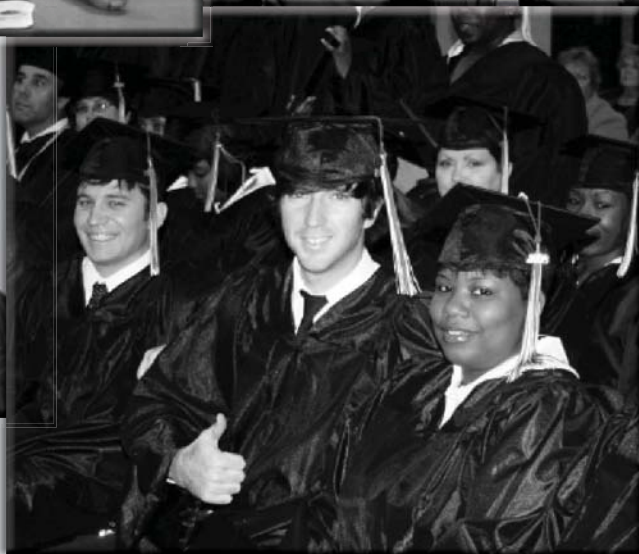


# Student Handbook

2008-2010

2009 Supplemental Edition: Updated Policies  
(Revised August 2009)



LOUISIANA  
**DELTA**  
COMMUNITY COLLEGE

[www.ladelta.edu](http://www.ladelta.edu)

**Student Handbook  
2008-2010 Revisions**

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## LOUISIANA DELTA COMMUNITY COLLEGE

### STUDENT CODE OF CONDUCT

#### Honor Code

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

##### SECTION ONE

1. A student may be formally charged with misconduct for violation of any of the "Regulations Governing Student Behavior." In cases of violations of academic integrity (academic honesty/dishonesty) or a student's failure to adhere to minimum professional standards, the faculty has the authority to assign a course grade of an "F" to the student and/or may refer the case to the Academic and Admissions Appeal Committee for action.
2. A student charged with misconduct retains all College rights until due process is completed, unless there is evidence that the student:
  - a. has been convicted of a felony within a year;
  - b. has been formally charged with commission of a felony of such nature that the student's presence on campus is potentially dangerous to the safety of the College;
  - c. has engaged in any activity of such nature that presence on campus is potentially dangerous to the health and safety of the College, whether or not civil or criminal charges have been made or penalties imposed.

In the above situations, the student may be temporarily barred from the campus until due process is completed.

#### 1.01 Types of Academic Misconduct

Although all academic misconduct is wrong, premeditated acts of academic misconduct represent a greater threat to the integrity of the College than do unpremeditated acts of academic misconduct. The following definitions of and distinctions between unpremeditated and premeditated academic misconduct are established.

- 1.01:01** *Unpremeditated* academic misconduct is an act of academic misconduct taken without advance contemplation, prior determination, or planning, or full understanding that the act is considered academic misconduct: e.g., on the spur-of-the-moment, seizing the opportunity to cheat; collaboration to a greater degree than is permitted in a particular situation; and careless or incomplete documentation of sources.
- 1.01:02** *Premeditated* academic misconduct is an act of academic misconduct which grows out of advance contemplation or meditation, prior deliberation, or planning which may, but not necessarily, include the preparation of a written plan or notes. Although prior thought and planning is requisite to premeditation, this prior thought and planning need not exist for any particular period of time before it is carried into effect.

## **1.02 Categories of Academic Misconduct**

- 1.02:01** *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.
- 1.02:02** *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.
- 1.02:03** *Plagiarism* involves submitting another person's ideas, words, data, arguments or sentence structure as the student's own without proper documentation.
- 1.02:04** *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.
- 1.02:05** *Violation of class rules* is the intentional failure to follow the class policies concerning assignments and behavior.
- 1.02:06** *Complicity* is the willing involvement with others in any academic misconduct.

- 1.02:07**     *Software Fraud* is the unlawful downloading and copying of computer software used in the creation of academic work.
- 1.02:08**     *Multiple submissions of work* involve handing in academic work that was done previously by the student for another class, or by someone else.

### **1.03     Disciplinary Sanctions for Academic Misconduct**

Depending on the type of violation, the number of times a student has committed an offense, and the discretion of the instructor, penalties may include any combination of the following:

- 1.03:01**     Loss of partial credit for the assignment.
- 1.03:02**     Reduced grade for the course.
- 1.03:03**     Grade of "F" for the course.
- 1.03:04**     Zero assigned to test or assignment.
- 1.03:05**     Academic Probation –a specified period of testing imposed on a student during which further violations may result in suspension from the College.
- 1.03:06**     Counseling – Students will be directed to seek counseling for a period of time to be designated by the counselor.
- 1.03:07**     Academic Suspension – this suspension is for a specified period of time and the student may apply for readmission to the College subsequent to expiration of the specified time.
- 1.03:08**     Expulsion – permanent separation from the College.

### **1.04     Administration of Penalties**

Instructors assign penalties to the student based on the above criteria. Student appeals of the penalty will be directed to the appropriate Academic Supervisor or, if necessary, to the Dean of Instruction.

