



Louisiana Delta Community College Honor Code

All members of the College community are expected to respect the principles of honesty and mutual trust embodied in the honor code.

STUDENT RESPONSIBILITIES

- Students are responsible for preparing their own written work in every class unless specifically permitted by the instructor to combine efforts on an assigned project. Students are expected to understand the meaning of plagiarism and to avoid all suspicion of plagiarism in papers prepared. Furthermore, students are expected neither to sanction nor to tolerate violation of the honor code by others
- Students will not give or receive any unauthorized aid on any examination or paper. If a student witnesses anyone else doing so, that student must be reported immediately to the faculty member and/or the appropriate College administrator.

Academic Integrity

Academic integrity is a positive ideal: *Students and faculty seeking knowledge honestly, fairly, with mutual respect and trust , and accepting responsibility for their actions and the consequences of those actions.* ~ Center for Academic Integrity “Fundamental Values of Academic Integrity Project” <http://www.academicintegrity.org/fundamental.asp>

EXAMPLES of Types of Academic Misconduct (see Catalog and Student Handbook 1.01-1.06)

Cheating is the intentional use of inappropriate assistance, information, materials, or study aids in any academic exercise. Cheating includes the use of unauthorized assistance, information, or materials on tests, homework, quizzes, papers, projects, and all other academic assignments. Additionally, students who provide such unauthorized assistance are also responsible of cheating.

Fabrication is defined as altering official college documents, forging signatures of college officials or other individuals, or changing grades and other academic records. Fabrication also includes submitting false records to gain admission to the College. Furthermore, any oral or written misrepresentation of truth in any communication with College administrators, faculty, or staff is also fabrication.

Plagiarism involves submitting another person’s ideas, words, data, arguments or sentence structure as the student’s own without proper documentation.

Misrepresentation is intentionally presenting oneself as someone else, or intentionally misrepresenting a condition or situation to gain credit or concessions on academic work, including make-up tests, projects, and class assignments.

Violation of class rules is the intentional failure to follow the class policies concerning assignments and behavior.

Complicity is the willing involvement with others in any academic misconduct.

Software Fraud is the unlawful downloading and copying of computer software used in the creation of academic work.

Multiple submissions of work involves handing in academic work that was done previously by the student for another class, or by someone else.

WHAT CAUSES ACADEMIC MISCONDUCT?

- **Ignorance or misinformation of procedures, rules or policies.**
- **Poor time management.**
- **Poor understanding of the material or assignment.**
- **Personal issues or emergencies.**
- **Pressure from friends or classmates for assistance.**
- **Pressure from family, friends or self to succeed.**

~ *Rutgers University*

WHAT CAN YOU DO?

- **Prepare in advance for tests and quizzes**
- **Use a planner or a calendar**
- **Ask questions**
- **Ask faculty to review work**
- **Take pride in your work**
- **Other ideas?**

Louisiana Delta Community College

More than a place...it's an attitude

The Mission of Louisiana Delta Community College



Louisiana Delta Community College, an open admissions, associate degree granting, public institution serving the northeastern region of Louisiana, provides high quality educational programs and services that are affordable and accessible to a diverse community of learners. Supported by the Louisiana Community and Technical College System, a dedicated faculty and staff fulfill this mission through their commitment to student achievement, academic excellence, lifelong learning, and the use of current technology.

ACADEMIC AFFAIRS MISSION

The Academic Affairs Division creates, guides, supports, and enhances an academic environment that is student-centered, and with the institutional mission as a framework, the Division assures that “student achievement, academic excellence, lifelong learning, and the use of current technology” are integral to the learning process.

ACADEMIC DEPARTMENTS

Dean of Instruction

Dr. Barbara Jones	362-5025	E144
Kathleen Foy, Administrative Assistant	362-5026	E145

Arts and Humanities

Karen Harmon, Division Chair	362-5034	E142
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Behavioral and Social Sciences

Carlos Morris, General Studies Program Director	362-5031	E137
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Business and Technology

Joseph Lane, Program Director	362-5016	E110
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Care and Development of Young Children

Donna Guice, Program Director	362-5014	E108
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Electronic Learning/Blackboard

Sharon Bowman, Coordinator	342-3716	C140
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Library and Learning Resources

Annie McKinney, Director	342-3751	C132
Marty McKaskle, Library Specialist	342-3728	C150

Math and Sciences

Kirk Bradley, Division Chair	342-3726	C134
Jackie Johnson, PTEC Program Director	812-0218	MCA

Nursing and Health Sciences

Dr. Hilda Brown, Division Chair	812-0150	MCA
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Value of the Postsecondary Education

“Colleges and universities have never been as important as they are today. Economic competitiveness depends upon a state’s ability to educate and train its citizens and attract and retain talent.” ~ National Governors Association Center For Best Practices

