles cannot obstruct walks, driveways, or intersections. "Park at Your Own Risk "signs do not authorize persons to park illegally.

7. Vehicles cannot be repaired or abandoned on campus. Abandoned vehicles are towed and impounded at the owner's expense.

8. Where diagonal or perpendicular parking is indicated, vehicles must be parked between the parking lines and at the angle indicated by the lines.

9. Backing into parking areas that are next to curbs, buildings, and non-paved areas is prohibited if the backed-in vehicle obstructs a sidewalk or other pedestrian or wheelchair pathway.

10. Where parallel parking is indicated, vehicles must be parked evenly between the parking lines and not more than one foot from the curb. Double parking is not allowed. Any vehicle, including a bicycle, parked illegally, blocking a driveway or loading dock, double parked, creating a hazard, abandoned, parked in a handicap zone or wheelchair ramp, or a vehicle suspended from parking on campus, may be towed at the owner's expense.

11. The Louisiana College Department of Safety and Security may alter parking limitations which are ordinarily imposed when conditions warrant, such as special events or during inclement weather.

12. Motorcycles shall be parked ONLY in areas designated for this purpose within their assigned zones.

13. Faculty, staff, and students may not park in a RED zone to load and unload.

14. Parking locations marked VISITOR are specifically designated for visitors to the College. The use of these parking locations by a registered student or College employee is prohibited.

15. All parking lots – including but not limited to Baseball and Softball Lots – individuals park at their own risk. Louisiana College assumes no liability for damage to a vehicle or its contents, included but not limited to damage resulting from operating a vehicle, acts of nature, vandalism, theft or flying objects such as rocks, baseballs or softballs.

16. Students living on Campus during the summer will be bound by all vehicle regulations regardless of if they are enrolled for classes or not.

PENALTIES FOR LOUISIANA COLLEGE MOVING AND PARKING VIOLATIONS

Penalties apply even though a ticket was not found on the automobile or other mode of transportation.

$100.00 Fine – Parking Violations

- Parked in Handicapped Parking
- Parked in Fire Lane

$30.00 Fine – Parking Violations

- Blocking Trash Dumpster
- Blocking or Obstructing Traffic
- Double Parking on Street or Parking Lot
- Littering
- Failure to Register Vehicle
- Improperly Displayed Permit
- No or Expired Parking Permit
- Parked in a No Parking Zone
- Parked In Reserved Space
- Parked in Unauthorized Parking Lot
- Parked in Visitor Space
- Parked on Grass/Sidewalk
- Loud Music

- Parked in Pedestrian Cross Walk

VISITOR PARKING

1. Visitors are always welcome at Louisiana College and may use any available parking area zone except where the curb is painted red or reserved. Blue handicap spaces are reserved for drivers with a handicap permit or tag designation.
2. Visitors who commit infractions of the parking regulations may be issued tickets and asked to comply with the instructions found on the bottom of the ticket. Louisiana College will not knowingly accept a fine from a visitor. Faculty, staff, employees, and students who operate, use or are transported in vehicles on the campus, regardless of ownership, will not be classified as visitors.

REGULATIONS FOR MOVING VEHICLES

1. The campus speed limit is 15 miles per hour unless otherwise posted.
2. All signs and traffic controls must be observed.
3. Excessive noise by driver or occupants of a motor vehicle, excessive noise of vehicle, reckless operation of the vehicle, driving while intoxicated or under the influence of intoxicants, spinning tires on pavement or gravel, drag racing, operating vehicle with faulty lights or mufflers other than stock mufflers are all violations.
4. No person shall ride on running boards, fenders, or rear rack of motor vehicles.
5. Vehicles are not to be operated on sidewalks or lawns.
6. The operation of unlicensed vehicles on College property, or any device used for transportation, sport, or entertainment (excluding bicycles) is prohibited.
7. All vehicle accidents are to be reported to the Louisiana College Department of Safety and Security. Accident vehicles are not to be moved until a security officer arrives unless they present a traffic hazard.
8. Bicycles are subject to the same traffic regulations as motor vehicles.

$50.00 Fine – Moving Violations

- Reckless Operation of a Vehicle
- Failure to Obey Officer
- Failure to Wear Seatbelt
- Failure to Stop For Pedestrian in Crosswalk
- Failure to Stop at Stop Sign
- Failure to Yield
- Illegal Turn
- Wrong Way on One-Way Street
- Driving On Grass or Sidewalk

PAYMENT OF FINES

Fines will be posted to the students account at the Business Office and may be paid through regular payment procedures. All fines must be paid within 10 business days from the receipt of the citation. Students who do not pay fines will not be permitted to pre-register or register for the succeeding semester; transcripts and grades will be withheld until all fines are paid.

TRAFFIC AND PARKING APPEAL PROCESS

Any person who has received traffic or parking citation may file a **written appeal** no later than **ten (10) calendar days** after the citation was issued. If an appeal is not filed within this time, the citation is deemed final. Appeals will be based solely on the written statement. Appeals must be prepared in writing and include the following:

1. Citation number(s);
2. License plate number of vehicle(s) and permit number(s);
3. Student identification number;
4. Name, address, phone number, and signature of person requesting the appeal.

Appeal(s) will be delivered to the Coordinator for Student Behavior and Accountability for review. The Coordinator may order payment of fine(s) in whole or in part, cancellation of such charge(s) or forward appeal(s) to the Committee for Student Accountability. Appeals processed by the Committee for Student Accountability will be based solely on the written appeal and the appellant shall be notified in writing of the Committe's decision. If an appeal is denied, the fine becomes due on the date the appellant is notified of the denial by the Committee. The decision of the Committee is final.

TOWING OF VEHICLES

Louisiana College is private property and reserves the right to have unauthorized vehicles, abandoned vehicles, or vehicles operated in violation of Louisiana College rules and regulations towed from the campus property at the owner's expense. Situations which may warrant towing of vehicles include, but are not limited to, the following: vehicle causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in handicapped spaces, parking on curbs, parking in loading zones or abandoned vehicles. Vehicles in persistent violation of traffic regulations are subject to towing.

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Temporary addendum:
LC is committed to stem the spread of Covid-19 across the community by following CDC guidelines and the mandates of the state of Louisiana. To do this, everyone wearing masks across campus at all times is required. It's part of the #wildcatpromise. Commitment to look out for fellow students, professors, and staff by keeping masks on and in the correct position is not an option but a requirement.

Here is what is expected:

- Continue wearing masks indoors. This means classrooms, lobbies, entering dining facilities (until seated), the library, etc. When indoors, the masks must be worn properly.

- When outside AND WITHIN 6 FEET of another person, wear a mask.

Louisiana College takes the matter of protecting one another seriously. Failing to follow these guidelines will subject offender to being referred for disciplinary action, which can include probation and fines, and even suspension.

CODE OF STUDENT CONDUCT

The Louisiana College Code of Student Conduct exists to reinforce Christian values, to further community and individual responsibility, to insure personal safety, and to instill respect for the rights of others. The Code is based on the same Biblical principles on which Louisiana College was originally founded. It is designed to be redemptive and to intentionally facilitate reconciliation between the offending student and the College community. Exceptions to this approach may occur when behavior is repetitive, self-destructive, hazardous to others, or involves a significant legal issue that the College is obligated to uphold.

Individual departments, groups, or organizations within the College may establish higher standards of student conduct. Each student is responsible for all applicable standards. Any sanctions imposed as a result of the violation of these higher standards are in addition to any sanctions imposed by the Office of Student Support Services. All students are required to respond immediately to any official request from a Louisiana College employee. Failure to respond may result in additional judicial charges and sanctions.

The Code applies to student conduct **both on and off campus**, and remains in effect for all students until they graduate or officially withdraw from the College, even when classes are not in session. Disciplinary guidelines are to be read broadly and are not designed to define potential violations in exhaustive terms. The The Director of Residence Life and Student Enrichment will handle minor Residential Life issues or violations.

The process is designed to preserve the dignity and privacy of each individual. Confidentiality of judicial proceedings is maintained at all levels with the following exceptions: (1) Appropriate authorities will be notified when students are at risk to harm self or another individual or group, or when a student is alleged to have committed a crime. (2) If an accused student chooses to disclose confidential information regarding judicial proceedings, then the right to confidentiality will be deemed to be waived. The alleged breach of confidentiality will be investigated and accurate information may then be released to vindicate the actions of the College and the judicial process. (3) The parents of dependent students who violate the Code of Student Conduct may be notified at the discretion of the Coordinator for Student Behavior and Accountability.

STUDENT RESPONSIBILITIES

Every student admitted to Louisiana College assumes an obligation to:

A. Understand and abide by the Code of Student Conduct including the student judicial policies and procedures as well as city, state, and federal laws. If studying abroad, the student is also bound by the laws of the countries they visit.
B. Help create and maintain a learning and living environment in which the rights, dignity, and worth of all persons are respected.
C. Uphold Christian moral and ethical ideals with regard to academic pursuits, co-curricular activities, manners, social customs, dress, and personal behavior.
D. Maintain responsible personal behavior as an individual, and as a member of a group or organization. All students are also responsible for the conduct of their campus guests.
E. Respect people and property.

GENERAL INFORMATION

A. Student Conduct Records. To assure student privacy, student conduct records and investigative materials related to violations of the Code of Student Conduct are kept separate from academic or administrative records and maintained in the Office of Student Support Services. The disclosure of information from the judicial records follows the Family Educational Rights and Privacy Act and the exceptions listed above. When disclosure is compelled by legal process or by student consent, authorization will be given only by the Coordinator for Student Behavior and Accountability or the President of the College. Student conduct records are kept in confidential files for at least five years after the student leaves Louisiana College.

B. Residence Hall and Vehicle Inspections. Louisiana College respects a student's right to privacy and guards against arbitrary and unnecessary intrusion. College personnel may enter a student's room to ascertain health and safety conditions, check the physical condition of the room, make repairs to facilities, perform custodial operations, and aid in emergency situations. Occupants are required to maintain their rooms in an orderly and hygienic manner. Residence hall staff will make periodic inspections of the rooms to insure that adequate living standards are maintained. Students failing to maintain adequate standards of cleanliness may be billed for custodial services. Inspections may lead to searches if materials in violation of the Student Code of Conduct are observed.

C. Search of Persons, Residence Halls, and Vehicles. The College reserves the right to enter and conduct a search of any room if a violation of College regulations is suspected or if materials in violation of the Student Code of Conduct are observed. Authorization for searches can be given by the President of the College, Coordinator for Student Behavior and Accountability, The Director of Residence Life and Student Enrichment, or his/her designee. In situations where it is deemed that a delay to obtain authorization constitutes a danger to individuals or property, or may result in the destruction or disposal of contraband, the room or vehicle can be entered and searched without authorization. Individuals may also be searched if, in the opinion of College personnel, the person may be in violation of the Code of Conduct and may possess or hide evidence. Reasonable effort will be made to conduct the search in the presence of an occupant of the room, the person who registered the vehicle on campus, and a witness. Trained dogs can be used to assist in a search at the discretion of the Coordinator for Student Behavior and Accountability or the The Director of Residence Life and Student Enrichment. A search will be conducted by at least two College employees. A list of objects/items taken as the result of a search will be signed by all individuals involved in the search and witnesses. Any occupant present during the search will be asked to sign the list of objects/items being removed, not as an admission of guilt, but to confirm the items taken.

D. Off-Campus Conduct. A student charged with a crime or serious violation off campus may be subject to the Louisiana College judicial process. The College reserves the right to initiate judicial proceedings against students if it is deemed to be in the best interest of the College, or if the offense is of a nature that represents a threat to the health, safety, and/or welfare of faculty, staff, or students. College judicial proceedings may be initiated against students separate and in addition to legal or criminal proceedings. The College may proceed with an investigation and sanctions prior to the resolution of any civil actions. Examples of off campus behavior that may subject a student to the College judicial process include, but are not limited to, illegal sale, distribution, or manufacture of drugs, possession, consumption or distribution of alcohol, physical assault, battery, rape or sexual assault, child or elder abuse, DWI, theft, murder, shoplifting, arrest and detention.

E. Reporting. A student has the right and obligation to report a violent act of any kind (sexual or abusive, physical or emotional) as directed in the Clery Act, VAWA (Violence Against Women Act), and Title IX (Sexual Abuse or Harassment). The procedure for reporting is outlined in the Appendex A and B.

F. Immediate Temporary Suspension. The College reserves the right to suspend a student immediately (prior to formal review) if in the opinion of the Coordinator for Student Behavior and Accountability the student's continued presence is considered a behavioral or medical risk which poses potential danger to the student or the College community, or is otherwise incompatible with the orderly operation of the College.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

ON AND OFF CAMPUS CONDUCT

Students and employees are expected to comply with the College's policies that prohibit unlawful discrimination, including sexual harassment, gender harassment, sexual misconduct, sexual assault, and stalking whether on or off campus. Any student who witnesses or experiences such conduct on campus or off-campus by someone who is a member of the College community is encouraged to report the matter as described later in this section.

Judicial action may be initiated by any member of the College community through the procedures found in the Student Handbook. Sanctions may be imposed upon any student or student organization found in violation of the Code. Violations include but are not limited to the following:

A. DISRESPECT OF COMMUNITY AUTHORITY

1. Failure to Comply with College Officials/Insubordination. Students are obligated to comply with any legal directive or instruction of a College official, faculty and staff, security officer, or those selected to act on behalf of the College (e.g. resident assistant, game room worker, etc.). This includes, but is not limited to, presentation of an ID upon request; appearance when summoned for an official conference; verbally and physically paying respect for College faculty, staff, guests, and vendors; and compliance with campus parking/traffic regulations. Insubordination includes verbal offensiveness and obscene gestures.

2. To Aid, Abet, or Conceal Violators. Students are not permitted to assist, encourage, support, or provide false information in regard to a violator/violation of the Code of Student Conduct, or any local, state, or federal laws.

3. Reckless Behavior. Students must avoid any behavior that creates risk or danger to others or the College community. Violations include, but are not limited to, propping exterior doors open in residence halls, disclosing or giving residence hall door access codes or keys to unauthorized people, throwing objects from windows (e.g. water balloons, eggs, paint balls, etc.), throwing objects that may cause bodily harm is prohibited, or reckless driving.

4. Disregard of the Judicial System. Students are obligated to comply with the terms of any College sanction, judicial hearing or conference. Harassment of any witness, providing false or inaccurate information at any judicial hearing, attempting to influence the impartiality of a member of a hearing board prior to and/or during the course of a judicial hearing, or filing a false complaint are prohibited.

5. Interference or Failure to Comply with Emergency Procedures. Intentional interference with emergency procedures prescribed for any building, structure, or facility on College premises, or failing to follow prescribed emergency procedures such as willful disregard of an emergency alarm signal is prohibited.

B. VIOLATION OF PERSONAL WORTH OR SAFETY

1. Possession of Explosives, Firearms, Knives, or Other Weapons. Possession, use, or threatened use of dangerous items including, but not limited to, shotguns, rifles, pistols, air rifles, BB guns, bows, swords, knives, explosives, and other potentially lethal or damaging weapons is prohibited. Paint ball guns, fireworks, and any gas, liquid or other substance or instrumentality, which in the manner used, is calculated or likely to produce death or bodily harm are prohibited. Possession includes but is not limited to one person; residence hall room; office; academic, administrative, or maintenance building; or vehicle. Violation of this article may result in immediate suspension at the discretion of the Coordinator for Student Behavior and Accountability.

2. Assault. Any attempt or threat to do harm to another person with force or violence is prohibited. This includes, but is not limited to, threatening to cause or causing physical harm to a person or engaging in reckless behavior that may cause physical injury to another person. Violation of this article may result in immediate suspension at the discretion of the Coordinator for Student Behavior and Accountability.

3. Harassment. Verbal, written, or physical abuse, annoying communications or threats directed toward any student, faculty, staff, or guest of the College is prohibited. Examples include, but are not limited to: defamatory remarks (whether written, spoken, or published in any form), intimidation, stalking, humiliation, prank calls, inappropriate computer use, or abuse because of one's race, color, religion, sex, disability, age, national or ethnic origin. Sexual harassment is defined as repeated and unwelcome sexual advances, which interfere with an individual's work or academic environment. Coercive behavior which threatens employment, suggests or imposes academic reprisal, or promises rewards in exchange for sexual or monetary favors are also prohibited. Violation of this article may result in immediate suspension at the discretion of the Coordinator for Student Behavior and Accountability. ***For more helpful information please refer to "Be Informed about: Sexual Harassment Brochure" located in the Appendix section of this handbook.***

4. **Dating Violence.** Dating Violence definition in Clery Act: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Alleged Victim [here, Complainant]. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

   Dating Violence definition in Louisiana law: "Dating Violence" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C). For purposes of this Section, "dating partner" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:
   1) The length of the relationship.
   2) The type of relationship.
   3) The frequency of interaction between the persons involved in the relationship.

   Violation of this article may result in immediate suspension at the discretion of the Coordinator for Student Behavior and Accountability.