Should the student's violation of Academic Honesty Policy warrant probation, suspension, or expulsion, the matter will be referred to the Admissions and Academic Appeal Committee. Appeals of penalties will be directed to the Vice Chancellor of Academic and Student Affairs

## **1.05 Due Process for Academic Misconduct**

### **Instructions for Documenting Alleged Acts of Academic Misconduct:**

If an alleged act of academic misconduct occurs in a class, the following due process steps will be followed:

- 1.05:01** The instructor will verbally notify the student of the alleged charges and evidence against the student, will promptly complete an Academic Misconduct Form, and will document all evidence.
  
- 1.05:02** The instructor's Academic Supervisor will schedule a meeting with the student and the instructor and will present a copy of the Academic Misconduct Form to the student. Failure of the student to attend this meeting will be interpreted that the student will take responsibility for the act of academic misconduct. The student will be given the opportunity to refute the charges in writing. The instructor and the academic supervisor will then jointly determine if the charges are justified or are to be dismissed.
  
- 1.05:03** If the charges are to be dismissed, the Academic Supervisor will so note on all copies of the Academic Misconduct Form. The Academic Supervisor will keep a copy of the Academic Misconduct Form in the office files and forward one copy to the Dean of Arts and Sciences and the Office of Student Services.
  
- 1.05:04** If the charges are deemed to be justified, the student will be advised of the disciplinary sanctions that may be imposed for the academic misconduct. The Academic Supervisor will then send a copy of the Academic Misconduct Form to the Deans of Arts and Sciences and Student Services. The student may request a hearing in writing with justification for the appeal within three working days if he/she does not agree with the decision of the Academic Supervisor.
  
- 1.05:05** The Dean of Arts and Sciences will notify the student within three working days by letter of the date, time, and place of the hearing. The letter of notice shall be either hand-carried to the student while on campus or sent by certified mail, return receipt requested, addressed to the student at the address appearing in official College records. The letter of notice will direct the student to appear before the Admissions and Academic Appeals Committee on the date, time, and place specified for the hearing. The letter of notice will specify a hearing date no fewer than three, but not more than ten, working days after the receipt of the letter.

- 1.05:06** Prior to the hearing, the Dean of Arts and Sciences will inform the student of the following rights of due process:
- a. The student defendant has the right to a closed hearing.
  - b. The student defendant has the right to appear at the hearing alone or with an attorney, advisor, or friend. The attorney, advisor, or friend may advise the student defendant but may not address the Committee.
  - c. The student defendant has the right to be presumed not responsible until proven responsible and to have the specified College Unit decide responsibility based on a reasonable standard of proof presented during the hearing. The standard of proof for responsibility rests with the person (s) bringing the charge(s).
  - d. The student defendant has the right to argue on his/her behalf.
- 1.05:07** At the hearing, the Admissions and Academic Appeals Committee will consider the evidence presented. If the student is found responsible of academic misconduct, the Committee will decide whether the academic misconduct is unpremeditated or premeditated and will impose the appropriate sanction for the academic misconduct.
- 1.05:08** The Chair of the Admissions and Academic Appeals Committee will inform the student defendant and the Dean of Arts and Sciences in writing of the outcome of the hearing within three working days.
- 1.05:09** The Dean of Arts and Sciences will inform the Academic Supervisor and the instructor of the outcome of the hearing. Written documentation will be forwarded to the Office of Student Services to be placed in the student's file.
- 1.05:10** The student defendant has the right to appeal within three working days in writing the decision or any sanction resulting from it to the Vice Chancellor of Academic and Student Affairs who makes the final decision on the case.

## **1.06 Academic Misconduct Hearing Sanctions**

- 1.06:01** Any administrative sanction listed in Section 1.03
- 1.06:02** Suspension: forced withdrawal from the College for a specified period of time.
- 1.06:03** Expulsion: permanent, forced withdrawal from the College.
- 1.06:04** Bar Against Readmission: written notification issued to a student who has left the College that he/she will not be allowed to re-enroll until the pending discipline matter has been resolved. The penalty terminates on clearance of the discipline matter. This sanction may also be imposed in cases of severe disciplinary infractions and/or in the event of a threat of safety to the College community. Students may appeal to the Admissions and Academic Appeals Committee. For readmission to the College after one year.

### **ACTS OF MISCONDUCT OTHER THAN ACADEMIC SECTION TWO**

- 2.01:01** Failure to comply with behavioral standards of the Louisiana Community and Technical College System and Louisiana Delta Community College, as well as abide by local, state, and federal laws.
- 2.01:02** Violation of the rights of individuals as established in the United States and Louisiana Constitutions.
- 2.01:03** Harassing conduct of any kind, including acts based on race, gender, ethnicity, sexual orientation, disability, religion, etc.
- 2.01:04** Stalking, that is, the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury.
- 2.01:05** Cyber stalking, that is, use in electronic mail or electronic communication any words or language threatening to inflict bodily harm, physical injury to the property of, or extortion of money or other things of value to any person or the person's family or dependents; use of electronic mail or electronic communication for the purpose of threatening, terrifying, or harassing any person; use of electronic mail or electronic communication to make false statements to any person or the person's family or dependents with the intent to threaten, terrify, or harass.
- 2.01:06** Physical abuse or threat thereof including acts of intimidation against any person or persons, or other conduct which threatens or endangers the health or safety of any such person or persons including hazing, domestic violence or offensive touching.