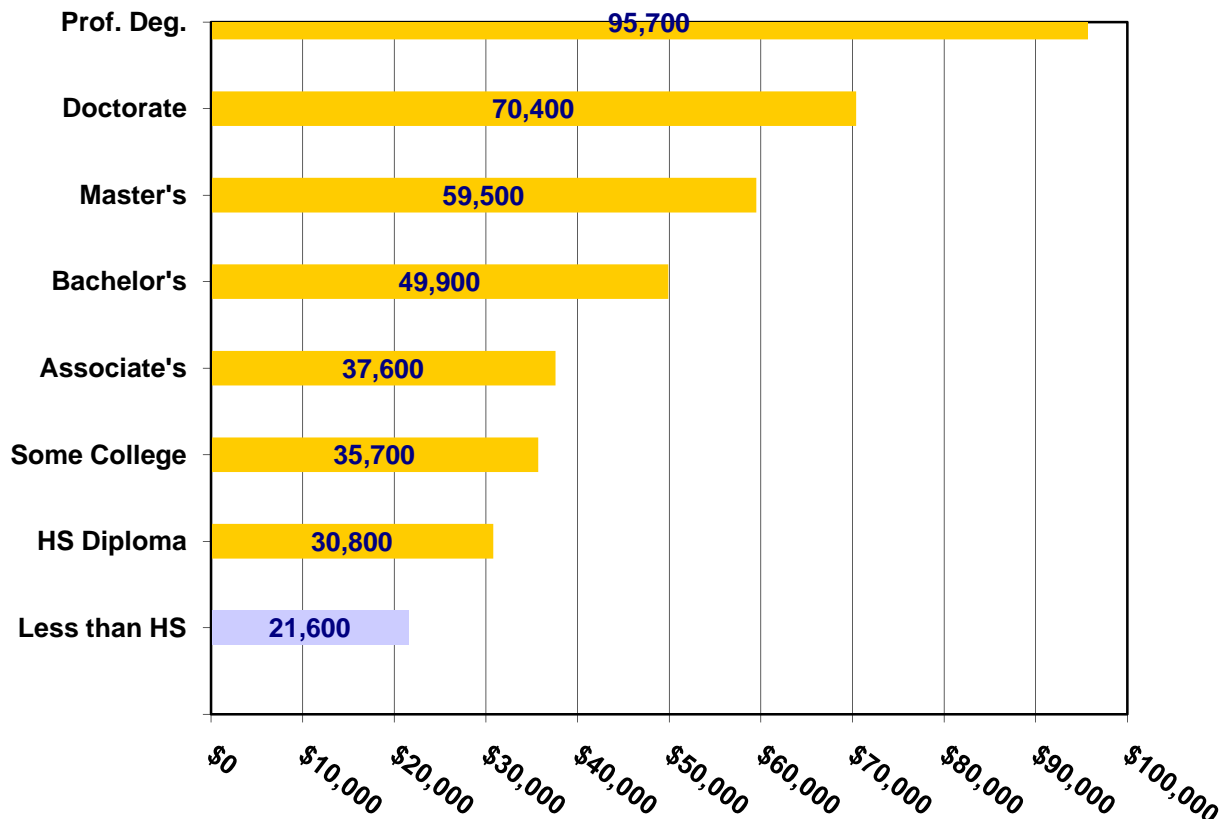


**WITH INCREASED EDUCATION
COMES INCREASED OPPORTUNITIES
AND WEALTH...**

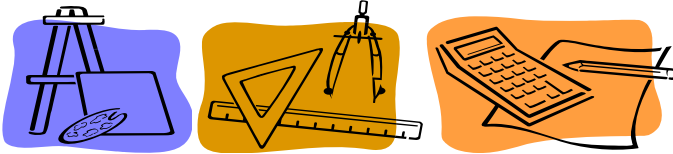
so set your Educational goals!

EDUCATION EARNING POWER - Average

Source: *Education Pays 2004*, College Board



Louisiana Delta Community College offers...



Career-oriented,

- **Care and Development of Young Children**
 - TCA in Child Development Associate or Administration
 - Certificate
 - Associate of Applied Science
- **Business and Technology**
 - TCA in Customer Service
- **Health and Human Services**
 - TCA in Director Support Personnel
- **Health-related fields & Teaching and Education** – programs in Development

Remedial,

- Mathematics
- Grammar and Composition
- Reading
- Tutoring – faculty-led, peer, and software applications

College/university transfer,

- Associate of Arts in Liberal Arts
- Associate of General Studies & Certificate of General Studies
- Associate of Science in General Science
- Board of Regents Articulation Matrices – General Education, Business, and Natural Sciences
(http://www.regents.state.la.us/pdfs/Planning/Articulation/2008-2009_General%20Education%20Matrix.pdf)
- Expanded Crosswalk Articulation Agreements with ULM, La Tech, and GSU
<http://www.ladelta.cc.la.us/documents/crosswalk.pdf>
- 2+2 degree program transfer agreements
 - ULM: Biology, Construction, Criminal Justice, English, Healthcare Management, History, Pre-Professional Health Studies, Psychology, Sociology, Speech Communication, Toxicology
 - La Tech University: Biology, Business
- Pre-requisite program transfer agreements with BPCC : Physical Therapist Assistant and Respiratory Therapy

workforce development,

- Process Technology

...general education , dual enrollment, academic support, and e-learning programs.