5. **Sexual Assault.** Sexual Assault as defined by the Clery Act: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. For more detail information about the Clery Act, VAWA, and Title IX policy see https://clerycenter.org/policy-resources/

6. **Hazing** means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:
   (i) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
   (ii) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.
   Violation of this article may result in immediate suspension at the discretion of the Coordinator for Student Behavior and Accountability.
   Consent is not a defense.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

(i) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.

(ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(iii) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

For purposes of this Policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution.

For more information about Hazing see Appendix C

C. LACK OF SELF-DISCIPLINE

SAFE HARBOR

Any student who voluntarily seeks help through the Louisiana College Counseling Office or a Student Support Services Staff member for alcohol abuse prior to being charged with a violation of this policy will not be subject to the College judicial process. The Student Support Services staff will help the student obtain appropriate assessment and treatment in a confidential manner. Contact the Louisiana College Counseling Office at 487-7420 or 487-7134 for further information or referral.

1. Possession, Consumption, or Distribution of Alcohol. Possession, consumption, or distribution of alcoholic beverages is prohibited **on campus and off campus.** Students and their guests may not have alcoholic beverages in their residence hall, classrooms, vehicles or in their possession **on campus or off campus** at any time for any purpose. Containers (e.g. bottles, cans, or boxes) that have contained or are designed to contain alcoholic beverages are prohibited on campus. Empty alcoholic containers will be considered evidence that a violation has occurred. Students may not attend/host private parties where alcohol is served. Students who enter College property and/or facilities, or operate a motor vehicle while under the influence of, or after the consumption of alcohol (as determined by College personnel) are subject to judicial proceedings. Any individual present where a violation of this policy is in progress, whether in actual possession of alcohol or not, may be subject to disciplinary action. For the purposes of the College, the ability of a college representative to smell alcohol on a student's breath is considered evidence of being under the influence of alcohol. Group penalties for violation of this regulation may include the revocation of the organizational charter and/or judicial action against the students involved.

Alcohol Violation Discipline Protocol	**1st Offense**	**2nd Offense**	**3rd Offense**
	Minimum $150.00 fine.Drug and alcohol counseling with an approved counselor • **Judicial probation (one full calendar year)** • **Drug and alcohol counseling with an approved counselor (1 session)** • **For athletes, the person found responsible for this violation will not be allowed to represent LC on the field of play for a term equal to one-fifth (20 percent) of the season's schedule. This suspension will be in effect for consecutive games, meets, matches or tournaments.** • **For all students, the person found responsible for this violation will not be able to represent LC as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one-fifth (20 percent) of the semester's schedule of events. This suspension will be in effect for consecutive events.** • **Notification of parents if student is under age 21**	**Minimum $300.00 fine** • **Drug and alcohol counseling with an approved counselor** • **Judicial probation for an INDEFINITE period of time** • **For athletes, the person found responsible for this violation will not be able to represent LC on the field of play for a term equal to one full season. This suspension will be in effect for consecutive games, meets, matches or tournaments.** • **For all students, this means the person found responsible for this violation will not be able to represent LC as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one full semester**	**Suspension from the College for a minimum of one year. After one year, the person found responsible for this violation may reapply to the College and revocation of the suspension will be *considered* at that time.**

2. Possession, Consumption, or Distribution of Illegal Drugs and Mind-Altering Substances. The College prohibits the possession, consumption, distribution, manufacture, or sale of (1) illegal drugs, (2) drug paraphernalia. Illegal substances are defined as those that have the capacity to alter a person's mood, behavior, or thoughts, and substances that are taken without prescription or medical authorization. Drugs include, but are not limited to marijuana, any narcotic, central nervous system stimulant, hallucinogenic chemicals, anabolic steroid, barbiturate, prescription medication, or schedule I, II, III, IV, or V drugs as defined by state law. The term "paraphernalia" refers to implements employed in the use or abuse of drugs. Any violation of the drug policy will subject a student to judicial procedures and sanctions and possible prosecution under the law. Officials of the College reserve the right to require a student to show proof of a drug free condition including drug testing whenever college representatives suspect or have reason to believe that an individual might be engaging in illegal drug use on or off campus. "Suspicion" or "reason to believe" includes common behaviors and symptoms routinely associated with a person under the influence. The College reserves the right to use a narcotic detecting dog when drugs are suspected on college property. Refusal to submit to be tested or to have person or property searched will receive consequences for the offense in question. Students who test positive or are found in possession of illegal substances will be required to pay for drug testing and/or the services of the narcotic detecting dog. If a student is required by the College to submit to repeat or ongoing drug testing, the student will be responsible for payment of the laboratory fees.

Drug Violation Discipline Protocol	**1st Offense**	**2nd Offense**
	Minimum $350.00 fine • **Drug and alcohol counseling with an approved counselor** • **Judicial probation for an INDEFINITE period of time** • **For athletes, the person found responsible for this violation will not be able to represent LC on the field of play for a term equal to one half of a full season. This suspension will be in effect for consecutive games, meets, matches or tournaments.** **For all students, this means the person found responsible for this violation will not be able to represent LC as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one full semester** • **Random drug testing once every 30 days.**	**Suspension from the College for a minimum of one year. After one year, the person found responsible for this violation may reapply to the College and revocation of the suspension will be *considered* at that time.**

3. Smoking Violations: Louisiana College is dedicated to supporting the health and well-being of its students and employees, and strongly encourages them to abstain from the use of cigarettes and other tobacco products including e-cigarettes and vapors, in accordance with the Surgeon General's health warnings. Therefore, students who smoke or use other tobacco products or electronic cigarettes (E-Cigarettes and Vapors) are strongly encouraged to seek education, support and assistance in discontinuance of smoking/tobacco use of any kind from healthcare providers and community resources (i.e. American Cancer Society).

   Louisiana College is a smoke-free campus. Therefore smoking, the use of tobacco products, the use of electronic cigarettes (E-Cigarettes), and tobacco/smoking paraphernalia are strictly prohibited:

   - inside or within 50 feet of any college-owned building or residences
   - while operating or riding in college-owned vehicles (including carts and mowers)

   When students are off-campus representing the Louisiana College at meetings and other events and/or wearing apparel with the College logo in public venues, they must abide by the smoking/tobacco use rules of that venue. Failure to adhere to these rules regarding smoking, the use of tobacco products and the use of electronic cigarettes (E-Cigarettes) may result in disciplinary action, up to expulsion from the College.

5. Indecent Expression. Obscene or inappropriate conduct, expressions, or materials are prohibited and will result in disciplinary action. This includes but is not limited to lewd, indecent, profane, or vulgar language, writing, expression, behavior, or dress; Peeping Toms; indecent exposure; and possession of pornographic materials. Printed material or clothing which condones alcohol consumption is also prohibited.

6. Stalking. A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:

   A. constitutes an offense under Louisiana Law RS 14 Section 40.2, or that the actor knows or reasonably should know the other person will regard as threatening:
      1. bodily injury or death for the other person;
      2. bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or
      3. that an offense will be committed against the other person's property;
   B. causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and
   C. would cause a reasonable person to:
      1. fear bodily injury or death for himself or herself;
      2. fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;
      3. fear that an offense will be committed against the person's property; or

4. feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended. (LA Rev Stat § 14:40.2) **The College requires students to conduct themselves in accordance with its code of conduct, including provisions relating to sexual misconduct.**

7. Sexual Misconduct. Students are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. Any student who engages in or advocates engagement in sexually immoral acts or lifestyles will be subject to disciplinary action. Some examples of acts and lifestyles deemed sexually immoral by the College are participation in sexual activities outside of marriage, adultery, homosexuality, transgender behavior, incest, sexual abuse of children or adults, and/or the possession of pornography in any form including but not limited to paper, digital, or recorded. Students that are discovered engaging in sexual intercourse will be subject to judicial sanctions according to policy including suspension and up to suspension without opportunity to return.

As a Christian College a student is expected to conduct themselves at all times in accordance with the highest standards of Christian morality and should not be engaged in any sexually immoral act or lifestyle. Any student who engages in or advocates engagement in sexually immoral acts as defined on page 94 of this handbook will be subject to disciplinary action.

Below is Louisiana College's beliefs on the Biblical design for human sexuality:

We believe that all people should be treated with dignity, grace, and holy love, whatever their sexual beliefs. Sexuality is one of the ways by which the marriage covenant between a husband and a wife is sealed and expressed. Marriage is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage in the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. It is important to note that Christian teaching on marriage and sexuality is in the narrative of all Scripture – from Genesis to Revelation. Marriage, gender and sexuality are not just appendages tacked onto Scripture, but are icons of the Gospel and human flourishing (Matthew 19:4-6; Ephesians 5:22-33; Hebrews 13:4). Sex misses its purpose when treated as an end in itself or when cheapened by using another person to satisfy pornographic and sinful sexual interests. We view all forms of sexual intimacy that occur outside the covenant of heterosexual marriage, even when consensual, as distortions of the holiness and beauty God intended for it.

Therefore, we support the sanctity of marriage (Ephesians 5, Hebrews 13:4). We define marriage as being a covenant between one man and one woman (Gen. 2:21-24; Matt. 19:4-5). We believe in honoring the holy sexual union within the context of that covenant (Hebrews 13:4). Believing that God redeems and restores through life in Christ, we walk alongside those that are seeking to overcome sexual sin (Romans 6-8; Galatians 6:2). As followers of Christ, we turn from sexual immorality in its many forms including but not limited to: pornography, pre-marital sexual relations, adultery, and same sex romantic intimacy and/or sexual relations. We come alongside those experiencing same sex attractions who choose to honor Christ by not pursuing those attractions, just as we come alongside all individuals who seek to live in purity before the Lord (Col. 3:5; Gal. 5:19-21; Rom. 1:21-27; 1 Cor. 6:9-10). We believe we are created by God in His image as two distinct sexes: male and female (Gen. 1:26-28; Matt. 19:4-5). We believe that each person glorifies God and affirms His infinite holiness and wisdom by living in alignment with his or her birth sex. While we acknowledge there may be confusion and brokenness for some individuals in this area, we do not affirm or support transgender identity or expression. Instead, we place our faith and trust in God's redemptive plan.

The Importance of Consent

Students must also be aware that engaging in conduct of a sexual nature without the consent of both persons involved may constitute sexual assault. Consent is an active agreement to engage in a certain act or be exposed to a certain situation. Sexual activity without meaningful, explicit, and ongoing consent may be a violation of state and local law. This includes forcing, threatening or coercing an individual into sexual contact under duress and/or against his or her free will. When consent is requested verbally or physically, the absence of any explicit verbal or physical response constitutes lack of consent. Consent can be withdrawn at any time, but once consent has been established a person who changes his or her mind should communicate the withdrawal of consent through words or actions.

A person may be incapable of giving consent due to age, an intellectual or other disability, being asleep or unconscious, or being under the influence of drugs or alcohol. If a person is incapacitated (that is, lacking the physical or mental ability

to make informed, rational judgments) to the extent that he or she cannot understand the fact, nature, or extent of the sexual situation, there can be no consent. Sexual activity becomes sexual assault if a sober, reasonable person in the position of the person who is initiating further sexual activity would have known that the other person was incapable of consent.

Because incapacity may be difficult to discern, students should err on the side of caution. When in doubt, assume the other person is incapacitated and unable to give effective consent. The responsibility for establishing true consent falls on the initiator of further sexual activity, even if that person has also been drinking. Being intoxicated or drunk is never a defense to a complaint of violating the College's policy on sexual misconduct.

For details on Louisiana College's procedure on how to report discrimination, assault, sexual assault or any violent (physical or emotion) act, refer to Appendix B on page

Complaints of retaliation will be investigated by the College under the same complaint processes and standards which applied to the original underlying complaint.

D. MISUSE OR ABUSE OF PROPERTY

1. Theft. Theft of property belonging to the College, its agents, or any member of the College community is prohibited. Appropriation or attempted appropriation of personal, organizational, or institutional property without the consent of its owner is a serious offense and is also prohibited. Furniture, fixtures, or equipment may not be removed from College facilities without consent of the owner.

2. Vandalism or Arson. No alterations of any kind may be made to walls, windows, furniture, or College-owned property without the expressed permission of the Vice-President for Business Affairs or designee. Acts of arson in or on College-controlled property, facilities, or equipment are cause for dismissal from the College and may also be subject to legal charges.

3. Unauthorized Entry into College Facilities. Unauthorized entry by a student, student organization, or group of students into College facilities is prohibited by the College. This includes, but is not limited to, residence halls, academic buildings, library, etc.

4. Unauthorized Possession or Use of Property. Unauthorized possession of keys, examinations, equipment, property, or supplies belonging to the College, a member of the College community, or a guest of the College, is prohibited.

5. Tampering with Fire and Safety Equipment. Tampering with or removing fire alarms, fire extinguishers, exit signs, or other safety equipment and giving false alarms is prohibited.

E. TECHNOLOGY SYSTEMS

Louisiana College technology systems (including: computers, printers, network equipment, software, e-mail accounts, Web pages, video projection systems, telephones, long distance accounts) are provided for the use of Louisiana College students and employees. All technology systems must be used in a responsible, efficient, ethical, and lawful manner. The use of technology systems is a privilege, not a right, and may be revoked at any time for misuse. Although virtual communities are an excellent way to communicate with old friends and make new acquaintances, students are wise to always be aware that cyber communities have world-wide access and are considered public domain. Students are encouraged to be cautious about internet and social media postings. Defamatory, inflammatory, indecent, vengeful or immoral information or images posted online may result in disciplinary action by the College, and endanger opportunities for future employment. Students are encouraged to stop and think before they post information or pictures online. Online defamatory remarks about the College or officials of the College are considered unethical, dishonest, and disrespectful. These may also result in disciplinary actions by the College or rejection by future employers.

COMPUTER USE

The College's computing and telecommunications equipment and facilities are provided for the use of students, faculty, and staff in fulfilling the mission of the College. All College computing and telecommunication equipment and facilities are the sole property of the College, and no student, faculty member, or staff member has any expectation of privacy on any College equipment or network. The College has the right to monitor, record, audit, and investigate any use of the College's computers, electronic devices, printers, network equipment, software, Web pages, video projection systems, telephones, long distance accounts, equipment, network, telecommunications facilities, any emails sent through the College's systems or network, or other College or College provided technological facilities, equipment and accounts for any purpose, including to determine whether the College's facilities are being misused or abused. Computer misuse or abuse includes, but is not limited to, plagiarism of programs, misuse of computer accounts, unauthorized destruction or changing of files, creation of illegal accounts, possession of unauthorized passwords, unauthorized use of programs, illegal copying of programs, disruptive or annoying behavior on the computer, use of technology in connection with any violation of a College policy, using facilities to read or "hack" into other computer systems, accessing or transmitting any pornographic or obscene materials, sending emails that defame the College, transmitting or accessing materials in violation of copyright law, inappropriately or illegally sharing confidential information, use of computer facilities or equipment for any purpose contrary to the mission or stated policies of the College, and any illegal or morally inappropriate use of computer facilities or equipment.

Students, faculty members, and staff members should realize that their communications and stored data and information are not automatically protected from viewing by College officials and representatives, and may be accessed for any reason as determined in the sole discretion of the College. At any time and without prior notice, the College's administration reserves the right to examine email, personal file directories, College computers, devices, and other equipment, and any information stored on College servers. This examination assures compliance with internal policies, supports the performance of internal investigations, and assists with the management of the College's resources. The College also reserves the right to demand and recover College computers and to view information on computers or other equipment connected to any College network or server.

Complaints against any student, faculty, or staff member for violation of the Computer Use Policy will be referred to the Coordinator for Student Behavior and Accountability or appropriate Vice-President for consideration and appropriate resolution.

1. Personal use of College Technology. Technology systems are to be used for the purpose intended and for which they are assigned. Incidental personal use of technology is permitted, but must not interfere with the College's mission or educational use of such technology. College technology systems are not to be used for commercial purposes or for purposes that do not fit with the mission of Louisiana College.

2. Computer Misuse or Abuse. Students enrolled in the College agree to the proper use of College technology equipment and systems. Computer misuse or abuse is prohibited and includes, but is not limited to, plagiarism of programs, information, files, or data; misuse of computer accounts; unauthorized destruction of or changing of files; creation of illegal accounts; possession of unauthorized passwords, records, or data belonging to the College or another user without permission; destruction of or attempts to destroy or modify programs, records, or data belonging to the College community. This also includes knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks. Students are forbidden to access, create, or maintain pornographic sites and/or to send obscene material.

F. SOCIAL MEDIA

Purpose

The purpose of this policy is to provide guidance for the appropriate use of social media by Louisiana College employees and students of record and to ensure that these are used in an appropriate, productive, and lawful manner in accordance with all other Louisiana College policies. Additionally, this policy seeks to ensure accuracy, consistency, integrity, and protection of the identity and image of the College, its employees, and its students.