- 2.01:07** Sexual offenses, including offensive touching (sexual battery), nonconsensual intercourse (rape), and intercourse with a person who is not capable of giving consent due to some form of intoxication or who is otherwise incapable of giving consent, and performing sexual acts to self on college property, college activities and events **on or off-campus.**
- 2.01:08** Unauthorized entry or use of College facilities or any violation of College rules regarding the use of College property. Unauthorized use, access to, manipulation of, tampering with or duplication of any College computer hardware, software programs, and/or associated documentation including, but not limited to, telecommunications equipment, computer equipment, etc.
- 2.01:09** Using the College's computing resources for personal or financial gain; allowing non-college personnel access to computing resources on campus; displaying obscene, lewd, or sexually harassing images or text in use of the College's computers; or modifying or copying records or data belonging to the College.
- 2.01:10** Vandalism, malicious destruction, damage, defacing, misuse, or abuse of College, public, or private property, including library materials, computer equipment and software, vending/games machines, and vehicles.
- 2.01:11** Setting a fire on campus or campus-related premises or setting the fire alarm without proper authority.
- 2.01:12** The intentional making of a false report of a bomb, fire, or other emergency.
- 2.01:13** Failure to comply with fire or safety procedures (including failure to evacuate for fires drills and weather alarms) whenever the alarm sounds.
- 2.01:14** Falsification of academic records, identification cards, financial aid records, academic forgery, altering official academic documents, misusing College documents, or withholding information relating to admission, transfer credits, financial aid, academic status, records, etc (refers to academic transcripts).
- 2.01:15** Failure to answer a College summons or to appear for a discipline hearing as notified by College officials.

- 2.01:16** Failure to meet any College-related financial obligation. Passing worthless checks or counterfeit money or transactions in order to fulfill financial obligations.
- 2.01:17** Participation in any group demonstration, sit-in, or disorderly conduct which disturbs the orderly activities and processes of the College.
- 2.01:18** Possession or consumption of alcoholic beverage in any form on campus or while participating in a College activity or on a College-sponsored trip.
- 2.01:19** Carrying a firearm, or dangerous weapon, by a student or non-student on school property, at school-sponsored functions. This includes ammunition, explosives, fireworks, or other dangerous substances or materials of any kind.
- 2.01:20** Unauthorized or illegal possession, use, sale, or transportation of narcotics, stimulants, depressants, hallucinogenic drugs, marijuana, or other illegal drugs on campus or while on a College-sponsored event or trip.
- 2.01:21** Personal conduct which does not comply with socially accepted behavior in the academic community (e.g. drunkenness, use of profanity, disorderly conduct, lewd, indecent, or obscene jesters or conduct) **on or off-campus.**
- 2.01:22** Disturbing the peace by unreasonable loud noise or behavior and or disruptive and disorderly behavior.
- 2.01:23** **Convicted of a felony.**
- 2.01:24** **Formally charged by civil authorities with the commission of a felony or such nature that the student's presence at the College is potentially dangerous to the health, safety, and educational environment of the College community; or**
- 2.01:25** **When there is a strong convincing evidence that the student against whom civil authorities have brought charge or imposed penalties has committed a felony of such nature that the student's continued presence at the College is potentially dangerous to the health, safety, and educational environment of the College community.**

**2.01:26** Smoking in College facilities or outside designated areas.

**2.01:27** Gambling of any type.

**2.01:28** Repeated or accumulated violations of any part of the code.

## **2.02 Disciplinary Policies and Procedures:**

### **Initiation of Discipline Proceedings:**

**2.02:01** When the Dean of Student Service receives information alleging that a student has violated any rule or regulation of this Code, the Dean of Student Services shall investigate the alleged violation.

**2.02:02** The Dean of Student Services may summon a student (either orally or in writing) to appear in connection with an alleged violation. The summons shall direct the student to appear at a specified date, time, and place.

**2.02:03** A student who fails, without good cause, to comply with a summons or letter of notice issued by the Dean of Student Services may be charged with a violation; may be placed on disciplinary probation, temporarily suspended, or barred against readmission.

## **2.03 Definitions:**

**2.03:01** *Student:* any person enrolled in academic classes (full-time, part-time, audit, or credit).

**2.03:02** *College employee:* any person employed by the College including student employees.

**2.03:03** *College facilities:* all lands, buildings, and facilities owned, leased, or controlled by the College

**2.03:04** *College activity, event, or trip:* any activity, event, or trip that is sponsored by the College or any division/organization of the College.

- 2.03:05** *Student Disciplinary Hearing Committee:* committee composed of the Dean of Student Services, two faculty/staff members, the president of the Student Government Association, and one student member appointed by the SGA.

## **2.04 Sanctions**

Discipline sanctions may be imposed in response to misconduct acts committed by students or a student organization. The purpose of imposing sanctions is to promote educational and social development of the student and the College community, to provide appropriate penalties, and to deter other acts of misconduct which thwarts the aims, purposes, and policies of the institution.

