



Office of Student Services

Policies and Procedures

Barry Delcambre
Vice Chancellor for
Academic and Student Affairs

Alvina Thomas
Dean of Student Services

**STUDENT SERVICES
POLICIES AND PROCEDURES**

TABLE OF CONTENTS

SS-001.0	Privacy Rights of the Students
SS-002.0	Financial Aid Policy for Awarding Institutional Aid (Discontinued)
SS-003.0	Student Employment
SS-004.0	Discontinued
SS-005.0	Disability Services
SS-006.0	Selective Service
SS-007.0	Hazing
SS-008.0	Student Organizations
SS-009.0	Student Code of Conduct
SS-010.0	Firearms and Weapons
SS-011.0	Identification Cards
SS-012.0	Drug and Alcohol
SS-013.0	Satisfactory Academic Progress (Discontinued)
SS-013.1	Satisfactory Academic Progress Policy-Federal Financial Aid
SS-014.0	SGA Tuition Waiver
SS-015.0	Dual Enrolled Fee Waiver
SS-016.0	Para Pro Fee Wavier
SS-017.0	Delta Additional Verification Documents
SS-018.0	Fundraising Policy
SS-019.0	Discontinued
SS-020.0	Student Organization Bank Account
SS-021.0	Record Retention
SS-022.0	Student Complaint Procedure
SS-023.0	Free Expression Policy
SS-024.0	Sexual Harassment Policy
SS-025.0	Student Computer Usage Policy
SS-026.0	Cell Phone and Pager Policy
SS-027.0	Student Communication Policy
SS-028.0	Policy Statement Addressing Timely Warnings
SS-029.0	Policy for Reporting Annual Disclosure of Crimes Statistics
SS-030.0	Policy Addressing the Reporting of Criminal Offenses
SS-031.0	Policy Statement Addressing Confidential Reporting
SS-032.0	Policy Statement Addressing Security and Access
SS-033.0	Policy Statement Addressing Campus Law Enforcement
SS-034.0	Policy Statement Addressing the Encouragement of Accurate and Prompt Reporting
SS-035.0	Policy Statement Addressing Counselors
SS-036.0	Policy Statement Addressing Sex Offender Registration
SS-037.0	Policy Statement Addressing Crime Prevention Programs
SS-038.0	Medical Withdrawal and Re-entry Policy
SS-039.0	Financial Aid Over-Award Policy

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-001.0

Title: PRIVACY RIGHTS OF THE STUDENTS

Authority:	ASAC	Original Adoption:	08/01
		Effective Date:	08/01
		Last Revision	Initial

Louisiana Delta Community College, consistent with the regulation of the **Family Educational Rights and Privacy Act** of 1974, ensures students access to their education records maintained by the College and prohibits the release of personally identifiable information from these records without their permission, except as specified by law. Only parties with the right to receive educational records pursuant to this policy statement and identified as such shall be entitled to receive the information.

Education records are those records that directly relate to a student and are maintained by the College or party acting for the College.

Personally identifiable information is that which, when associated with an educational record, allows the record to be identified with a specific person. This information includes:

- The name of the student
- The student's parent or other family member
- The address of the student or student's family
- A personal identifier, such as a social security number or student number
- A list of personal characteristics which would make the student's identity easily traceable
- Other information, which would make the student's identity easily traceable.

A student is any individual for whom the College maintains an education records.

Directory information is information available to the public or specified sector thereof, which may or may not be published in a directory or other publications.

- a. Student's name, local address, and telephone number
- b. Student's home address
- c. Student's E-mail Address
- d. Date/place of student's birth
- e. Students weight and/or height
- f. Student's major field of study/classification
- g. Student's participation in officially recognized activities or affiliation with an organization.
- h. Dates of student's attendance
- i. Degrees, awards, and honors received by student
- j. The most recent previous educational institution attended by the student

Students who wish to withhold any information in these categories should complete a form available in the Office of Enrollment Services and indicate which items should not be considered directory information.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-002.0

Title: Financial Aid Policy for Awarding Institutional Aid

Authority:	ASAC	Original Adoption:	09/01
		Effective Date:	09/01
		Last Revision	12/06

The Louisiana Delta Community College Grant was established to provide financial assistance to those students demonstrating the most need in accordance with the Federal methodology. The Delta Grant does not have to be repaid. The policy for determining eligibility and packaging awards is outlined below.

1. All students must complete the Free Application for Federal Student Aid. The information submitted to the federal government on the FAFSA form is used in determining eligibility for the Delta Grant.
2. The Effective Family Contribution indicated on the Student Aid Report must fall between zero and 3800 in order to qualify for monetary assistance. The Delta Grant Scale was created to identify those students demonstrating the most need. Yearly amounts per student range from covering full tuition to \$710. Zero represents the students demonstrating the most need. Any number greater than thirty-five hundred demonstrates no need.
3. If a student has attempted more than 92.0 college hours, he/she is not eligible for the Delta Grant. Policy set forth by Louisiana Community and Technical College System states:

“A student may receive financial assistance program funds for no more than 150% of the number of semester hours required for the student’s degree or certificate.”

4. If a student has earned a Bachelor’s Degree from any institution of higher education, he/she is not eligible for the Delta Grant.
5. If a student is identified as a transfer student and has earned 25 or more credit hours from the previous institution(s) that he/she attended, he/she must have an overall grade point

average of 2.0 or above on a 4 point scale. Pluses and minuses are not factored into overall calculations.

6. Student must enroll in a maximum of twelve hours or maintain a minimum of six hours course load for each semester(s) that he/she receives the Delta Grant.

Definition of Full-time and Part-time status is defined as follows:

Full-time: One enrolled in an undergraduate college for 12 hour of resident credit. For the summer term, a student must carry at least 6 semester hours to be classified as full-time.

Part-time: One enrolled in an undergraduate college for 6 hours of resident credit

7. **Students withdrawing from school on or before the 14th day of class who receive the Delta Grant are subject to repaying the portion of the grant money utilized at that time. The Grant Award is cancelled, and the student is billed for those expenses incurred.**
8. Students who have special circumstances that warrant their dropping courses or withdrawing from school after mid-term may submit a letter explaining their circumstances. The Office of Student Services/Financial Aid Appeals committee will review the circumstances and determine whether or not the student should be allowed to maintain the financial award despite the fact that he/she is dropping below full-time status. If the request is granted, the student automatically goes on financial aid probation for the upcoming semester that he/she is enrolled regardless of grades earned.
9. Since the State of Louisiana appropriated funds that created the Delta Grant, all students applying must be Official Louisiana Residents. In accordance with Louisiana Delta Community Colleges' Office of Admission/Registrar, an Official Louisiana Resident is defined as follows:

“A resident student for tuition purposes is defined as one who has abandoned all prior domiciles and has been domiciled in the State of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of classes of the term for which resident classification is sought.