As a private institution, Louisiana College may restrict "free expression" if it deems that the speech is detrimental or harmful to LC's core values and mission. Employees and students of the institution who voluntarily choose to work for and/or to attend the institution voluntarily give their informed consent to waive their right to unfettered free speech.

Introduction

Louisiana College recognizes that blogs, networking sites, and other social media are powerful tools that provide unique opportunities to participate in interactive discussions to support the College's educational, operational, and missional goals. Because the use of social medial blurs the lines between personal voice and institutional voice, Louisiana College has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations while participating in social media.

Policy Regarding Student Social Media Usage

The Bible provides each of us with powerful wisdom and guidance to live our lives in a manner that is pleasing to God (Proverbs 13:3). We are called to a high standard of behavior. Accordingly, all students are encouraged to consider the Bible's instruction as they make choices about their speech, both in person and through the use of technology such as social media especially when representing Louisiana College. As an enrolled student of Louisiana College you are a representative of the College and bear the responsibility of your social media postings.

Internet services such as Twitter, Facebook, YouTube, Instagram, SnapChat, Google and others enable individuals to interact with an expansive universe of people and to connect with friends and family. While the College supports and encourages individual freedom of expression, it also has concerns about the safety and well-being of students, faculty, staff, and Louisiana College's image.

What you post may affect your future. Postings by students on personal profiles, groups and chat rooms are often in the public domain and easily accessible by anyone including parents, potential employers, graduate school admissions officials, and even predators. Even after it has been deleted, information posted on a web site can sometimes be retrieved by persons with sufficient technical computer skills.

You are expected to monitor your own social media, and post (or retain, if sent to you by others) only information and images that appropriately represent the College and its Christian standards. You must promptly remove anything posted by someone else which violates this policy.

Educating and protecting students is a primary concern of the College. The following information was developed to provide you with some guidance as to what type of behavior is appropriate for your social media. These guidelines are not all inclusive; rather, they are intended to be used as a foundation for sound decision making.

Definitions

A Student of Record is defined as the following: 1) a student who is either currently enrolled or who is eligible to return; 2) a student who has not officially transferred or withdrawn; or 3) a student who has not graduated. The student of record status does not change between terms, semesters, or academic years.

Social Media: Online, electronic, or Internet media, tools, communities, and spaces for social interaction, sharing user generated content, or public or semi-public communication. Social media typically uses web-based technologies to turn communication into interactive dialogs. Social media can take many different forms, including Internet forums, blogs and microblogs, online profiles, wikis, podcasts, pictures and videos, email, text, music-sharing, and chat. Examples of social media include, but are not limited to the following: Linkedin, Facebook, Flickr, Wikipedia, YouTube, Twitter, Skype, and blogs.

Blogging: Making an entry into a written online journal or forum that is accessible to users of the forum, blog, or Internet.

Cyber-vetting: Refers to accessing publicly available social media or using search engine such as Google and Yahoo to review the online activity or suitability of employees, students, and applicants.

Social Media Use: Refers to posting, participating, or endorsing (such as liking, sharing, or other similar expressions) any content as defined in Social Media.

Improper Social Media Use defined in extremely broad terms includes communications made that are contrary to the best interest of the College, as well as, communication that impairs harmony among co-workers, has a detrimental impact on close working relationships for which personal loyalty and confidence are necessary, impedes the performance of the speaker's official duties, interferes with the regular operation of the College, or otherwise adversely affects the College.

General Guidelines for participating in social media sites:

1. Before participating in any online community, understand that anything posted online is often available to anyone in the world.
2. Do not post your home address, local address, phone number(s), birth date or other personal information (e.g., class schedule, social plans) as it could lead to unwanted attention, stalking, identity theft, etc.
3. Set your security settings so that only individuals known to you can view your profile.
4. Do not post or repost any information that would violate LC's Christian standards, its student rules of conduct, or state or federal laws. Explanation:

The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. To help employees and students identify and avoid potential issues, LC has compiled these guidelines. They are examples of best practices from various institutions and are intended to help social media users understand, from a wide range of perspectives, the implications of participating in social media. The following principles apply to professional use of social media on behalf of Louisiana College as well as the personal use of social media.

All employees and students are responsible for the content they publish on social media and need to know and adhere to the Louisiana College's Code of Conduct. Faculty should refer to the Faculty Handbook and Staff Handbook, other employees and staff should refer to the Staff Handbook, and students should refer to the Student Handbook. All communications on social media should be consistent with the College's mission, policies, standards, and principles. As with any conduct outside of Louisiana College, employees and students will be held accountable for conduct that negatively impacts LC's core values and mission. This may include, but is not limited to, public internet and online information technology activities where employees and students represent themselves as LC employees and students, inappropriately share information related to LC, and/or make inappropriate/unprofessional statements which may negatively impact Louisiana College.

When posting online with a professional or personal account, employees and students should be aware that they are representatives of the College. Online behavior should reflect the same standards of honesty, respect, and consideration that one uses in face-to-face communication. Comments related to LC, its administration, faculty, staff, and events related to LC should always meet the highest standards of professional discretion, must be neither inappropriate nor harmful to LC, its employees, or its students, and must not be contrary to LC's core values and mission. Employees and students must not use social media to harass, threaten, discriminate, or disparage employees, students, or others associated with the College. Employees and students should not post or participate in unprofessional communication that could negatively impact Louisiana College's reputation or interfere with its core values and mission.

Although not an exclusive list, some specific examples of improper and prohibited social media use includes posting commentary, content, images, or videos that are critical, offensive, denigrating, derogatory, discriminatory, defamatory, pornographic, harassing, libelous, or that attack individual faculty members, staff, students, or the College.

Louisiana College may monitor online activity and social media content of employees and students, so this policy applies to communications and/or equipment not owned by LC and after-hours activity. Microblogging (Twitter, Facebook, Tumblr, Instagram, etc.) comments made using such media are not protected by privacy settings. Employees and students should be aware of the public and widespread nature of such media and refrain from any comment and/or #hashtags that could be deemed unprofessional or harmful. Online activity at any time, whether it is during the academic year, between terms, semesters, and/or academic years, that violates LC's policies may subject employees and students to disciplinary action.

Administrators, faculty, and staff who violate this policy may be subject to corrective action up to and including termination of employment; students may be subject to corrective action up to and including suspension and expulsion.

5. Do not post, repost, or permit any information, photos or other items online that could embarrass you, your family, or LC. This includes (but is not limited to) information, photos, quotes, and other items that may be tagged to you from another user.
6. Do not add a "friend" unless it is someone you actually know.
7. Do not comment on matters that could reasonably be expected to be confidential regarding your fellow students or Louisiana College.

Guidelines for the use of words, abbreviations, acronyms, and/or phrases not permitted anywhere on student's social media sites, regardless of who posted them, include (but are not limited to) the following:

1. Any words or phrases considered to be harassing and/or discriminatory in nature on the basis of sex, race, color, religion, disability, national origin, or sexual orientation.
2. Any demeaning or disparaging statements.
3. Sexually explicit language.
4. Using profanity, including symbols, abbreviations, acronyms, or other inappropriate or offensive language.
5. Words or phrases to describe inappropriate social activities (e.g., partying, boozing and smoking) are not appropriate activities for students.
6. Words or phrases you would not want attributed directly to you should they be released publicly (e.g., newspaper, television story).
7. Threats of violence.

Photo and Video Guidelines - examples of inappropriate or offensive behaviors posted on students' social media sites, regardless of who posted them, include (but are not limited to) depictions or presentations of the following:

1. Hazing, an activity that is strictly prohibited as outlined earlier in this handbook..
2. Posting or Reposting pictures, videos, posters or other media that condone drug related activity. This includes but is not limited to images that portray the use of marijuana or other illegal drugs or drug paraphernalia.
3. Posting or Reposting pictures, videos, posters or other media with obscene, lewd or lascivious gestures or behavior. This could include the use of alcohol, tobacco or similar products in a manner that is offensive or degrading to the College and its mission.
4. Posting or Reposting pictures, videos, posters or other media that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
5. Any words or phrases considered to be harassing and/or discriminatory in nature on the basis of sex, race, color, religion, disability, national origin, or sexual orientation.
6. Posting or Reposting pictures, videos, posters or other media that depict violence
7. Posting or Reposting pictures, videos, posters or other media meant to demean the individuals included in the photo.
8. Posting or Reposting pictures, videos, posters or other media you would not want publicly released on television or in a newspaper.

Social networking sites may be regularly monitored by a number of sources within LC (e.g., Athletics, Student Support Services, Information Technology, and Campus Security) or authorized vendors engaged by LC to monitor social media.

1. If you participate in certain high-profile student activities, you may be required to provide full access to your personal social media to selected employees of LC or authorized vendors.
2. If you discover inappropriate information on the social media site of any LC student, you are required to contact the Coordinator for Student Behavior and Accountability or other LC administrative staff member. You must not take action on your own accord (e.g., hazing or any form of punishment).

Any violation of law or college policy (e.g., the College's Policy on Prohibited Harassment and Discrimination, Student Rules of Conduct, or Hazing Policy) or evidence of such violation in your social media content is subject to investigation and sanction by the College and/or law enforcement agencies.

Policy for Establishing/Maintaining Social Media Accounts

Louisiana College social media sites function primarily as branding and engagement tools for visibility and lines of communication between the College, the community, future students, families, alumni, and friends. Social media is a prime venue for the College to share events, educational opportunities and other information that favorably position and positively advance the College.

Any social networking site administrator who uses social media as a representative of Louisiana College (including faculty and staff members, all club or organization members, or student athletes, etc.), must agree to abide by the following policies and procedures:

1. Any and all College-affiliated social media usage should promote and advance the institution. No social media site or message may in any way hinder the mission of the College. Primary site administrators must be employees of Louisiana College or designated students who are under direct faculty or staff supervision. The primary site administrator must approve all secondary site administrators.
    - Primary site administrators will be identified for each site and are ultimately responsible for content.
    - Secondary site administrators are those who the primary administrator affords administrative access.
2. Site administrators must ensure that all material keeps within the framework of Louisiana College's mission, vision, and the relative social media policies in the College's faculty and student handbooks. Content will respect Louisiana College, its students, faculty, staff, alumni and the greater community in both the original post and commentary.
3. The primary site administrator is responsible for the site's activity, i.e., regular content updates accuracy and corrections, if needed. The primary administrator will also monitor site activity frequently and respond as needed to maintain decorum.
4. Louisiana College and the particular entity (department, organization, club, etc.) represented must be clearly identified in the username and site title. (For example, Twitter names should begin with Louisiana College where possible, i.e., LC.)
5. Approved sites must use a generalized Louisiana College email address and not a personal email address as its primary address to both register the site and communicate from the site. E.g., use departmental names such as Music@lacollege.edu or Business@lacollege.edu. Emails sent to these addresses must automatically be forwarded to the primary and secondary site administrators, as well as to communications@lacollege.edu.
6. Each proposed site assets (including name, link aliases, images, and design) should be submitted to the Office of Communications & Integrative Marketing for considerations that include but are not limited to:
    - Usage of the College logo and style.
    - Proper format/uploading to ensure optimal thumbnail version of site.
    - Proposed Facebook pages require the submission to Office of Communications & Integrative Marketing of two images – (A.) a 180x180 pixels profile logo image and (B.) a cover photo less than 100KB (851x315 pixels).
7. Each site administrator must observe applicable copyright laws.
8. All content and assets (including videos, photos, music, etc.) will be available for College marketing or fundraising purposes.
9. Content posted on any social networking site will be current, i.e., updated at least twice monthly. Individual department heads or advisors may require more frequent updates.
10. Before site establishment, written permission is needed from the appropriate department head, organization, advisor or club sponsor, as well as the Office of Communications & Integrative Marketing, which will require full

administrative access to each account. This includes username, password, and all other information needed to function as a site administrator with full access to the account.

11. Any activity, procedure, or social media post determined to be in violation of these policies jeopardizes posting privileges and will result in removal, at minimum, of questionable social media posts.
12. Any site that regularly violates these terms and conditions may be suspended or terminated.
13. Sites using Louisiana College's name or logo, or the names or logos of College clubs, organizations or teams, which are established outside of the purview of the Office of Communications & Integrative Marketing may be terminated on grounds of trademark violation with the site host (e.g., Facebook, Twitter, etc.).
14. **Disregarding these policies and procedures may result in the loss of posting privileges, or suspension and/or termination of site.**
15. Site administrators may not share confidential and/or proprietary information about Louisiana College, including students, faculty or staff or anything that violates FERPA or the College's privacy policy.
16. Under no circumstance is Louisiana College liable for legal damages as the result of an employee's or student designee's actions associated with a social networking site.
17. If contacted by news media, the site administrator must refer the media representative to the Vice President of Communications and Integrative Marketing.
18. In addition to abiding by these terms of service and policies and procedures, site administrators must abide by the terms of service of the applicable social media site.
19. All Louisiana College employees who also maintain their own personal social media pages must hold the same respect for the College as part of their personal social media posts. All employee personal media pages that refer to Louisiana College must be respectful of the College, its students, faculty, staff, alumni and the greater community in both the original post and commentary.
20. Louisiana College reserves the right to change these terms of service and policies and procedures at any time.

G. RECORDING OF CONVERSATIONS

RATIONALE AND COVERAGE:
To provide an environment that is not disruptive to campus morale, is consistent with the respectful treatment required of all employees and students and does not inhibit them from speaking freely about campus issues.

POLICY:
No employee (faculty, staff, or administrator) may record, by any means, a conversation with any employee(s) or student(s) without his, her, or their full knowledge and consent unless another college policy specifically states that a meeting will be recorded. Examples of such policies include, but are not limited to, the *Procedural Guidelines for Academic Dishonesty Hearings* and the *Code of Student Conduct Violation Process*.

No student may record, by any means, a conversation with any student(s) or employee(s) (faculty, staff, or administrator) without his, her, or their full knowledge and consent.

A violation of this policy may result in disciplinary action, up to and including termination or expulsion.

H. OTHER VIOLATIONS

1. Disruption. Internal disruption or obstruction of teaching, research, academic pursuits, administration, disciplinary proceedings, or other College activities is prohibited. Individual students or groups of students may not in any way

disrupt the normal operation for which a facility is being used or impede the flow of pedestrian or vehicular traffic on the campus. The persistent interruption of a reasonable level of peace and quiet is also a violation.

2. Dishonesty. All forms of dishonesty including, but not limited to, cheating, knowingly furnishing false information to the College, forgery, alteration or unauthorized use of College documents or instruments, lying, identification with intent to defraud, or plagiarism, is prohibited. Allowing unauthorized use of identification cards, meal tickets, etc. is also prohibited. The matter of academic dishonesty is dealt with in the "Code of Academic Integrity" in the Student Handbook.

3. Solicitation. Individuals are not permitted to solicit within College facilities for business, political, or other purposes. Advertisements may be posted in designated areas with the expressed approval of the Office of Student Support Services (phone 487-7134).

4. Dancing. Louisiana College does not permit social dancing on campus and does not sponsor dances off campus.

5. Other. Other potential violations that may cause disciplinary action are addressed in related areas of the *Student Handbook*, e.g., Residential Life.

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THE CODE OF STUDENT CONDUCT VIOLATIONS PROCESS

When a student violates college policy, the student will be subject to the judicial process. The student judicial process will include three components: investigation, hearing, and sanctions. An investigation involves an inquiry into an incident. The investigation will be administered by a college official and may include the interview of community members involved in the case and verification of evidence regarding the alleged violation. A hearing will be held by a college official or Committee for Student Accountability. The accused student will be allowed to hear the charges and to present a response which may include evidence related to the disciplinary process. Sanctions will be imposed if the student is found to have violated the Code of Student Conduct.

PROCEDURE FOR REPORTING OFFENSES *With exception of VAWA and Title IX procedure – see APPENDIX A and B

Any member of the College community may report a student or student organization believed to be in violation of the Code of Student Conduct. A preliminary complaint may be given orally followed by a written report filed with the Coordinator for Student Behavior and Accountability. The complaint should include (A) the full name, address, and phone number of the complainant, (B) the full name, address, and phone number of the student being accused of the violation (if available), (C) the date, time, and location of the alleged violation, (D) a clear description of the alleged violation, (E) any information or evidence supporting the alleged violations, (F) the names of any witnesses or persons with pertinent information. Any person filing a complaint may be required to appear at any conferences or hearings regarding the alleged violation, unless excused by the Coordinator for Student Behavior and Accountability for good cause. Should the complainant fail to show up for a scheduled conference or hearing, the case may be dismissed at the discretion of the Coordinator for Student Behavior and Accountability.

PROCUDURES FOR JUDICIAL RESOLUTION

All persons affiliated with Louisiana College shall report violations of the Student Code of Conduct to the Director of Safety and Security, the Residential Life Director or the Coordinator for Student Behavior and Accountability.

Committee for Student Accountability: Committee which consists of 4 faculty members and 4 student advocates.