Discipline records are confidential in accordance with federal and state laws. The contents of the student discipline record may not be released to anyone not associated with campus discipline except upon written approval of the student or a court-ordered subpoena or by the administration of FERPA.

- 2.04:01** *Written Reprimand:* from the appropriate administrator to the student on whom the penalty is imposed, placed in the student's permanent discipline record.
- 2.04:02** *Warning probation:* written notification that further violations of any sub-section of this code will result in more severe discipline action. Warning probation may be imposed for a period of not more than one calendar year.
- 2.04:03** *Disciplinary probation:* written notification that further violations of any sub-section of this code may result in suspension. The terms of disciplinary probation shall be determined by the Vice Chancellor for Academic and Student Affairs in conjunction with the Dean of Student Services
- 2.04:04.** *Suspension of privileges:* prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.
- 2.04:05** *Community Service:* assigned a specific number of hours of service.
- 2.04:06** *Counseling:* student directed to Student Counseling and Disability Office for a period of time to designated by the Counselor. In the case where the College is not qualified or equipped to handle severe personal, psychological or emotional problems, the Counselor will refer the student to an off-campus agency to meet the student's needs.

- 2.04:07** *Restitution:* repair or replacement of property damaged.
- 2.04:08** *Fines:* monetary fines to fit the particular case. If the fine is not paid, it remains on the student's record as indebtedness to the College, which then renders the student ineligible to register for subsequent semesters or to receive official transcripts.
- 2.04:09** *Cancellation of registration* or denial of credit may be imposed in cases where the student is found responsible of withholding information relating to the student's admission, transfer credits, academic status, records, etc.
- 2.04:10** *Suspension:* may be used by the Vice Chancellor of Academic and Student Affairs in the event of a threat of safety to the College community or if a student refuses to answer a summons.
- 2.04:11** *Expulsion:* may be used by the Chancellor in the event of a threat of safety to the College community.

A written report is made indicating the imposed sanctions. The student may appeal the sanctions of the administrator and request a hearing before the Disciplinary Hearing Committee. Requests for appeals must be submitted in writing to the administrator within three (3) working days of the notification of the administrative sanction.

## **2.05 Disciplinary Hearing Procedures**

In disciplinary cases involving a formal hearing before the Student Disciplinary Hearing Committee, the hearing will be closed. All deliberations of the committee are private. The standard of responsibility is whether it is more likely than not that the violation occurred. The vote is by a simple majority vote of the members present.

**NOTE: Discipline related to academic matters is the responsibility of the appropriate academic unit. (See Section One of Code of Conduct.)**

### **A. Notice of Hearing**

- 2.05:01** The Dean of Student Services shall notify the student within three working days by letter, of the date, time, and place for the hearing and of the precise charges which have been lodged against him or her, stating where, when, and how the alleged violation occurred and citing the section(s) of the Code which were allegedly violated.
- 2.05:02** The letter of notice shall direct the student(s) to appear before the committee on the date, time, and

place specified for the hearing.

**2.05:03** The letter of notice shall be either hand carried to the student while on campus or sent by certified mail, return receipt requested, addressed to the student at the address appearing in official College records.

**2.05:04** The letter of notice shall specify a hearing date no fewer than three, not more than ten, work days after the receipt of the letter.

**2.05:05** At the hearing, the Student Disciplinary Hearing Committee will consider the evidence presented and determine if the student is responsible of the charge(s). The Committee will impose the appropriate sanction(s) for the misconduct.

**2.05:06** The Chair of the Disciplinary Hearing Committee will inform the student defendant and the Dean of Student Services in writing of the outcome of the hearing within three working days.

**2.05:07** The student defendant has the right to appeal the in writing within three working days any decision or sanction resulting from the hearing to the Vice Chancellor of Academic and Student Affairs who makes the final decision on the case.

#### **B. Rights of the Student Defendants and Victims**

**2.05:08** The student defendant and victim shall be informed of the due process rights as outlined below.

**2.05:09** The student defendant and the victim have the right to a closed hearing.

**2.05:10** The student defendant and the victim have the right to appear at the hearing alone or with an attorney, advisor, or friend. The attorney, advisor, or friend may advise the defendant or victim but may not address the committee, witnesses, or other parties.

**2.05:11** The student defendant has the right to know what documentary evidence will be offered against

him/her.

**2.05:12** The student defendant has the right to know the identity of each witness who will testify against him/her.

**2.05:13** The student defendant and the Dean of Student Services have the right to offer evidence.

**2.05:14** The student defendant has the right to argue on behalf of himself or herself.

**2.05:15** Victims of cases involving violence and/or sexual offenses will be informed of the outcome of the hearing and subsequent appeals.

**2.05:16** The Chair of the Disciplinary Hearing Committee may postpone the hearing for cause.

### **C. Misconduct Appeals Hearing Committee Sanctions**

**2.05:17** Any administrative sanction listed in Section 2.04.

**2.05:18** Suspension: forced withdrawal from the College for a specified period of time.

**2.05:19** Expulsion: permanent, forced withdrawal from the College.

**2.05:20** Bar Against Readmission: written notification issued to a student who has left the College that he/she will not be allowed to re-enroll until the pending discipline matter has been resolved. The penalty terminates on clearance of the discipline matter. This sanction may also be imposed in cases of severe disciplinary infractions and/or in the event of a threat of safety to the College community. Students may appeal to the Student Disciplinary Hearing Committee for readmission to the College after one year.