The individual's physical presence within this state for one year must be associated with substantial evidence that such presence was with the intent to maintain a Louisiana domicile. Physical presence within the state solely for educational purposes without substantial evidence of the intent to remain in Louisiana will not be sufficient for resident classification, regardless of the length of time within the state.

Financial Aid

AWARD SCHEDULE 2006-2007

EFC

Yearly Amount

0 to 0	1640
1 to 100	1620
101 to 200	1600
201 to 300	1580
301 to 400	1560
401 to 500	1540
501 to 600	1520
601 to 700	1500
701 to 800	1480
801 to 900	1460
901 to 1000	1440
1001 to 1100	1420
1101 to 1200	1400
1201 to 1300	1380
1301 to 1400	1360
1401 to 1500	1340
1501 to 1600	1320
1601 to 1700	1300
1701 to 1800	1280
1801 to 1900	1260
1901 to 2000	1240
2001 to 2100	1220
2101 to 2200	1200
2201 to 2300	1180
2301 to 2400	1160
2401 to 2500	1140
2501 to 2600	1120
2601 to 2700	1100
2701 to 2800	1080
2801 to 2900	1060
2901 to 3000	1040
3001 to 3100	1020
3101 to 3200	1000
3201 to 3300	980
3301 to 3400	960
3401 to 3500	940
3501 to 3600	920
3601 to 3700	900
3701 to 3800	880
3801 to 3850	860
3851 to 9999	0

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-003.0

Title: Student Employment

Authority:	ASAC	Original Adoption:	02/02
		Effective Date:	02/02
		Last Revision	12/06

Unfortunately Delta Community College does not offer Federal Work Study because it falls under the Title IV programs.

Delta Community College offers part-time employment through the institution to students to help assist in various areas on campus. Slots are limited. Students may apply through the Human Resources Department.

To hold a campus job, a student must be enrolled full-time and in good academic standing.

Students performing the same type of work with the same degree of competency should receive the same rate of pay. Pay differentials should be recognized when the students gain job experience, when work is performed in an exceptional manner, or when the student assumes additional duties and responsibilities. Each department is responsible for maintaining daily time records for its student employee and for certifying that the time reported is correct.

Human Resource establishes minimum and maximum pay rates as necessary.

Students are paid bi-weekly for hours actually worked. Job positions available:

STUDENT WORKER (OFFICE) involves general office work such as typing filing answering the telephone, etc.

STUDENT WORKER (FACILITIES MAINTENANCE) involves building and or grounds keeping.

STUDENT WORKER (FACULTY) involves general office work assigned by faculty members such as copying materials, marking and evaluating procedures.

STUDENT WORKER (TUTOR) involves having strong knowledge skills in math, English and able to work with student/tutee.

GENERAL POLICY

Delta Community College recognizes that student employees can make contributions to the functioning of the College by performing services that might not be economically feasible if the service of a full-time employee were required. At the same time, it is recognized that a student employee should be a student first and an employee second.

The Human Resource Department is the initial contact for student interested in student employment.

In accordance with this philosophy, the following policies have been developed:

1. Students holding part-time campus jobs should not be allowed to work more than 20 hours a week during the fall and spring semesters. In the event that a department wishes to have a student work over 80 hours during any one month of the fall and spring semesters, proper justification must be submitted to the Office of Student Services before the student has worked the hours. The request is reviewed and then forwarded to Human Resources for approval.
2. Student employees are required to be in good academic standing.
3. Student employee documentation must be processed through Human Resources, which certifies a student's eligibility for employment.
4. Grievances arising out of student employment shall be handled in a hierarchy: department supervisor, department head, Dean etc.
5. Students are not eligible for holiday pay or fringe benefits.
6. Services of student employees may be terminated immediately or by giving such employees reasonable notice. "Reasonable notice" shall be interpreted to mean written notice given at the time the action is instituted by the student employee's immediate supervisor and effective after a period of time equivalent in days to the usual payroll period of the student.

The College may employ a student only after proper clearance has been obtained from the Office of Human Resources, which shall certify that the student is eligible for campus employment according to the policy.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-005.0

Title: Disability Services

Authority:	ASAC	Original Adoption:	10/01
		Effective Date:	10/01
		Last Revision	12/06

Louisiana Delta Community College complies with the 1973 Rehabilitation Act Section 504, the 1975 P.L. 94-142 Education of Handicapped Children Act, the 1990 P.L. 101-476 Individuals with Disabilities Education Act, and the 1990 American with Disabilities Education Act (ADA) to ensure equal opportunity for qualified individuals with learning disabilities. Louisiana Delta Community College makes reasonable accommodations and provides services to provide access (to receive and give information).

Students with a disability who wish to self identify must complete the “Special Needs Assessment Form” one semester prior to enrollment. All supporting documents must accompany request for accommodation. Students are responsible for all charges to have disability documented.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-006.0

Title: Selective Service

Authority:	ASAC	Original Adoption:	09/01
		Effective Date:	09/01
		Last Revision	Initial

In accordance with the requirements of Louisiana R.S. 17:3151 (Acts 1985, Section 1, and Acts 1987, No. 214, Section 1), all students are required to register for the selective service under the federal Military Service Act.

As required by the Department of Education, students who desire to participate in the financial aid process, if selected for this reason, must show proof of registration with Selective Services as a condition for receiving institutional financial aid.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy #

SS-007.0

Title: Hazing

Authority: ASAC

Original Adoption:

03/02

Effective Date:

03/02

Last Revision

Initial

Louisiana Delta Community College is committed to providing a positive academic and social environment for all students. In accordance with R.S. 17:1801 hazing in any form is prohibited.

Hazing shall be defined as:

1. Any action take or situation created, whether on or off college property, which has a potential for causing physical injuries or mental anguish to the individual; and
2. Kidnapping, paddling, slapping, branding, burning with cigarette, or any such activities which are life threatening to the individual or are intended to hurt or to physically or mentally humiliate the individual.

Hazing may include but is not limited to the following activities when these activities are life-threatening or intended to hurt or to humiliate physically or mentally:

1. Physical exercise, scavenger hunts, road trips, and activity resulting in excessive fatigue, physical or psychological shocks;
2. Wearing apparel which is uncomfortable to the individual or, if worn publicly, is conspicuous or not normally in good taste;
3. Engaging in public stunts or buffoonery, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non-alcoholic) which is distasteful or designed to provoke nausea or inebriation.
4. Any form of verbal harassment, any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
5. Any activities which interfere with the student's scholastic responsibilities; and the use of obscenities and vulgarities in dress, language or action.