First Level/Judicial Conference:

An investigation by the Coordinator for Student Behavior and Accountability will be conducted. The Coordinator for Student Behavior and Accountability determines whether or not to hear the case or assign the case to the Committee of Student Accountability. The

Coordinator for Student Behavior and Accountability will determine If the investigation yields sufficient evidence to bring charges against accused student.

After the investigation, any student or student organization accused of violating the Code of Student Conduct for the first time will be entitled to a judicial hearing on the disciplinary charge with the Coordinator for Student Behavior and Accountability or his/her designee. The Coordinator for Student Behavior and Accountability (or designee) shall notify the student of the right and obligation to participate in the judicial hearing at least 72 hours in advance of the hearing. In order to expedite the hearing, the student may sign a waiver recusing the right to the 72-hour notice.

At the judicial hearing, when appropriate, the complainant may also participate. Accused students may be accompanied by a Student advocate to offer support and insight. This person will not participate in the hearing unless invited to do so by the Coordinator for Student Behavior and Accountability. Students may not be accompanied by an attorney. The judicial hearing is not a court of law and formal rules of evidence are not necessary. Records and audio recordings of the conference will be maintained in the Coordinator for Student Behavior and Accountability' office.

At the commencement of the hearing, the student shall be informed once again of the charge against him/her. Tape recordings and/or written notes will be maintained during the judicial hearing and kept in the accused student discipline file. The Coordinator for Student Behavior and Accountability shall determine whether the student is guilty of a violation of the Code of Student Conduct. After hearing all of the evidence, the Coordinator for Student Behavior and Accountability may, (1) dismiss the complaint on account of procedural error or new evidence or, (2) uphold the charges, impose sanctions, and prepare a Judicial Document, or(3) defer the case to the Disciplanary Committee. The Judicial Document will include a description of the violation as well as any sanctions imposed. A written copy of the Judicial Document will be made available to the accused student following the Judicial Conference. The accused student is responsible for picking up and signing a copy of the document once it is completed. The student must sign the document as an indication that s/he has received and read the decision.

If the accused student agrees to and signs the Judicial Document within one business day of receipt of the document, the sanctions described therein will be imposed, the judicial process is complete, and the Judicial Conference decision may not be appealed. If the student does not sign the Judicial Document or request an appeal, the sanctions will be upheld. If the accused student disagrees with the findings or sanctions imposed in the Judicial Conference, the student may appeal the matter to the second level of the student conduct process.

Second Level/Student Appeals with the Committee for Student Accountability:

Decisions of the Coordinator for Student Behavior and Accountability in the Judicial Conference may be appealed by the accused student or the complainant for any of the following reasons: (1) procedural error, (2) new evidence not available for the judicial conference but significant enough to potentially impact the decision made by the Coordinator for Student Behavior and Accountability, (3) unsupported conclusions, or (4) disproportionate sanctions. Disciplinary Decisions of the Coordinator for Student Behavior and Accountability may be appealed. Appeals must be made in writing to the Committee for Behavioral Management & Accountabilitywithin 72 hours of notification of the decision by the Coordinator for Student Behavior and Accountability. If the Committee for Behavioral Management & Accountabilitymade the decision appeals must be made in writing to the Coordinator for Student Behavior and Accountability within 72 hours of notification of the decision by the Disciplinary Committee.

Each year, the President, using the normal committee selection process of the College, appoints nine members to the Committee for Student Accountability. The Committee consists of one administrator, four faculty members, and four students. The responsibility for participating in Student Disciplinary Hearings will rotate among the four faculty members and the four student members on a case-by-case basis as available. A quorum consists of the chair and four members including at least one student. The requirement for student participation will be waived if the hearing is to occur during academic breaks, the last week of the fall or spring terms, finals, May or Summer terms. Any faculty or student member of the committee who has information/knowledge about the case may not discuss that information during the hearing or deliberations. Students who have a prior relationship with the disciplined student must recuse themselves from the process.

If the Committee for Behavioral Management & Accountability(or Coordinator for Student Behavior and Accountability) decides to hear the case, they may (1) dismiss the charges, (2) uphold the charges and sanctions made by the Coordinator for Student Behavior and Accountability (or Committee for Student Accountability) , or (3) uphold the charges and modify the sanctions. If the Committee for Behavioral Management & Accountability(or Coordinator for Student Behavior and Accountability) refuses to hear the appeal, the

original decision and sanctions imposed by the Coordinator for Student Behavior and Accountability (or Committee for Student Accountability) will be implemented. The original decision may only be altered for the three reasons listed above.

The accused and the complainant may present their cases to the Committee for Behavioral Management & Accountability(or Coordinator for Student Behavior and Accountability) based on whomever heard the initial case. The accused will be given a minimum 72 hours' notice of the hearing. Notices may be given by phone, in person, or hand-delivered. Students living off-campus will normally be contacted by phone, text or email. The person responsible for delivery of the notice, will document and sign the date and time of delivery of the notice to the accused. In the event the accused refuses to accept delivery, such refusal will constitute notice and will also be noted and documented in writing. In order to expedite the judicial process, an accused student may waive the 72-hour requirement. If an accused student is unavailable for notice to be delivered, or refuses delivery, the student may forfeit rights to a second level hearing.

The Coordinator for Student Behavior and Accountability, if needed, will answer procedural questions posed by the Committee for Behavioral Management & Accountabilityor visa versa. The Coordinator for Student Behavior and Accountability will attend hearings to present the judicial record and respond to questions from the Committee. The Coordinator for Student Behavior and Accountability will not otherwise take part in the Hearing. The accused student may be accompanied by a Student Advocate. This person may not actively participate in the proceedings unless requested to do so by the hearing board, and will only be allowed to be present in the hearing room during the questioning of the accused by the hearing board. If this person becomes disruptive, the hearing board may dismiss him/her from the proceedings. If the accused student fails to appear before the hearing board, the sanctions will be upheld and no further appeal will be permitted. Students may not be accompanied by an attorney. The appeal hearing is not a court of law and formal rules of evidence are not necessary. Records of the appeal will be maintained in the Coordinator for Student Behavior and Accountability' office.

The complainant may also be accompanied by a person of his or her choice, who shall not be an attorney or a witness in the case. This person may not actively participate in the proceedings unless requested to do so by the hearing board, and will only be allowed to be present in the hearing room during the questioning of the complainant by the hearing board. If this person becomes disruptive, the hearing board may dismiss him/her from the proceedings. If the complainant is requested to appear before the hearing board but fails to do so, the case may be dismissed.

The accused student has a right to explain to the Committee for Behavioral Management & Accountability(or Coordinator for Student Behavior and Accountability) the facts related to the incident(s), why he/she is not guilty, and/or why a sanction is not warranted. Witnesses for both the accused and the complainant may be called into the room to provide information supporting or refuting the alleged violation(s). Witness testimony should focus on the event in question. All questioning of witnesses, including the accused and complainant, will be conducted by the board. Neither the accused nor the complainant may question witnesses, nor be allowed in the hearing room while such questioning takes place. The accused student is not allowed to cross-examine witnesses or the complainant during any of the proceedings. The Committee has the discretion to include or exclude testimony as it deems fair and appropriate under the circumstances.

After all statements, questions, and supporting information have been submitted, if the appeal was heard by the Committee, the Committee will go into an executive session to make its deliberations. The decision of the Committee will be by majority vote. The chair of the Committee for Behavioral Management & Accountabilitywill submit a written copy of the Committee's findings to the Coordinator for Student Behavior and Accountability, who will notify the accused student within 72 hours of the decision. If the appeal was heard by the Coordinator for Student Behavior and Accountability, the Committee for Behavioral Management & Accountabilitywill submit a written copy of the Committee for Behavioral Management & Accountabilityfindings to the Coordinator for Student Behavior and Accountability who will notify the accused student within 72 hours of the decision.

Tape recordings and/or written notes will be maintained during the presentation of the case. However, deliberations of the Committee for Behavioral Management & Accountabilitywill NOT be recorded under any circumstance. All taped and written evidence, including evidence of prior offenses by the accused, presented at any level of the judicial process will be available at any and all subsequent hearings.

Third level/President: The decision of the Committee for Behavioral Management & Accountabilitymay be appealed to the President of the College, or the designee of the President, only if the sanction imposed involves expulsion. Otherwise, the decision of the Committee for Behavioral Management & Accountabilityis final.

Non-appealable Disciplinary Offenses

While the College is fully committed to a disciplinary process that is both fair and expeditious, it is recognized that some disciplinary offenses are of such a severe nature that they may threaten the campus community and/or the safety of students, faculty and staff.

Therefore, the following offenses have been designated as non-appealable. This means the finding of the original disciplinary hearing will be imposed immediately without the right to appeal. These include:

a. Illegally possessing, using, selling or distributing any type of narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus.

b. Possession or use of any weapon, i.e. guns, knives, explosives. A "weapon" may be defined as any object that is used with the intent to inflict harm.

POSSIBLE SANCTIONS FOR CODE OF STUDENT CONDUCT VIOLATIONS

Responsible disciplinary action is designed to hold a student accountable for behavior while providing the opportunity to learn from mistakes and grow in character. Judicial sanctions are imposed upon a student or student organization for violation(s) of the Code of Student Conduct. Designated College officials and committees investigate violations and determine the appropriate sanctions if warranted. Under some circumstances, severe sanctions such as suspension, denial of a degree, or expulsion from the College may be imposed upon the first violation. Investigative records and notices of sanctions become a part of the student's conduct record and may be considered in any future proceeding by a Committee for Student Accountability, Coordinator for Student Behavior and Accountability, or other College official. Government agencies, graduate schools, and prospective employers often inquire about a former student's disciplinary records. A student who violates the Code of Student Conduct is subject to one or a combination of the following sanctions:

A. Interim Suspension: suspension of hours or days while awaiting further judicial action. The Coordinator for Student Behavior and Accountability or his/her designee may impose an interim suspension: (1) to ensure the safety and well-being of the student and members of the College community (2) to protect College property or (3) to prevent disruption or interference with the normal operations of the College. During an interim suspension, the student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which a student might otherwise be eligible, as the Coordinator for Student Behavior and Accountability may determine to be appropriate. Students found in violation of the terms of an interim suspension are subject to expulsion from the College and to prosecution under local, state, and federal laws. Non-students are subject to prosecution under local, state, and federal laws and may be disallowed on the campus.

B. Censure: a written reprimand for violation of specified requirements of the Code of Student Conduct.

C. Restitution: the reimbursement for damages to or misappropriation of property. This may take the form of appropriate service or other compensation. Common assessment may be made to groups of students for damage occurring in common areas shared by group members, such as residence hall lobbies or hallways.

D. Fines: a monetary penalty may be imposed in addition to restitution.

E. Community Service Hours: the student or student organization is required to perform or complete a task for a specific number of hours within a specific time period.

F. Educational Assignments**:** may include but are not limited to attendance at educational programs, preparation of personal essay(s), written reflection on issues relevant to one's violation of the Code of Conduct, or involvement in a mentoring process/relationship.

G. Counseling: students may be referred for counseling, either on campus or to an appropriate professional agency, at the expense of the student. A series of private conferences with the student may be scheduled to help the student better assume responsibility as a mature citizen, adjust to the behavioral standards of the College community, and be considerate of other people and their rights.

H. Suspension of Privileges: limitation of activities or privileges for a designated period of time. The violator may be prohibited from active participation in extracurricular clubs, governing groups, varsity athletics, intramural programming, and other student activities. While a student may continue to attend classes and practice varsity athletics, the student is not allowed to represent the College in public performance venues. This includes, but is not limited to, debate tournaments, musical and theatrical performances, and athletic events.

I. Suspension of the Use of a Motor Vehicle on Campus: prohibits the student from having or operating a motor vehicle on campus and/or permitting someone else to operate a motor vehicle he/she owns or has in his/her possession.

J. Confiscation: removal of offensive or prohibited property.

K. Eviction: prohibition or removal of a student from residence halls or other campus facilities as designated in a written notification.

L. Judicial Probation: the student or student organization is placed on supervisory status for a specified period of time. Judicial Probation may include the loss of some privileges, such as participation in College activities, holding any student office or committee chair, or use of College facilities or services. Additionally, no student on Judicial Probation will be allowed to participate in any overseas program. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.

M. Indefinite Judicial Probation: the student or student organization is placed on supervisory status for an indefinite period of time to remain in effect until such a time as the official in charge shall determine that the probationary status should be lifted. Indefinite Judicial Probation may include the loss of some privileges, such as participation in College activities, holding any student office or committee chair, or use of College facilities or services. Additionally, no student on Indefinite Judicial Probation will be allowed to participate in any overseas program. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.

N. Areas Placed Off Limits: restricts the student from certain areas or facilities.

O. Residence Hall Suspension: separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspended students are restricted from visiting or entering any residential facility operated by the College during the period of separation. When suspended from the residence halls, students should be aware that they may forfeit their residence hall deposits and fees subject to any refund policies.

P. Suspension: the student or student organization's status is temporarily terminated and all privileges are removed for a specified period. Students who are suspended may not be on campus, enter College facilities, or participate in College activities either on or off the campus for a designated period of time. Any suspended student found in violation is subject to arrest for trespassing. Tuition and fees will not be refunded to students who are suspended from the College. On return, the student must apply for readmission to the Coordinator for Student Behavior and Accountability. Special conditions affecting eligibility for readmission or conditions to be in effect upon readmission may be designated upon request for readmission.

Q. Suspension without Option to Return: the student is suspended permanently and may not be on campus for anything except official business. The student must notify Security and the Coordinator for Student Behavior and Accountability prior to entering campus. Any suspended student who violates this prohibition will be subject to arrest for trespassing.

R. Expulsion: permanent dismissal from the College. There is no refund of tuition, room, board, or fees to students who are expelled. Any expelled student found in violation is subject to arrest for trespassing. Students who have been expelled from school must leave the campus within the period of time specified by the Coordinator for Student Behavior and Accountability or designee. Students who do not leave the campus within the allotted time or do not obtain written permission from the Coordinator for Student Behavior and Accountability to remain on campus will be prosecuted.

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STUDENT COMPLAINT POLICY AND PROCEDURES

STUDENT COMPLAINT POLICY

Informal Complaint Procedures

Louisiana College aspires to provide an education and services of highest quality to its students and to provide equity and harmony in the application of college policies and procedures. When a student has a complaint, resolution should be sought through informal communication with the appropriate instructor, dean, staff member, or administrative officer who may be able to help rectify or clarify the situation before a written complaint is initiated.

Formal Complaint Procedures

The Student Complaint Policy does not supersede specific policies involving special cases such as grade appeals, record appeals, judicial appeals, etc.

- **Lodging a Formal Student Complaint:** A student who wishes to lodge a formal complaint with the College must complete and submit the formal complaint form to the appropriate President's Leadership Team level officer. For official student complaints related to Student Support Services issues, a form should be turned into the Coordinator for Student Behavior and Accountability. For official student complaints related to professors or academic issues, a form should be turned into the Vice-President of Academic Affairs. A form is available in the Office of Student Support Services or the Office of Academic Affairs. The complaint should be submitted in writing within 14 calendar days of the incident.

- **Administrative Complaint Acknowledgment:** **The President's Leadership Team member will forward the** formal student complaints to the administrator (supervisor) most immediately responsible for the area to which the complaint pertains. The administrator will send a written acknowledgment to the student within five working days of receiving the complaint indicating that: (1) the formal complaint form has been received, (2) the nature of the complaint, and (3) the student will receive a written response after deliberation within approximately ten working days. Copies of the written student complaint and the acknowledgement letter will be sent to the President's Leadership Team level officer responsible for the area.

- **Administrative Deliberation and Response:** If the administrator to whom the complaint is forwarded determines that the nature of the complaint is beyond his/her area of supervision or expertise, the next level administrator in the area should be consulted and may be requested to respond to the student. Administrative disposition of the complaint will generally consist of investigation into the source of the complaint, previous efforts to resolve the issue, and any contingencies that will aid in the deliberation and disposition of the problem. The responding administrator will send to the student a written statement of attempted resolution to the problem. A copy of the deliberation response will be sent to the appropriate President's Leadership Team level officer. All formal student complaints will be forwarded upon resolution to the President's office by each President's Leadership Team officer where a log will be kept.

- **Student Appeal Process:** Upon receiving a deliberation response to the written complaint, the student has the right of appeal to successive levels of administrators within the area. This appeal must be made in writing within five working days of receiving the Administrative response. In each case, the student will receive an acknowledgement of the complaint within five working days and a deliberation response within ten working days from the date of the acknowledgment letter.