## **2.06 Appeal Procedures**

The student has the right to appeal the decision or any sanction imposed if any of the following apply: insufficient evidence to support the charge(s); sanctions imposed were inappropriate; information discovered that indicates that the administrator or committee members were not impartial. The appeal is based on the records of the investigation/hearing. No new evidence may be presented.

## STUDENT GRIEVANCE PROCEDURES

### SECTION THREE

(other than for appeals of academic standing or reported grade)

#### Introduction

Delta affirms the rights of students to fair and judicial resolution of problems which may accompany conditions of their enrollment. Toward this end, the College maintains informal and open access to instructors and administrators as an avenue by which grievances may be discussed.

#### 3.01 Definitions

- 3.01:01** *Grievance* - Defined as an expression of alleged unfair or inequitable treatment with respect to the application of policy, procedure, or regulation.
- 3.01:02** *Discrimination Complaint* - Written complaint alleging any policy, procedure, or practice that discriminates on the basis of race, color, national origin, gender, sexual orientation, or disability.
- 3.01:03** *Student Grievant* - Individual enrolled in academic courses part-time, full-time, "credit," or "audit" who files the grievance.
- 3.01:04** *Applicant Grievant* (under ADA) - Applicant for admission to postsecondary education who submits a complaint alleging discrimination based on race, color, national origin, religion, gender, sexual orientation, age, disability, or veteran status.
- 3.01:05** *Respondent* - Person alleged to be responsible for the violation.
- 3.01:06** *Day* - Working days in which the College is open for business, excluding holidays and week -ends.

#### 3.02 Formal Filing Procedures

- 3.02:01** Student files a written grievance ([Grievance Form](#)). Forms are also available from the Dean of Student Services and/or the Office of Human Resources.

- 3.02:02** Student grievant submits written grievance to the Dean of Student Services within ten (10) days after the attempt at informal resolution has failed. The grievance must include name, nature, and date of alleged violation; names of persons responsible (where known); and requested action.
- 3.02:03** Dean of Student Services notifies respondent within ten (10) days and asks respondent to:
- a. Confirm or deny facts;
  - b. Indicate acceptance or rejection of student's or applicant's requested action;
  - c. Outline alternatives.
- 3.02:04** Within ten (10) days, respondent submits answer to the Dean of Student Services.
- 3.02:05** Within ten (10) days after receiving respondent's answer, the Dean of Student Services refers the written complaint and the respondent's answer to the Vice Chancellor for Academic and Student Services.
- 3.02:06** The Vice Chancellor for Academic and Student Services, Grievant, and Respondent meet with the Dean of Student Services, who conducts the hearing.
- 3.02:07** Within ten (days) after the hearing, the Vice Chancellor for Academic and Student Services issues a written decision to the student or applicant and to the Dean of Student Services.
- 3.02:08** If the grievant or respondent is not satisfied with the decision, he/she must notify the Dean of Student Services within ten (10) days and must request a hearing with the Chancellor.
- 3.02:09** Within ten (10) days, the Dean of Student Services schedules a hearing with the Grievant, Respondent, and the Chancellor.
- 3.02:10** The Chancellor issues a decision within ten (10) days following the hearing.
- 3.02:11** If the Grievant or Respondent is not satisfied with the decision, he/she must notify the Dean of Student Services within 10 days and must request a hearing with the Governing Board

- 3.02:12** Within ten (10) days after receiving the request, the Dean of Student Services notifies the Governing Board to establish a hearing date. The hearing is to be conducted within thirty (30) days from the date of notification to the Governing Board.

Board of Supervisors

Louisiana Community & Technical College System

265 S. Foster Dr.

Baton Rouge, LA 70806-4104

Phone (225)922-2800

### **3.03 General Provisions**

- 3.03:01** Grievance records will remain confidential unless permission is given by the parties involved to release such information. Grievance records are destroyed at the end of the semester in which the case is resolved.
- 3.03:02** Delta will not tolerate any type of discipline or retaliation, direct or indirect, against any person who, in good faith, files a complaint or responds to questions in regard to having witnessed a prohibited incident.
- 3.03:03** False charges are treated as serious offenses and may result in disciplinary action.