ACADEMIC ADVISING

Students at Delta have access to a variety of programs and services to assist them in achieving their educational goals. Academic advising is available to all new, returning and continuing students at Delta and is provided by the faculty advisors in the designated degree/certificate discipline area. The advisor reviews the academic record, assists in designing a plan of study, and initiates the registration process. The faculty advisor interprets assessment test results, explains College policies, identifies resources and services available to students, and provides information about careers or university transfer. All faculty members are available for academic advising during registration, pre-registration and their posted office hours.

Vocabulary:

Course description: The name and number are used to identify courses in the catalog and on transfer guides. (ex. ENGL 101)

Credit hour: The unit of measure representing an hour of instruction over a 15 week semester. It is applied toward the number of hours needed to complete a degree.

Associate degree: Requires at least 2 but less than 4 years of full-time college work; approx. 61-64 credit hours.

Your Advisor will:

- **Be assigned to you based on your degree program**
- **Create an academic plan with you**
- **Discuss your short and long term educational goal**
- **Explain the use of ACT/Compass Placement score**
- **Assist you with course selections each semester**

GENERAL ADVISING PROCEDURES

1. Faculty advise students based on:

a. DEGREE PROGRAM or educational goals pursued.

b. PLACEMENT SCORES (ACT, SAT, Compass) are used to determine appropriate placement in MATH, ENGL, BLGY, and READ courses

1) Developmental Course Sequence - When students place in developmental courses, preference should be given to READ 099 and any 095 courses. No student will be allowed to take more than 25 total semester hours or any 200-level course work until all required developmental courses have been completed.

2) Academic Seminar: Academic Seminar (ACSE 100 – 1 credit hour) is a **required course** for all Delta degree-seeking students. This course should be taken during the **first semester** to aid in student success and retention. Students placing in more than one developmental course are required to take Academic Skills Seminar (ACSE 101 – 3 credit hours).

c. **TRANSFER CREDITS** from other colleges and universities are used to determine placement for MATH or ENGL courses which may transfer toward a degree at Delta, as well as completion of prerequisites for courses.

d. **GRADES IN PREREQUISITE COURSES** - most courses require that a “C” or higher must be earned in prerequisite courses. Developmental courses with “N” must be repeated. Check course descriptions in catalog or on website.

PREREQUISITE EXAMPLE: BIOL 221 Human Anatomy and Physiology I

Prerequisites: Eligibility to enroll in ENGL 101 and MATH 110 and successful completion of PHSC 102 or high school or college level chemistry. Co-requisites: Concurrent enrollment in BIOL 223, Human Anatomy and Physiology I Laboratory.

2. To determine the Delta courses/credits needed to reach the student’s educational goal, students should use the 1) Delta Catalog or website for degree program requirements, 2) degree program articulation sheets, 3) Board of Regents matrices for General Education, Business or Natural Sciences, 4) ULM/LaTech/GSU Crosswalk, or the 5) catalog/website from the institution receiving the transfer.

3. Students should consider family and/or work responsibilities and adjust the number and difficulty of courses pursued, accordingly.

WORKING STUDENTS ADVISING GUIDELINES

Hours at Work/Week	Hours/semester
<15	12
16-27	10-11
28-34	7-9
35-40	3-6

Once you are enrolled:

Set goals to include broad career goals, daily assignment goals, and degree completion goals. Goal-setting gives you “long term vision and short-term motivation.” The process of setting goals helps you choose where to focus your time and efforts so that you may stay focused and not become distracted. Setting and achieving goals helps to build confidence.

Read the course syllabus that is distributed by the instructor the first day of class. This is your roadmap to successfully completing the course.

Attend class. Attendance is mandatory. If you miss class for medical reasons, you must provide a doctor’s note the first day you return to class to have your absence excused. The maximum number of unexcused absences allowed is set by the instructor; the College policy states that a student must not miss more than 15% of the class sessions. Excessive tardiness is unacceptable.

Communicate with the instructor if you are struggling in the class. If you feel you cannot successfully complete the course, discuss your options with your instructor and take the necessary action.

Participate in class discussions, group activities, study groups, and student activities. An engaged student is more likely to succeed and meet established goals.