Violation of this policy should be reported in writing to the Dean of Student Services or the appointed personnel. Violation of this policy shall be investigated and appropriate disciplinary action taken.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-008.0

Title: Student Organizations

Authority:	ASAC	Original Adoption:	10/01
		Effective Date:	10/01
		Last Revision	12/061

Since a well-rounded education involves more than attending classes, Louisiana Delta Community College offers extra-curricular activities to satisfy student's needs. The College encourages the student body to become involved in any of the organizations and activities on campus. Offering something for everyone, these organizations give students multiple opportunities to become involved in planning activities, making new friends, developing leadership qualities, and receiving recognition for a job well done.

A number of chartered student organizations are available to students. All college policies and the Student Code of Conduct will be adhered to while participating in any student activity or organization. Students will be allowed freedom of association with organizations, which promote the interests of the academic community or College. The membership and actions of student organizations will be determined by vote of only those persons who hold bona fide membership in the College community. Each student organization must have a staff or faculty advisor. The advisors will not have the authority to control the policies of organizations.

- Student organizations are open to all students without regard to race, creed, or national origin. Students and student organizations are free to examine and discuss all questions of interest to them and are free to express within the Student Code of Conduct, opinions publicly and privately. Organizations are allowed to invite and hear any person of their choosing, in keeping with educational objectives of the College. As members of the academic community, students are free to express their views on issues of institutional policy and on matters of general interest to the student body.

I. How to Start an Organization

- a. Students, advisors or staff members interested in starting an organization must submit their Constitution and By-Laws and fill out a Prospective Student Organization Form with the Office of Student Services.
- b. The Dean of Student Services must approve and sign the Constitution, Bylaws, and Prospective Student Organization Form and must send the request to the Chancellor for final approval.
- c. Club members and advisors are required to follow all club and organization guidelines and maintain standards of the college Student Handbook.
- d. Club advisors must maintain and update application on file with the Office of Student Services.

- e. An expense report of all funds should be reported to the Office of Student Services at the end of each activity. The report should include the name of the activity, date, monies collected, and expenditures.
- f. Records are to be kept of fundraiser activities and expenses. These files are subject to be audited quarterly by the Accounting Department.

II. Scheduling Activities and Meetings

All activities require approval by the Office of Student Services. Applications for activities must be submitted to the Office of Student Services no later than two weeks preceding the scheduled activity. Whenever an area of the institution, such as the front lobby, LRC, or a classroom, is used for college activities, the group or organization sponsoring the event is held responsible for restoring the area to its previous condition. The organization must follow these steps to schedule an activity or meeting:

1. Scheduling must be two weeks prior to sponsoring each event.
2. The club president and the club advisor must sign the Student Activity Request Form.
3. The appropriate individuals must approve the space needed for the event.
4. The Dean of Student Services must approve the Student Activity Request Form.
5. Clubs and organizations must submit a Program proposal and evaluation and turn it in with each Student Activity Request Form for each activity/meeting that takes place during a regular semester. The program proposal section is completed immediately after the event.

III. Flyers and Posting Regulations

Organizations are allowed to post a maximum of eight flyers two weeks prior to the event. The Office of Student Services must stamp flyers before they are posted. All unauthorized postings will be thrown away. Organizations are not allowed to place any posting on the Administrative hallway. Removed flyers will be thrown away. Flyers will not be approved until the Student Activity Form is completed.

IV. Communication and Representation

1. All organizations are given the privilege of appointing a Club Senator to the Student Government Association. Check with the Office of Student Services to confirm SGA meeting days and times. Each senator must maintain a cumulative 2.0 cumulative grade point average and 8 hours of class work.
2. A complete roster of all current members of each organization is due by the third week of school each semester. Additions to the roster can be made at any time. Any organization without a completed form in their file will lose their organizational rights until the form has been forwarded to the Office of Student Services.

V. List of Delta Clubs/Organizations

Behavioral and Social Science Organization (B.S.S.O.)
Delta Christian Fellowship
Delta Early Childhood Organization (DECO)
SciQuest
TEAM Delta

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-009.0

Title: Student Code of Conduct

Authority:	College Council	Adoption:	10/01
		Effective Date:	02/05
		Last Revision	12/06

Honor Code

- 1.
2. 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.
- 3.
4. 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.
- 5.

**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 for 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 Instruction and the Dean 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 Instruction 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 Instruction 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 Instruction 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 Instruction in writing of the outcome of the hearing within three working days.
- 1.05:09** The Dean of Instruction 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, defined as 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, defined as the 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 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 or college activities and events.

- 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 off 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 gestures or conduct).
- 2.01:22** Disturbing the peace by unreasonably loud noise or behavior and/or disruptive and disorderly behavior.
- 2.01:23** Smoking in College facilities.
- 2.01:24** Gambling of any type.
- 2.01:26** 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 acts of misconduct 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** *Restitution:* repair or replacement of property damaged.
- 2.04:07** *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.
- 2.04:08** *Cancellation of registration* or denial of credit may be imposed in cases where the student is found responsible for withholding information relating to the student's admission, transfer credits, academic status, records, etc.
- 2.04:09** *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.
- 2.04:10** *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 decision is determined 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, nor 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 for 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 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

- 2.05:05** The student defendant and victim shall be informed of the due process rights as outlined below.
- 2.05:06** The student defendant and the victim have the right to a closed hearing.
- 2.05:07** 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.
- 2.05:08** The student defendant has the right to know what documentary evidence will be offered against him/her.
- 2.05:09** The student defendant has the right to know the identity of each witness who will testify against him/her.
- 2.05:10** The student defendant and the Dean of Student Services have the right to offer evidence.

- 2.05:11** The student defendant has the right to argue on behalf of himself or herself.
- 2.:05:12** Victims of cases involving violence and/or sexual offenses will be informed of the outcome of the hearing and subsequent appeals.
- 2.05:13** The Chair of the Disciplinary Hearing Committee may postpone the hearing for cause.