## **STUDENTS' RIGHTS & RESPONSIBILITIES SECTION FOUR**

Delta students, as citizens and members of the academic community, ascribe to the following Students' Rights:

### **4.01 Specific Rights for Students**

In addition to the basic rights and freedoms guaranteed all citizens, the College recognizes the following specific rights of students in the student/College relationship:

- 4.01:01** The right to participate in academic, co-curricular and extracurricular activities and benefit functions of the College, free from all legal discrimination on the grounds of race, color, religion, sex, national origin, age, handicap, martial status or veteran status.
- 4.01:02** The right to the opportunity for a quality education.
- 4.01:03** The right to know the College's regulations, rules and policies by which students are governed.
- 4.01:04** The right to a formal appeals procedure by which reconsideration of an action by the College through one of its employees, which adversely affects a student may be requested.
- 4.01:05** The right to utilize the appeal procedure without fear of coercion, harassment, intimidation or reprisal for the act of making the appeal.
- 4.01:06** The right of substantive and procedural due process in all student disciplinary procedures.
- 4.01:07** The right to advocate, through reasonable and lawful means, changes in College regulations, rules and policies.
- 4.01:08** The right to reasonable participation in the formation of College policies.
- 4.01:09** The right to organize, join, and participate in recognized campus organizations.
- 4.01:10** The right to use College facilities, subject to reasonable rules and regulations governing the time, place and manner of such use.
- 4.01:11** The right to invite and hear any speaker chosen by students, subject to reasonable rules and procedures established for the orderly scheduling of facilities and for making adequate

preparation for the event.

**4.01:12** The right of confidentiality of all official student educational, medical and psychiatric records.

#### **4.02 Responsibilities of Students**

Students at Louisiana Delta Community College have the following general responsibilities and obligations to the College:

**4.02:01** To conduct themselves in a manner consistent with generally accepted standards of conduct embodied in federal, state and local laws.

**4.02:02** To conduct themselves in a manner that contributes to the creation and maintenance of an environment conducive to the broad educational mission of the College.

**4.02:03** To support the academic integrity of the College.

**4.02:04** To know and comply with regulations, rules, policies and requirements established by the College.

**4.02:05** To respect the rights and freedoms of others and to conduct themselves in such a way as not to violate the rights and freedoms of other members of the College community and its guests.

**4.02:06** To use College property and facilities in accordance with College regulations and policies and to make every effort to use these facilities in a way that will not damage or impair their usefulness to other, current and future students.

## **MEDICAL WITHDRAWAL POLICY**

### Policy

- A. As an alternative to disciplinary action that may be taken under the Delta Student Code of Conduct, this withdrawal policy and procedure may be used to withdraw students from the College when the student's behavior evidences a direct threat of harm to others, or when the student's behavior substantially disrupts the learning or working environment of others. A direct threat means a significant risk of harm to health or safety.
  
- B. A student who threatens to commit or attempts to commit suicide, and who does not otherwise threaten direct harm to others or substantially disrupts the learning or working environment of others, shall not be subject to disciplinary action for that threat or attempt. If the college determines that withdrawal of the student or retention of the student subject to specified conditions is appropriate because the student's behavior threatens direct harm to him or herself, the procedures outlined below shall apply instead of disciplinary procedures.

### Procedures

#### A. Emergency Interim Removal

- 1. If a student's behavior presents an immediate, severe and direct threat to him or herself or others (by evidencing a likelihood of harm to him or herself or others), or is substantially disrupting the learning or working environment of others, the Dean of Student Services or designee (if such Dean is not immediately available) may direct an emergency interim removal of the student that restricts the student's access to the College's campus, as appropriate, for an interim period before a final determination of the matter. The Dean of Student Services or designee shall consult with the Threat Assessment Committee or Safety Committee prior to making any such direction.
- 2. The fact that a student has threatened to commit suicide or attempted suicide, by itself, does not allow the Dean of Student Services or designee to direct an Emergency interim removal. In all cases involving such students, the Dean of Student Services or designee must attempt to have the student individually assessed by a mental health professional service.
- 3. An attempt to exercise reasonable efforts to meet with the student will be made.

#### B. Emergency Withdrawal or Removal

- 1. If a student has been subjected to an emergency removal from the college, the college shall request voluntary withdrawal within 7 calendar days of such removal. Should the request for retention with conditions or voluntary withdrawal request be refused, the College shall determine within 7 calendar days of such refusal whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings.
- 2. If the student refuses to undergo the requested assessment or fails to keep the scheduled appointment, and the Dean of Student Services reasonably concludes on the basis of the available evidence that the student's behavior presents a direct threat of harm to him or herself or others or substantially disrupts the learning or working environment of others and presents a

significant risk to repeat behavior that substantially disrupts the learning or working environment of others, the Dean of Student Services may request that the student voluntarily withdraw from the college. The Dean of Student Services shall consult with the College Threat Assessment Committee or Safety Committee before making any such request.

3. If the student agrees to the request for voluntary withdrawal or to the specified conditions, the Dean of Student Services or designee shall (i) discuss with the student the procedures for and consequences of voluntary withdrawal or the specified conditions, as applicable; (ii) discuss the circumstances with the student's parents or legal guardians as permissible by law and as appropriate; (iii) consult with the student's academic advisor or department, as appropriate; (iv) refer the student to appropriate resources for treatment; and (v) advise the student concerning the process for applying for re-entry, as well as on conditions for re-entry, if applicable and appropriate.
4. If the student does not agree to the request for voluntary withdrawal or to the specified conditions, the Dean of Student Services shall determine, in consultation with the College's Threat Assessment Committee or Safety Committee, whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings, or, in the case of students referenced in II A. above, whether to initiate disciplinary proceedings.
5. If the student does not agree to the request for voluntary withdrawal or to the specified conditions, the Dean of Student Services shall determine, in consultation with the College's Threat Assessment Committee or Safety Committee, whether to take further action against the student, including whether to initiate involuntary withdrawal. An appeal from the decision from the Threat Assessment or Safety Committee may be made to the Dean of Student Services using the procedures that are outlined in the Student Handbook.