- **Administrative Levels for Student Complaints:** For students in traditional programs – the appropriate President's Leadership Team level officer for student complaints will be as follows:
    - Vice President for Academic Affairs – academic, library, information technology (IT), institutional research, accreditation, retention, course issues, and registrar issues

- Vice President for Business and Administration – facilities services, financial issues including student accounts and auxiliary services (graphic services, bookstore) issues
- Vice President for Institutional Advancement –alumni and fundraising issues
- Vice President for Communications& Integrated Marketing – public relations and marketing issues
- Vice President for Faith Integration – church relations and faith integration issues
- Director of Athletics – athletic issues

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LOUISIANA COLLEGE
FORMAL COMPLAINT FORM FOR STUDENTS

_____ _____
Name of Student Filing Complaint (Printed) Date Complaint Filed

_____ _____
Signature of Student Filing Complaint Student Phone Number

_____ _____
Student Mailing Address Student E-mail Address

_____ _____
Student ID Number Campus Location or Online Classes

DESCRIPTION OF COMPLAINT (Date, Place, Time, Who Was Involved, Who Witnessed the Event, Details)

ATTEMPTS MADE TO RESOLVE AS AN INFORMAL COMPLAINT:

STATEMENT OF DESIRED OUTCOME:_____

Administrator receiving complaint completes items below this line Date Received _____

ACTION TAKEN_____

_____ _____
Signature of Administrator Taking Action **Date Response Sent to Student**

_____ _____
Signature of Area Vice President **Date Copy Sent to Area Vice President**

Additional Information:

APPENDIX A

2020/2021
Louisiana College
STUDENT HANDBOOK
TITLE IX POLICY

Title IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Title IX is a powerful tool for students who want to combat gender-based discrimination at school and on college campuses. Under Title IX, discrimination on the basis of sex include sexual harassment, rape and sexual assault.

Background on the Title IX Rule:

Since the beginning of her tenure, Secretary DeVos has worked to ensure all students have the freedom to learn in a safe environment, free from discrimination. Through these efforts, revisions have been made to Title IX. Key provisions of the Department of Education's new Title IX regulation:

- Defines sexual harassment to include sexual assault, dating violence, domestic violence, and stalking, as unlawful discrimination on the basis of sex
- Provides a consistent, legally sound framework on which survivors, the accused, and schools can rely
- Requires schools to offer clear, accessible options for any person to report sexual harassment
- Empowers survivors to make decisions about how a school responds to incidents of sexual harassment
- Requires schools to offer survivors supportive measures, such as class or dorm reassignments or no-contact orders
- Holds colleges responsible for off-campus sexual harassment at houses owned or under the control of school-sanctioned fraternities and sororities
- Restores fairness on college and university campuses by upholding a student's right to written notice of allegations, the right to an advisor, and the right to submit, cross-examine, and challenge evidence at a live hearing
- Shields survivors from having to come face-to-face with the accused during a hearing and from answering questions posed personally by the accused
- Requires schools to select one of two standards of evidence, the preponderance of the evidence standard or the clear and convincing evidence standard, and to apply the selected standard evenly to proceedings for all students and employees, including faculty
- Provides "rape shield" protections and ensures survivors are not required to divulge any medical, psychological, or similar privileged records
- Requires schools to offer an equal right of appeal for both parties to a Title IX proceeding
- Gives schools flexibility to use technology to conduct Title IX investigations and hearings remotely
- Protects students and faculty by prohibiting schools from using Title IX in a manner that deprives students and faculty of rights guaranteed by the First Amendment

Title IX Coordinator's Responsibilities

Louisiana College is committed to responsibly investigating all discrimination and harassment as outlined by Title IX. To do this, the Title IX coordinator adheres to the following rubric:

Investigation:	Thorough	Reliable	Impartial
Process:	Prompt	Effective	Equitable
Remedy:	End the Discrimination		

Prevent its Recurrence
Remedy the effects upon the victim & community

Below outlines information about Louisiana College's sexual harassment policy and the associated grievance procedures is distributed as part of the College's compliance with Title IX.

What is Sexual Harassment?

Louisiana College is committed to providing an environment that is free of sexual harassment. In keeping with this commitment, federal and state laws, and biblical standards, the college will not tolerate any form of sexual harassment.

Sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program, or activity.

- Submission or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an education program or activity.

Examples of Sexual Harassment:

- Sexual advances, physical or implied, or direct propositions of a sexual nature.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliating another.

What to Do

If the incident(s) involve sexual assault or rape, immediately contact the Pineville Police Dept., at 318-442-6603. Such crimes are also considered sexual harassment and as such may be reported under LC's Policy on Harassment.
If you experience, observe, hear about, or believe someone has been sexually harassed in any way, you should make a report of the facts of the incident(s) in a timely manner:

- If the accused is a student, contact either the Title IX Coordinator or other reporting official listed at the conclusion of this handbook under Campus Contacts. You may report to any administrator or faculty/staff member (coach, Student Life personnel, etc.) on campus and those persons will move the information where it needs to go.
- If the accused is a LC employee, please contact the Director of Human Resources at 318-487-7051.

The College will not tolerate sexual harassment of its students and will investigate all allegations of sexual harassment. Where sexual harassment is found, steps will be taken to end it immediately.

Students who, in good faith, report what they believe to be sexual harassment, or who cooperate in any investigation, will not be subject to retaliation.

Any student who believes he/she has been the victim of retaliation for reporting sexual harassment or cooperating in an investigation should immediately contact the Title IX Coordinator.

What to Expect
Any student who is a victim of sexual harassment can request assistance from Student Affairs of Louisiana College.

In dealing with sexual harassment and rape on campus, Louisiana College strongly encourages the full prosecution of all local, state and federal laws.
Victims should contact the Pineville Police Department by dialing 911 from a campus telephone. Victims may also choose to report the incident to Campus Security at 318-308-6505 or 7233 from a campus telephone. Louisiana College, in accordance with college policy, will file all necessary documents with the Pineville Police Department upon receiving a complaint of sexual assault.

Additional Resources
Rapides Regional Medical Center
318-769-3000

Family Justice Center of Central Louisiana
318-448-0884

STAR Agency
https://star.ngo/
1.855.435.7827

Campus Contacts

Dr. Juanita Moorman —Title IX Coordinator
318-487-7168

Mrs. Shannon Tassin—Director of Human Resources
318-487-7051

Ms. Hannah Nyman—Director of Residence Life
318-487-7154

Chief Clifford Gatlin—Director of Campus Security
318-487-7015

Dr. Cheryl Clark—Vice President of Academic Affairs
318-487-7955

Dr. Amy Craig—Dean, School of Education
318-487-7302

Dr. Joshua Dara—Associate VP of Student Engagement& Enrichment
318-487-7135
Dean, School of Human Behavior
318-487-7164

Dr. Justin Langford—Interim Dean, School of Missions and Ministries
318-487-7243

Dr. Marilyn Cooksey—Dean, School of Nursing and Allied Health
318-487-7127

Coach Reni Mason—Athletic Director
318-487-7503

Mrs. Janet Sanders—Coordinator of Health Services
318-487-7750

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Appendix B

2020/21
Louisiana College
STUDENT HANDBOOK
VIOLENCE AGAINST WOMEN ACT
POLICY AND PROCEDURE

The Violence Against Women Reauthorization Act (VAWA) of 2013 was signed into law by President Obama on March 7, 2013. It amended the Violence Against Women Act and the Clery Act to provide new requirements for post-secondary schools participating in Title IV financial aid programs to prevent and respond to sexual violence, domestic violence, dating violence, and stalking. The requirements became effective March 7, 2014. Some of these requirements include providing primary prevention education and awareness programs for all incoming students and employees; expanding the collection of crime statistics to include domestic violence, dating violence, and stalking in addition to current requirements to collect sexual assault statistics; expanding the collection of hate/bias crime statistics to include national origin and gender identity; issuing complainants a written notice of their rights; and adopting grievance policies that are prompt, fair, and impartial as well as administered by trained officials.

Louisiana College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Louisiana College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, Louisiana College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

Primary Prevention Education for Students

In an effort to create and maintain a safe campus community, Louisiana College offers all students education during their first semester on campus for Sexual assault prevention, alcohol and drug awareness, bystander intervention, and risk reduction.

Primary Prevention Education for Employees

The College strives to achieve and maintain equal opportunity, inclusiveness, equitable treatment, and access to education, employment, and services for all individuals. As part of this commitment, the College strictly prohibits the offenses of sexual assault, sexual harassment, domestic violence, dating violence, and stalking.

These offenses are real. According to the U.S. Center for Disease Control, nearly 1 in 5 (18.3%) women and 1 in 71 men (1.4%) reported experiencing rape at some time in their lives. Approximately 1 in 20 women and men (5.6% and 5.3%, respectively) experienced sexual violence other than rape, such as being made to penetrate someone else, sexual coercion, unwanted sexual contact, or non-contact unwanted sexual experiences over a 12-month time period. As members of the Louisiana College community, it is important that we are part of the solution, not the problem.

To that end, a new training program has been added to the New Hire Task list. This training is associated with Title IX and the Violence Against Women Act. This training will be required for all new hires set up in the New Hire system and serves to educate employees on what behaviors constitute sexual misconduct and interpersonal violence and what their responsibilities are for preventing and reporting such conduct. This program will also provide them with ways in which they can intervene as a bystander. As members of this College, it is up to us to create an environment in which interpersonal violence is unacceptable and survivors are supported.

Sex Offenders Registry Policy and Procedure

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, The Louisiana College Department of Safety and Security is providing a link to the Louisiana State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Any person who uses information contained in or accessed through the Louisiana State Police Sex Offender and Child Predator Registry Website to threaten, intimidate, or harass any individual, including registrants or family members, or who otherwise misuses this information, may be subject to criminal prosecution or civil liability. The Louisiana State Police is responsible for maintaining this registry. Follow the link below to access the Louisiana State Police website.
http://www.lsp.org/socpr/default.html

The following is emergency law enforcement, medical, and crisis response contact information:

Law Enforcement, Medical Providers and Crisis Response

Louisiana College Department of Safety and Security
318-487-7233 or 318-308-6505
400 Cross Street
Pineville, LA 71359

Louisiana College Counseling Center
318-487-7420
Carroll and Elizabeth Hixson Student Center
Pineville Police Department
318-442-6603
910 Main Street
Pineville, LA 71360

Louisiana College Health Services Nurse
318-487-7750
Carroll and Elizabeth Hixson Student Center

Rapides Parish Sheriff's Office
318-473-6700
701 Murray Street
Alexandria, LA 71301

Rapides Regional Hospital
318-769-3000
211 4th Street
Alexandria, LA 71301

Christus Cabrini Hospital
318-473-4681
3330 Masonic Drive
Alexandria, LA 71302

Alexandria Sexual Trauma Awareness and
Response (STAR) Center
855-425-STAR or 310-625-7590
1412 Peterman Drive, Ste. A Alexandria, LA 71301

Louisiana Coalition Against Domestic Violence (LCADV)

24-Hour Hotline
(Available 7 days/week): 888-411-1333

Family Justice Center of Central Louisiana
318- 448-0884
220 Hospital Blvd.
Pineville, LA 71360

Louisiana Foundation against Sexual Assault (LaFSA)
24-Hour Hotline
(Available 7 days/week): 888-995-7273

Policy on "Who to Report To":
The College encourages individuals who have experienced Prohibited Sexual Conduct to talk about what happened so they can get the support they need and so the College can respond appropriately. This section identifies College employees who are authorized to receive reports, their roles, and their ability to maintain an individual's confidentiality.

Responsible Employees Policy
A Responsible Employee is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When an individual tells a Responsible Employee about an incident of sexual violence, the individual has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged Prohibited Sexual Conduct shared by the individual, including the names of the individual who allegedly experienced Prohibited Sexual Conduct and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report.

The following individuals are the College's Responsible Employees:
- Dr. Juanita Moorman, Title IX Coordinator
- Prof. Brian Manuel, Coordinator for Student Behavior and Accountability
- Ms. Shannon Tassin, Director of Human Resources
- Ms. Hannah Nyman, Director of Residence Life and Student Enrichment
- Dr. Joshua Dara, Associate VP for Student Engagement & Enrichment
- Dr. Cheryl Clark, Provost/VPAA
- Dr. Amy Craig, Dean, School of Education
- Dr. Marilyn Cooksey, Dean, School of Nursing and Allied Health
- Coach Reni Mason, Athletic Director
- Mrs, Janet Sanders, RN, Coordinator of Health Services
- Chief Clifford Gatlin, Director of Louisiana College Department of Safety and Security

Other Mandatory Reporters Policy
In addition to Responsible Employees, it is mandatory that all College employees (other than the Confidential Resources listed below) report Prohibited Sexual Conduct to the Title IX Coordinator, the individual's supervisor, or another Responsible Employee.

Confidential Reporting Resources Policy
Some individuals on and off the College are required to maintain near complete confidentiality. Talking to these individuals is sometimes called a privileged communication. The trained professionals designated below can provide counseling, information, and support in a confidential setting. These confidential resources will not share information about a patient/client (including whether that individual has received services) without the individual's express, written permission unless there is a continuing threat of serious harm to the patient/client or to others or there is a legal obligation to reveal such information (e.g., suspected abuse or neglect of a minor).

Confidential Advisors Policy

Pursuant to La. R.S. 17:3399.15, no later than the beginning of the 2016-2017 academic year, the College shall designate Confidential Advisors. Contact information for the Confidential Advisors will be provided at that time on the College's website. Those individuals designated as Confidential Advisors shall complete online training developed by the Attorney General in collaboration with the Board of Regents.

The Confidential Advisor shall inform the Complainant of the following:

- Their rights under federal and state law, as well as College Policy;
- Reporting options and potential outcomes;
- Investigation and disciplinary/adjudication proceedings of the College and the criminal justice system;
- Potential accommodations; and
- Emergency response options.

The Confidential Advisor may liaise with the College on behalf of the Complainant, as appropriate. In addition, the Confidential Advisor may accompany the Complainant through various proceedings in the Investigation.

The Confidential Advisor shall not be obligated to report crimes to the institution or law enforcement in a way that identifies an alleged victim or an accused individual, unless otherwise required to do so by law.

Policy on How to Report

The College encourages all individuals, whether a Complainant, witness, or third party, to promptly report Prohibited Sexual Conduct directly to the Title IX Coordinator, the Office of the Coordinator for Student Behavior and Accountability, or the Louisiana College Department of Safety and Security. After normal business hours, individuals are encouraged to report incidents of Prohibited Sexual Conduct to the Louisiana College Department of Safety and Security. The reporting options are the same whether the reporter is a Complainant, a witness, third party, or other individual.

The College recognizes that deciding whether to make a report and choosing how to proceed are personal decisions that may evolve over time. At the time a report is made, a Complainant does not have to decide whether to request any particular course of action. Through a coordinated effort, staff from the offices listed below provide support to assist each individual in making these important decisions, and consistent with the goal of safety for all community members, will make every effort to respect an individual's autonomy in making the determination as to how to proceed. Any individual can also make a report to external law enforcement agencies, including those listed below. If a report is made to the police, the College and the police may share information under certain circumstances.

Reporting (Not Anonymous)

On Campus Reporting Options for College Action under the Policy
Off Campus Reporting Options for External Law Enforcement Action

Dr. Juanita Moorman
Title IX Coordinator
318- 487-7168
1140 College Drive
Pineville, LA 71359

911

Office of Student Support Services
318-487-7134
1140 College Drive Pineville, LA 71359

Pineville Police Department
318-442-6603
910 Main Street
Pineville, LA 71360
Louisiana College Department of Safety and Security

318-487-7233 or 318-308-6505
400 Cross Street
Pineville, LA 71359

Rapides Parish Sheriff's Office
318-473-6700
701 Murray Street
Alexandria, LA 71301

Anonymous Reporting Policy
Any individual may make a report of Prohibited Sexual Conduct to the College without disclosing his or her name and without identifying Respondent or requesting any action. Depending on the level of information available about the incident or the individuals involved, the College's ability to respond to an anonymous report may be limited. These reports will be referred to the Title IX Coordinator.

Reporting Considerations:

Timeliness and Location of Incident Policy
All individuals, including a Complainant, witness, or third party, are encouraged to report Prohibited Sexual Conduct regardless of when or where it occurred, as soon as possible to maximize the ability to respond promptly and effectively. The College does not, however, limit the time frame for reporting. If Respondent is no longer a student at the time of the report, or if the conduct did not occur on campus, in the context of an education program or activity of the College, or have continuing adverse effects on campus or in an off-campus education program or activity, the College may not be able to fully investigate nor take disciplinary action against Respondent. In each instance, the College will still provide any fair and reasonable support and resources to a Complainant designed to end the Prohibited Sexual Conduct, prevent its recurrence, and address its effects. The Title IX Coordinator will also help a Complainant identify external reporting options.

Amnesty Policy
Any individual, including a Complainant, witness, or third party, who makes a report, will not be subject to disciplinary action by the College for his/her, personal consumption of alcohol or other drugs at or near the time of the incident.

Procedure for Resolution Policy:

Initial Assessment Policy
When a report is made, the Title IX Coordinator will conduct an Initial Assessment. The Initial Assessment will determine whether the alleged conduct would present a potential violation of the Policy and whether further action is warranted based on the alleged conduct.

Preliminary Meeting Policy
The first step of the Initial Assessment will usually be a preliminary meeting between Complainant and the Title IX Coordinator or designee to gather facts that will enable the Title IX Coordinator to:

- Assess the nature and circumstances of the allegation;
- Address any immediate concerns about the physical safety and emotional well- being of the Complainant and Respondent;
- If the conduct is criminal in nature, notify Complainant of the option to notify law enforcement;
- Provide Complainant with information about:
    - On and off campus resources, including the availability of medical treatment to address any physical and mental health concerns, including counseling and support, and to preserve evidence, whether or not
    - Complainant chooses to make an official report or participate in the institutional disciplinary or criminal process;

- The available range of Interim Protective Measures; and
- Procedural options, including Voluntary Resolution, Investigation, and Appeal.

- Discuss Complainant's expressed preference for manner of resolution and any barriers to proceeding;
- Explain the College's policy prohibiting Retaliation;
- Explain the role of the Support Person and Advisor;
- Assess potential pattern evidence or other similar conduct; and

Requests for Confidentiality or No Formal Action Policy

Where a Complainant requests that his/her name or other identifiable information not be shared with Respondent or that no formal action be taken, the Title IX Coordinator will balance this request against the following factors in reaching a determination whether the request can be honored:

- The nature and scope of the alleged conduct;
- The respective ages and roles of Complainant and Respondent;
- The risk posed to any individual or to the campus community;
- Whether there have been other reports of misconduct by Respondent;
- Whether the report reveals a pattern of misconduct at a given location or by a particular group;
- Complainant's wish to pursue disciplinary action;
- Whether the College possesses other means to obtain relevant evidence;
- Considerations of fundamental fairness and due process with respect to Respondent should the course of action include disciplinary action against Respondent;
- The College's obligation to provide a safe and non-discriminatory environment.

Where possible based on the facts, circumstances, and the factors listed above, the Title IX Coordinator will seek action consistent with Complainant's expressed preference for manner of resolution, recognizing that the College must move forward with cases. The College's ability to fully investigate and respond to a report may be limited if Complainant requests that their name not be disclosed to Respondent or declines to participate in an Investigation. Determination of Resolution Route

At the conclusion of the Initial Assessment, the Title IX Coordinator will determine the appropriate resolution route. Resolution may include: (1) no further action; (2) Voluntary Resolution; or (3) the initiation of an Investigation that may lead to disciplinary action.

Regardless of the manner of resolution, a Respondent may choose to accept responsibility at any stage in the process.

Nondisclosure Policy

The College will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of proceedings under this Policy.

Voluntary Resolution Policy

Voluntary Resolution is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of Complainant and the safety and welfare of the campus community. Voluntary Resolution does not involve an Investigation or disciplinary action against a Respondent, and is not appropriate for all forms of conduct under the Policy.

If a Complainant requests Voluntary Resolution, and the Title IX Coordinator concludes that Voluntary Resolution is appropriate based on the Initial Assessment, the Title IX Coordinator will take appropriate action designed to protect Complainant's access to employment, educational, and extracurricular opportunities and benefits at the College. A Complainant may request and decide to pursue Voluntary Resolution at any time. In those cases in which the Voluntary Resolution involves either notification to or participation by Respondent, it is Respondent's decision whether to accept Voluntary Resolution.

Voluntary Resolution may include: establishing Interim Protective Measures; conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting between Respondent and Complainant (in cases that do not involve Sexual Assault); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of Voluntary Resolution, the remedies will focus on supporting Complainant with no participation or involvement by Respondent. In other forms of Voluntary Resolution, Respondent may agree to participate. Depending on the remedy employed, it may be possible for a Complainant to maintain anonymity.

Voluntary Resolution may also include the option to allow a Respondent to accept responsibility for misconduct and acknowledge harm to Complainant or to the College community.
As the title implies, participation in Voluntary Resolution is a choice, and either party can request to withdraw and pursue an Investigation at any time, including if Voluntary

Resolution is unsuccessful. Similarly, a Complainant can request to end an Investigation and pursue Voluntary Resolution at any time. Either party may request Interim Protective Measures regardless of whether any particular course of action is sought.

Voluntary Resolution is not mediation. Mediation is never appropriate in Sexual Misconduct cases.

Investigation Policy
Following the Initial Assessment, and in consultation with Complainant, the College will initiate a prompt, thorough, and impartial Investigation of conduct that is a potential violation of the Policy and is not being addressed through Voluntary Resolution. The Title IX Coordinator will designate an investigator(s) who has training and experience investigating allegations of Prohibited Sexual Conduct. The investigator will coordinate the gathering of information to make an Investigative Finding regarding whether the alleged conduct constitutes a violation of the Policy by a preponderance of the evidence. A preponderance of the evidence means that it is more likely than not that the conduct occurred.

Information gathered during the Investigation will be used to evaluate the appropriate course of action, provide for individual and campus safety, and identify the need for additional Interim Protective Measures and other remedies to eliminate the alleged conduct and to address its effects.

Time Frame for Resolution Policy
Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the Investigation and resolution, the Title IX Coordinator seeks to resolve all reports within one academic semester, depending on when the report is received. In general, an Investigation will typically last up to sixty (60) days, from the date the Title IX Coordinator determines there is sufficient information to determine if the allegation raises a potential violation of this Policy and that Investigation is the appropriate route for Resolution. This time frame does not include Appeals. The Title IX Coordinator may set reasonable time frames for required actions under the Policy. Time frames may be extended for good cause to ensure the integrity and completeness of the Investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, Complainant, or Respondent, account for College breaks, or address other legitimate issues, including the complexity of the Investigation and the severity and extent of the alleged conduct. Complainant and Respondent will be given periodic status updates throughout the process. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Investigative Process Policy
After the Title IX Coordinator initiates an Investigation, the investigator will notify Complainant and Respondent of the Investigation, which constitutes a formal charge. The notification will include a summary of the allegation or conduct at issue, the range of potential violations under the Policy, and the range of potential sanctions. Once the notification has been made to Complainant and Respondent, the Investigation phase begins.

Upon notification, or at any stage in the process, Respondent may choose to accept responsibility for the Policy violation. Even if Respondent accepts responsibility for the Policy violation, the investigator may continue the Investigation as necessary to determine appropriate sanction(s).

The investigator will also inform Complainant and Respondent that they have the ability to challenge the investigator based on an actual conflict of interest, bias, or lack of impartiality. Any such challenge must be submitted in writing to the Title IX Coordinator within three (3) business days of the notification. The challenge must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. Failure to timely object eliminates the possibility of any later appeal or objection based on the assertion that the investigator had a conflict of interest, was biased, or lacked impartiality.

The Title IX Coordinator will oversee the Investigation by the investigator. The Investigation is designed to provide a fair and reliable gathering of the facts by a trained and impartial investigator. All individuals, including Complainant, Respondent, and any third party witnesses, will be treated with appropriate sensitivity and respect throughout the Investigation. The Investigation will safeguard the privacy of the individuals involved in a manner consistent with federal law and College policy.

During the Investigation, Complainant and Respondent will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information. The investigator will speak separately with Complainant, Respondent, and other individuals willing to participate and who have relevant information. As part of the Investigation, the investigator may gather or receive information that is relevant to the determination of an appropriate sanction or remedy, including information about the impact of the alleged incident on Complainant and Respondent. The investigator will gather any available physical or documentary evidence, including prior statements by Complainant, Respondent, or witnesses, any communications between the Complainant and Respondent, email messages, social media messages, text messages, and other records as appropriate and available. In the event Respondent declines to participate in proceedings or withdraws from the College, the Investigation and Appeal may proceed without Respondent. A Respondent that withdraws from the College prior to a finding will not be eligible to return to the College until the proceedings under the Policy have been finally concluded.

If a Respondent accused of Sexual Misconduct seeks to transfer to another institution during an Investigation, the College shall withhold the Respondent's transcript until such

Investigation or adjudication is complete and a final decision has been made. The College shall inform the Respondent of the College's obligation to withhold the transcript during the Investigation.

At any meeting or proceeding related to the resolution of an allegation under the Policy, Complainant or Respondent may have a Support Person and/or an Advisor present. The Support Person and/or Advisor may not be otherwise a party or witness involved in the Investigation or proceedings. A party's inclusion of a Support Person or Advisor is at the sole initiative and expense of the party.

Once chosen by a Complainant or Respondent to serve as an Advisor, at the discretion of the Title IX Coordinator or investigator, the Advisor may be required to meet with the Title IX Coordinator in advance of any attendance of any activity related to the Investigation to understand the expectations of the role, privacy considerations, and appropriate decorum.

The College, its officials, Title IX Coordinator, and investigator will at all times only communicate directly with Complainant and Respondent even if he/she authorizes the Advisor to receive information on his/her behalf. It is the party's responsibility to communicate and share information with his/her Advisor. Where the College is made aware that there is a concurrent criminal investigation, the Title IX Coordinator will coordinate with law enforcement so that any College processes do not interfere with the integrity or the timing of the law enforcement investigation. At the request of law enforcement, the College may agree to defer the fact-finding portion of its Investigation until after the initial stages of a criminal investigation. The Title IX Coordinator will nevertheless communicate with Complainant and Respondent regarding resources and accommodations, procedural options, anticipated timing, and the implementation of any necessary Interim Protective Measures for the safety and well-being of all affected individuals.

All community members, including students, faculty, and staff, are expected to cooperate with the Title IX Coordinator and investigator in the Investigation, as well as any Appeal, to assure fairness and procedural due process. The Title IX Coordinator may request the appearance of persons from the College community who can provide relevant evidence. Both a Complainant and a Respondent may decline to participate in proceedings under the Policy.

Relevance and Special Considerations Policy

The investigator has the discretion to determine the relevance of any witness or other evidence to the finding of responsibility, and may exclude information in preparing the Investigation Report if the information is irrelevant, immaterial, or more prejudicial than informative.

The investigator may also exclude statements of personal opinion by witnesses and statements as to general reputation for any character trait, including honesty. The investigator will not exclude direct observations or reasonable inferences drawn from the facts.

Character Evidence Policy

Character evidence is information that does not directly relate to the facts at issue, but instead, reflects upon the reputation, personality, qualities, or habits of an individual. In general, information regarding the character of Complainant, Respondent, or any witness is not relevant to the determination of whether there is a Policy violation.

Prior Sexual History Policy

Questioning about Complainant's sexual history with anyone other than Respondent should not be permitted. Further, the College recognizes that the mere fact of a current or previous Consensual dating or sexual relationship between Complainant and Respondent does not itself imply Consent or preclude a finding of a violation of the Policy.

Consultation of Other Administrative Units Policy

In reaching these determinations, the investigator will consult with other administrative units with information relevant to the Investigation. The investigator may also seek information from the Office of Student Support Services and the Coordinator for Student Behavior and Accountability' Office regarding prior disciplinary history and the Louisiana College Department of Safety and Security regarding prior criminal history.

Consolidation of Reports Policy

At the discretion of the College, multiple reports may be consolidated in one Investigation if the information related to each incident would be relevant and probative in reaching a
determination on the other incident. This includes, but is not limited to, matters where the evidence of the other conduct is inextricably intertwined with Prohibited Sexual Conduct under the Policy. Matters may also be consolidated where they involve multiple Complainants, multiple Respondents, or related conduct involving the same parties that would otherwise have been heard under the Student Code of Conduct (provided that it does not delay the prompt resolution of determinations of violations of this Policy).

Review of Draft Investigation Report Policy

At the conclusion of the Investigation, the investigator will prepare a written report that summarizes the information gathered, synthesizes the areas of agreement and disagreement between Complainant and Respondent with any supporting information or accounts, and includes an Investigative Finding regarding whether a Policy violation occurred. However, at the discretion of the investigator and based on the circumstances, before the report is finalized Complainant and Respondent may be given the opportunity to review a draft Investigation Report, which will not include the Investigative Finding, and may be presented in redacted format. Complainant and Respondent will not receive an electronic or written copy, nor may they photograph or copy the draft Investigation Report.

If allowed to view the draft Investigation Report, Complainant and Respondent may submit any additional comment or information to the investigator within five (5) business days of the date of the notice of the opportunity to review the draft Investigation Report. This is the final opportunity for Complainant and Respondent to identify any additional information or witnesses prior to an Investigative Finding.

In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the investigator either at this juncture or prior to the conclusion of the Investigation will not be considered by the investigator or Appeal Panel.

Investigative Finding Policy

Upon the conclusion of the Investigation, the investigator will make an Investigative Finding, by a preponderance of the evidence, regarding whether a Policy violation occurred.

Sanctions policy

In keeping with the College's commitment to foster an environment that is safe, inclusive, and free of Prohibited Sexual Conduct, the Policy provides the Title IX Coordinator with wide latitude in the imposition of sanctions tailored to the facts and circumstances of each violation of the Policy, the impact of the Prohibited Sexual Conduct on Complainant and surrounding community, and accountability for Respondent. The imposition of sanctions is designed to eliminate Prohibited Sexual Conduct, prevent its recurrence, and remedy its effects, while supporting the College's educational mission and federal and state obligations. Sanctions may include educational, restorative, rehabilitative, and punitive components, including suspension or expulsion.

The Title IX Coordinator, in concert with the investigator, is responsible for determining the appropriate sanction(s).

In determining appropriate sanction(s), the following factors shall be considered:

- The nature and violence of the conduct at issue;
- The impact of the conduct on Complainant;
- The impact or implications of the conduct on the College community;
- Prior misconduct by Respondent, including Respondent's relevant prior discipline history, both at the College or elsewhere, including criminal convictions;
- Whether Respondent has accepted responsibility for the conduct;
- Maintenance of a safe and respectful environment conducive to learning; and
- Any other mitigating, aggravating, or compelling circumstances to reach a just and appropriate resolution in each case.

Restorative outcomes may also be considered that, taking into account the safety of the College community as a whole, allow Respondent to develop insight about his/her responsibility for the behavior, learn about the impact of the behavior on Complainant and the community, and identify how to prevent or change the behavior.

Sanctions may be imposed individually or in combination.

Furthermore, if the Respondent is found responsible for sexually oriented criminal offenses upon the completion of such Investigation and/or adjudication and seeks to transfer to another institution, the College is required to communicate such a violation, when the College becomes aware of the Respondent's attempt to transfer, with the institution(s) to which the Respondent seeks to transfer or has transferred.

Remedies Policy

The Title IX Coordinator may identify short and long-term or permanent remedies to address the effects of the conduct on Complainant and ensure there are no barriers to Complainant's ability to benefit from the College's employment or educational opportunities. Such remedies should seek to restore to Complainant, to the extent possible, all benefits and opportunities lost as a result of the Prohibited Sexual Conduct. The Title IX Coordinator will also identify remedies to address the effects of the conduct on the College community, such as conducting targeted or broad- based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; and any other remedy that can be tailored to the campus community to achieve the goals of the Policy.

The Title IX Coordinator will consider the appropriateness of remedies, including Protective Measures, on an ongoing basis to assure the safety and well-being of the parties throughout the process. Long-term remedies may include extending or making permanent any Interim Protective Measures or implementing additional measures tailored to achieve the goals of the Policy. Many of the remedies and supports that a Complainant might need after a finding of a Policy violation will have already been provided as Interim Protective Measures. The Title IX Coordinator will, in all cases, consider whether there is a need for additional remedies. Additional remedies or supports may be included in the sanctions, such as reassignment or removal of Respondent from a class or a dormitory.
Notification of Investigative Finding, Sanctions, and Remedies

Both Complainant and Respondent will be notified of the Investigative Finding in writing concurrently. Complainant will also be notified of any individual remedies offered or provided to Complainant or any sanctions imposed on Respondent that directly relate to Complainant. Respondent will be notified of any sanctions imposed, but will not be notified of the individual remedies offered or provided to Complainant. These notifications will also include information on the Appeal process.

Investigation Outcome Conference Policy

Upon notification to Complainant and Respondent of the Investigative Finding, and where appropriate, recommended sanction(s) and/or remedy(dies), each party will have the
opportunity to meet, separately, with the Title IX Coordinator. The Title IX Coordinator will share the Investigative Finding and, as applicable, the recommended sanction(s) with Complainant and Respondent and the remedy(ies) with Complainant. During the Investigation Outcome Conference, Complainant and Respondent will each have an opportunity to review the Investigation Report, which may be redacted. Complainant and Respondent will not, however, receive an electronic or written copy, nor may they photograph or copy the Investigation Report.

After an Investigative Finding, both Complainant and Respondent may:

- Accept both the Investigative Finding and recommended sanction(s);
- Accept the Investigative Finding, but request an Appeal on the recommended sanction(s); or,
- Request an Appeal on the Investigative Finding and recommended sanction(s).

If either party requests an Appeal, the matter will be referred to an Appeal Panel to determine whether a Policy violation was committed and/or if the appropriate sanction(s) were issued.
Complainant and Respondent must communicate their chosen course of action to the Title IX Coordinator in writing (e.g., email, facsimile, letter) within five (5) business days of notification of the Investigative Finding. At the conclusion of the Investigation Outcome Conference, one of the following will occur:

Where both Complainant and Respondent agree to the Investigative Finding and any recommended sanction(s), or where neither party requests an Appeal, the Investigative Finding and any sanction(s) will become final. The finality of the Investigative Finding and any sanction(s), which is not subject to further appeal or review, will be communicated to Complainant and Respondent, in writing concurrently. Concerning the finality of sanctions, Complainant will only be notified of any sanctions imposed on Respondent that directly relate to Complainant.

If either party challenges the Investigative Finding and/or sanction(s), the Title IX Coordinator will issue a Notice of Appeal to Complainant and Respondent and forward the report for Appeal procedures by the Appeal Panel. The Title IX Coordinator shall have sole discretion to determine whether any sanctions or remedies are put on hold pending the Appeal outcome.

Appeal Policy and Procedure

Scope of Appeal

The scope of review by the Appeal Panel is determined by what Complainant and/or Respondent have appealed. The parties may Appeal the Investigative Finding and/or the sanction(s). If the Investigative Finding is appealed, the scope of the Appeal includes review of the factual findings, Investigative Finding, and any sanction(s). If only the sanctions are appealed, the scope of the Appeal includes review of appropriate sanctions based on the factual findings and Investigative Finding.

Support Person and Advisor Policy

In order for a Support Person or an Advisor to participate in an Appeal Hearing, Complainant or Respondent must complete and submit an informational form to the Appeal Chair no later than five business days prior to the Appeal Hearing. If required by the Appeal Chair, the Support Person or Advisor must also meet with the Appeal Chair in advance of participation in any activity related to any Appeal

Hearing to understand the expectations of the role, privacy considerations, and appropriate decorum.
Neither the Support Person nor the Advisor can be a fact witness or provide testimony in the proceedings.

The College, its officials, Title IX Coordinator, investigator, and Appeal Panel will at all times only communicate directly with Complainant and Respondent even if Complainant or Respondent authorizes the Advisor to receive information on his/her behalf. It is the party's responsibility to communicate and share information with his/her Advisor.

When scheduling an Appeal Hearing before the Appeal Panel in which a party has notified the College that an Advisor plans to attend, the College will make reasonable efforts to accommodate the Advisor's schedule, while balancing the College's commitment to a prompt and equitable process. The College will prioritize the availability of the parties, witnesses, and Appeal Panel members assigned to the matter when determining the date and time for the Appeal Hearing.

A party's Support Person and/or Advisor may not delay, disrupt, or otherwise interfere with the Appeal procedures. An Advisor may be present at Appeal meetings or related proceedings, but may not speak or participate.

Appeal Panel Policy

Upon receipt of a Notice of Appeal Hearing, an Appeal Panel will be appointed by the President or the President's designee to review all relevant information gathered in the Investigation. An Appeal Panel is comprised of three (3) individuals, selected from a diverse pool of trained individuals. Any individual designated by the College to serve on an Appeal Panel must have sufficient training or experience to serve in this capacity. A College student may not serve as a panelist. An Appeal Panel member must decline to participate if he/she has an actual conflict of interest, bias, or lack of impartiality. The Appeal Chair may also dismiss an Appeal Panel member on the same or other relevant grounds.

An Appeal Chair will conduct and preside over the Appeal Hearings. The Appeal Chair is not a voting member of any Appeal Panel, but is available to provide consistency in process, informed understanding of Policy definitions, and guidance as to available sanctions; the Appeal Chair will also draft the Appeal Panel findings.

The Appeal Chair will notify Complainant and Respondent who the members of the Appeal Panel are prior to the Pre-Appeal Hearing Meeting.

Pre-Appeal Hearing Meeting Policy

As a first step, the Appeal Chair will meet separately with the investigator, Complainant, and Respondent to resolve pre-Appeal Hearing concerns. At these pre-Appeal Hearing meetings, Complainant and Respondent will each have the opportunity to identify the witnesses (who have already been identified to or interviewed by the investigator during the Investigation) they wish to call at the Appeal Hearing; raise any challenge to the composition of the Appeal Panel based on bias, conflict of interest, or lack of impartiality; and identify any evolving or newly discovered information that has been obtained that was not previously available during the Investigation process through the exercise of due diligence, which would substantially affect the Investigative Finding or and/or sanction(s) imposed. Complainant and Respondent will also have the opportunity to address questions about the Appeal process. If not participating in the Appeal Hearing, Complainant is not required to attend this meeting.

Complainant and Respondent have the ability to challenge an Appeal Panel member based on an actual conflict of interest, bias, or lack of impartiality. The request must be submitted in writing or raised no later than the date of the pre-Appeal Hearing meeting and must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. Failure to object by the date of the pre-Appeal Hearing meeting eliminates the possibility of appealing the Appeal Hearing Outcome based on the assertion that a member of the Appeal Panel had a conflict of interest, was biased, or lacked impartiality.

Appeal Hearing Policy

The Appeal Hearing will take place in a closed session. The factual findings, Investigative Finding, and any sanctions are presumed to be correct. The party appealing the Investigative Finding and/or sanctions has the burden of demonstrating that the Investigative Finding and/or sanctions were incorrect. At the Appeal Hearing, the investigator will present the evidence supporting the findings and the evidence supporting it. The party appealing will be responsible for presenting evidence showing that the factual findings, Investigative Finding, and/or sanction(s) imposed were incorrect.

In reaching its decision, the Appeal Panel will solicit information from the investigator, Complainant, Respondent, and/or any witnesses as appropriate to ensure a full assessment of the relevant facts. This information shall be provided in the presence of Complainant and Respondent, unless he/she waives his/her right to participate.

Upon request, Complainant, Respondent, or witness may participate by telephone or video conference or may request that a visual barrier be placed to limit the individual's exposure to other Appeal Hearing participants.

Questions directed to Complainant, Respondent, the investigator, and any witnesses will be made through the Appeal Chair. Complainant and Respondent may submit questions to the Appeal Chair, who will screen them for relevance. In all instances, the Appeal Chair may require measures to assure the integrity of the process.

In making its determination, the Appeal Panel may not consider any information that was not presented during the Appeal Hearing. The Appeal Panel's determination must be reached by a majority vote. The Appeal Panel will make a determination of whether there

were any errors in the factual findings, Investigative Finding, and/or sanction(s) imposed. Based on the information presented, the Appeal Panel may:

- Affirm, alter, or reverse the factual findings; and/or
- Affirm, alter, or reverse the Investigative Finding; and/or
- Affirm, alter, or reverse the sanction(s) imposed.

Imposition of Sanctions Policy
Possible Sanctions for Code of Student Conduct Violations

Responsible disciplinary action is designed to hold a student accountable for behavior while providing the opportunity to learn from mistakes and grow in character. Judicial sanctions are imposed upon a student or student organization for violation(s) of the Code of Student Conduct. Designated College officials and committees investigate violations and determine the appropriate sanctions if warranted. Under some circumstances, severe sanctions such as suspension, denial of a degree, or expulsion from the College may be imposed upon the first violation. Investigative records and notices of sanctions become a part of the student's conduct record and may be considered in any future proceeding by a student conduct committee, Vice President, Coordinator for Student Behavior and Accountability, or other College official. Government agencies, graduate schools, and prospective employers often inquire about a former student's disciplinary records. A student who violates the Code of Student Conduct is subject to one or a combination of the following sanctions:

A. Interim Suspension: suspension of hours or days while awaiting further judicial action. The Coordinator for Student Behavior and Accountability or his/her designee may impose an interim suspension: (1) to ensure the safety and well-being of the student and members of the College community (2) to protect College property or (3) to prevent disruption or interference with the normal operations of the College. During an interim suspension, the student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which a student might otherwise be eligible, as the Coordinator for Student Behavior and Accountability may determine to be appropriate. Students found in violation of the terms of an interim suspension are subject to expulsion from the College and to prosecution under local, state, and federal laws. Non-students are subject to prosecution under local, state, and federal laws and may be disallowed on the campus.

B. Censure: a written reprimand for violation of specified requirements of the Code of Student Conduct.

C. Restitution: the reimbursement for damages to or misappropriation of property. This may take the form of appropriate service or other compensation. Common assessment may be made to groups of students for damage occurring in common areas shared by group members, such as residence hall lobbies or hallways.

D. Fines: a monetary penalty may be imposed in addition to restitution.

E. Community Service Hours: the student or student organization is required to perform or complete a task for a specific number of hours within a specific time period.

F. Educational Assignments: may include but are not limited to attendance at educational programs, preparation of personal essay(s), written reflection on issues relevant to one's violation of the Code of Conduct, or involvement in a mentoring process/relationship.

G. Counseling: students may be referred for counseling, either on campus or to an appropriate professional agency, at the expense of the student. A series of private conferences with the student may be scheduled to help the student better assume responsibility as a mature citizen, adjust to the behavioral standards of the College community, and be considerate of other people and their rights.

H. Suspension of Privileges: limitation of activities or privileges for a designated period of time. The violator may be prohibited from active participation in extracurricular clubs, governing groups, varsity athletics, intramural programming, and other student activities. While a student may continue to attend classes and practice varsity athletics, the student is not allowed to represent the

College in public performance venues. This includes, but is not limited to, debate tournaments, musical and theatrical performances, and athletic events.

I. Suspension of the Use of a Motor Vehicle on Campus: prohibits the student from having or operating a motor vehicle on campus and/or permitting someone else to operate a motor vehicle he/she owns or has in his/her possession.

J. Confiscation: removal of offensive or prohibited property.

K. Eviction: prohibition or removal of a student from residence halls or other campus facilities as designated in a written notification.

L. Judicial Probation: the student or student organization is placed on supervisory status for a specified period of time. Judicial Probation may include the loss of some privileges, such as participation in College activities, holding any student office or committee chair, or use of College facilities or services. Additionally, no student on Judicial Probation will be allowed to participate in any overseas program. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.

M. Indefinite Judicial Probation: the student or student organization is placed on supervisory status for an indefinite period of time to remain in effect until such a time as the official in charge shall determine that the probationary status should be lifted. Indefinite Judicial Probation may include the loss of some privileges, such as participation in College activities, holding any student office or committee chair, or use of College facilities or services. Additionally, no student on Indefinite Judicial Probation will be allowed to participate in any overseas program. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.

N. Areas Placed Off Limits: restricts the student from certain areas or facilities.

O. Residence Hall Suspension: separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspended students are restricted from visiting or entering any residential facility operated by the College during the period of separation. When suspended from the residence halls, students should be aware that they may forfeit their residence hall deposits and fees subject to any refund policies.

P. Suspension: the student or student organization's status is temporarily terminated and all privileges are removed for a specified period. Students who are suspended may not be on campus, enter College facilities, or participate in College activities either on or off the campus for a designated period of time. Any suspended student found in violation is subject to arrest for trespassing. Tuition and fees will not be refunded to students who are suspended from the College. On return, the student must apply for readmission to the Coordinator for Student Behavior and Accountability. Special conditions affecting eligibility for readmission or conditions to be in effect upon readmission may be designated upon request for readmission.

Q. Suspension without Option to Return: the student is suspended permanently and may not be on campus for anything except official business. The student must notify Security and the Coordinator for Student Behavior and Accountability prior to entering campus. Any suspended student who violates this prohibition will be subject to arrest for trespassing.

R. Expulsion: permanent dismissal from the College. There is no refund of tuition, room, board, or fees to students who are expelled. Any expelled student found in violation is subject to arrest for trespassing. Students who have been expelled from school must leave the campus within the period of time specified by the Coordinator for Student Behavior and Accountability or designee. Students who do not leave the campus within the allotted time or do not obtain written permission from the Coordinator for Student Behavior and Accountability to remain on campus will be prosecuted.

Notice of Appeal Finding Policy

Complainant and Respondent will be notified of the Appeal Finding in writing concurrently.
The notification of Appeal Finding will include, where applicable, the finding by the Appeal Panel as to whether a Policy violation occurred, the rationale for the result, and a brief summary of the evidence on which the decision is based, as appropriate. Where there is a finding of a Policy violation, Complainant will also be notified of any sanctions imposed on Respondent that directly relate to Complainant. Respondent will be notified of any sanctions imposed, the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements.

Post-Resolution Follow up Policy

After a sanction or remedy is issued, the Title IX Coordinator may periodically contact Complainant to ensure the Prohibited Sexual Conduct has ended and to determine if additional remedies are necessary and may contact Respondent or others to assure compliance with any sanctions that have been imposed. Complainant may decline future contact. Any violation by a Respondent of a sanction or protective measure imposed under the Policy or a failure by a College employee to provide a specified remedy should be reported to the Title IX Coordinator.

Complainant and Respondent are encouraged to provide the Title IX Coordinator with feedback about their experience with the process and recommendations regarding ways to improve the effectiveness of the College's implementation of the Policy.

Documentary Records of Student Discipline Policy

Records documenting disciplinary actions brought against students for violation of the Policy shall be maintained by appropriate offices, including the Title IX Coordinator's office and the Division of Student Affairs, as part of a student disciplinary record separate from the transcript. At the conclusion of the Appeal Hearing, the official record of the Appeal Hearing will be turned over to the Title IX Coordinator's office.

Release of Report on the Results of Any Disciplinary Proceeding

Louisiana College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by Louisiana College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Accommodations for Victims Policy

Louisiana College will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures. The College will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement

Definitions

Where starred (*), the terms listed herein are defined as stated in the Louisiana Board of Regents' Uniform Policy on Sexual Misconduct.

Advisor: is any individual who provides Complainant or Respondent support, guidance, or advice.

Appeal: is the process by which Complainant or Respondent may challenge the Investigative Finding and/or sanction(s).

Appeal Hearing: is a component of the Appeal process in which the Appeal Panel considers evidence and makes a determination of whether a Policy violation occurred, and if so, what sanction(s) should be imposed.

Appeal Panel: is the group of individuals appointed by the President to make determinations of whether a Policy violation occurred, and if so, what sanction(s) should be imposed based on evidence presented during an Appeal Hearing.

Complainant: is the person alleged to have been affected by Prohibited Sexual Conduct in violation of the Policy.

Coercion:* is the use of express or implied threats, Intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to Consent prior to engaging in sexual activity.

Consent:* Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate Consent. Consent must be knowing and voluntary. To give Consent, a person must be of legal age. Assent does not constitute Consent if obtained through Coercion or from an individual whom the Alleged Offender [here, Respondent] knows or reasonably should know is Incapacitated. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to

obtain Consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent. A current or previous consensual dating or sexual relationship between the Parties does not itself imply Consent or preclude a finding of responsibility.

Note: Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity with one person does not imply Consent to engage in sexual activity with another. Coercion, force, or threat of either invalidates Consent.

Dating Violence:* is

a. Dating Violence definition in Clery Act: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Alleged Victim [here, Complainant]. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

b. Dating Violence definition in Louisiana law: "Dating Violence" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C). For purposes of this Section, "dating partner" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

1) The length of the relationship.
2) The type of relationship.
3) The frequency of interaction between the persons involved in the relationship.

Domestic Abuse:* is

a. Domestic abuse definition in Louisiana law: Includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. La. RS 46:2132(3).

Domestic Violence:* is

a. Domestic Violence definition in Clery Act: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the Alleged Victim [here, Complainant] is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:
   - By a current or former spouse or intimate partner of the victim;
   - By a person with whom the victim shares a child in common;
   - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
   - By a person similarly situated to a spouse of the victim under the Domestic or Family Violence laws of the jurisdiction in which the crime of violence occurred; or
   - By any other person against an adult or youth victim who is protected from that person's acts under the Domestic or Family Violence laws of the jurisdiction in which the crime of violence occurred

Family Violence:* is

Family violence definition in Louisiana law: means any assault, battery, or other physical abuse that occurs between family or household members, who reside together or who formerly resided together. La. RS § 46.2121.1(2).

Hostile Environment Caused by Sexual Harassment: includes any situation in which there is harassing conduct that is sufficiently severe, pervasive, or objectively offensive such that it alters the conditions of employment or limits, interferes with, or denies educational benefits or opportunities. A Hostile Environment can be created by a one-time act that is severe (i.e., a Sexual Assault), or it can be created by repeated acts of less severity (i.e., harassing comments made over a period of time).
Examples of a Hostile Environment Caused by Sexual Harassment include, but are not limited to:

1. Posting pictures of pornography;

2. Consistently telling sexual jokes or stories where it can be overheard by others;
3. Making sexually suggestive remarks about people within ear shot of others;
4. Persisting in unwanted sexual attention; and
5. Using derogatory terms with a sexual connotation.

Incapacitation/Incapacitated:* An individual is considered to be Incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to Incapacitation; however, someone who is drunk or intoxicated is not necessarily incapacitated, as Incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are incapacitated. Other indicators that an individual may be Incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

Initial Assessment: is, after a report or complaint of Prohibited Sexual Conduct, the initial determination made by the Title IX Coordinator of whether the alleged conduct would present a
potential violation of the Policy and whether further action is warranted based on the alleged conduct.
Interim Protective Measures: are temporary actions taken by the College to ensure equal access to its education programs and activities and foster a more stable and safe environment during the process of reporting, Investigation, and/or Adjudication.

Sample Interim Protective Measures include, but are not limited to:
- Access to counseling services and assistance in setting up initial appointments, both on and off campus
- Imposition of a campus "No-Contact Order"
- Rescheduling of exams and assignments
- Providing alternative course completion options
- Change in class schedule, including the ability to drop a course without penalty or to transfer sections
- Change in work schedule or job assignment
- Change in student's campus housing
- Assistance from College support staff in completing housing relocation
- Limiting access to certain College facilities or activities pending resolution of the matter
- Voluntary leave of absence
- Options for changing campus transportation arrangements

Intimidation: is to place another person in reasonable fear of harm through the use of threatening words and/or other conduct.

Investigation: is an impartial ascertaining of the facts related to the allegations of Prohibited Sexual Conduct, including interview of the parties and witnesses, as well as gathering available documents and other evidence. The Investigation is conducted by an investigator appointed by the Title IX Coordinator.

Investigative Finding: is a formal judgment rendered on whether a Policy violation has occurred, based on the Investigation.

Prohibited Sexual Conduct: is Sexual Misconduct or Sexual Behavior Between Individuals in Certain Roles, which is prohibited by this Policy.

Respondent: is the person alleged to have engaged in Prohibited Sexual Conduct in violation of the Policy.

Responsible Employee:* Each institution must designate and publish the names and contact information for easily accessible institution employees as Responsible Employees who have the authority to take action to redress sexual violence and have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee. However, an institutional decision to make all institution employees mandatory reporters of suspected or known Sexual Harassment or Sexual Misconduct to the Title IX Coordinator or other appropriate school designee does not render all institutional employees to be Responsible Employees. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as Counseling Staff or similar shall not be designated as mandated reporters of Sexual Harassment or as Responsible Employees.

Retaliation/Retaliatory:* Acts or attempted acts for the purpose of interfering with any report, Investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence [or Prohibited Sexual Conduct] or who has participated (or is expected to participate) in any manner in an Investigation, or proceeding under this Policy. Prohibited Retaliatory acts include, but are not limited to, Intimidation, threats, Coercion, or discrimination. Title IX prohibits Retaliation. For purposes of this Policy, an attempt requires a substantial step towards committing a violation.

Sexual Assault is:*

a. Sexual Assault as defined by the Clery Act: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

b. Sexual Assault as defined by Louisiana State Law:

    i. Non-Consensual Sexual Intercourse: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

    ii. Non-Consensual Sexual Contact: Any intentional sexual touching or attempted sexual touching, without Consent.

Sexual Behavior Between Individuals in Certain Roles: Sexual advances, acts, or contact, whether Consensual or not, involving individuals where, by virtue of roles or position in the College, one individual is in a position of direct academic or supervisory authority with respect to the other are prohibited. These roles include, but are not limited to, the following examples:

a. A faculty member and any student in his or her class;
b. A faculty member and any undergraduate major in his or her department;
c. A faculty member and any graduate student in a departmental program;
d. A graduate assistant who has teaching or other classroom duties and all students in the class or classes that he or she teaches or assists; a departmental, college, or College administrator and any member of the faculty in his/her chain of command;
e. A laboratory supervisor and those using or working in his/her lab;
f. A supervisor of civil service employees and his/her employee; or
g. A department head and a staff member of his/her chain of command.

*Sexual Exploitation**: An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of Sexual Exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.

Sexual Harassment:* Unwelcome conduct of a sexual nature when i) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; ii) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or iii) such conduct has the purpose or effect of unreasonably interfering with a person's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual Harassment also includes non-Sexual Harassment or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes. For purposes of this Policy, the various forms of prohibited Sexual Harassment are referred to as "Sexual Misconduct."

Sexual Misconduct:* is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the Consent of the other person(s), or that occurs when the person(s) is unable to give Consent or whose Consent is coerced or obtained in a fraudulent manner. For the purpose of this Policy, Sexual Misconduct includes, but is not limited to, Sexual Assault, Sexual Abuse, violence of a sexual nature, Sexual Harassment, Non-Consensual Sexual Intercourse, Sexual Exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express Consent [of] the persons depicted therein, as well as Dating Violence, Domestic Violence and Stalking.

Sexual Violence: Sexual Assault, Dating Violence, Domestic Violence, and Stalking
Sexual violence refers to a broad range of physical sexual acts perpetrated without a person's consent, including where a person is incapable of giving consent due to an intellectual or other disability or to the victim's use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. As well as being serious violations of the College's code of student conduct, dating violence, domestic violence, sexual assault, and stalking are crimes under Louisiana law.

*Stalking*is:*

a. Stalking as defined by Clery Act: Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR 2.Intentional and repeated uninvited presence at another person's: home, work place, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, Sexual Assault, kidnapping or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted 34 CFR 668.46(a)(ii)

b. Stalking as defined by Louisiana state law: Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, Sexual Assault, kidnaping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. La. RS § 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2(C)

Support Person: is someone who can provide emotional, logistical, or other kinds of assistance to a Complainant or Respondent. The Support Person is a non-participant who is present to assist a Complainant or Respondent by taking notes, providing emotional support and reassurance, organizing documentation, or consulting directly with the party in a way that does not disrupt or delay any proceeding.

Voluntary Resolution: is an outcome of a report or complaint willingly agreed to by Complainant. It is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preferences of Complainant and the safety and welfare of the campus community. If Voluntary Resolution involves either notification to or participation by Respondent, it is Respondent's decision whether to accept Voluntary Resolution.

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APPENDIX C

2020/2021
Louisiana College
STUDENT HANDBOOK
HAZING POLICY

In accordance with Louisiana Law and Louisiana College policy, any form of "Hazing" is strictly prohibited. In addition to any administrative action that may be imposed by this College, violators may also be subject to fines or imprisonment.

Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

(iii) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.

(iv) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

(v)

Consent is not a defense.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

(v) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.

(vi) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(vii) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(viii) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

For purposes of this Policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution.

DEFINITIONS

Postsecondary education institution, education institution, or institution is any postsecondary education institution in this state supported wholly or in part by public funds.

Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

(vi) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.

(vii) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Consent is not a defense.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

(ix) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.

(x) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(xi) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(xii) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

Organization is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

Pledging is any action or activity related to becoming a member of an organization, including recruitment and rushing.

Appropriate authority includes:

(i) Any state or local law enforcement agency.

(ii) A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.

(iii) Emergency medical personnel.

Reckless behavior is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

Serious bodily injury is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

LOUISIANA LAW

LA R.S. 14:40.8. Criminal Hazing

A. (1) Except as provided by Subsection D of this Section, it shall be unlawful for any person to commit an act of hazing.

(2)(a) Except as provided by Subparagraph (b) of this Paragraph, any person who commits an act of hazing shall be either fined up to one thousand dollars, imprisoned for up to six months, or both.

(b) If the hazing results in the serious bodily injury or death of the victim, or the hazing involves forced or coerced alcohol consumption that results in the victim having a blood alcohol concentration of at least 0.30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, any person who commits an act of hazing shall be fined up to ten thousand dollars and imprisoned, with or without hard labor, for up to five years.

B.(1) If any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization of which any of the underlying entities provided for in Paragraph (C)(3) of this Section is a sanctioned or recognized member at the time of the hazing, knew and failed to report to law enforcement that one or more of the organization's members were hazing another person, the organization may be subject to the following:

(a) Payment of a fine of up to ten thousand dollars.

(b) Forfeiture of any public funds received by the organization.

(c) Forfeiture of all rights and privileges of being an organization that is organized and operating at the education institution for a specific period of time as determined by the court. If the hazing results in the serious bodily injury or death of the victim, or results in the victim having a blood alcohol concentration of at least 0.30 percent by weight based on grams of alcohol per one hundred cubic centimeters of blood, the period of time shall be for not less than four years.

(2) A national or parent organization that receives a report alleging the commission of an act or acts of hazing may conduct a timely and efficient investigation to substantiate or determine the veracity of the allegations prior to making a report to law enforcement. The investigation shall be completed no later than fourteen days after the date on which the report was received alleging the commission of an act or acts of hazing.

C. For purposes of this Section:

(1) **"Education institution"** means any elementary or secondary school or any postsecondary education institution in this state.

(2)(a) **"Hazing"** is any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

(i) The person knew or should have known that the act endangers the physical health or safety of the other person or causes severe emotional distress.

(ii) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

(b) **"Hazing"** includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

(i) Physical brutality, such as whipping, beating, paddling, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.

(ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(iii) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

(c) A physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the education institution is not considered "hazing" for purposes of this Section.

(3) **"Organization"** means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, an education institution. “Organization" includes the national or parent organization of which any of the underlying entities provided for in this Paragraph is a sanctioned or recognized member at the time of the hazing.

(4) **"Pledging",** also known as **"recruitment"** or **"rushing"**, means any action or activity related to becoming a member of an organization.

D.(1) This Section does not apply to an individual who is the subject of the hazing, regardless of whether the individual voluntarily allowed himself to be hazed.

(2) It is not a defense to prosecution for a violation of this Section that the individual against whom the hazing was directed consented to or acquiesced in the hazing.

E.(1) The penalties provided in Subsection B of this Section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising from the same incident or activity, and in addition to any penalty imposed by the organization or education institution pursuant to its by-laws, rules, or policies regarding hazing.

(2) Nothing in this Section precludes any civil remedy provided by law.

Acts 2018, No. 635, §1

LA R.S. 17:1801. Hazing prohibited; penalties

Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited.

Whoever violates the provisions of this Section shall be fined not less than ten dollars nor more than one hundred dollars, or imprisoned for not less than ten days nor more than thirty days, or both, and in addition, shall be expelled from the educational institution and not permitted to return during the current session or term in which the violation occurs.

LA R.S. 14:1801.1. Hazing education; policies; new student orientation; organizations

A. Not later than August 1, 2018, the Board of Regents shall develop and adopt a uniform policy on hazing prevention. The policy shall define hazing as defined in R.S. 17:1801. Each postsecondary education institution shall adopt the uniform policy developed by the Board of Regents. An institution may expand the definition of hazing to prohibit additional behaviors it determines may be dangerous but shall not otherwise amend the definition.

B.(1) Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook.

(2) In addition to the requirement provided in Paragraph (1) of this Subsection, beginning in the fall semester of 2019, each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process either in person or electronically.

C. Each organization as defined in R.S. 17:1801 shall provide annually at least one hour of hazing prevention education to all members and prospective members. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the institution with which it is affiliated relative to the students receiving such education evidenced by an attestation of the student receiving the education.

LA R.S. 14:502. Failure to seek assistance

A.(1) Any person at the scene of an emergency who knows that another person has suffered serious bodily injury shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. Reasonable assistance includes immediately seeking or reporting the need for medical assistance from an appropriate authority.

(2) Any person who engages in reckless behavior that results in the serious bodily injury of any person shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the person. Reasonable assistance includes immediately seeking or reporting the need for medical assistance from an appropriate authority.

B. For purposes of this Section:

(1) **"Appropriate authority"** includes:

(a) Any state or local law enforcement agency.

(b) A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.

(c) Emergency medical personnel.

(2) **"Reckless behavior"** means an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity, including activity which is defined as a criminal offense under this Title.

(3) **"Serious bodily injury"** means bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

C.(1) Except as provided in Paragraph (2) of this Subsection, any person who violates the provisions of this Section shall be fined not more than one thousand dollars, imprisoned with or without hard labor for not more than one year, or both.

(2) If the serious bodily injury results in the death of the person, any person who violates the provisions of this Section shall be fined not more than two thousand dollars, imprisoned with or without hard labor for not more than five years, or both.

Acts 2018, No. 637, §1.

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HAZING REPORT FORM FOR ORGANIZATIONS

NOTE:

1. **This standardized form, developed by the Board of Regents pursuant to Act 382 of 2019, is to be used by organizations affiliated with postsecondary institutions to report any information received by the organization regarding incidents of hazing.**
2. **Organizations must send this report to law enforcement and the affiliated institution as soon as practicable.**
3. **This report contains unredacted information, as required by Act 382 of 2019. Subsequent use and disclosure of this report remains subject to applicable laws and regulations, including the Family Educational Rights and Privacy Act and the Health Insurance Portability and Accountability Act.**

INFORMATION ABOUT ORGANIZATION			
Name of Organization Affiliated Institution			
Full Name and Title of Contact Official at the Organization			
Address			
Phone Numbers	Home	Cell	Work
INFORMATION ABOUT PERSON(S) INVOLVED IN THE INCIDENT (USE ADDITIONAL FORMS FOR EACH PERSON INVOLVED)			
Full Name			
Affiliated Organization (Member or Pledge) Home Address			
Phone Numbers	Home	Cell	Work
INFORMATION ABOUT THE INCIDENT			
Date of Incident	Time	Police Notified ☐ Yes ☐ No	
Location of Incident ☐ On campus ☐ Off- campus Specific Location			
Description of Incident (what happened, how it happened, individuals involved, factors leading to the event, etc.) Be as specific, complete and accurate as possible and do not redact any information known to the institution official(s) (attached additional sheets if necessary)			
Were there any witnesses to the incident? ☐ Yes ☐ No If yes, attach separate sheet with names, addresses, and phone numbers.			
Was the individual injured? If so, identify the individual and describe the injury (e.g. laceration, sprain, etc.), location of injury (e.g. upper arm, shoulder), and any other information known about the resulting injury			
Was medical treatment provided? ☐ Yes If yes, where was treatment provided: ☐ No ☐ Refused ☐ on site ☐ Urgent Care ☐ Emergency Room ☐ Other			
REPORTER INFORMATION			
Individual Submitting Report (print name)			
I hereby affirm that the information contained in this report is complete and accurate to the best of my knowledge. Signature: Date Report Completed:			

FOR OFFICE USE ONLY

Report Received by_____ Date_____

DOCUMENT ANY FOLLOW-UP ACTION TAKEN AFTER SUBMISSION OF THE INCIDENT REPORT

Date	Action Taken	By Whom

APPENDIX D

LOUISIANA COLLEGE
PREPARING GRADUATES ◆ TRANSFORMING LIVES

Assistance Animal Registration Form

Students who wish to have Assistance Animals in connection with Residential Life should complete the Assistance Animal Registration Form and provide required documentation as indicated. This form should also be completed when there are any changes to information in regards to the Assistance Animal. The completed form should be submitted to Student Disability Services a minimum of 1 month prior to the start of the term in which the Assistance Animal will arrive on campus. A student must register through the Office of Counseling & Career Services in order to qualify for an assistance animal..

Full Name: _____

Local address: _____

Please attach the letter from your certified clinician substantiating the need for the Assistance Animal on-campus.

Please identify the type/breed of your Assistance Animal: _____
*Please attach a photo of the assistance animal.

Has the Assistance Animal ever harmed or shown aggressive behavior towards people?
NO____
YES____ (Please explain): _____
_____

Is the Assistance Animal current on shots, including vaccination for rabies?
NO____
YES____
Date of vaccination: _____

I have read and understand the Service and Assistance Animal Policy, and by my signature below I agree to follow the policy throughout my time at Louisiana College.

Signature _____

Date_____

LOUISIANA COLLEGE
PREPARING GRADUATES • TRANSFORMING LIVES

Service Animal Procedure Acknowledgement and Information Form

This form must be submitted and approved one month before the semester begins.

Student Name: _____

Animal Type (circle one): dog miniature horse

Animal's Breed: _____

Animal's Name: _____

Rabies Vaccination Date: _____
(Record must be attached)

Spay/Neuter Date: _____
(Record must be attached)

Proof of Liability Insurance: _____
(Record must be attached)

As a handler of a service animal, I assume full responsibility for providing adequate care and supervision for the service animal at all times while on Louisiana College property or attending LC sponsored events. I have reviewed and understand Louisiana College's Policy for Service Animals on Campus and shall comply with all requirements detailed in that policy.

Additionally, I agree to the following:

1. I assume personal responsibility for any damage to any property and/or harm to others caused by my service animal while on LC property or attending LC sponsored events;
2. I will register my service animal annually with the Office of Counseling & Career Services;
3. The College will not be financially responsible for any actions of, or related to, my service animal; and
4. I shall indemnify and hold Louisiana College and its faculty and staff harmless against any and all claims, liabilities and costs for any personal injury or property damages or other damages that the University may sustain arising out of or in connection with my use of a service animal while on LC property or attending a LC sponsored event.

I accept and agree to be bound by the terms of this Agreement.

_____ _____
Signature of Student Date

_____ _____
Printed Name LC ID#

_____ _____
Signature of Director of Counseling & Career Services Date

_____ _____
Signature Director for Residential Life and Student Events Date

_____ _____
Signature of Coordinator for Stu Behavior and Accountability Date

Adopted 03/15/2010
Revised 6/16/2020

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