C. Misconduct Appeals Hearing Committee Sanctions

- 2.05:14** Any administrative sanction listed in Section 2.04.
- 2.05:15** Suspension: forced withdrawal from the College for a specified period of time.
- 2.05:16** Expulsion: permanent, forced withdrawal from the College.
- 2.05:17** 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.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-010.0

Title: Firearms and Weapons

Authority:	ASAC	Original Adoption:	10/01
		Effective Date:	10/01
		Last Revision	Initial

Louisiana Delta Community College prohibits the unauthorized possession of firearms, knives or weapons. The possession of such weapons may result in disciplinary action up to and including dismissal.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-011.0

Title: Identification Cards

Authority:	ASAC	Original Adoption:	09/01
		Effective Date:	09/01
		Last Revision	12/06

Delta students are required to obtain College identification cards. Students are given information about obtaining identification cards from the Student Services Office during pre-registration activities. The card verifies the student's right to use College facilities. Identification cards must be validated in order to use the services on the campus, such as the library, recreation center, etc. Validation of identification cards can be done at the SACS office located on the ULM campus.

Cards must be shown when requested by College staff. Identification cards are non-transferable and students who misuse these cards are subject to disciplinary action. If an identification card is lost, it must be reported and replaced; a \$5.00 replacement fee will be assessed.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-012.0

Title: Drug and Alcohol

Authority:	ASAC	Original Adoption:	10/01
		Effective Date:	10/01
		Last Revision	Initial

Delta is a drug and alcohol free campus and recognizes that drug and alcohol abuse are a major societal concern and problem. Such abuse leads to health problems, decreased productivity, crime and general weakening of our nation's social fabric. Alcohol and drug abuse are especially destructive to education and learning, inhibiting educational, social and interpersonal development. It is the purpose of this policy to establish a comprehensive program to address the abuse of alcohol and drugs.

This policy will apply to all College students.

1. All students are strictly prohibited from the unlawful possession, manufacture, use or distribution of illicit drugs and alcohol on College property or as part of any College activity, whether on or off the campus. This policy will extend to any other sites that the College might operate.
2. The following conduct is prohibited:
 - a. The use, consumption, possession, manufacture, furnishing, sale and/or distribution of illicit drugs, narcotics or other controlled substances, including marijuana.
 - b. The use, possession, manufacture, purchase, sale, furnishing and/or distribution of drug paraphernalia.
 - c. The use, consumption, possession, manufacture, purchase, sale, furnishing, and/or distribution of alcoholic beverages on College property, or at any of its activities, except as expressly permitted by College regulations and the law.
 - d. The use, consumption, possession and/or purchase of alcoholic beverages by persons under 21 years of age.
 - e. Operating or attempting to operate a motor vehicle while intoxicated.
 - f. Public intoxication on College property.
 - g. Furnishing, serving and/or otherwise providing alcoholic beverages to persons under 21 years of age.

Students who violate the provisions of this policy will be subject to sanctions, which could include criminal prosecution, suspension and/or expulsion.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-013.0

Title: Satisfactory Academic Progress

Authority:	ASAC	Original Adoption:	01/02
		Effective Date:	01/02
		Last Revision	08/04

Federal regulations require institutions to develop policies to ensure that students receiving financial aid are progressing toward graduation. The institution's academic satisfactory progress policy (SAP) must include both a qualitative measure (such as the use of cumulative grade point average) and a quantitative measure (such as a maximum time-frame for completion) of the student's progress. The policy must be at least as strict as the policy used for students who do not receive federal or state funds.

Qualitative Standards

Any student whose attempted hours are below 30 must maintain a cumulative grade point average of 1.50 or higher. Any student whose attempted hours are 30 or higher must maintain a cumulative grade point average of at least 2.0 or be placed on financial aid suspension.

Quantitative Measure

Delta offers two-year degrees that require approximately 60 semester hours to graduate.

Applying the 150% rule, the maximum credit hours that a student can attempt at Delta and receive state financial aid is 90 semester credits (60 x 150% = 90). 60 semester credit hours is the maximum number of hours a student can earn. Once the student earns 60 semester credits, the student is considered to have earned the equivalent of an Associate Degree. For a student to make progress toward graduation, they must also complete 75 percent of the courses they attempt. The Office of Student Services and Financial Aid monitors students' progress and will cancel all financial aid once the student has earned 60 semester credits or has completed less than 75% of attempted work.

Students who wish to earn a second Associate Degree may request that their eligibility be extended to a maximum of 120 hours. Students must present a written statement from their program director confirming that they have met all the requirements for the first degree. If a student takes courses that are not required for the first or second degree, the student may be liable for all financial aid they received for the ineligible courses.

A student's academic progress will be evaluated at the end of the academic year unless the student experiences academic problems such as academic probation, suspension, withdrawal from all courses, etc. The student must meet both qualitative and quantitative standards. Once the

Office of Student Services and Financial Aid has determined that a student is not making SAP; the office will notify the student in writing. However, it is the student's responsibility to be familiar with SAP and monitor his/her progress each semester.

FINANCIAL AID APPEALS

A student who fails to establish good academic standing or to make satisfactory academic progress (SAP) has the option to appeal the financial aid suspension. If the student had extenuating circumstances beyond his/her control that affected his/her ability to meet SAP standards, the student may appeal the loss of his/her eligibility. To appeal the loss of eligibility a student must write a letter of appeal to the Office of Student Services and Financial Aid and submit it with appropriate documentation to the Dean of Student Services. The documentation must be directly related to the events that affected the student's ability to meet SAP standards. The appeal should also include the steps the student is taking to ensure progress in the future. The student will be notified by mail on the outcome of the appeal. If the student appeal is approved, it will list specific requirements the student must meet to continue to receive financial aid. If a student's appeal is denied, the student may regain eligibility by meeting the condition listed below.

Re-instatement of Financial Aid Eligibility

If a student fails to meet the standards of academic progress and does not have extenuating circumstances; or the student fails to meet the conditions of an appeal, the student may have his/her aid reinstated as follows providing he/she has not exceeded the 150% rule:

- enroll in at least 6 credit hours of courses required for a degree
- pay his/her tuition and fees without the use of financial aid, and
- complete all courses attempted with at least a "C" grade.

Once the student has met the listed requirements, he/she may submit an appeal form along with a copy of the current grade report. Upon receipt of the appeal letter and verification of the student's grades, the student may be awarded financial aid on a semester-by-semester basis. As long as the student completes all courses attempted with a "C" grade or better, he/she may remain eligible for financial aid.

Continuing Students, Re-entry, and Transfer

All students must meet Delta's requirements for satisfactory academic progress in order to receive financial aid. The past academic record of a student, whether or not he/she has been a financial aid recipient, will be evaluated in determining whether or not the student meets the satisfactory academic progress requirements. Transfer students must provide a copy of all academic transcripts to Enrollment Services before registration or the student will not be eligible for financial aid.

Academic Renewal

The Office of Student Services and Financial Aid at Delta does not consider academic renewal for financial aid purposes. Students who file academic renewal must file an appeal in order to receive financial aid.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-013.1

Title: SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)
FEDERAL FINANCIAL AID

Authority:	College Council	Original Adoption:	01/08
		Effective Date:	01/08
		Last Revision:	Initial

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 gpa is below the following:

Hours Attempted
16 – 29

Minimum CGPA Required
1.75

Repeated coursework will be counted towards the hours attempted.

Students whose SAP appeals are approved are placed on probation and must earn 67% of their hours attempted and a 2.0 semester grade point average to continue receiving financial aid. Students on probation will have their records reviewed on a semester basis and can receive financial aid while on probation. 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.

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
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 two-year degrees that require approximately 60 semester hours to graduate.

The maximum number of credit hours that students can **attempt** at Delta and receive federal funding is **90** semester credits. (60 credits in a program of study x 150% = 90)

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 60 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 is 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.

Students will be notified in writing on the outcome of the appeals review. 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.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-014.0

Title: SGA Tuition Waiver

Authority:	ASAC	Original Adoption:	07/03
		Effective Date:	07/03
		Last Revision	03/07

The Student Government Association elects officers for the position of president, vice president, and secretary/treasurer annually. Officers must server at least one full term. Officers elected to serve in this position are qualified to receive a tuition exemption.

The President shall receive full tuition payment with a minimum workload of 10 hours and maximum workload of 20 hours per week . The Vice President shall receive a 75% tuition payment with a minimum workload of 8 hours and maximum workload of 20 hours per week. The Secretary/Treasurer shall receive one-half tuition payment with a minimum workload of 6 hours and maximum of 20 hours per week. Each officer will be paid a minimum wage salary based on the number of hours worked and will be paid on a bi-weekly schedule.

Each officer must maintain a 2.50 cumulative and semester grade point average to hold office. In the case student does not meet academic satisfactory progress, the office will be declared vacant and an emergency election is held to fill the vacant office. If an elected officer does not fulfill his/her office obligation resulting in negligence of the position, the officer will be advised to vacate the office and held responsible for partial repayment of the waiver.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-015.0

Title: Dual Enrolled Fee Waiver

Authority:	ASAC	Original Adoption:	07/03
		Effective Date:	07/03
		Last Revision	12/06

Students enrolled at Louisiana Delta Community College and one other institution such as ULM, Grambling, or LA Tech within the same semester are considered dual enrolled.

Duplication of services such as parking fee, identification card fee, library fee, and student life fees will be waived for dually enrolled students. Student(s) must provide proof of duplication of fees to the Accounting Office before the fourteenth day of class.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-016.0

Title: Para Pro Fee Waiver

Authority:	ASAC	Original Adoption:	07/03
		Effective Date:	07/03
		Last Revision	Initial

Para-Professionals enrolled at Louisiana Delta Community College and attending classes outside of Ouachita Parish are eligible to receive a waiver from Library, Vehicle/Security, and Identification Card fees. A written request from the Superintendent of the Parish School Board along with a list of the Para-Professionals must be submitted to the Office of Student Services and Financial Aid thirty (30) days prior to registration.

The list is verified and forwarded to the Vice Chancellor of Academic and Student Affairs for approval. Upon approval the Superintendent is notified.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy #

SS-017.0

Title: Delta Additional Verification Documents Policy

Authority: ASAC

Original Adoption:

01/02

Effective Date:

01/02

Last Revision

Initial

Delta Additional Verification Documents Policy. Certain applicants to the College will be required to provide specific additional documentation to the Financial Aid Office for special consideration with regards to tuition and fees. They are:

Type of Applicant

Type of Documentation

1. High School Student

Official High School Transcript to verify H.S Enrollment

2. Senior Citizen

Birth Certificate or Drivers License to verify age

3. National Guard

Registration card

4. Children of Deceased or Disabled Police Officers, Sheriffs, and Certain Parole Officers (work related)

5. Children, Spouses, and Surviving of Deceased or Disabled Veterans

6. Children of Deceased or Disabled Firefighters (work related)

7. Children of Deceased or Disabled Sanitation Workers (work related)

8. Children of Deceased or
Disabled School Teachers
And School Employees
9. Children of Deceased or
Disabled Correction Officers
(Work Related)
10. Faculty/Staff (After one year
of Full-time Employment)

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-018.0

Title: Fundraising Policy

Authority:	ASAC	Original Adoption:	03/05
		Effective Date:	03/05
		Last Revision	Initial

Funding raising as it pertains to student organizations is defined as the seeking of funds or support by a student group from sources other than its members, including the procurement of supplies and other forms of support, the selling or distribution of items, materials, products, or services, and the sponsorship of events.

Only officially registered student organizations or clubs of Louisiana Delta Community College (LDCC) will be authorized to conduct fund-raising projects.

1. All student organizations or clubs must obtain a fundraising proposal application form from the Office of Student Services. The proposal must be submitted two weeks prior to the planned activity for review. The Dean of Student Services will approve, modify, or deny the proposals.
2. Projects that interfere with academic programs or functions, college-operated services, contracts, or college development (fundraising) activities, as well as those that present extended competition with products or services that are available through existing college-operated contracts with a commercial vendor, will not be approved. Fund raising activities will be limited to specific geographic areas of the campus.
3. Organizations are responsible for all postage associated with their fundraising activities and may not utilize the campus postage system. Advertising must comply with campus policies for posting flyer, banners, etc. Collection of monies must comply with campus policies and all funds must be maintained in an account. All accounts are to be audited at the end of the academic year by Accounting. All fundraising activities must abide by local, state and federal laws and regulations.
4. LDCC will not accept any type of financial liability with reference to the student fundraising projects. Written acknowledgement of this fact will be included in the fundraising activity proposal. All financial expenditures and liability necessary for any project must be underwritten as a condition of approval of each project. College funds will not be utilized to initiate, sustain, or make affirmative the fund-raising activities of any student organization or club.
5. All fundraising items must be purchased by the organization upon receipt of the invoiced merchandise. Clubs are prohibited from entering into contracts with companies that involve payment after the sale, if funds are not available to cover the entire invoice prior to delivery. Exception: When the company that the club is entering into contract with has specific guidelines that stipulate the division of the profit between the club and contracted company.



Student Services

FUND RAISER PROPOSAL APPLICATION

Club/Department: _____ Date of Event: _____

Title/Type of Program: _____

Description of Program: _____

Goal of Program: _____

_____ Checklist:

____ Projected Budget ____ Purchase Requisitions ____ To Do List
____ Flyers ____ OSS Checklist ____ Banner(s)
____ Schedule of Workers ____ Pictures Taken
____ Clean Up Scheduled ____ Equipment Needed

Program Evaluation

Plus: _____

Number of Peoples Who Attended Event: _____

Was the program effective and why? _____

Amount Budgeted: _____ Amount Spent: _____ Difference: _____

Equipment Used: _____

Student Feedback: _____

REQUEST TO CONDUCT A FUND RAISING PROJECT

Campus: _____	Location: _____
Proposal Attached: _____ Yes _____ No	Semester: _____

Club: _____

Project Title: _____

Date(s) of Project: _____

Purpose (Summarize the nature of the project and how the student organization or club and student body will benefit from this fund raiser.):

(Attach proposal)

***Note: Project proposal must accompany request form to receive consideration.**

_____	_____
Name of Person Requesting the Project	Signature

Signature of Organization or Club Advisor

FOR ADMINISTRATIVE USE ONLY:

_____ Request Approved	_____ Request Denied
_____ Dean of Student Services	_____ Date

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy #

SS-020.0

Title: Student Organization Bank Account

Authority: ASAC

Original Adoption:

11/01

Effective Date:

01/01

Last Revision

Initial

Organizations and Clubs interested in obtaining a checking must follow the steps listed below:

1. The Faculty Advisor along with the student treasurer should contact the local bank.
2. A minimum of four representatives must be listed on the account for signature. This should include the Faculty Advisor, president and treasurer of the club/organization.
3. The Faculty Advisor is to manage the account of the club/organization giving account of all transactions to the treasurer.
4. The treasurer is responsible for updating and reporting to the club/organization.
5. All accounts should be listed in the name of the club/organization.
6. All checks received by donations or contributions should be copied before they are deposited into the bank.
7. All checks disbursements must be signed by two representatives the Faculty Advisor, the treasurer or the president of the club/organization.
8. All purchases over \$250 require the signatures of the Faculty Advisor, president, and the treasurer on the purchase requisition.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-021.0

Title: Record Retention

Authority:	ASAC	Original Adoption:	10/03
		Effective Date:	10/03
		Last Revision	Initial

A student's Financial Aid record begins when a student submits a Student Aid Report (SAR) to the Office of Student Services/Financial Aid. The Cost of Attendance, Expected Family Contribution, outside Source Aid, and Satisfactory Academic Progress (SAP) are taken into consideration when awarding financial aid. The SAR and additional documentation that are required to process a student's financial aid is the property of Louisiana Delta Community College. These documents will be kept for a period of five (5) years from the start of the student entry to the institution. At the end of the five years files are to be imaged and kept in a metal storage in the Office of Student Records storage area. Paper files will be shredded after image is completed.

Active Records

The Office of Student Services-Financial Aid maintains a master record for each student receiving financial assistance. All financial aid folders will be retained for five years. Any records involved in any claim or expenditure which has been questioned by federal audit are retained until the question is resolved.

Inactive Records

Inactive records are kept in the Office of Student Services-Financial Aid only during the academic year in which the student applied. When the new academic year begins all inactive files from the previous year are shredded.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-022.0

Title: Student Complaint Procedure

Authority:	College Council	Original Adoption:	12/06
		Effective Date:	12/06
		Last Revision	Initial

Each student has the right to express an opinion, make a suggestion, or submit a complaint. Students who wish to lodge a complaint must submit a formal written complaint to the Office of Student Services. The Dean of Student Services will investigate the incident, determine a resolution, and respond in writing to the student within ten working days. If the student is unsatisfied with the resolution, the student must appeal within five working days. If an appeal is received, the Dean of Student Services will convene the Student Affairs-Financial Aid Committee to hear the appeal within five working days. The decision of the Student Affairs/Financial Aid Committee can be appealed in writing to the Vice Chancellor for Academic and Student Affairs. The decision of the Vice Chancellor is final resolution to the complaint. All written complaints with resolutions will be kept on file in the Office of Student Services.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-023.0

Title: Free Expression Policy

Authority:	College Council	Original Adoption:	12/06
		Effective Date:	12/06
		Last Revision	Initial

Louisiana Delta Community College supports free expression as stated in the First Amendment of the U.S. Constitution. The college in no way supports, fails to support, agrees, or disagrees with ideas that may be voiced but does make provision for the expression of diverse viewpoints.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-024.0

Title: Sexual Harassment Policy

Authority:	College Council	Original Adoption:	12/06
		Effective Date:	12/06
		Last Revision	Initial

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights, and state regulations (R.S.23:301,312,332), and therefore, it is the policy of the Louisiana Community and Technical College Board of Supervisors and Louisiana Delta Community College that unlawful harassment of employees and students is prohibited.

Harassment is physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work/academic environment. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state or local law, ordinance or regulation.

Sexual Harassment is defined by the Equal Employment Opportunity Commission as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/academic success, (2) submission or rejection of such conduct by an individual is used as the basis for employment/academic decisions affecting such individual, or (3) such conduct has the purpose and effect of unreasonably interfering with an individual's work/academic performance or creating an intimidating, hostile or offensive working/academic environment.

Delta applies this definition to the areas of academic advancement, academic standing, or academic performance.

Workplace/academic harassment infringes on employee's/student's rights to a comfortable work/academic environment and it is a form of misconduct that undermines the integrity of the employment/academic relationship. No employee/student, male or female, should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically, or electronically transmitted. Although this list is not all-inclusive, examples of conduct that is prohibited include:

- Taking any personnel/academic action on the basis of an employee's/student's submission to or refusal of sexual overtures
- Unwelcome or unwanted conversation
- Unwelcome or unwanted touching
- Continued or repeated verbal abuse of a sexual nature
- Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance
- Offensive comments regarding sexual or private matters
- Display of sexually suggestive pictures, objects
- Offensive jokes
- Verbal abuse, comments, names, or slurs that in any way relate to an individual's race, color, sex, sexual orientation, age, religion, national origin, or disability
- Any other offensive or abusive physical, visual or verbal conduct

This policy applies to all unclassified and classified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with Delta Community College. It is the policy of Delta that no employee may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, of a student by another student. Additionally, under appropriate circumstances, Delta may take action to protect its employees and students from harassment, on Delta property or at Delta sponsored events, by individuals who are not students or employees of Delta.

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs.

Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to Student Services personnel. He/she also may submit a complaint to the institution's Chancellor. No student or employee is required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct. In the event that an individual feels uncomfortable making a complaint at the institutional level, such complaints may be made at the system level with the LCTCS Director of Human Resources (225-922-2800), Louisiana Community and Technical College System, 265 South Foster Drive, Baton Rouge, Louisiana 70806. Each campus is required to provide to employees and students a copy of this policy and post a poster with a contact list identifying individual names, titles, physical locations and telephone numbers where complaints may be filed.

Student complaints of harassment should be reported to:

Dean of Student Services

Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. A staff member of the Office of Human Resources will conduct investigations, unless otherwise deemed necessary, in order to assure an impartial and confidential investigation. Delta will not tolerate any type of discipline or retaliation, direct or indirect, against any employee or other person who, in good faith, files a complaint of or responds

to questions in regard to having witnessed prohibited harassment. False charges are treated as serious offenses and may result in disciplinary and/or civil action.

Any employee/student or member of management who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing per the institution's current policies which govern students, the Code of Student Conduct.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-025.0

Title: Student Computer Usage Policy

Authority:	College Council	Original Adoption:	12/06
		Effective Date:	12/06
		Last Revision	Initial

Failure to follow the guidelines below will result in the loss of computer privileges in the computer labs located on the Louisiana Delta Community College campus, as well as computer labs at off-site locations. Repeated violations, upon return of computer privileges, will result in permanent loss of computer privileges at Delta.

1. Users must observe intellectual property rights, in particular the software copyright law.
2. No changes should be made to current settings on any computer. This includes, but is not limited to changing screensavers, changing the appearance of the desktop in any way and making any changes to application or system software default settings.
3. Users should not download or install any programs unless directly instructed by a faculty with the faculty member present and supervising the download or installation.
4. Users should not visit any sites other than those used for instructional purposes as assigned by his/her faculty member.
5. Users should not bring any food or drinks into the computer lab.
6. A user should not access any file or folder belonging to another individual for any reason.
7. A student should not attempt to access any password-protected account of another student, faculty or staff member for any reason.
8. Without specific authorization by the Director of MIS/IT or faculty, users must not remove any Louisiana Delta Community College equipment, software or documents from the computer lab.
9. Users must not deny or interfere with or attempt to deny or interfere with service to other users, e.g., by means of "resources hogging," distribution of viruses, etc.
10. Users must observe all policies of external data networks when using such networks.
11. Without specific authorization, users must not physically or electrically attach any foreign devices such as an external disk, printer, or video system to Louisiana Delta Community College equipment.
12. Users must not access nor download sexually explicit materials. Violation of these rules will

result in charges with penalties.

13. Users must not access or download child pornography materials. Violation of these rules will result in immediate expulsion from Delta.

14. Users must report evidence of violations of these rules to appropriate Louisiana Delta Community College personnel. Users must not conceal or help to conceal or "cover up" violations by any party.

15. A person accused of a violation will be notified of the charge and have an opportunity to respond before a final determination of a Louisiana Delta Community College penalty. The Dean of Student Services must approve any penalty after considering all available evidence, extenuating factors and any explanations offered by the accused. If a Louisiana Delta Community College penalty is imposed, the accused violator may appeal to the Vice Chancellor for Academic and Student Affairs. If, in the opinion of Delta, the violation warrants action beyond a Louisiana Delta Community College penalty, the case may be referred to other authorities, such as law enforcement.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-026.0

Title: Cell Phone and Pager Policy

Authority:	College Council	Original Adoption:	12/06
		Effective Date:	12/06
		Last Revision	Initial

Cell phones and pagers must be turned off while students are in the classrooms. In an emergency situation, the instructor may give a student permission to use a cell phone or pager.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-027.0

Title: Student Communication Policy

Authority:	College Council	Original Adoption:	03/07
		Effective Date:	03/07
		Last Revision	Initial

Delta assigned student e-mail accounts shall be the College's official means of communication with all students. The college also retains the right to send official correspondence via traditional methods.

Implementation

All enrolled students will be assigned an official Delta e-mail account. Official college communications shall be sent to their individual e-mail account, including, but not limited to, announcements of college-related activities, student services notifications (student activities, student workshops, financial aid award letters and notifications, etc.) and actions (notification of probation, suspension, disciplinary actions, etc.)

Student Obligation

Implementation of this student e-mail policy places certain obligations on each student.

- Students understand they have been given a college e-mail account by virtue of attending Delta Community College.
- Students shall responsibly manage their e-mail account on a frequent and consistent basis (i.e. archiving attachments, deleting old messages, and reviewing new messages, etc.)
- Students understand that the College may have to supplement electronic communication with traditional mail.
- Students are expressly forbidden from soliciting and receiving e-mails containing pornography or any other illicit materials. Violations of this policy will result in disciplinary actions, including possible suspension or expulsion from the College.

College Obligations

Implementation of this student e-mail policy places certain obligations on the College and employees.

- The College will never lease or sell a student e-mail address to any advertisers and will take a pro-active approach to blocking unsolicited-bulk e-mail messages that could clutter a student's e-mail account.
- The College will provide access to computers with Internet capabilities on campus (e.g. open computer labs)

Forwarding of e-mail

The college will not automatically send or forward e-mail messages to non-college accounts.

Procedure

Each Dean or Department Head will be responsible for sending broadcast e-mail messages to students. For example, any e-mails regarding Student Services will be sent from the Student Service Department

Management of Student Accounts

The Information Technology Department is responsible for the establishment of the student e-mail accounts. Accounts will be provided with 30 mb of storage space per student. Accounts will be active as long as a student is enrolled at Delta. When students are within 90% of their mailbox quota, they will receive a message notifying them that their mailbox is almost full.

Examples of Appropriate Student Wide Distribution

(Students may receive the following by e-mail)

- Communicating Student Service Information
- Notification concerning students' change of course schedules (drop/adds), general petitions and withdrawals
- Notification of cancellation of registration
- Academic Department Information such as class changes, registration issues, new courses and events
- New student information about academic support services and academic policies
- Payment deadlines and other business office/cashier information
- Surveys

Privacy of e-mail

Delta uses various methods to protect the security of its computers and network resources and its users' accounts.

Date of Implementation: June 4, 2007

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-028.0

Title: Policy Statement Addressing Timely Warnings

Authority: College Council

Original Adoption:

06/08

Effective Date:

06/08

Last Revision:

Initial

In the event that a situation arises, either on-campus or at Delta's extended sites, that in the judgment of the Dean of Student Services, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty and staff.

Depending on the particular circumstances of the crime, especially in a situation that could pose an immediate threat to the community and individuals, the Office of Student Services may also post a notice on the campus monitors that are located throughout the campus buildings. Anyone with information warranting a timely warning should report the circumstances to the Office of Student Services by phone (342-3744) or in person in room 148 in the Coenen Building.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-029.0

Title: Policy for Reporting Annual Disclosure of Crime Statistics

Authority: College Council

Original Adoption: 06/08

Effective Date: 06/08

Last Revision: Initial

The Office of Student Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.ladelta.cc.la.us. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus and alternate sites.

Campus crime, arrest and referral statistics include those reported to the University of Louisiana at Monroe Police Department, including but not limited to directors, deans, advisors to students/student organizations and local law enforcement agencies.

Each year an e-mail notification is sent to all enrolled students that provides the website to access this report. Faculty, staff and prospective employees may view this report on the Human Resource website at www.ladelta.cc.la.us. Copies of the report may also be obtained in the Office of Student Services, room 148 in the Coenen Building.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-030.0

Title: Policy Addressing the Reporting of Criminal Offenses

Authority: College Council

Original
Effective Date:
Last Revision:

Adoption: 06/08
06/08
Initial

06/08

To report a Crime:

Contact University of Louisiana at Monroe Police Department at 342-5350 to report non-emergencies or dial 9-911 to report emergencies. Students may use the telephone located in the hall of the Coenen Building to report a crime. Any suspicious activity or person seen in the parking lots or loitering around vehicles should be reported to the university police department. In addition you may report a crime to the following areas:

1. Vice Chancellor of Academic and Student Affairs	342-3709
2. Dean of Student Services	342-3744
3. Director of Student Counseling and Disability Services	342-3707
4. Director of Student Services and Career Placement	342-3769
5. Dean of Instruction	342-5025 or 342-5026
6. Director of Workforce Development	812-0223

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-031.0

Title: Policy Statement Addressing Confidential Reporting

Authority: College Council

Original Adoption: 06/08

Effective Date: 06/08

Last Revision: Initial

The Office of Student Services encourages anyone who is the victim or witness to any crime to promptly report the incident to the University of Louisiana at Monroe (ULM) Police Department. Police reports are public reports; therefore, the police department cannot hold reports of crime in confidence.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-032.0

Title: Policy Statement Addressing Security and Access

Authority: College Council

Original Adoption: 06/08

Effective Date: 06/08

Last Revision: Initial

Louisiana Delta Community College strives to maintain a safe secure campus environment for students, staff, faculty and visitors. Offices, laboratories and classrooms are secured when not in use and employees who discover defective doors, locks, interior/exterior lighting problems, or other safety hazards will immediately report the situation to the appropriate college department for action.

During business hours, the College will be open to students, parents, employees, guests, and invitees. During non-business hours access to all College facilities is by key entry pad or key.

The campus does not own, maintain or control: a) dormitories or other residential facilities; b) off-campus facilities for recognized student organizations

Emergencies may necessitate changes or alterations to any posted schedule. The Chief Fiscal Officer immediately addresses any concerns regarding facility maintenance such as lighting, locks, landscaping and alarms.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-033.0

Title: Policy Statement Addressing Campus Law Enforcement

Authority: College Council

Original Adoption: 06/08

Effective Date: 06/08

Last Revision: Initial

The ULM Campus Police has complete authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the Delta Community College Campus.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police and joint investigators with the ULM campus police department are deployed to solve these serious felony crimes.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-034.0

Title: Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting

Authority: College Council

Original Adoption: 06/08

Effective Date: 06/08

Last Revision: Initial

Students, employees and others are encouraged to report all criminal activity and emergencies occurring on campus. A report may be filed with a College Safety Officer, supervisor, or patrolmen on site at night. Students may file a report or a concern with the Director of Student Services. In emergency situations, dial 9-911 or 5350 for the ULM campus police, unless a security officer is on site. Immediately notify the College Safety Officer (342-3711). On off-site campuses, adjunct instructors shall notify the safety officer at that site and then notify the Dean of Instruction (342-5025). An investigation is to be conducted by the security officer (if necessary), Safety Officer, CFO, and department head or Cabinet member as a team. All reports must be submitted to the CFO for compilation of reporting requirements.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-035.0

Title: Policy Statement Addressing Counselors:
Institution without Confidential Reporting Procedures

Authority: College Council

Original Adoption: 06/08

Effective Date: 06/08

Last Revision: Initial

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the College Disciplinary Committee for review. When a potentially dangerous threat to the College arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-036.0

Title: Policy Statement Addressing Sex Offender Registration

Authority: College Council

Original Adoption: 06/08

Effective Date: 06/08

Last Revision: Initial

In accordance with 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, information pertaining to the registered sex offenders as required by state law is available on the Louisiana Police Sex Offender and child Predator Registry at <http://lasocpr.lsp.org>. The website link is on the LDCC website under Student Services.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-037.0

Title: Policy Statement Addressing Crime Prevention Programs

Authority: College Council

Original Adoption: 06/08

Effective Date: 06/08

Last Revision: Initial

Crime Prevention Programs on personal safety and theft prevention are sponsored by the Human Resource Department throughout the year. Students are informed of services during New Student Orientation workshops.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS – 038.0

Title: Medical Withdrawal and Re-entry Policy Governing Student Behavior that Presents a Direct Threat of Harm to Self or Others or Substantially Disrupts the Learning or Working Environment of Others

Authority:	College Council	Original Adoption:	09/08
		Effective Date:	09/08
		Last Revision:	Initial

Purpose

Louisiana Delta Community College (LDCC) is committed to the academic success and personal growth of its students. As part of that commitment, all LDCC locations are responsible for providing a safe learning and working environment for students, faculty, staff and other members of the College community. Some students may, because of a medical condition, engage in behavior that presents a direct threat of harm to themselves or to others, or substantially disrupts the learning or working environment of others. In such situations, the safety and security of the campus community, including the individual student, is paramount. This policy does not replace or supersede reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat.

In addition to taking action to protect the security and safety of the campus community, a college may address the student’s conduct to determine if action under this policy or under the student disciplinary process is appropriate. When a student’s conduct that directly threatens or substantially disrupts the learning or working environment of others appears to relate to a medical condition, the campus may, at its option, address the student’s conduct either in accordance with this policy, or through the student disciplinary process. If the student’s conduct constitutes a threat solely to him or herself, it should be addressed under this policy rather than the disciplinary process.

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 disrupt 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 of 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 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.

LOUISIANA DELTA COMMUNITY COLLEGE

STUDENT SERVICES

Policy # SS-39.0

Title: Financial Aid Over-award Policy

Authority: College Council

Original Adoption: 08/08

Effective Date: 08/08

Last Revision: Initial

Louisiana Delta Community College will allow student awards to exceed their financial aid cost of attendance if receiving scholarships or a combination of scholarships and Pell Grant funding unless indicated otherwise by the scholarship criteria.