#### Re-entry Procedures

1. A student wishing to be considered for re-entry should contact The Dean of Student Services and provide appropriate documentation of behavioral change and resolution of the initial behavioral problem, including compliance with any conditions that may have been set for re-entry.
2. A student may apply for re-entry to the College no more than one time per term.
3. In assessing an application for re-entry, the Dean of Student Services or designee shall: (i) in cases, in which he or she determines that an additional mental health assessment is necessary, refer the student for assessment to a qualified, licensed mental health professional.

#### Confidentiality

The results of examinations by mental health professionals to whom students are referred for rehabilitation or treatment of services shall be confidential student records, except that if the results indicate that the student presents an imminent, severe, and direct threat of harm to him or herself or others, those results may be shared with the appropriate individuals in order to attempt to prevent the occurrence of such harm. The results of these examinations shall be admissible in involuntary withdrawal hearings but shall not be admissible in disciplinary hearings, unless the student places his or her health, including mental health, at issue in a disciplinary hearing.

## **REPORTING STUDENT DEATH OR SERIOUS INJURY**

### Policy Overview

The purposes of this policy are to provide clear and consistent communication with the college community to limit negative effects caused by the circulation of misinformation, to demonstrate respect for the families of students affected by tragedy, and allow for delivery of support services to students and others affected by tragedy.

#### I. Notifying Personnel

If a Delta student dies or is seriously injured, the Dean of Student Services must be notified. The Dean of Student Services shall notify other offices on the campus (Chancellor, Vice Chancellor of Academic and Student Affairs, Dean of Enrollment Services, Dean of Instruction, Student Counseling, Assistant Director of Financial Aid, Bursar, and Director of Public Relations).

#### II. Notification of Kin

If a student dies on- campus, notification of next-of-kin will be coordinated by the Vice Chancellor's Office, or Local Police in consultation with the Dean of Student Services.

In case of student death (on or off-campus), the Office of the Vice Chancellor will issue a letter of condolence to the family. The Dean of Student Services will contact the family by phone as a follow-up to the letter.

#### III. Public Release of Information

All public release of information and communication with the media related to a student's death or serious injury on-campus will be coordinated by the College's Public Relations Department in consultation with the Office of the Chancellor.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

### Policy Overview

Satisfactory Academic Progress (SAP) for financial aid is defined as passing a required number of hours and achieving a required grade point average during any semester or academic year. The minimum progress standards are reviewed once per academic year, at the end of the spring semester. A student's entire academic record is reviewed in making a satisfactory progress determination without regard to whether or not the student received aid in a given semester.

Academic and Admissions Appeals and Financial Aid Appeals are independent and separate from each other.

The student's entire academic record is reviewed annually after the spring semester of each academic year as required by federal regulations before awards for the ensuing academic year are made.

## Qualitative Standard

### *Policy*

A student will not be reviewed for satisfactory academic progress until 15 hours of coursework have been attempted. A student will not be making satisfactory academic progress when the cumulative grade point average is below the following:

Hours Attempted	Minimum CGPA Required
16 – 29	1.75
30 – 90	2.0

Repeated coursework will be counted towards the hours attempted.

Students whose SAP appeals are approved are placed on a probationary status and must earn 67% of their hours attempted and a 2.0 semester grade point average to continue receiving financial aid. Students on a probationary status will have their records reviewed on a semester basis and can receive financial aid while on a probationary status. Those who do not meet these requirements will lose financial aid eligibility.

## Quantitative Measure

### *Policy*

Students must successfully pass a minimum of 67% of their credit hours attempted during the preceding fall and spring semesters at Delta (rounded to the next highest number).

Drops, Withdrawals, Incompletes, repeated and non-credit remedial coursework will be counted towards the hours attempted.

Withdrawals: Any course in which a 'W' is given is counted in hours attempted. Students should be aware that excessive withdrawals from classes could result in the loss of eligibility for financial aid. Additionally, students may be required to repay unearned aid for complete withdrawals and will lose their eligibility if they fail to do so.

An 'I' (Incomplete) will be considered an 'F' until a letter grade is assigned in its place. It is the student's responsibility to notify the Office of Financial Aid (OFA) of the grade change. Once the grade change is submitted to the OFA, SAP will be re-evaluated.

Students must demonstrate a progression during matriculation by earning 67% of all courses attempted.

Column I

Column II

If Attempted	Must Earn		If Attempted	Must Earn
16 or 17	11		59 or 60	40
18	12		61	41
19 or 20	13		62 or 63	42
21	14		64	43
22 or 23	15		65 or 66	44
24	16		67	45
25 or 26	17		68 or 69	46
27	18		70	47
28 or 29	19		71 or 72	48
30	20		73	49
31 or 32	21		74 or 75	50
33	22		76	51
34 or 35	23		77 or 78	52
36	24		79	53
37 or 38	25		80 or 81	54
37 or 38	25		80 or 81	54
39	26		82	55
40 or 41	27		83 or 84	56
42	28		85	57
43 or 44	29		86 or 87	58
45	30		88	59
46 or 47	31		89 or 90	60
48	32		91	61
49	33		92 or 93	62
50 or 51	34		94	63
52	35		95 or 96	64
53 or 54	36			
55	37			
56 or 57	38			
58	39			

Transfer students must have an official transcript on file with the Office of Enrollment Services. Transfer students will be evaluated on hours earned at Delta plus the transfer hours which will be added to the attempted and completed hours and will be considered in the SAP computations.

### Maximum Time Frame

#### Policy

Delta offers Associate's degrees that require approximately 61 semester hours to graduate.

The maximum number of credit hours that students can **attempt** at Delta and receive federal funding is **92** semester credits. (61 credits in a program of study x 150% = 92)

In most cases sixty-one (61) semester credit hours is the maximum number of hours students can earn based on their degree program. Once students earn 60 semester credits they are considered to have earned the equivalent of an Associate Degree. Students must complete 67% of courses attempted.

Drops, withdrawals, incompletes, repeated and non-credit remedial coursework will be counted towards the maximum time frame.

Students who wish to earn a second Associates Degree may request that their eligibility be extended to a maximum of 120 hours. Students must present a written statement from their department head confirming that they have met all requirements for the first degree.

The OFA monitors students' progress and will cancel all financial aid once students have earned 61 semester credits.

#### Academic Amnesty

Academic Amnesty/Bankruptcy does not apply toward federal student aid programs. The student's entire academic record, including those hours in which academic amnesty was declared, is reviewed for Satisfactory Academic Progress.

#### Appeals

##### *Policies*

*Students with extenuating circumstances may appeal to have financial aid reinstated. Notification of appeal procedures are outlined in the letter sent canceling the student's financial aid.*

*Students are eligible to appeal a maximum of four (4) times during their undergraduate career.*

- 1. A student may appeal the loss of financial aid if extenuating circumstances interfered with the ability to meet satisfactory progress requirements. Examples of extenuating circumstances include:*
  - Personal illness or accident*
  - Illness or death of an immediate family member*
  - Significant trauma that impaired emotional or physical health*
  - Other documented circumstances*
- 2. Supporting documentation of circumstances must be submitted with the appeal; Supporting documentation could include:*
  - Medical records that document illness and the length of recuperation*
  - Court documents*
  - Statement from physicians, counselors and ministers*
- 3. A letter of explanation must also be submitted with the appeal. The letter*

*must include:*

- *A letter describing the circumstances that prevented the student from making SAP;*
- *Explanation of how the circumstances affected the student's ability to maintain SAP requirements;*
- *Explanation of how the circumstances have been resolved and the steps taken to ensure academic progress.*

4. *Appeals are typically not approved for personal choices, such as:*

- *Failure to study;*
- *Transportation reasons within a student's control;*
- *Failure to read and understand the SAP policy.*

*To appeal the loss of eligibility, students must submit a completed **Financial Aid Appeal and Reinstatement Agreement**, with **appropriate documentation** attached, along with an **unofficial copy of their most recent academic transcript** and a **written statement** (preferably typed) explaining why they were unable to meet SAP standards and what steps they are taking to ensure progress in the future. These documents should be submitted to the Student Affairs – Financial Aid Appeals Committee. The documentation must be directly related to the events that affected their ability to meet the SAP standards. The policy will accompany the cancellation of Title IV aid notice and can also be found in the OFA as well as on the Delta website at [www.ladelta.cc.la.us](http://www.ladelta.cc.la.us).*

*Students will be notified in writing on the outcome of the appeals review within 7 to 14 working days from when the appeal was submitted. If the appeal is approved, it may list specific requirements the student must meet to continue to receive financial aid.*

*Students filing financial aid appeals should pay their tuition and fees and be reimbursed if their appeal is approved. Since there is no guarantee that financial aid will be awarded, students should pay their tuition and fees in order to secure their enrollment in selected classes.*

*Appeals are accepted through March 1 for the spring semester, April 30 for the summer session(s) and October 1 for the fall semester. **Students declared ineligible at the end of the Spring semester may use the Summer Sessions as a grace period to attend and receive federal aid for the Summer Sessions unless the student has exceeded the maximum time frame for receiving federal financial aid. Students who receive aid in the summer will have to submit an appeal for eligibility reinstatement for the next academic year (Fall & Spring).***

## **Student Government Association Faculty/Staff Advisors Policy**

Louisiana Delta Community College values the time and dedication of the faculty and staff in assisting with projects sponsored by the Student Government Association. Faculty/staff chosen as Advisors may serve a staggered two-year term.

The Advisors will assist students with SGA business and activities and will provide guidance as necessary and serve as a liaison between the SGA and the College Administration. Advisors are to attend meetings at least twice a month each semester to keep abreast of the SGA functions.

The Dean of Student Services will designate the advisors with the recommendations from the Faculty Council and with input and the approval of the Vice Chancellor of Academic and Student Affairs. The Dean of Student Services has the overall responsibility for ensuring that the Student Government Association is administered in accordance with the policies of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors.