

STUDENT HANDBOOK

2015-2016

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# Welcome to Louisiana Delta Community College

Home of the Delta Knights

On behalf of the faculty and staff at Louisiana Delta Community College (LDCC), I want to congratulate you on your recent choice to attend the home of the Delta Knights. LDCC offers students the opportunity to be part of a friendly and safe campus environment, and to actively engage with our experienced faculty and staff. LDCC provides students with an affordable college education where you can earn credits that will readily transfer to four-year universities, or technical job skills that will position you to secure employment.

At our campuses, students will find a comprehensive array of services such as Advising, Financial Aid, Admissions, Counseling and Disability Services, Career Services, and Tutoring. In addition to these quality services, LDCC offers you a number of clubs and student organizations where you will have the opportunity to grow professionally and socially.

I am sure you will flourish in your college years. The purpose of a college education is to reframe your ambitions, heighten your expectations, and place yourself on the path to realizing your highest aspirations.

WELCOME to LDCC!! We are so glad that you are going to be part of our exciting community!

With best wishes, I am,

Alvina Thomas,



Interim Vice Chancellor for Student Affairs

Louisiana Delta Community College

Bastrop \* Farmerville \* Lake Providence \* Monroe \* Ruston \* Tallulah \* West Monroe \* Winnsboro

A member of the Louisiana Community & Technical College System

Rev. 02/18/15

# The LA DELTA Alma Mater

*As we go beyond the doors of LA Delta*

*We will keep you near*

*Alumni and friends that we serve This carol is sung for you clear.*

*LA Delta Knights scholastic,*

*LA Delta Knights so true, To serve all those who need us,*

*LA Delta Knights will lead the way.*



# NONDISCRIMINATION, MISSION, AND ACCREDITATION

## Nondiscrimination Notice

Louisiana Delta Community College ensures equal opportunity for all qualified individuals without regard to race, color, religion, sex, national origin, age, political belief, disability, maritalstatus, or veteran’s status in admission to or participation in, its programs and activities. If a student believes that he/she has been discriminated against on the basis of race, sex (including sexual harassment), religion, color, national or ethnic origin, age, disability, or military service, that student should report the matter to the Dean of Student Success Services, who will seek to assist the student with resolution of the complaint as described in the complaint procedure. Louisiana Delta Community College will make reasonable special service and accommodations for students with learning or physical disabilities. Students desiring to self-identify may complete a Special Needs Assessment Form, which can be obtained in the Department of Student Success Services.

## Mission Statement

Louisiana Delta Community College, an open-admission, comprehensive community college, provides the citizens of northeast Louisiana with affordable and accessible high quality educational programs, services, and modern workforce training. Supported by the Louisiana Community and Technical College System, a dedicated faculty and staff fulfill this mission through their commitment to student achievement, academic excellence, lifelong learning, and the use of current technology.

## Institutional and Programmatic Accreditation

Louisiana Delta Community College is accredited by the **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)** to award associate degrees, technical diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679- 4500 for questions about the accreditation status of Louisiana Delta Community College.

# DIRECTORY

|  |
| --- |
| **DIRECTORY – Monroe Campus** |
| Main Number  | 318 -345-9000 318-345-9100  |
| Admissions  | 318-345-9001  |
| Bursar/Student Billing Office  | 318-345-9133  |
| Career Placement  | 318-345-9151  |
| Financial Aid Office  | 318-345-9144  |
| Library  | 318-345-9027  |
| Registrar  | 318-345-9003  |
| Recruiting  | 318-345-9131  |
| Student Services  | 318-345-9144  |
| Student Government Association  | 318-345-9153  |
| Student Counseling or Disability Services  | 318-345-9152  |
| Safety Department  | 318-345-9106  |
| ADMINISTRATION  |   |
| Chancellor  | 318-345-9262  |
| Vice Chancellor for Academic Affairs  | 318-345-9271  |
| Vice Chancellor for Student Affairs  | 318-345-9146  |
| Dean of Student Success Services  | 318-345-9150  |
| Dean of Enrollment Services  | 318-345-9261  |
| Assistant Director of Financial Aid  | 318-345-9147  |

|  |
| --- |
| **DIRECTORY** |
| Coordinator for Student Affairs- Bastrop Campus  | 318-283-0872  |
| Student Affairs – Ruston Campus  | 318-251-4145  |
| Student Affairs – Tallulah/Lake Providence Campuses  | 318-574-4820/Tallulah318-559-0864/Lake Providence |
| Coordinator for Student Affairs – West Monroe Campus  | 318-397-6102  |
| Student Affairs - Winnsboro Campus  | 318-435-2163  |
| Dean of Health Sciences, Natural Sciences and Math  | 318-345-9225  |
| Division Chair of Nursing and Allied Health  | 318-345-9162  |
| Division Chair of Natural Sciences and Math  | 318-345-9181  |
| Dean of Liberal Arts and Business Technology  | 318-345-9233  |
| Division Chair of Business  | 318-345-9221  |
| Division Chair of Liberal Arts  | 318-345-9216  |
| Dean of Industrial Sciences  | 318-345-9267  |
| Division Chair of Industrial Sciences and Process Technology  | 318-345-9289  |

\*\*Please access our Web Site for the most up to date contact information at [www.ladelta.edu](http://www.ladelta.edu/)

# GENERAL ADMISSION REQUIREMENTS

## Admissions Information

### Admissions Policy

Louisiana Delta Community College is an open admissions institution, as established by the Louisiana Legislature and approved by the Board of Regents. As such, anyone who meets admissions requirements may enroll and register for eligible coursework, and will be classified as to student type upon admission to the College. Delta ensures equal opportunity for all eligible and qualified applicants without regard to race, color, religion, gender, national origin, age, political belief, sexual orientation, or disability in the admission to, participation in, or employment of any of its programs or activities.

The College reserves the right to deny admission in cases which would be detrimental to the student or would interfere with the capacity of other students to benefit from the educational experience.

Louisiana Delta Community College is not able to admit non-immigrating, foreign nationals, and cannot issue the Immigration and Naturalization Service Form I-20.

### Admissions Requirements

All applicants, including returning students, must complete an Application for Admission, which is available online at www.ladelta.edu, and may be completed anywhere the website is accessible. All students are also responsible for the non-refundable application fee, for each application submitted. For students who need assistance with the application process, Enrollment Services staff at all campuses are available for assistance.

Listed below are the definitions for most Student types at Delta, followed by a table listing the documents needed for each type of applicant. Following the Table of Admission Requirements is a discussion of the non-traditional Student types at Delta and admissions requirements for those Student types.

* First-time Freshman – A High School graduate or recipient of a High School Equivalency (such as HiSET or GED) who has never attended a prior institution of higher education, except as a dual-enrolled or collegiate student.
* Returning Student – A student who previously attended Delta, but whose enrollment was interrupted for a minimum of one non-summer semester. These students must apply for readmission, and once readmitted will be governed by the catalog in effect at the time of readmission.
* Transfer Student – A student who has been enrolled previously at another postsecondary institution. Students who were enrolled at Delta at some point in their academic history, transferred to another institution, and then returned to Delta will be classified as Returning for administrative purposes; however, these students are required to submit all prior transcripts just as first-time Transfer students must do.
* Visiting Student – A student who is enrolled at one post-secondary institution who wishes to enroll concurrently at Delta, or who intends to enroll at Delta for only one semester before attending another postsecondary institution. As long as a Visiting student is concurrently enrolled at another post-secondary institution, s/he can remain a Visiting student at Delta and will not be eligible for student financial assistance through the College. Once Delta becomes this student’s primary or sole institution, the Visiting student must reapply to the College as a Transfer student and meet those Admission requirements; at this point, the readmitted student may apply for financial assistance through the College.
* Non-Matriculating- A student who is not seeking a degree, diploma, or certificate from the (Non-Degree) College. Non-Matriculating students are not subject to the same admissions requirements as First-time Freshmen or Transfer students. However, they must still meet all prerequisite requirements for all courses they wish to take, as well as Residency Status, Selective Service, and immunization requirements. A Non-Matriculating student may enroll courses in a Technical Competency Area (TCA), provided that s/he meets the prerequisites for any coursework within the TCA. Please note that Non-Matriculating students are not eligible for financial assistance through the College until they are admitted under a different student classification, such as Transfer student.

## Admission Requirements to the College

(Explanations of notations are underneath the table)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicant Type**  | **Copy of** **Legal** **Photo** **ID\***  | **Proof of** **Immunization or Waiver *(if age 19 or above)***  | **Selective** **Service** **Registration\*\*** ***(Males 18-25)***  | **Official\*\*\*High** **School** **Transcript or** **High School** **Equivalency**  | **Standardized Test Scores** ***(ACT, SAT or*** ***Compass)***  | **Official\*\*\*** **College** **Transcripts**  |
| **First-Time Freshmen**  | Yes  | Yes  | Yes  | Yes (please refer to section on “High School Graduation Criteria for Admissions” for further information  | Yes  | Only if student has prior dual enrollment credit  |
| **Returning Student**  | Yes  | Yes, if not already on file  | Yes, if not already on file  | Already on file  | Already on file  | Yes, if student has attended another institution(s) after last attending Delta  |
| **Transfer Student**  | Yes  | Yes  | Yes  | Only if student has not completed 12 or more non-developmental credit hours at previous institutions  | Only if student has outstanding developmental requirements and prior transcripts do not indicate current placement  | Yes, for all prior institutions  |
| **Visiting Student**  | Yes  | Yes  | Yes  | Not applicable  | Only if student’s transcript is not sufficient for placement purposes  | Yes, for most recent prior or current institution  |
| **Non-****Matriculating** **/Non-Degree** **Seeking**  | Yes  | Yes, if not already on file  | Yes, if not already on file  | Not required for this student type  | Not applicable for this student type, unless test scores need to be used for placement purposes  | Not applicable for this student type, unless coursework needs to be used for placement purposes  |

\* For the purposes of Admission to Delta, a Legal ID is a Department of Motor Vehicles-issued Drivers’ License or State ID, US Passport, Permanent Residence Card (aka Green Card), or US Military ID Card.

\*\* Written proof of registration with Selective Service, if applicable. Acceptable documents include a copy of the applicant’s Selective Service registration card or a printout from the Selective Service website[, https://www.sss.gov/regver/wfverification.aspx.](https://www.sss.gov/regver/wfverification.aspx)

\*\*\*An Official Transcript (High School or College) is either: An electronic transcript sent through a secure and trusted source (not faxed) OR An original transcript delivered in a sealed, unopened envelope to Enrollment Services.

|  |  |
| --- | --- |
| **High School Transcripts** | For graduates of accredited Louisiana High Schools after January 1, 2003, most transcripts will be retrieved electronically from the Louisiana Board of Regents. Enrollment Services will need Official hard-copy transcripts for all applicants for whom we cannot retrieve electronic transcripts – and this may include some students who graduated from Louisiana High School graduates after January 1, 2003. Please refer to the College Catalog section on **High School Graduation Criteria for Admissions** for further discussion on what constitutes admissible high school credentials. |
| **College Transcripts** | Delta may admit provisionally and allow one semester of enrollment on unofficial transcripts; however, the College must receive Official Transcripts for complete admission of all Transfer students and Returning students with transfer credit. Transcript requests must be filed with those institutions by the students themselves. Most postsecondary institutions will be able to send transcripts to Delta electronically through the eScrip-Safe system; however, those schools that do not participate in the eScrip-Safe network will have to mail Official transcripts to the College. |

## High School Dual Enrolled Students

A currently enrolled high school student who meets specific requirements may enroll in college-level courses prior to high school graduation as a Dual Enrolled student. Refer to the Dual Enrolled section of the College Catalog for more information.

## Adult Education for Credit/DeltaLINC Students (Dual Enrolled)

DeltaLINC, the organization within Louisiana Delta Community College which administers the College’s High

School Equivalency program, may offer certain programs where students are concurrently enrolled in both the DeltaLINC High School Equivalency program and post-secondary courses within the College. These students must be admitted to DeltaLINC and meet DeltaLINC’s Admissions requirements, which are available from DeltaLINC. These students must also be authorized by DeltaLINC to attend post-secondary classes. Once an Adult Ed for Credit student has completed his or her High School Equivalency, then s/he can apply to the College as a First-Time Freshmen, according to those Admissions requirements. Again, please consult DeltaLINC personnel with questions about this type of enrollment in the College.

## High School Graduation Criteria for Admissions

The College can accept the following high school credentials for general admission:

* An Official electronic transcript from the Louisiana Board of Regents
* An Official transcript from a high school approved by the Board of Education of the state in which the high school’s administrative offices reside – this can also apply to online high schools
* An Official transcript from a high school accredited by a regional accrediting body, like SACSCOC
* An Official transcript or score results of a recognized high school equivalency, such as GED or HiSET
* A Home School transcript recognized by the Board of Education of the state in which the student received Home Schooling, and such that the transcript demonstrates fulfillment of Board of Regents core curriculum requirements.
* The high school credentials listed above meet the criteria for admission into all of the College’s programs for which the highest degree level is the Associate’s degree, and these high school credentials meet guidelines of eligibility for Federal Financial Aid.

Students whose high school credentials do not meet the criteria above may still be admissible into the College’s programs which culminate in the Associate degree. Any applicant may be admissible to Associate-level credentials and Financial Aid eligible by meeting the following requirements as outlined by the Louisiana Board of Regents:

1. Submission of an original high school transcript signed by the supervisor of the curriculum
2. Successful completion of at least 17 of the 19 courses in the Board of Regents Core 4 curriculum with a 2.0 core GPA or better
3. Cumulative high school GPA of 2.35 or better.
4. Minimum ACT scores of 18 for English, 19 for Math, and 21 for Composite

The requirements listed above would apply to graduates of:

* Home schooling programs not recognized by the Board of Education of the state in which the student was domiciled at the time of graduation
* Traditional high schools which are neither regionally-accredited nor approved by the Board of Education of the state in which those schools are established
* Online high schools which are neither regionally accredited nor approved by the Board of Education of the state in which those schools are incorporated

High school credentials which do not meet any of the criteria above may still be determined to be acceptable for certain types of admission; such high school credentials, though, will not allow for admission into programs of study for which the highest level is Associate degree, and do not meet the criteria for Federal Financial Aid. Students whose high school credentials do not meet the guidelines listed above are strongly encouraged to discuss High School Equivalency options with DeltaLINC.

## Admissions Without High School Diploma or Equivalency

Students who have not earned a High School Diploma or equivalent as defined within the section High School Graduation Criteria for Admission may still be admitted to the College. First, if the applicant can demonstrate admissibility by Transfer student requirements, then the high school credentials are not required. However, applicants who do not meet Transfer or Freshman requirements may be admitted as Non-Matriculating, provided that prerequisites for each course which these students wish to take are met. Students must meet the minimum high school requirements or Transfer admissions requirements to be admissible into the following academic programs of study:

* Business and Technology
* Business Office Administration/Technology
* Care & Development of Young Children
* Drafting & Design Technology
* Forensic Science & Technology
* General Studies
* ICT: Computer Networking Support
* Industrial Electronics Technology
* Industrial Instrumentation Technology
* Louisiana Transfer/Arts
* Louisiana Transfer/Science
* Nursing – Practical
* Nursing – Registered
* Process Technology
* Teaching

A student who doesn’t meet minimum High School/Transfer requirements may be admitted as a Non-Degree seeking student. A Non-Degree student may take courses for credit and even earn the Technical Competency Area in a program of study for which the highest credential is a certificate or technical diploma (except for Practical Nursing), provided that prerequisites for each course are met. We strongly encourage all students who do not have their high school diploma or equivalency from an approved authority to work toward this goal through DeltaLINC; however, in the event that the student is not able to obtain the High School Equivalency, s/he may still earn up a Certificate or Technical Diploma in one of the areas where this is the highest level of credential. Even if the student declares a major within such a program of study, s/he is still not eligible for Federal Financial Aid without meeting the high school credential requirement. These students may, however, be eligible for some kind of third-party aid, which would be determined by the granting agency (such as PHOCAS, NOVA, the VA, or others). If these students at any given time earn a High School Equivalency credential (such as GED or HiSET), they will be eligible for admission into any program with the College, and they will be able to apply for Federal Financial Aid.

## Assessment and Placement

Delta is committed to student success in collegiate-level coursework and occupational programs. ACT scores will be used for initial placement in English, reading and math. Applicants who do not have ACT scores, or whose scores are more than three years old, may be asked to sit for the Placement Survey. Students should contact the Admissions Office to schedule the Placement Survey. Students who are non-matriculating or are auditing classes may not be required to provide placement information if they are not taking English or math courses or have already successfully completed prerequisite course work. If the student decides at a later date to seek a degree from Delta, he/she may be required to provide ACT scores or take the Placement Survey. More information can be found in the College Catalog online at [www.ladelta.edu.](http://www.ladelta.edu/)

## First-Time Freshman Matriculation Policy and Procedures

Students applying for admission as First-Time Freshmen will be matriculated according to their standardized test scores and the program of study in which they are interested. Students whose intended program of study has as its highest credential the Associate’s degree, but whose standardized test scores place them into one or more developmental courses, will be matriculated into the credential just before the Associate’s degree.

Students may declare themselves Associate degree-seeking after one of the following occur:

1. All developmental requirements are completed
2. 30 or more credit hours are successfully completed
3. The student completes the certificate or technical diploma into which s/he is currently enrolled.

Once students meet one of these conditions, they may submit a Change of Major form to Enrollment Services.

## Academic Advising

Academic advising is an important activity for every student. It is the time for the student to discuss with his/her advisor academic, career and life goals. Students are assigned an advisor who will review the student’s academic record, assist in designing a plan of study and initiate the registration process. Students should communicate regularly with their advisor throughout their enrollment at Delta. All faculty members are available for academic advising during their posted office hours. The goal of academic advisement is to help students progress through their degree plan to the completion of requirements to graduate.

## Louisiana Resident Status/ Residency

### Residency Requirement

All new students must provide proof of their residency status with their application for admission. Acceptable documentation includes a valid driver’s license or state I.D. card, current rent or mortgage receipts, most recent state and/or federal tax returns, or other documents that indicate where the student’s official domicile is located. Multiple documents may be required to determine residency for tuition and billing purposes. Students with more questions regarding resident status can check online at [www.ladelta.edu.](http://www.ladelta.edu/)

## Admission Status

**Full Admission:** the applicant who meets the admissions requirements and has submitted all required documents is fully admitted to Delta.

**Provisional Admission**: the applicant who meets the admission requirements based on unofficial transcripts or who is currently enrolled at another institution may be admitted provisionally. Complete official transcripts must be received within 30 days of the first day of class. Failure to provide all required documents may result in dismissal. Financial aid will not be disbursed to students who have not been fully admitted.

**Admission on Probation**: The following applicants may be admitted on probation:

* The re-entry student who was last enrolled at Delta on probation or was suspended
* The transfer applicant who is eligible to return to the previous institution on probation
* The transfer applicant whose GPA from the previous institution would place them on probation had the GPA been earned at Delta
* The transfer student who was suspended but is now eligible to re-enter college
* The transfer student who is suspended from another college/university

**Transfer Student on Suspension:** A student who has been suspended from another college/university may attend Delta with permission from both institutions. If allowed to enroll, the student will be placed on academic probation and required to achieve a minimum GPA of 2.0 each semester of enrollment at Delta. Failure to meet this requirement will result in suspension from Delta. It is the responsibility of the student to contact the degree awarding institution to determine transferability of credit.

**Readmission from Suspension:** Students who have been suspended may make an appeal to the Admissions and Academic Appeal Committee. Appeals must be submitted to the Admissions and Academic Appeal Committee prior to the end of the regular registration of the semester for which the student wants to enroll. Students readmitted after a suspension will be admitted on probation.

## Academic Renewal

LDCC provides students who have not been enrolled in college due to academic deficiencies the opportunity to renew their academic record. The student must not have been enrolled in college level course work for three years, demonstrate that the conditions that led to the academic deficiencies have changed and complete the necessary steps to be considered for academic renewal. Academic renewal can only be awarded once in an academic lifetime. The following standards apply to academic renewal:

* The student must submit an application for academic renewal to the Enrollment Services Office before or during the first semester of enrollment and include evidence that there is reasonable expectation of satisfactory performance.
* Enrollment Services shall evaluate each application and recommend the student for approval by the Admission and Academic Appeal Committee.
* No prior academic credit or grade point average will be carried forward; however, the prior record remains a part of the student’s overall academic record. No previously earned credit will be used to meet graduation requirements or computed in the GPA leading to undergraduate degrees.
* Upon approval for academic renewal, the student has the status of an entering freshman and a new academic record will begin with no record of attempted hours, quality points or probation/suspension.
* A student who demonstrates competency in a given area may receive credit by exam (CLEP or departmental challenge exam) for courses in which the grade of “C” or higher was earned.  LDCC recognizes academic renewal granted at another institution.
* A student who receives academic renewal may not be eligible for financial aid at LDCC.
* A student who receives academic renewal will have the total cumulative grade point average (including courses waived by academic renewal) considered for academic honors awarded at graduation.
* Applying for academic renewal does not ensure approval.

Students are cautioned that many undergraduate curricula and graduate professional schools compute the undergraduate grade point average on all hours attempted when considering applications for admission.

Students must sign the application for academic renewal certifying that they understand the ramifications of academic renewal.

## Transfer Credit Policy and Procedures

### Transfer Credit

Delta accepts transfer credit from traditional sources, and non-traditional sources if the course meets the established requirements for course description, syllabus and instructor credentials. Transfer credit for courses taken at other institutions by students enrolled in a degree or certificate program will be accepted at the discretion of the Dean/Division Chair.

* Acceptance of courses taken more than ten years ago is determined by the Division Chair in conjunction with the academic advisor.
* Acceptance of courses that do not have an equivalent at Delta will be determined by the Division Chair in conjunction with the academic advisor.

Grades for transferred courses will be interpreted according to the Delta grading scale and will be recorded as follows:

* Plus (+) or minus (-) symbols will be disregarded.
* Grades of Pass, Credit and Satisfactory will be treated alike and count in hours attempted and earned only.
* Failing grades including WF will count as hours attempted, quality hours, quality points and will impact GPA
* A grade of “N” will count in attempted hours only.
* Incomplete (“I”) grades will be calculated as “F”.
* Quarter hours will be converted to semester hours by multiplying the quarter hours by two-thirds.

Only those courses in which the grade of “C” or higher has been earned will be used to fulfill degree requirements. The Board of Regents Master Course Articulation Matrix (regents.la.gov/Reports/datapub.aspx) will be used to determine course equivalencies. Transfer credits from non-regionally accredited institutions are not generally accepted at Delta. A request for the review of this type of credit may be made to the appropriate Academic Dean.

Once admitted to a degree program at the College, students must receive approval from their academic advisor before enrolling in courses at another institution for transfer credit. Transfer credits from regionally accredited institutions of higher education are recorded on the student’s permanent academic record. Delta will compute the grade point average in the same manner as is done for a Delta student.

## Lifespan of Course Work

Delta is interested in moving its students toward the successful completion of their associate degree (s) regardless of when or where they began their college program, or what courses they have taken to support their degree progress. Previous college course work will be transferred to Delta for purposes of establishing grade point average and admission status. Any questions of institutional accreditation or faculty credentialing or, if the course is over ten years old, will automatically be referred to the appropriate Academic Dean for review and approval.

## Correspondence Courses

Delta does not offer correspondence courses. Students who wish to use credit from correspondence courses taken through other accredited institutions to meet degree or certificate requirements must receive permission from the Academic Dean prior to registering for the correspondence course. A maximum of six hours correspondence credit may be applied toward the degree. If a transfer student has already received correspondence credit prior to enrolling at Delta, the student must receive approval from the appropriate Academic Dean for such credit to fulfill graduation requirements at Delta.

## Transferability of Credit Earned at LDCC

LDCC has received accreditation status with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Faculty who meet SACSCOC faculty credential requirements are hired to instruct LDCC classes. Consult the Board of Regents General Education Articulation Matrix for specific course information and the Board of Regents Electronic State Wide Student Transfer Guide at [www.ladelta.edu.](http://www.ladelta.edu/) For questions regarding transference of credit, contact the Enrollment Services Office.

## Prior Learning Assessment (Credit by Examination)

**Credit for Prior Learning (CPL)** is a process that enables learners to demonstrate what they have learned and translate that learning into college credit. Louisiana Delta Community College (LDCC) awards credit for nontraditional learning based on results of national tests such as CLEP, AP, DSST, and other extra-institutional examination programs; the institution’s faculty-developed credit by examinations; military training and industry based certifications, and others as approved by the College’s Vice Chancellor of Academic Affairs.

LDCC follows the **LCTCS policy 1.023 LCTCS Policy on Non-Traditional Credit** - This policy allows nontraditional credit for, but not limited to, CLEP, AP, DANTES, and other extra-institutional examination programs; the institution’s faculty-developed credit by examinations; credit for past learning and/or life experiences; military and industry-based training; and others as approved by the institution’s chief academic officer.

For more information regarding Credit for Prior Learning can access the College Catalog online at [www.ladelta.edu.](http://www.ladelta.edu/)

## College Level Examination Program (CLEP)

College Level Examination Program (CLEP) credit is honored by Delta. Students can refer to the College Catalog online at [www.ladelta.edu](http://www.ladelta.edu/) for more information.

## Credit Based on ACT/SAT Scores

College credit will be awarded to students who earn appropriate scores on the ACT/SAT in English and Math. Credit will be awarded for **ENGL 101** to students who meet the following minimum criteria for ACT or SAT scores earned in a single test: an ACT English score of 28 or above and an ACT Composite score of 25, or an SAT Verbal score of 630 plus a combined SAT Verbal and SAT Math total score of 1130.

Credit will be awarded for **MATH 110** to students who achieve an ACT Math score of 26 or higher, or an SAT Math score of 600 or higher.

Credit is awarded only for official scores sent directly to Delta from the testing company.

## Advanced Placement Exam Credit

College credit will be awarded to students who earn appropriate scores on the College Board Advanced Placement Test. For more information regarding scores go to the College Catalog online at [www.ladelta.edu.](http://www.ladelta.edu/)

# FINANCIAL AND STUDENT BILLING INFORMATION

## Refunds-Add/Drop of a Class

LDCC provides refunds of tuition to students who are enrolled and who are resigning from all classes or dropping a course during the official drop period defined each academic semester.

## Refunds-Dropping a Class

Students who drop prior to the first full day of class can receive a 100% tuition refund (application fees not included). Days 1 through 4: 100% refund of tuition and course related fees during the first four calendar days Any reduction in course load after the 4th calendar day of a semester (equivalent for summer session/terms or alternative sessions) will not reduce tuition and fees.

## Refunds-Resignations

Students who resign from all classes prior to the first full day of class can receive a 100% tuition refund (application fees not included)

**Days 1 through 4**: 100% of tuition and fees refunded (first 4 course related days or equivalent for summer session/terms or alternative sessions)

**Days 5 through 10**: 75% of tuition only refunded (equivalent for summer session/terms or alternative sessions)

**Days 11 through 17**: 50% of tuition only refunded (equivalent for summer session/terms or alternative sessions)

* Students who desire an exception to the refund policy may submit a typed letter which explains the extenuating circumstances with supporting documentation attached to the Dean of Enrollment Services. Extenuating circumstances that may be considered would be a death in the family or health issues.

## Refunds-Cancelled Class

When LDCC cancels a course, 100% of tuition and course related fees are refunded.

## Adding a Class

Tuition and related fees for classes added to a student’s schedule are due at the time the “Add” is processed.

## Student Debt Information

Students indebted to LDCC will not be allowed to re-enter or receive an official transcript of scholastic work. A student may be dropped from class for non- payment of tuition/fees and/or other debts when due or when a check offered by the student is not honored by the bank on which it was drawn. The student is responsible for informing the Registrar of any change of address from that given at registration. Delinquent student debts are subject to being assigned to an independent collection agency, at which time a collection fee of 30% will be added and collected in addition to the original debt.

## Tuition Payment Plan

 Students are encouraged to pay 100% of the tuition/fees at the time of registration by credit card, writing a check or paying cash. If students cannot pay the entire bill at once, LDCC has partnered with Higher One to provide automatic tuition payment plans that are easy and convenient; enabling students to pay all or part of their semester charges in installments. **Tuition payment plans** **for deferment of tuition are not offered for** s**ummer sessions.**  Contact the Bursar/Student Billing Office on your campus for more information.

## Returned Checks

The charge for each returned check is $25.00. When a check is returned, the student will forfeit all check writing privileges with LDCC in the future. Putting a stop payment on a check WILL NOT constitute an official resignation from the College. All returned checks are turned over to the District Attorney’s office for collection.

## Tuition and Mandatory Fee Schedule

Students can access the most recent Tuition and Mandatory Fee Schedule on the College website at [www.ladelta.edu.](http://www.ladelta.edu/)

# FINANCIAL AID, SCHOLARHIPS AND TUITION ASSISTANCE

A college education is one of the most important investments a student can make. The Office of Financial Aid is committed to helping students reach their educational goals who would otherwise not be able to do so. LDCC offers federal, state and institutional financial aid resources to assist students in funding the costs associated with their education. Though it is felt that the primary responsibility for financing post-secondary education rests with students and their families, every effort is made to provide necessary supplemental funding to ensure that no student is denied the opportunity to attend LDCC because of financial limitations.

Federal financial assistance and scholarships are available for degree-seeking students. Students may also apply for various types of waivers to assist with the payment of tuition. Students may be offered a single type of assistance or a combination package depending on the level of need and eligibility requirements. Aid may be provided by or through the college, federal and state agencies, foundations, or corporations. Apply early!

## Programs and Eligibility for Federal Financial Aid

The **Federal Pell Grant** is a program for students who have not completed their first bachelor’s degree and who demonstrate exceptional financial need. Eligibility requirements include being a U.S. citizen or permanent resident, being enrolled in an eligible program as a degree seeking student, be making Satisfactory Academic Progress, and show a demonstrated need as assessed by the federal needs analysis formula. Other requirements include not being in default on a federal student loan, not owing a refund on a Federal Pell Grant, and having a valid social security number. Pell Grant eligibility is determined by the Central Processing Service using the Federal Needs Analysis formula approved by Congress.

The **Go Grant** is a need based state grant for Louisiana residents who are Federal Pell Grant recipients. Also, a student must be a first time freshman as of the Fall 2007 semester or 25 years of age or older and not have enrolled in credit bearing courses for at least one academic year. More information is available on our website at [www.ladelta.edu](http://www.ladelta.edu/) or in the Office of Financial Aid.

**Supplemental Educational Grant (SEOG)** is gift-aid that does not have to be repaid. Each year, unlike Pell Grants, the amount of FSEOG a student receives depends not only on his/her financial need but, also, on the amount of other aid the student receives and the availability of funds, Each school participating in FSEOG receives a certain amount of FSEOG funds each year from the U.S. Department of Education. Students who demonstrate exceptional need will be considered first for these funds. This is why it is important for students to apply early to be considered for these funds. Not everyone who qualifies for FSEOG will receive the grant. The amount of an individual’s award is based on the availability of funds and the student’s demonstrated financial need.

**Federal Work-Study Program (FWS) i**s a federal work program awarded through Financial Aid to eligible students. The dollar amounts vary according to the student’s financial need. The purpose of the program is to provide job opportunities for those in need of financial assistance to meet their college costs. Typically, these jobs are located on the college campus and are limited to no more than 20 hours a week. Anyone interested in learning more about this program should speak with someone in career services or see their Financial Aid Advisor. Funds are limited.

**Federal Direct Student Loan** Program is available for student borrowers to obtain loan funds directly from the U.S. Department of Education. The official website is [www.studentloans.gov.](http://www.studentloans.gov/) This site is your source for information on how to apply and manage student loans. More information is available online at [www.ladelta.edu.](http://www.ladelta.edu/)

## Five Steps to Apply for Federal Financial Aid

**Step 1: Apply for Admission at Louisiana Delta Community College.** You must be accepted in an Associate Degree, Diploma or eligible certificate program before LDCC can determine your eligibility for financial aid. Confirm your status with the Admissions Office at 318-345-9001.

**Step 2: Complete the Free Application for Federal Student Aid (FAFSA).** The FAFSA is available online at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov/) starting on January 1st of each year. You may sign your application electronically using your federal student aid personal identification number or PIN. If you do not have a PIN you can apply for one at the same time you complete your FAFSA. If you are dependent, your parent(s) should apply for a PIN also. Be sure to list **LDCC’s school code—041301--**on the application so that LDCC can receive your results electronically. Transfer and continuing LDCC students must meet LDCC’s minimum Satisfactory Academic Progress standards to receive federal financial aid.

**Step 3: Carefully examine your Student Aid Report (SAR)**. Once your FAFSA application isprocessed you will receive an email from the Federal Processor with a link to your Student Aid Report (SAR). Be sure to check over your SAR for any errors. If you have to make corrections, you can do so electronically. Be sure both you and your parent(s) re-sign the corrections electronically with your PINs. If you do not receive the SAR within 2 weeks after you first submitted it online, contact the Federal Processor at 1-800-433-3243.

**Step 4: Look for a Missing Documents Notification** Once the Office of Financial Aid receives your SAR, you may check LOLA Self Service to see any additional documents required to complete your application. These documents must be submitted by the priority deadline to ensure that LDCC will have enough time to process your request by the fee payment deadline. Allow a minimum of 4 to 6 weeks for your aid application to be reviewed and processed.

**Step 5: Accept your Award and Terms and Conditions on LOLA**.

## Terms and Conditions

Acceptance of your financial aid award indicates that you agree to comply with the rules and regulations that govern the programs for aid as well as the policies of this institution. Your award is subject to change if corrections or revisions are made to the information you provided on your applications for aid. You can also find out more about the Terms and Conditions on [www.ladelta.edu.](http://www.ladelta.edu/)

## Accessing Financial Aid Information Online Through LoLA

Once your aid is processed, you will receive your award notification via your LDCC student email address. The award notification will direct you to LoLA (our student self-service area) at [https://my.lctcs.edu](https://my.lctcs.edu/)  to view your awards. Some awards will require your “acceptance “via LoLA.

**\*\*You must make a selection under the terms and conditions tab.** Acceptance of your financial aid award indicates that you agree to comply or that you “accept” the terms and conditions along with all regulations that govern the programs for aid as well as the policies of this institution.

### How to log into LoLA:

Access LoLA at [https://my.lctcs.edu](https://my.lctcs.edu/)

Enter your personal information in the following format:

1. **Username**: Your first and last name all together without spaces and lowercase

**Your temporary password has been created using the following parameters:**

1. **Password**: First initial of first name (lowercase) + First initial of last name (lowercase) + Birthdate (mmddyy) + P@ss

**Example: If Delta Knight was born May 10, 1975 = Her username is: deltaknight
Her temporary password is: dk051075P@ss**

### Important Information

Once you have logged into ***LoLA***for the first time, you will be asked to create a new password and set up security questions for your account.

You can start using the new system by logging in at [Lola.lctcs.edu](http://lola.lctcs.edu/)

If you have any questions please contact your campus Help Desk at ([support@lctcs.edu](https://mail.google.com/mail/h/r7lnwsxdhopm/?&v=b&cs=wh&to=support@lctcs.edu) or call the Support Line at 855.227.8102)

**Select “Financial Aid” and then “Financial Aid Summary” to check:**

* “Academic Progress” to make sure you’re eligible for federal aid.

**Select “Financial Aid” and then “Student Requirements” to:**

* Check “Required Documents” to make sure you have submitted all required documents\*.

**Select “Student Records” and then “account Summary”:**

* When you are ready to view your tuition/fee costs
* To make sure you do not owe the college
* To ensure that your refund has “generated”

**\***If documents are required, you may select the hyperlink next to each form to access the document.

## Important Financial Aid Dates:

|  |  |
| --- | --- |
| March 15  | Financial aid application deadline - Summer  |
| April 15  | Financial aid application deadline - Fall  |
| June 30  | Priority Satisfactory Academic Progress Appeal deadline- FallFinal Satisfactory Academic Progress Appeal deadline/14th class day-Fall  |
| February 15  | Foundation and Process Technology Scholarship deadline-Fall and Spring  |
|  | (Students have from October 1st – February 15th to apply) |
| November 15 | Financial aid application deadline -Spring |
| November 30  | Priority Satisfactory Academic Progress Appeal deadline –SpringFinal Satisfactory Academic Progress Appeal deadline/14th class day-Spring |
|  |  |
|  |  |
|  |  |

## 2015-2016 SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY - All Campuses

The Federal Government mandates that students must maintain Satisfactory Academic Progress toward the completion of their degrees within a reasonable period of time in order to be eligible for Title IV financial aid programs including Pell, SEOG, Go Grants, Federal Work Study and Federal Student Loans.

**Satisfactory Academic Progress (SAP) is defined as:**

* Earning (passing) a required number of hours (67% of all hours attempted) and
* Achieving and maintaining a required grade point average (see GPA chart) and
* Total attempted hours must not exceed 150% of the published length of the students' degree program. Refer to the LDCC academic catalog at [www.ladelta.edu](http://www.ladelta.edu) for program requirements.

**When is SAP Reviewed?**

1. Our preliminary evaluation is taken at the end of the Spring semester with the official evaluation reviewed at the end of the Summer. Students are notified of their SAP status through their LDCC e-mail and their SAP status can be viewed through their LOLA account.
2. Satisfactory Academic Progress (SAP) is reviewed and determined BEFORE aid is initially awarded.
3. SAP is also reviewed at **\*specific increments** (\*increment = one semester), explained below, depending upon the student’s program of study.

**LDCC Certificate Program**

Satisfactory Academic Progress will be reviewed after **each semester** for students enrolled in certificate programs only. Certificate programs eligible for federal aid must be at least **15** weeks in length. Certificate programs that are less than 15 weeks are not eligible for federal aid.

### How Is SAP Reviewed?

Three measures - (1) Qualitative, (2) Quantitative/Pace and (3) Maximum Time Frame

**QUALITATIVE MEASURE (GPA)**

The qualitative standard is the student’s cumulative grade point average (GPA). The qualitative standard requires that as the number of hours attempted increases, the student’s cumulative GPA increases. LDCC students will need to achieve a cumulative GPA relative to the total number of hours attempted as outlined in the chart below.

|  |
| --- |
| **QUALITATIVE MEASURE (CUMULATIVE GPA CHART)** |
| **Cumulative (Total) Credit Hours Attempted**  | **1-15 hours** | **16-30 hours** | **31-45 hours** | **46 hours and above** |
| **Minimum Cumulative (Total) GPA** | **1.50** | **1.75** | **1.95** | **2.00** |

**All** grades attempted will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework.

**QUANTITATIVEMEASURE/PACE**

In calculating the quantitative measure, we will measure the “Pace” at which the student is progressing. This is done by dividing the cumulative course hours completed/earned by the cumulative/total course hours attempted. SAP will be met if the student is achieving the appropriate cumulative GPA (see GPA chart above) and the Pace is equal to 67% or higher and the student has not reached 150% maximum time frame allowed for their degree program. (See Maximum Hours Allowed below). In calculating the quantitative measure/Pace, **all** hours attempted will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework. See SAP Table.

**MAXIMUM HOURS ALLOWED**

Students may receive federal financial aid if they have attempted below 150% of the hours required to complete their program. To determine the maximum allowable hours for a specific program or study, refer to the LA Delta catalog at www.ladelta.edu. Determine the total number of hours required for the program and multiply that figure by 1.50.

(Example: If 60 hours are required to complete the degree program, then multiply 60 hours x 1.50 = 90. The maximum allowable attempted hours for the degree program in this example = 90 hours.)

Hours attempted includes **all** Academic and Technical hours pursued, earned, dropped, and failed. All of these hours are counted as attempted even if the student did not receive aid.

**LDCC SAP TABLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hours Attempted▼** | **Must Earn 67%** |  | **Hours Attempted▼** | **Must Earn 67%** |
| 6 or 7 | 4  |  | 62 | 41 |
| 8 | 5 |  | 63 or 64 | 42 |
| 9 or 10 | 6 |  | 65 | 43 |
| 11 | 7 |  | 66 or 67 | 44 |
| 12 or 13 | 8 |  | 68 | 45 |
| 14 | 9 |  | 69 or 70 | 46 |
| 15 or 16 | 10 |  | 71 | 47 |
| 17 | 11 |  | 72 or 73 | 48 |
| 18 or 19 | 12 |  | 74 | 49 |
| 20 | 13 |  | 75 or 76 | 50 |
| 21 or 22 | 14 |  | 77 | 51 |
| 23 | 15 |  | 78 or 79 | 52 |
| 24 or 25 | 16 |  | 80 | 53 |
| 26 | 17 |  | 81 or 82 | 54 |
| 27 or 28 | 18 |  | 83 | 55 |
| 29 | 19 |  | 84 or 85 | 56 |
| 30 or 31 | 20 |  | 86 | 57 |
| 32 | 21 |  | 87 or 88 | 58 |
| 33 or 34 | 22 |  | 89 | 59 |
| 35 | 23 |  | 90 or 91 | 60 |
| 36 or 37 | 24 |  | 92 | 61 |
| 38 | 25 |  | 93 or 94 | 62 |
| 39 or 40 | 26 |  | 95 | 63 |
| 41 | 27 |  | 96 or 97 | 64 |
| 42 or 43 | 28 |  | 98 | 65 |
| 44 | 29 |  | 99 | 66 |
| 45 or 46 | 30 |  | 100 or 101 | 67 |
| 47 | 31 |  | 102 | 68 |
| 48 or 49 | 32 |  | 103 or 104 | 69 |
| 50  | 33 |  | 105 | 70 |
| 51 or 52 | 34 |  | 106 or 107 | 71 |
| 53 | 35 |  | 108 | 72 |
| 54 or 55 | 36 |  |  |  |
| 56 | 37 |  |  |  |
| 57 or 58 | 38 |  |  |  |
| 59 | 39 |  |  |  |
| 60 or 61 | 40 |  |  |  |

## How Other Factors Pertain To SAP

**“I” Grades**

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 of the grade change.

**Development/Remedial Courses**

The maximum number of hours that a student can receive Title IV federal aid for developmental/remedial courses is 30 hours. From that point forward, developmental/remedial hours will not count in enrollment status.

**Withdrawals**

* **Official Withdrawal --** (also called Resignation) A student who totally resigns (receives all W’s) is considered to have officially withdrawn from the college. This process includes receiving Financial Aid and Enrollment Services signatures on the Withdrawal Form.
* **Unofficial Withdrawal --** Students receiving Title IV aid and stop attending all classes and receive all F’s will be treated as unofficial withdrawals. Both types of withdrawals affect satisfactory academic progress.

**Academic Amnesty**

Academic amnesty does not affect or alter the student’s financial aid records for financial aid eligibility. All courses, hours attempted, and grades will be counted for financial aid Satisfactory Academic Progress. Students who are granted academic amnesty may also submit a financial aid appeal if not making satisfactory academic progress. (See “Re-establishing Financial Aid Eligibility”)

**Transfer Students**

Transfer students are required to meet the minimum academic standards set by LDCC in order to receive Federal Financial Aid.  A transfer student must supply the Admissions Office with transcript(s) from all previous institutions of attendance. The academic grades and cumulative hours earned and attempted will be reviewed for satisfactory progress before financial aid eligibility can be determined.

**Repeated Courses**

Repeated courses will count in the cumulative attempted hours. Only **one** repeated course may be funded with Title IV federal aid if the student has **previously passed** the course.

### What Happens Once SAP Is Reviewed?

At the time of SAP review, students will fall into one of the following categories:

1. **Good Standing:** Student has met progress standards and is eligible for federal aid for the following semester or academic year.
2. **Probation:** Student has NOT met progress standards, but has an ***approved*** appeal and is eligible for federal aid for one semester or length of SAP Academic Plan.
3. **Academic Plan (APLAN):** A plan designed specifically for a student whose federal aid eligibility has been disqualified. The requirements within the Academic Plan must be met at the end of each semester in order for Financial Aid to be processed for the following semester.

Re-establishing Financial Aid Eligibility

*(Should* a student choose to “sit out” or attend another school for a period of time, she/he is still subject to meeting the SAP requirements for the semester in which she/he re-enrolls at LDCC. “Sitting out” has no bearing on regaining eligibility.)

Students who do not meet SAP Standards have two options to receive Federal Aid in future semesters:

1. Attend and regain without the benefit of federal aid or
2. Appeal to the Financial Aid SAP Appeals Committee.

You must enroll and be attending to re-establish your financial aid eligibility. Should you choose to "sit out" a semester, you are still subject to meeting the conditions listed below for the semester in which you re-enroll.

**Attend and regain without the benefit of Federal Aid:**

Students may attend at their own expense without the benefit of federal aid, attempt and earn a cumulative 67% of hours attempted and earn the appropriate GPA. (See GPA increment chart)

**Appeal (without an Academic Plan):** If the student is able to meet the Satisfactory Academic Progress requirements by the end of one semester (the semester that the student is appealing), the student may appeal to the Financial Aid SAP Appeals Committee. If the appeal is approved the student will be considered on “Probation”, meaning the student is eligible for aid for one semester only. To meet the Satisfactory Academic Progress requirements the student must earn the appropriate cumulative GPA (according to the GPA increment chart), maintain Pace by passing/earning 67% percent of cumulative course attempted, and not exceed 150% of the degree program.

**Appeal (with an Academic Plan):** If it is clear the student will NOT be able to meet the progress requirements by the end of the semester the student may appeal. If the appeal is approved, the student will be placed on an *Academic Plan*. The student will be eligible for aid as long as the student adheres to the *Academic Plan requirements*. Aid will be awarded, with an Academic Plan, up until the student has reached 150% of their degree program. However, students approved for a Maximum Hour appeal may not receive aid beyond the hours indicated on the Maximum Hours Appeal Form.

### Other Types of Appeals

Students who have not attended a college or university for ten years or more may submit a SAP appeal letter for automatic approval. These students will be placed on an Academic Plan (APLAN.) Students who do not maintain the Academic Plan (PLAN) requirements will not be eligible for federal aid.

Students failing to meet the quantitative standards or students failing to meet the qualitative standards by exceeding the federal 150% limit (Maximum Hours for Degree Program), may appeal citing a change of major (i.e. changing from a Technical to an Academic Major or Academic to Technical Major), change in degree (such as a change from a 4-year degree to a 2-year degree), a double major, or a second Associate’s Degree.

Note: If none of the student’s credits will transfer into the program they are pursuing, then the appeal will be automatically approved. However, if 1 or more credits will transfer, then the appeal will **NOT** be automatically approved. Student’s credits will be determined by the SAP Maximum Hours Appeal Form, which is completed by the Academic Department Representative.

Students who are making SAP, (meaning the student has earned 67% of the hours they have attempted and have the required GPA) and the only problem is that they have exceeded the number of hours for their degree program, then the Maximum Hours Appeal will be reviewed. (This decision can either be approved or denied.)

Students who are not making SAP, (meaning the student has not earned 67% of the hours they have attempted, does not have the required GPA, or both) will first be reviewed based on their extenuating circumstance(s). If approved, then the SAP Maximum Hours Appeal will be reviewed. If both the extenuating circumstance and Maximum Hours Appeal are approved, then the overall SAP appeal is approved. If students do not have an extenuating circumstance or if the committee does not approve the extenuating circumstance, then the appeal will be denied.

Students that have exceeded the federal 150% limit must submit a completed SAP Maximum Hours Appeal Form.  Students that have exceeded the federal 150% limit **and also are not meeting SAP** (meaning the student has not earned 67% of the hours they have attempted, does not have the required GPA, or both) must submit a completed SAP Appeal Form indicating their extenuating circumstance with an appeal statement and academic goals attached, **and** a SAP Maximum Hours Appeal with a Degree Audit (completed by their Academic Department.) If the appeal is approved, students will be placed on an Academic Plan.

### How To Submit a SAP Appeal

Students who do not meet Satisfactory Academic Progress (SAP) standards have the right to appeal to the Financial Aid SAP Appeals Committee. These appeals are generally based on mitigating circumstances.

Examples of mitigating circumstances may be defined as, medical illness, accidents that require hospitalization of the student, death of an immediate family member, exceeded maximum hours, change of degree/major. Per federal regulations, only appeals documenting specific circumstances will be considered for approval.

All appeals **must** have documentation that corresponds with the type of appeal the student is filing.

The student must be able to meet the LDCC SAP requirements by the end of the semester in which the student is appealing and students must:

Complete a SAP Appeal Form (located on our webpage at [www.ladelta.edu](http://www.ladelta.edu)) and follow these steps:

1. Indicate the extenuating circumstances and attached supporting documentation.
2. Write an appeal statement that explains the extenuating circumstances that was selected.
3. Explain in detail your future academic goals for completion of your program.
4. Attach an unofficial copy of **ALL** college transcripts from schools that you have attended.

### Important Information

* Appeals are accepted for Fall and Spring semesters only.
* SAP Appeals are accepted through the 14th class day for the fall and spring semesters.
* Appeals turned in after the final deadline will be reviewed for the next eligible semester.
* Appeals will NOT be reviewed during the months January or August of each year.
* If appeals are DENIED, students are not eligible to receive federal aid and must attend at their own expense.
* The committee's decision is FINAL and cannot be overridden.
* **SAP Appeal Limits** - Students can appeal no more than three times while attending LDCC.

## Return of Title IV Funds Process for Federal Financial Aid

Students who receive Title IV financial aid, such as Federal Pell Grants or Federal Direct Student Loans will be subject to the Return of Title IV Funds calculation if they withdraw before completing 60% of the semester in which they were disbursed Title IV financial aid.

The Return of Title IV Funds procedure calculates the student’s percentage of earned aid by using the following formula:

The pro-rata percentage of earned aid = number of calendar days attended/number of calendar days in the enrollment period.

The number of calendar days attended is calculated by counting from the first day of the semester to the student’s official withdrawal date. The number of calendar days in the semester is calculated by counting from the first calendar day of the semester/summer session to the last calendar day of the semester/summer session. Weekends and holidays (excluding Mardi Gras) are included in the number of calendar days.

Note: Students who stop attending classes and do not officially resign from LDCC will also be subject to this process. All instructors involved are contacted to verify the last date of class attendance.

Students who are awarded financial aid and withdraw from their classes on or before the 14th class day will be required to pay back all or a portion of the financial aid they receive.

### Academic Renewal

The Office of Financial Aid does not recognize academic renewal for federal financial aid purposes. Therefore, all hours attempted will be used to determine satisfactory academic progress for federal Title IV financial aid.

### Transfer Students

Transfer students must meet the requirements for Satisfactory Academic Progress to be eligible to receive federal financial aid. Academic transcripts are reviewed to determine the total hours attempted at all prior schools and compared to the maximum allowed at LDCC for their intended major. Eligibility is evaluated using the incoming cumulative GPA, percentage of course hours completed and the aggregate hours attempted. Students who have exceeded the aggregate hours allowed for their degree program, have a deficient cumulative GPA, or have not completed the required 67% of courses attempted are not meeting the Satisfactory Academic Progress requirements.

### Cross Enrolled Students

Students who are cross-enrolled at ULM and wish to receive a reimbursement of library and photo identification card fees must present verification of fees paid at ULM by the 14th class day. Students are not eligible for a reimbursement of fees after the 14th class day or the equivalent time in summer sessions.

## Scholarships

### Tuition Opportunity Program for Students (TOPS) and TOPS TECH

Tops is a merit-based scholarship program administered through the Louisiana Office of Student Financial Assistance (LOSFA) in Baton Rouge. The Free Application for Federal Student Aid (FAFSA) must be completed by students who are applying for TOPS. LOSFA updates a master roster every week. This roster identifies TOPS eligible students based on FAFSA information, high school core curriculum requirements, ACT scores, and GPA. An official offer will come from LOSFA if you are eligible. **Students must submit a copy of the award notice from LOSFA before the award is posted**. You can check your current eligibility status at [http://www.osfa.state.la.us.](http://www.osfa.state.la.us/) If you are eligible for the **TOPS Tech** award, you must be seeking an Associate of Applied Science degree in Business Technology, Process Technology, Care and Development of Young Children or Forensic Science or pursing skills or occupational training. TOPS Performance or Honors awards are eligible for an additional stipend each semester. Students must be enrolled full-time in order to receive their TOPS award. However, according to LOSFA, students who are required by the Nursing Department to take clinical hours only, are still able to receive their TOPS award, even if the clinical hours are not considered to be full-time as determined by the school. In order for Financial Aid to post the TOPS award, they must have a signed letter from the Nursing Department head stating that the clinical hours are considered to be full-time by the Nursing department.

### Louisiana Pathways Scholarship

Students seeking an Associate of Science degree in Care and Development of Young Children can apply for the Louisiana Pathways Scholarship. The statewide scholarship program is open to individuals working or wanting to work with Louisiana children from birth through 8 years old. Enrollment and active participation in the Louisiana Pathways Child Care Career Development System is required to receive a scholarship. This scholarship will assist students with the cost of tuition; however, students are still responsible for all required fees, books, and supplies. For more information contact LA Pathways at 318-677-3167 or 1-800-245-8925 or [http://pathways.louisiana.gov/.](http://pathways.louisiana.gov/)

### Foundation Scholarships

Each semester LDCC offers a number of Foundation Scholarships that maycover all or a part of the tuition and fees for eligible students. Applications and more specific eligibility criteria are available on LDCC’s website at [http://www.ladelta.edu.](http://www.ladelta.edu/)

**Types of Foundation Scholarships**

* **CenturyLink Business Technology Scholarship:** Applicants must be a Business Technology major pursuing an Associate Degree. The scholarship is available to graduates of high schools within the Louisiana Delta Community College’s service area. It is available to new and continuing students. Entering freshmen applicants must have a 2.5 GPA or higher. Continuing college students must have a 3.0 cumulative GPA or higher. One scholarship is awarded per year.
* **Eastman Chemical Company Scholarship:** Applicants must be majoring in an Associate Degree of Applied Science in Process Technology. It is available to new and continuing students. Entering freshmen applicants must have a 3.0 or higher cumulative GPA. Continuing college students must have a 2.5 or higher cumulative GPA. To keep the scholarship students must maintain good standing in the Process Technology program with a 3.0 or higher cumulative GPA in Process Technology classes. One scholarship is awarded per year.
* **Glenn B. Roscoe Scholarship:** Applicants can be in any major pursuing an Associate Degree. The scholarship is available to graduates of high schools within the Louisiana Delta Community College’s service area. Applicants must be an outstanding golfer and be enrolled in a minimum of 12 hours or complete 24 hours for the year. Entering freshmen and continuing college students must have a minimum 3.0 cumulative GPA or higher. A maximum of two years is allowed for use of the scholarship. One scholarship may beawarded per year.
* **Kitty DeGree Scholarship:** Applicants must be in Nursing or an Allied Health major pursuing an Associate Degree. Scholarship is available to continuing students only. All developmental requirements must have already been completed with a 3.0 cumulative GPA or higher. Applicants must demonstrate financial need and be a Louisiana resident. Applicants must submit a personal narrative describing their goals and commitment to a career in nursing or an allied health field in Louisiana.
* **Pearson Book Scholarship:** Applicants must be currently enrolled in a degree seeking major and be in good academic standing. Previous Pearson scholarship recipients are ineligible to reapply. Two students are awarded each semester.
* **Angus Process Technology Scholarship:** Applicants must be majoring in the Associate Degree of Applied Science in Process Technology. Entering freshmen applicants must have a 3.0 or higher cumulative GPA. Continuing students must have a 2.5 or higher cumulative GPA. To keep the scholarship students must maintain good standing in the Process Technology program with a 3.0 or higher cumulative GPA in Process Technology classes. Up to five scholarships are awarded per year.

### Outside Scholarships

If you applied for a scholarship from a private foundation, company or community group, you must contact the Office of Financial Aid. We process these funds; however, these scholarships are awarded based upon criteria designated by the donor. If a donor wishes to send a check on your behalf directly to LDCC, please request that the check be made payable to LDCC and mailed to the Office of Financial Aid, 7500 Millhaven Road, Monroe, LA 71203.

## Tuition Waivers

### University of Louisiana at Monroe (ULM) Tuition Benefit Program

LDCC employees who are seeking a degree at ULM can apply to have a tuition benefit if they are employed fulltime at LDCC, apply for admission to ULM and pay the application fee, meet the admission requirements for ULM, adhere to ULM policies and procedures, and submit a signed and completed copy of the *Application for ULM Tuition Benefit* for each semester in which the benefit is requested. If all of these requirements are met, LDCC employees may register at ULM for up to 6 credit hours per term in undergraduate courses at a rate of $25. per credit hour; or up to 6 credit hours per term in graduate courses at a rate of $50. per credit hour. The application is available on [www.ladelta.edu.](http://www.ladelta.edu/)

### Louisiana Delta Community College Employee Tuition Reduction

This program is designed to encourage employees to continue their education through completion of an Associate Degree. It provides assistance for employees by covering part of the tuition costs. Applicants must be full-time and have been employed at LDCC for at least one year in a permanent position. Applicants must complete the *LDCC Employee Tuition Fee Waiver Form* available on [www.ladelta.edu.](http://www.ladelta.edu/)

### Louisiana Delta Community College Child or Dependent and Spouse Tuition Reduction

Children, Dependents, and Spouses of Employees of the Louisiana Community and Technical College System may enroll at any of the institutions within the system at a reduced tuition rate. This policy shall apply only to courses and programs for which regular tuition is charged and does not apply to self-supported programs. See the LDCC Human Resources Office for more information.

### Louisiana National Guard Tuition Waiver

The Louisiana National Guard provides a tuition waiver to students who are active members in good standing. The amount of the award is normally the cost of tuition and does not include student self-assessed fees, books and supplies. Exemptions may be claimed for five separate academic years or until the receipt of a bachelor’s degree, whichever occurs first. Students must appear on the eligible State Tuition Exemption Program (STEP) list and be in academic good standing.

### Louisiana Vocational Rehabilitation Grants

Vocational Rehabilitation provides assistance with educational costs for students with permanent disabilities that constitute a job handicap. This program usually covers the expense of tuition and fees. Eligibility is based on an individual with a disability benefiting from vocational rehabilitation services in terms of achieving employment, including supported employment. Students may apply at the Monroe Regional Office, 122 St. John St., Suite 311, Monroe, LA 71201 or call 318-362-3232 or 1-800-737-2973.

### Motivational Educational Training (MET)

MET provides funding services to qualified migrant and full-time workers and their dependents. The Financial Aid office at each campus should be contacted for program availability as this may vary by campus.

### Strategies to Empower People (STEP) Program

STEP is a family case management program designed to help all work-eligible recipients of the Family Independence Temporary Assistance Program (FITAP) move toward financial independence. The Office of Family Support works with a network of community resources to connect these individuals with the resources they need in order to receive training to gain employment, improve workplace skills and move up the career ladder.

STEP participants may attend any Community or Technical College within the Louisiana Community and Technical College System (LCTCS). The cost of tuition, fees, books and supplies is covered for eligible STEP participants. Interested students should apply with their local Office of Family Support to determine if they are eligible for this program.

### SGA Waivers for Officers

Student Government Association waivers of in-state tuition, exclusive of student self-assessed fees, may be granted to the three highest ranking SGA officers. These officers include President, Vice-President, and Secretary/Treasurer. The waivers for the officers cannot exceed the cost of three full-time equivalent students.

### Workforce Investment ACT (WIA)

WIA is a federal aid program that assists students with costs training. Costs of tuition, fees, books, and supplies may be covered through WIA. Eligible participants may also be reimbursed for transportation costs. Eligible participants may also be reimbursed for transportation costs. Eligibility is determined by WIA personnel at each campus and is based on financial resources. Funds may also be available through WIA for dislocated workers and qualified youth. Students should apply directly with their local WIA office.

# BOOKSTORE

LDCC students are provided book store services by NEEBO. Books, supplies, and college gear for all college programs are sold on each campus. The Monroe and West Monroe campuses have a book store that operates on a continuous basis while other campuses are provided services on an as needed basis each semester. Student information regarding textbooks including ISBN and price for specific courses can be found by navigating to the LDCC Bookstore home page on [www.ladelta.edu.](http://www.ladelta.edu/) Bookstore hours vary at each campus location. Check with Student Success Services at each campus location for hours.

# ACADEMIC POLICIES & PROCEDURES

## Enrollment Classification

* **Freshman:** A student with fewer than 30 hours of credit
* **Sophomore**: A student with at least 30 hours of credit
* **Part-time Student**: A student who has not met the requirements for full-time student status.
* **Full-Time Student**: A student who is enrolled in 12 or more hours during the fall and spring semesters or 6 or more hours in a Summer Session.

The number of credit hours attempted determines a student’s classification as either full-time or part-time. Students who wish to receive financial aid should contact the Department of Student Success Services and Financial Aid to determine the enrollment requirements for eligibility.

## Registration

The dates and times for registration are included in the official web calendar available on-line at [www.ladelta.edu.](http://www.ladelta.edu/) Currently enrolled students are eligible to participate in registration and will be billed for the courses before the start of the next semester. Students who participate in late registration must pay all tuition/fees when they register.

Students must meet with an advisor prior to registering for classes. The advisor will use ACT scores, placement scores and transfer credit posted to the student record to identify pre-requisite course requirements and assist in appropriate course selection for degree plan. Students are then responsible for enrolling in the courses on the LOLA system.

## Schedule Changes

**Adding Classes:** Students may add classes the first five days of classes on LOLA during the fall and Spring Semesters and the first two days of the Summer Sessions. Specific dates for adding classes are published in the official web calendar available on-line at [www.ladelta.edu.](http://www.ladelta.edu/) If additional tuition and fees are incurred by adding classes they must be paid when the schedule change is made.

**Dropping Classes**: Students may drop classes the first five days of class on LOLA in the fall and spring semesters and the first two days in the Summer Sessions without penalty. In addition, courses dropped during this time will not appear on the student’s transcript.

### Withdrawal from a Class

The "W" grade is given when a student withdraws from a class after the final drop/add date, but before the withdrawal date listed on the calendar for that semester. After that date, students may not drop a course. Students must withdraw by completing the form in the Registrar's Office. Students who stop attending without officially withdrawing may receive an "F" in those courses.

A student may be dropped from one or more classes or from the rolls of the College if the Dean considers such an action to be in the best interest of the class or the College. In such a case, the Dean will decide whether the student will be given a "W" or an "F".

### Resignation from the College

To resign from the College with a grade (s) of "W", the student must complete the appropriate form and have them signed by the necessary school officials prior to the date indicated on the academic calendar. Resignation from the College after the refund period will not reduce the student's financial obligation to the College and may affect eligibility for continued financial aid.

## Request for Special Consideration

Approval of a request to drop a course or resign from the College after the date designated on the academic calendar may be granted by the appropriate Dean for reasons stated below and only if the reasons can be officially documented to show direct due cause. If approval to drop a course is granted, the student must also have been passing the course immediately prior to the hardship, and must have applied for the approval immediately after the hardship or illness ended. The grade assigned will be a "W". If the Dean allows the student to resign, a "W" grade will be assigned in all courses. If the appeal is approved, the Dean will notify the instructor and Registrar. Examples of cases for appeal are as follows:

1. Illness/injury-The student must provide a letter on official stationery from the attending physician stating that illness or injury will render the student unable to complete the course, or will cause the student to miss a significant number of days so as to make it difficult to successfully complete the course. A hospital bill may also be used.
2. Death of an immediate family member which caused undue hardship and renders the student incapable of completing the course. The student must provide a copy of the death certificate, obituary stating relationship to the deceased, or letter from attending clergy.
3. Natural disaster or exceptional traumatic event (documentation will be required). The student must provide a written explanation of extenuating circumstances providing this event caused the student undue hardship.
4. National Defense-the student must provide a copy of official military orders.

Grades of "F" may be assigned to students who do not complete the enrolled period and who have not officially dropped their courses or resigned.

## Medical Withdrawal and Re-Entry

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 process 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 these guidelines 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 these guidelines, or through the student disciplinary process. If the student’s conduct constitutes a threat solely to him or herself, it should be addressed under these guidelines rather than the disciplinary process.

1. As an alternative to disciplinary action that may be taken under the Delta Code of Student Conduct, this withdrawal process 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.
2. A student who threatens to commit or attempts to commit suicide, and who does not otherwise threaten direct harm to others or substantially disrupts the learning or working environment of others, shall not be subject to disciplinary action for that threat or attempt. If the college determines that withdrawal of the student or retention of the student subject to specified conditions is appropriate because the student’s behavior threatens direct harm to him or herself, the procedures outlined below shall apply instead of disciplinary procedures.

### Procedures

**A. Emergency Interim Removal**

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 Success Services/Coordinator for Student Affairs or designee 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 Success Services/Coordinator for Student Affairs or designee shall consult with the Threat Assessment Committee or Safety Committee prior to making any such direction.

1. The fact that a student has threatened to commit suicide or attempted suicide, by itself, does not allow the Dean of Student Success Services/Coordinator for Student Affairs or designee to direct an Emergency interim removal. In all cases involving such students, the Dean of Student Success Services/Coordinator for Student Affairs or designee must attempt to have the student individually assessed by a mental health professional service.
2. 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 Success Services/Coordinator for Student Affairs 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 Success Services/Coordinator for Student Affairs may request that the student voluntarily withdraw from the college. The Dean of Student Success Services/Coordinator for Student Affairs 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 Success Services/Coordinator for Student Affairs 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 Success Services/Coordinator for Student Affairs 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 Success Services/Coordinator for Student Affairs shall determine, in consultation with the College’s Threat Assessment Committee or Safety Committee, whether to
6. take further action against the student, including whether to initiate involuntary withdrawal. An appeal from the decision from the Threat Assessment or Safety Committee may be made to the Dean of Student Success Services/Coordinator for Student Affairs using the procedures that are outlined in the Student Handbook.
7. In all cases students will receive a “W” grade(s) in all courses if a medical withdrawal or removal deems necessary.

**C. Re-entry Procedures**

1. A student wishing to be considered for re-entry should contact The Dean of Student Success Services/Coordinator for Student Affairs 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 Success Services/Coordinator for Student Affairs or designee in consultation with the Director of Counseling and Disability Services shall: (i) in cases, in which he or she determines that an additional mental health assessment is necessary, refer the student for assessment to a qualified, licensed mental health professional.

### Confidentiality

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

## Schedule Adjustments (Add/Drop)

To add or drop a course, the student must complete the official add/drop form. The form must be signed by the student, financial aid advisor and/or accounting representative, and processed through the Registrar's office. Courses dropped during the Add/Drop period (first three days of class of a traditional semester or equivalent period for summer and other non-semester terms) will not be included on a student's academic record.

### Schedule Adjustment Dates

Classes that are taught in the fifteen week traditional fall and spring semesters will follow the schedule adjustment dates as listed:

 Add/Drop: Days one, two, and three of classes

 Drop Only: Days four and five of classes

 Resignation: Fourteenth day of class

 Withdrawal Deadline: *60%* of semester

Classes that are taught in non-traditional terms (summer sessions, out-of sequence courses within the traditional semesters) will have deadlines equivalent to the traditional terms.

## Attendance

Class attendance is regarded as a privilege and an obligation. Students are expected to regularly and punctually attend classes. Failure to do so may jeopardize a student’s scholastic standing and may lead to probation or suspension from the College.

Instructors maintain a permanent attendance record for each student and are required to state in the course syllabus their expectations concerning class attendance. The extent to which attendance and class participation will impact a student’s grades is specifically outlined. Students should consult their syllabi and contact their instructors prior to missing class.

Students seeking excused absences must submit the reason for the absence in writing and provide supporting documentation the day they return to class. When a student accumulates an excessive number of unexcused absences, the instructor will notify the Enrollment Services Office and the student will be sent a warning letter and form to withdraw from the class. Excessive unexcused absence limits:

* Five classes in a course which meets M-W-F during the Fall and Spring
* Three classes in a course which meets M-W or T-R during the Fall and Spring
* Two classes in a course which meets once a week during the Fall and Spring or is a Summer Session course

Students who have met the minimum requirements to be admitted to LDCC and have registered for classes and paid tuition and fees but have not attended classes up to the fourteenth day of class in the fall and spring semesters and the equivalent number of days in the Summer Sessions will be identified as a no show student. These students will be administratively dropped from all classes with the grade of “W.”

## Intent to Pursue a Degree

Students pursuing an associate degree must declare a major. Degree requirements are effective at the time of the declaration of major. Financial Aid recipients must be enrolled in a degree program at LDCC. The Change of Major form is available at the Enrollment Services Office.

## Change of Major

Students who wish to change their degree or certificate program may do so by completing the Change of Major Form. Degree requirements are effective at the time of the change of major. Financial Aid recipients must be enrolled in a degree program at LDCC. The Change of Major form is available on www.ladelta.edu. For more information students can check with Enrollment Services on each campus.

## Academic Records

LDCC does not issue mid-semester grade reports. Final grades are available on LOLA after all grades and academic processes are completed. Grades posted to the student’s Joule account are not considered the final official grade for the class.

A student may request the release of an official transcript by completing the appropriate form at the Enrollment Services Office. There is a $5.00 transcript fee for each official transcript requested. Three business days should be allowed for the transcript to be released. Transcripts will not be released for students who have a balance due at LDCC or have unpaid library fines or parking tickets.

## Scholastic Honors

### Chancellor’s List

The Chancellor’s List is published at the end of the semester and recognizes those students who have a grade point average of 3.75 or higher. Students must have completed twelve hours of course work at LDCC and be enrolled in a minimum of 6 GPA bearing hours to be considered.

### Dean’s List

The Dean’s List is published at the end of the semester and recognizes those students who have a grade point average between 3.50 and 3.74. Students must have completed twelve hours of course work at LDCC and be enrolled in a minimum of 6 GPA bearing hours to be considered.

## Academic Status

There are three categories of academic status: academic good standing, academic probation and academic suspension. Although students will usually receive official notification of academic status, such notification is not prerequisite to students being placed in one of these categories. It is the responsibility of the student to determine academic status prior to the beginning of the next enrollment period.

### Good Academic Standing

A student who is not on probation or suspension is in good standing.

### Academic Probation

No student will be placed on academic probation until at least 15 hours of course work have been attempted. A student will be placed on academic probation when the adjusted cumulative GPA is at or below those listed below:

######  **Adjusted Cumulative Quality Hours Adjusted Cumulative GPA**

 16-29 1.75 or less

 30 + 1.99 or less

### Academic Suspension

Students who are on academic probation and who fail to achieve a semester grade point average of at least a 2.000 will be suspended for one semester. If a student is suspended at the conclusion of a spring semester, the student is suspended for the following fall semester. If a student is suspended at the conclusion of a fall semester, the student is suspended for the following spring semester.

A student who has been academically suspended from Delta at the conclusion of the spring semester may attend a summer session at the home institution without appeal. If the summer grades raise the student's adjusted cumulative grade point average to a 2.000 or higher, the student is eligible to enroll in classes for the fall session without submitting a formal appeal. If the student's adjusted cumulative grade point average is not at or above 2.000 at the conclusion of the summer session(s), the academic suspension remains in effect for the fall semester.

### Academic Appeals

A student must initiate a written appeal of final grades within 45 days after the end of the semester in which the grade was earned. The first step in this process is to submit the appeal to the instructor. If the appeal is not resolved at the instructor or Department Chair/Program Director level, the student may file a written appeal to the Academic

Dean. If the appeal is not resolved at the Dean’s level, the student may file a final appeal to the Vice Chancellor of Academic Affairs.

## Graduation Requirements

A candidate for an associate degree must meet the following requirements:

* Complete all work in the curriculum described in the college catalog in effect at the time the declaration of major was made. If the student was not continuously enrolled at LDCC (summers not included), the catalog in effect at the time of re-enrollment or declaration of major will be used to determine completion of the program.
* Receive approval from the Dean of Instruction for any deviation from the curriculum, as stated in the catalog being followed.
* Complete a minimum of sixty-one hours of acceptable college-level work.
* Complete the required General Education courses with a grade of “C” or higher.
* Complete English 101 and 102 with a grade of “C” or higher, which demonstrates proficiency in written communication as required by the Louisiana Board of Regents.
* Complete a minimum of three hours of college algebra with the grade of “C” or higher and demonstrate proficiency in mathematics as required by the Louisiana Board of Regents. Some degree programs have additional mathematics requirements at a level above college algebra.
* Have a cumulative grade point average (CGPA) of 2.0 or higher in all course work and a CGPA of 2.0 or higher for all course work attempted at LDCC.
* Complete a minimum of twenty-five percent of the semester hours required for the degree through instruction at LDCC with the last 15 hours taken at LDCC. (Appeals to this rule may be made to the Vice Chancellor of Academic and Student Affairs).
* Be enrolled at LDCC during the semester of graduation.
* Fulfill all obligations and regulations, including financial, to LDCC and ULM (library fines and parking tickets) prior to the published dates.
* Make application for graduation to the academic advisor and pay the non-refundable graduation fee by the deadline posted on the official web calendar online at www.ladelta.edu.
* Complete a brief exit survey.
* Participate in commencement exercises. Exceptions must notify the Registrar in writing prior to graduation.

## Associate Degree Candidates

### Graduation with Honors

Students are encouraged to achieve at their highest ability to attain their educational and career goals. All courses taken, including courses transferred from other accredited institutions, will be used to calculate the grade point average for honors designations. Students who have earned an associate degree and maintained a cumulative grade point average (CGPA) of 3.5 or higher will receive honors recognition in the commencement program as noted below:

|  |  |
| --- | --- |
|  3.50 – 3.69  | Cum Laude  |
|  3.70 – 3.89  | Magna Cum Laude  |
|  3.90 – 4.0  | Summa Cum Laude  |

All students with a CGPA of 3.0 – 3.49 will be recognized as Special Recognition graduates.

## Technical Diploma Candidates

### Graduation with Honors

Students receiving a Technical Diploma with a CGPA of 3.0 – 3.49 will be recognized as a Technical Diploma graduate with Honors.

### Graduation with Distinction

Students receiving a Technical Diploma with a CGPA of 3.5 – 4.0 will be recognized as a Technical Diploma Honors graduate with Distinction.

# LOUISIANA DELTA COMMUNITY COLLEGE CODE OF STUDENT CONDUCT

**This Code of Student Conduct applies to all LDCC campuses.**

### Statement of Authority

The College has the legal right and moral obligation to establish rules for academic and personal conduct and to deny admission to applicants or continued enrollment to students who do not meet/maintain these standards identified as “responsibilities” as well as the rules of the College and its departments. Counseling and/or sanctions will be imposed on students or student organizations that are found in violation of these standards. The College reserves the right to review any action taken by civil or judicial authorities regarding any LDCC student or student organization.

All students admitted to the College accept the responsibility to conform to all LDCC rules and regulations. The College will make every reasonable effort to make the rules and regulations available. Each student is responsible for becoming familiar with and abiding by them.

### Honor Code

All members of the College community are expected to respect the principles of honesty and mutual trust embodied in the honor code. Students are responsible for preparing their own written work in every class unless specifically permitted by the instructor to combine efforts on an assigned project. Students are expected to understand the meaning of plagiarism and to avoid all suspicion of plagiarism in papers prepared. Furthermore, students are expected neither to sanction nor to tolerate violation of the honor code by others.

Students will not give or receive any unauthorized aid on any examination or paper. If a student witnesses anyone else doing so, that student must be reported immediately to the faculty member and/or the appropriate College administrator.

## Academic Misconduct - Section One

1. A student may be formally charged with misconduct for violation of any of the “Regulations Governing Student Behavior.”
	1. In cases of violations of academic integrity (academic honesty/dishonesty) or a student’s failure to adhere to minimum professional standards, the faculty member has the authority to assign a course grade of an “F” to the student and/or may refer the case to the Academic Appeals Committee for action.
	2. In cases of behavioral misconduct in the classroom, the faculty member has the authority to dismiss the student from the class for 24 hours.
2. A student charged with misconduct retains all College rights until due process is completed, unless there is evidence that the student:
	1. Has been convicted of a felony within a year;
	2. 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;
	3. 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.

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| **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.  |
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| **1.02** | **Categories of Academic Misconduct** |
| **1.02:01**  | *Cheating* is the intentional use of inappropriate assistance, information, materials, or study aids in any academic exercise. Cheating includes the use of unauthorized assistance, information, or materials on tests, homework, quizzes, papers, projects, and all other academic assignments. Additionally, students who provide such unauthorized assistance are also responsible of cheating. |
| **1.02:02**  | *Fabrication* is defined as altering official college documents, forging signatures of college officials or other individuals, or changing grades and other academic records. Fabrication also includes submitting false records to gain admission to the College. Furthermore, any oral or written misrepresentation of truth in any communication with College administrators, faculty, or staff is also fabrication  |
| **1.02:03**  | *Plagiarism* involves submitting another person’s ideas, words, data, arguments, or sentence structure as the student’s own without proper documentation.  |
| **1.02:04**  | *Misrepresentation* is intentionally presenting oneself as someone else, or intentionally misrepresenting a condition or situation to gain credit or concessions on academic work, including make-up tests, projects, and class assignments.  |
| **1.02:05**  | *Violation of class rules*is the intentional failure to follow the class guidelines concerning assignments and behavior.  |
| **1.02:06**  | *Complicity*isthe willing involvement with others in any academic misconduct.  |
| **1.02:07**  | *Software Fraud*isthe unlawful downloading and copying of computer software used in the creation of academic work.  |
| **1.02:08**  | *Multiple submissions of work*involvehanding in academic work that was done previously by the student for another class, or by someone else.  |
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| **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**  | Assignment of a reduced grade on a paper, project, assignment, or exam  |
| **1.03:02**  | Reduction of final grade for the course.  |
| **1.03:03**  | Assignment of a grade of “F” for the course  |
| **1.03:04**  | Assignment of a grade of zero on a paper, project, assignment, or exam  |
| **1.03:05**  | Verbal Warning – An oral explanation by the faculty member of violation and possible consequences if misconduct continues  |
| **1.03:06**  | Written Reprimand – From the faculty member to the student on whom the penalty is imposed, placed in the student’s permanent discipline record.  |
| **1.03:07** | Academic Probation –a specified period of testing imposed on a student during which further violations may result in suspension from the College.  |
| **1.03:08**  | Removal from the course in which the academic misconduct occurred with a letter grade of “F”  |
| **1.03:09** | Counseling – Students are directed to seek counseling for a period of time to be designated by the counselor. |
| **1.03:10** | 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. (to be used by the Vice Chancellor for Academic Affairs or Academic Appeals Committee.) |
| **1.03:11** | Expulsion – permanent separation from the College. (to be used by the Vice Chancellor for Academic Affairs or Academic Appeals Committee.) If the student is suspended or expelled before the published automatic “W” grade deadline date, the student will receive a “W” in currently enrolled course(s). If the student is suspended or expelled after the published automatic “W” grade deadline date, the student will receive an “F” in currently enrolled course(s). In cases of serious violations, a notation that the student is not eligible to return to the College is noted on the student’s Academic Transcript until it is cleared. In cases of dismissal from the College, the record is permanent |
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| **1.04** | **Administration of Penalties** |
|  | Faculty members assign penalties to the student based on the above criteria. Student appeals of the penalty are directed to the appropriate Academic Supervisor. Should the student’s violation of the Academic Honor Code warrant probation, suspension, or expulsion, the matter is referred to the Academic Appeals Committee. Appeals of penalties are directed to the Vice Chancellor for Academic Affairs |
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| **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** | Initial Hearing: The faculty member will notify the student verbally/and or in writing of the alleged charges and evidence against the student. The faculty member will document all evidence and determine the sanctions.  |
| **1.05:02** | Within 10 working days of finding misconduct, the faculty member informs student of allegation, possible action and opportunity to respond. The student will be given the opportunity to refute the charges in writing and appeal the sanction to the Academic Dean/Division Chair.  |
| **1.05:03** | Within 10 working days of student’s response of meeting, faculty member gives written notice of sanction(s) and college hearing option. If the charges are to be dismissed, the Academic Dean/Division Chair will document and give notification to the faculty member and student.  |
| **1.05:04** | If the charges are deemed to be justified and the student does not agree with the charges/ and or sanctions, the student may request a hearing with the Academic Appeals Committee. The Academic Dean/Division Chair will set-up the hearing within 10 working days of receiving the student’s request. |
| **1.05:05** | The Academic Dean/Division Chair will notify the student within 10 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 Academic Appeals Committee on the date, time, and place specified for the hearing. The letter of notice will specify a hearing date not more than ten working days after the receipt of the letter.  |
| **1.05:06** | Prior to the hearing, the Academic Dean/Division Chair will inform the student of the following rights of due process: 1. The student defendant has the right to a closed hearing
2. 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.
3. 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).

The student defendant has the right to argue on his/her behalf.  |
| **1.05:07** | At the hearing, the 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 Chairman of the Academic Appeals Committee will inform the student defendant and the Academic Dean/Division Chair in writing of the outcome of the hearing within 10 working days.  |
| **1.05:09** | The Academic Dean/Division Chair will inform the faculty member of the outcome of the hearing. Written documentation will be forwarded to the appropriate Academic Dean/Division Chair to be placed in the student’s file.  |
| **1.05:10** | The student defendant has the right to appeal within 10 working days in writing the decision or any sanction resulting from it to the Vice Chancellor of Academic Affairs who makes the final decision on the case. |
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| **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 Academic Appeals Committee for readmission to the College after one year.  |

## Acts of Misconduct Other Than Academic – Section Two

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| **2.01:01**  | Failure to comply with behavioral standards of the Louisiana Community and Technical College System and Louisiana Delta Community College, as well as abide by local, state and federal laws.  |
| **2.01:02**  | Violation of the rights of individuals as established in the United States and Louisiana Constitutions.  |
| **2.01:03**  | Harassing conduct of any kind, including acts based on race, gender, ethnicity, sexual orientation, disability, religion, etc.  |
| **2.01:04**  | Stalking, that is, the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury.  |
| **2.01:05**  | Cyber stalking, that is, use of electronic mail or electronic communication of 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**  | Bullying, that is, severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on an individual’s rights, and/or may disrupt the campus environment  |
| **2.01:07**  | Physical abuse or threat there of including acts of intimidation against any person or persons, or other conduct which threatens or endangers the health or safety of any such person or persons including hazing, domestic violence or offensive touching.  |
| **2.01:08** | Sexual offenses, including offensive touching (sexual battery), nonconsensual intercourse (rape), and intercourse with a person who is not capable of giving consent due to some form of intoxication or who is otherwise incapable of giving consent, and performing sexual acts to self on college property, college activities and events on or off-campus.  |
| **2.01:09**  | 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.  |
| **2.01:10**  | 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.  |
| **2.01:11**  | 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.  |
| **2.01:12**  | Setting a fire on campus or campus-related premises or setting the fire alarm without proper authority.  |
| **2.01:13**  | The intentional making of a false report of a bomb, fire, or other emergency.  |
| **2.01:14**  | Failure to comply with fire or safety procedures (including failure to evacuate for fire drills and weather alarms) whenever the alarm sounds.  |
| **2.01:15**  | 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).  |
| **2.01:16**  | Failure to answer a College summons or to appear for a discipline hearing as notified by College officials.  |
| **2.01:17**  | Failure to meet any College-related financial obligation. Passing worthless checks or counterfeit money or transactions in order to fulfill financial obligations.  |
| **2.01:18**  | Participation in any group demonstration, sit-in, or disorderly conduct which disturbs the orderly activities and processes of the College.  |
| **2.01:19**  | Possession or consumption of alcoholic beverage in any form on campus or while participating in a College activity or on a College-sponsored trip.  |
| **2.01:20**  | The possession of a firearm, explosives, knives or weapons or any item that may be construed as such by a student or non-student on school property, at school-sponsored functions. This includes ammunition, fireworks, or other dangerous substances or materials of any kind.  |
| **2.01:21**  | 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.  |
| **2.01:22** | Personal conduct which does not comply with socially accepted behavior in the academic community (includes but is not limited to: engaging in drunkenness, use of profanity, disorderly conduct, lewd, indecent, or obscene gestures or conduct, etc.) on or off-campus.  |
| **2.01:23**  | Disturbing the peace by unreasonable loud noise or behavior and or disruptive and disorderly behavior.  |
| **2.01:24**  | Convicted of a felony |
| **2.01:25**  | Formally charged by civil authorities with the commission of a felony of such nature that the student’s presence at the College is potentially dangerous to the health, safety, and educational environment of the College community.  |
| **2.01:26**  | When there is strong convincing evidence that the student against whom civil authorities have brought charges or imposed penalties has committed a felony of such nature that the student’s continued presence at the College is potentially dangerous to the health, safety, and educational environment of the College community.  |
| **2.01:27**  | Smoking in College facilities. All buildings of LDCC are smoke-free and tobacco-free. Smoking, chewing, snorting and/or any use of tobacco products or tobacco “like products (such as e-cigarettes) are prohibited in buildings and on the college grounds.  |
| **2.01:28**  | Gambling of any type.  |
| **2.01:29**  | Disobedience to lawful order or directive from campus police, an instructor in the classroom, and/or insubordination or disrespect to an instructor and/or administrator when they are functioning in their official capacity.  |
| **2.01:30** | Obstruction or disruption of teaching, research, administration, disciplinary procedures, or college-authorized activities or events. Severe or repeated disruption of class/lab activities.  |
| **2.01:31** | Disrespect or inappropriate behavior at any time when dealing with students, College employees, and/or the general public. This includes various degrees of obscenities and profanities, e-mails, text messaging and voice mail.  |
| **2.01:32** | Theft, larceny, shoplifting, embezzlement or the temporary taking of the property of another.  |
| **2.01:33** | Repeated or accumulated violations of any part of the code.  |
| **2.01:34** | Disruptive behavior that interferes with learning on campus.  |
| **2.01:35** | Retaliation against any complainant, witness, or College employee  |
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| **2.02** | Disciplinary Standards and Procedures: **Initiation of Discipline Proceedings** |
| **2.02:01** | When the Dean of Student Success Services/Coordinator for Student Affairs receives information alleging that a student has violated any rule or regulation of this Code, the Dean of Student Success Services/Coordinator for Student Affairs shall investigate the alleged violation.  |
| **2.02:02**  | The Dean of Student Success Services/Coordinator for Student Affairs 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 to keep an administrative appointment or who fails to appear without just cause within 24 hours or one class/business day shall forfeit the right to present their case and will have said charges considered in absentia by the Dean of Student Success Services/Coordinator for Student Affairs Thereupon, the Dean of Student Success Services/Coordinator for Student Affairs will render a decision on the student charge(s) which may include but not limited to being charged with a violation; placed on disciplinary probation, temporarily suspended, or barred against readmission.  |
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| **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 will have 5 members, not including the chairman or the Dean of Student Success Services/Coordinator for Student Affairs (ex-officio member), faculty/staff members, the president of the Student Government Association, and one student member. The 5 members are selected from a campus wide pool of committee members who are randomly selected for each case.  |
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| **2.04** | **Sanctions** |
|  | Discipline sanctions may be imposed in response to misconduct acts committed by students or a student organization. The purpose of imposing sanctions is to promote educational and social development of the student and the College community, to provide appropriate penalties, and to deter other acts of misconduct which thwarts the aims, purposes, and policies of the institution. No refund or credit of tuition, fees, or other costs associated with attendance of the College will be made to students when discipline sanctions are imposed which result in the student being deprived privileges and/or access to services. In the case of serious violations, a notation of the discipline matter will be placed on a student’s academic transcript until it is cleared. In the case of dismissal from the College, the record is permanent. 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 Student Affairs in conjunction with the Dean of Student Success Services.  |
| **2.04:04**.  | *Suspension of* privileges*:* prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.  |
| **2.04:05** | *Community* Service*:* assigned a specific number of hours of service. |
| **2.04:06** | *Counseling:* student directed to Student Counseling and Disability Office for a period of time designated by the Counselor. In the case where the College is not qualified or equipped to handle severe personal, psychological or emotional problems, the Counselor will refer the student to an off-campus agency to meet the student’s needs.  |
| **2.04:07**  | *Restitution:* repair or replacement of property damaged.  |
| **2.04:08**  | *Fines:* monetary fines to fit the particular case. If the fine is not paid, it remains on the student’s record as indebtedness to the College, which then renders the student ineligible to register for subsequent semesters or to receive official transcripts.  |
| **2.04:09**  | *Cancellation of* registration or denial of credit may be imposed in cases where the student is found responsible of withholding information relating to the student’s admission, transfer credits, academic status, records, etc.  |
| **2.04:10**  | *Suspension:* may be used by the Dean of Student Success Services/Coordinator for Student Affairs in the event of a threat of safety to the College community or if a student refuses to answer a summons.  |
| **2.04:11**  | *Expulsion:* may be used by the Dean of Student Success Services/Coordinator for Student Affairs in the event of a threat of safety to the College community.  |
|  | **If the student is suspended or expelled before the published automatic “W” grade deadline date, the student will receive a “W” in currently enrolled course(s). If the student is suspended or expelled after the published automatic “W” grade deadline date, the student will receive an “F” in currently** enrolled **course(s).** 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 10 working days of the notification of the administrative sanction. |
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| **2.05** | **Disciplinary Hearing Procedures** |
|  | In disciplinary cases involving a formal hearing before the Student Disciplinary Hearing Committee, the hearing will be closed. All deliberations of the committee are private. The standard of responsibility is whether it is more likely than not that the violation occurred. The vote is by a simple majority vote of the members present.  |
| **2.05:01**  | The Dean of Student Success Services/Coordinator for Student Affairs shall notify the student within 10 working days by letter or email, 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, emailed, 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 not more than 10 work days after the receipt of the letter.  |
| **2.05:05** | At the hearing, the student may make an immediate request to the Chairman for a brief recess to consider rejection, with good cause, of any one member of the Hearing Committee, except for the Chairman, for any reason.  |
| **2.05:06** | At the hearing, the Student Disciplinary Hearing Committee will consider the evidence presented and determine if the student is responsible of the charge(s). The Committee will impose the appropriate sanction(s) for the misconduct. All hearings are tape recorded. Taped hearing cannot be used for any civil or criminal proceedings unless subpoenaed.  |
| **2,05:07** | The Chairman of the Disciplinary Hearing Committee will inform the student defendant and the Dean of Student Success Services/Coordinator for Student Affairs in writing of the outcome of the hearing within 10 working days. |
| **2.05:08** | The student defendant has the right to appeal in writing within 10 working days any decision or sanction resulting from the hearing to the Vice Chancellor for Student Affairs who makes the final decision on the case.  |
|  | **B. Rights of** the **Student Defendants and/or Victims** |
| **2.05:09**  | The student defendant and victim shall be informed of the due process rights as outlined below.  |
| **2.05:10**  | The student defendant and the victim have the right to a closed hearing.  |
| **2.05:11**  | 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.  |
| **2.05:12**  | The student defendant has the right to know what documentary evidence will be offered against him/her.  |
| **2.05:13**  | The student defendant has the right to know the identity of each witness who will testify against him/her.  |
| **2.05:14**  | The student defendant and the Dean of Student Success Services/Coordinator for Student Affairs have the right to offer evidence.  |
| **2.05:15**  | The student defendant has the right to argue on behalf of himself or herself.  |
| **2.05:16**  | Victims of cases involving violence and/or sexual offenses will be informed of the outcome of the hearing and subsequent appeals. |
| **2.05:17**  | The Chairman of the Disciplinary Hearing Committee may postpone the hearing for cause.  |
|  | **C. Misconduct Appeals Hearing Committee Sanctions**  |
| **2.05:18**  | Any administrative sanction listed in Section 2.04.  |
| **2.05:19**  | Suspension: forced withdrawal from the College for a specified period of time.  |
| **2.05:20**  | Expulsion: permanent, forced withdrawal from the College. **If the student is suspended or expelled before the published automatic “W” grade deadline date, the student will receive a “W” in currently enrolled course(s). If the student is suspended or expelled after the published automatic “W” grade deadline date, the student will receive an “F” in currently enrolled course(s).**  |
| **2.05:21**  | 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.  |
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| **2.06** | **Appeal Procedures** |
|  | The student has the right to appeal the decision or any sanction imposed within 10 working days to the Vice Chancellor for Student Affairs Appeals Committee 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

LDCC 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.

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| **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. |
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| **3.02** | **Formal Filing Procedures** |
| **3.02:01**  | *Student* files a written grievance. Forms are available from the Department of Student Success Services and/or the Office of Human Resources.  |
| **3.02:02**  | Student grievant submits written grievance to the Department of Student Success *Services* within 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 Success Services/Coordinator for Student Affairs notifies respondent within 10 days and asks respondent to: 1. Confirm or deny facts;
2. Indicate acceptance or rejection of student's or applicant's requested action;
3. Outline alternatives.

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| **3.02:04**  | *Within* 10 days, respondent submits answer to the Dean of Student Success Services/Coordinator for Student Affairs.  |
| **3.02:05**  | *Within* 10 days after receiving respondent's answer, the Dean of Student Success Services/Coordinator for Student Affairs refers the written complaint and the respondent's answer to the appropriate Vice Chancellor.  |
|  |  |
| **3.03** | **Disciplinary Hearing Procedures** |
| **3.03:01**  | The Vice Chancellor for Student Affairs, Grievant, and Respondent meet with the Dean of Student Success Services/Coordinator for Student Affairs, who conducts the hearing. In cases of academic related grievances, the appropriate Academic Dean is notified.  |
| **3.03:02**  | *Within* 10 days after the hearing, the Vice Chancellor for Student Affairs issues a written decision to the student or applicant and to the Dean of Student Success Services/Coordinator for Student Affairs who makes the final decision.  |
| **3.03:03**  | If the Grievant or Respondent is not satisfied with the decision, he/she must notify the Dean of Student Success Services/Coordinator for Student Affairs within 10 days and must request a hearing with the Governing Board.  |
| **3.03:04**  | Within 10 days after receiving the request, the Dean of Student Success Services/Coordinator for Student Affairs notifies the Governing Board to establish a hearing date. The hearing is to be conducted within 30 days from the date of notification to the Governing Board. Board of SupervisorsLouisiana Community & Technical College System265 S. Foster Dr.Baton Rouge, LA 70806- 4104Phone (225)922-2800 |
|  |  |
| **3.04** | **Rights of the Grievant and/or Victim** |
| **3.01:01**  | The grievant *and*/or victim shall be informed of the due process rights as outlined below. |
| **3.04:02** | The *grievant* and/or the victim have the right to a closed hearing. |
| **3.04:03** | The grievant and/or 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. |
| **3.04:04** | The *grievant* has the right to know what documentary evidence will be offered against him/her.  |
| **3.04:05** | The *grievant* has the right to know the identity of each witness who will testify against him/her. |
| **3.04:06** | The *grievant* and the Dean of Student Success Services/Coordinator for Student Affairs have the right to offer evidence. |
| **3.04:07** | The *grievant* has the right to argue on behalf of himself or herself. |
| **3.04:08** | *Victims* of cases involving violence and/or sexual offenses will be informed of the outcome of the hearing and subsequent appeals. |
|  |  |
| **3.05** | **General Provisions** |
| **3.05:01**  | *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.   |
| **3.05:02**  | LDCC *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.   |
| **3.05:03**  | False *charges* are treated as serious offenses and may result in disciplinary action.  |

## Students’ Rights and Responsibilities - Section Four

|  |  |
| --- | --- |
| **4.01** | **Specific Rights for Students** |
|  | In addition to the basic rights and freedoms guaranteed all citizens, the College recognizes the following specific rights of students in the student/College relationship:  |
| **4.01:01** | The right to participate in academic, co-curricular and extracurricular activities and benefit functions of the College, free from all legal discrimination on the grounds of race, color, religion, sex, national origin, age, handicap, marital status or veteran status. |
| **4.01:02** | The right to the opportunity for a quality education. |
| **4.01:03**  | The right to know the College’s regulations, rules and policies by which students are governed.  |
| **4.01:04**  | The right to a formal appeals procedure by which reconsideration of an action by the College through one of its employees, which adversely affects a student may be requested.  |
| **4.01:05**  | The right to utilize the appeal procedure without fear of coercion, harassment, intimidation or reprisal for the act of making the appeal.  |
| **4.01:06**  | The right of substantive and procedural due process in all student disciplinary procedures.  |
| **4.01:07**  | The right to advocate, through reasonable and lawful means, changes in College regulations, rules and policies.  |
| **4.01:08**  | The right to reasonable participation in the formation of College policies.  |
| **4.01:09**  | The right to organize, join, and participate in recognized campus organizations.  |
| **4.01:10**  | The right to use College facilities, subject to reasonable rules and regulations governing the time, place and manner of such use.  |
| **4.01:11**  | The right to invite and hear any speaker chosen by students, subject to reasonable rules and procedures established for the orderly scheduling of facilities and for making adequate preparation for the event.  |
| **4.01:12**  | The right of confidentiality of all official student educational, medical and psychiatric records.  |
|  |  |
| **4.02** | **Responsibilities of Students** |
|  | Students at Louisiana Delta Community College have the following general responsibilities and obligations to the College:  |
| **4.02:01**  | To conduct themselves in a manner consistent with generally accepted standards of conduct embodied in federal, state and local laws.  |
| **4.02:02**  | To conduct themselves in a manner that contributes to the creation and maintenance of an environment conducive to the broad educational mission of the College.  |
| **4.02:03**  | To support the academic integrity of the College.  |
| **4.02:04**  | To know and comply with regulations, rules, policies and requirements established by the College.  |
| **4.02:05**  | To respect the rights and freedoms of others and to conduct themselves in such a way as not to violate the rights and freedoms of other members of the College community and its guests.  |
| **4.02:06**  | To use College property and facilities in accordance with College regulations and policies and to make every effort to use these facilities in a way that will not damage or impair their usefulness to other, current and future students.  |

# GENERAL POLICIES, STANDARDS AND GUIDELINES

These policies, standards and guidelines apply to Louisiana Delta Community College campuses.

## Alcohol & Drug Statement

The **Drug Free Schools and Communities Act Amendment of 1989** (Public Law 101-226) requires the College to certify to the Department of Education that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

This program must include the following:

1. Standards of conduct concerning the unlawful possession, use, or distribution of drugs, and the illegal use of alcohol by students and employees on College property or at any College activity
2. Description of legal sanctions
3. Clear statement of the College’s sanctions for violations
4. Description of any drug and alcohol counseling, treatment, or rehabilitation services; 5. Description of the health risks associated with use of illicit drugs and abuse of alcohol.

The information below is in compliance with the requirements of the Act.

It is unlawful to possess, use, or distribute illicit drugs on LDCC property or at any College-sponsored event. Alcohol and drug use is a major issue in the community and on college campuses. Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety. In addition, excessive alcohol consumption may lead to physical abuse, date rape, auto accidents, violence, and other behaviors which lead to self-destruction.

The College abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws. LDCC policy prohibits the consumption, possession, or distribution of alcoholic beverages or other drugs in or on any College property or while participating in any College-sponsored trip or activity. All state, local, and federal laws are enforced and may result in disciplinary action by the College as well as criminal prosecution. Violation of the underage drinking laws will be enforced.

The College provides drug awareness seminars throughout the year as well as referral services to students, faculty, and staff who seek help with substance abuse problems.

LDCC is a drug and alcohol free campus and recognizes that drug and alcohol abuse is 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 is 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.

**The following conduct is prohibited:**

1. The use, consumption, possession, manufacture, furnishing, sale and/or distribution of illicit drugs, narcotics or other controlled substances, including marijuana.
2. The use, possession, manufacture, purchase, sale, furnishing and/or distribution of drug paraphernalia.
3. 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.
4. The use, consumption, possession and/or purchase of alcoholic beverages by persons under 21 years of age.
5. Operating or attempting to operate a motor vehicle while intoxicated.
6. Public intoxication on College property.
7. Furnishing, serving and/or otherwise providing alcoholic beverages to persons under 21 years of age. College Sanctions

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

**Drug and Alcohol Prevention**: Area programs available for drug and alcohol counseling, treatment, rehabilitation, or support services can be located by contacting the Office of Student Counseling and Disability Services, located in Office 155 on the Monroe campus or by calling 318-345-9152. Additionally, informational literature is available as well as various educational activities are provided annually to increase student’s awareness of alcohol and other drug related problems

## Anti-Bullying

Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. LDCC defines “bullying” as severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person’s rights, and/or may disrupt the campus environment.

Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior immediately should report such conduct to Student Services personnel, faculty, staff, or Security personnel.

Complaints of bullying will be investigated promptly and in as impartial and confidential manner as possible. Retaliation against any individual reporting such conduct will not be tolerated.

Any individual who is found, after appropriate investigation, to have participated in bullying is subject to disciplinary action per LDCC’s current policies which govern faculty, staff, and students.

Complaints of bullying may be reported to the Dean of Student Success Services at 318-345-9150, Security and Safety Office at 318-345-9105, Campus Deans or Student Affairs Coordinators, and any faculty or staff.

## Cell Phone and Pager Guidelines

Cell phones and pagers must be set on vibrate or 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.

## Communication Procedures for Students

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.

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, and student services notifications (student activities, student workshops, financial aid notifications, etc.) and actions (notification of probation, suspension, disciplinary actions, etc.)

### Student Obligations

* This method of communication places certain obligations on each student.
* Students understand they have a college e-mail account by virtue of attending Delta Community College.
* Students shall responsibly manage their e-mail account in 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 will result in disciplinary actions, including possible suspension or expulsion from the College.

### College Obligations

This method of communication 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. However, students have the ability to merge their Delta emails with their personal emails. Students can go to Student Success Services on each campus for assistance.

**Management of Student Accounts**

The Information Technology Department is responsible for the establishment of the student e-mail accounts. Accounts will be provided with 30mg of storage space per students. 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 then that their mailbox is almost full.

**Examples of Appropriate Student Wide Distribution**

* 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 and procedures
* 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.

## Clery/Campus Security Act

The annual Clery Report includes statistics about crimes and other security incidents reported to Campus Security authorities in the past three years. The report also outlines policies, practices, and resources related to campus security, crime reporting, alcohol and drug use, victim assistance programs, student discipline, community safety alerts, crime prevention, access to campus facilities/properties, and personal safety tips, in addition, the Clery Report gives instructions on how to report crimes, especially sexual assault crimes. This report can be found on www.ladelta.edu, on the home page, click on the Safety and Security link.

## Discriminatory and Derogatory Acts

 Acts of s discriminatory or derogatory nature in relation to race, sex, sexual orientation, ethnic background, religious beliefs, age, and physical condition will not be tolerated. Students who believe that they have been subjected to discriminatory and/or derogatory acts may report the incidents to the Dean of Student Success Services.

## Dress Code Statement

Although Louisiana Delta Community College does not have an official policy concerning dress code, the students, faculty, and staff of the College take pride in exhibiting an appropriate and professional appearance while on campus and while representing the College. Therefore, all LDCC students are expected to dress in an appropriate manner while on campus, in the classroom, and when representing the College within the community. This would include shirts, shoes, and pants/shorts/dress. Student’s apparel should be neat, clean and in good taste. Clothing bearing profane or offensive language will not be allowed on any LDCC campus. Also, “sagging” pants are not appropriate and not allowed on campuses. Offenders may be asked to leave campus, change clothing, and/or be issued a violation citation. Repeat offenders will be referred to the Dean of Student Success Services/Coordinator for Student Affairs for appropriate disciplinary action. Some Departments maintain a student dress code based on the program curriculum, such as Process Technology. Contact the Departmental Supervisor for more information.

## Family Educational Rights and Privacy Act of 1974 (FERPA)

Louisiana Delta Community College is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA P.L. 93-380) as amended by P.L. 95-568. Only persons with a legal right in accordance with the law to access this information will be allowed to review student records. These records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records for educational purposes. The student may request in writing the opportunity to review the material or to have transcripts sent to other educational institutions in accordance with laws and regulations governing students’ records.

**ACCESS TO AND REVIEW OF STUDENT RECORDS**

The FERPA affords students certain rights as follows:

1. The right to inspect and review the student’s education records within 5 workdays from the day the College receives a written request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect; a reasonable processing fee may be imposed if copies have to be made. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records if the student believes they are inaccurate or misleading. Students may not request explanatory notes be added to transcripts (e.g. poor performance reasons) for any purpose. Students may ask the College to amend a record that they believe is inaccurate or misleading. The student should write the College official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or security or law enforcement personnel); a person serving on the Board of Supervisors; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting College officials in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her professional responsibility. The College may also disclose records to officials of licensure/ certification /accreditation agencies. Upon request, the College may disclose education records without consent to officials of another College or University at which a student seeks or intends to enroll.
4. The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by Louisiana Delta Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

1. The College may release directory type information: name, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities, awards received, degrees awarded, the most recent previous educational agency or institution attended, and photograph. A student who does not wish this information to be released must notify the Registrar in writing within two weeks after the first day of class.

**FERPA ALLOWS RELEASE TO CERTAIN PARTIES UNDER CERTAIN CONDITIONS.**

## Free Expression Statement

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.

## Anti-Hazing Procedure

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 taken 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;
6. 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 Success Services/Coordinator for Student Affairs or the appropriate personnel. Violation of this policy shall be investigated and appropriate disciplinary action taken.

## Student ID Card System

LDCC students are required to obtain College identification cards. Students are given information about obtaining identifications card from the Student Life Office during pre-registration activities. The card facilitates the student’s right to use College facilities.

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.

## Intellectual Property

While the Louisiana Community and Technical College System and Louisiana Delta Community College recognizes that research and scholarship should be encouraged without regard to potential gain from licensing fees, royalties, or other income, the System and College also recognizes that intellectual properties and discoveries may arise from the activities of faculty, staff, and students in the course of their duties or through the use of institutional resources. The policies governing the administration of such intellectual properties should provide adequate recognition and incentive to developers and, at the same time, ensure that the System Institution will share in the rights pertaining to intellectual properties in which they have an equity. LCTCS Institutions are committed to assisting their faculty and other researchers in properly disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protections available under the United States laws governing patents, copyrights, trademarks, and other appropriate provisions.

## Parking/Vehicle Regulations

Parking for all LDCC students is restricted to the designated areas for students. Students parking in other areas than those identified for student parking will be ticketed. All students who park on campus must have a valid parking decal on their vehicle ($45. from fall through summer; $30. spring through summer; or $15. for summer only). The parking decal should be displayed on the outside of the lower left portion of the rear window of the vehicle. Faculty and Staff parking zones are marked with appropriate signs. There are designated areas for individuals with disabilities. Temporary parking permits are issued and approved by the Campus Police Department.

## Reporting Student Death or Serious Injury

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

1. Notifying Personnel

If a LDCC student dies or is seriously injured, College Police will notify the Chancellor, Vice Chancellor for Student Affairs, and the Director of Public Relations.

1. Notification of Kin

If a student dies on-campus, notification of next-of-kin will be coordinated by the Vice Chancellor for Student Affairs, Campus Director and College Police

The Chancellor will issue a letter of condolence to the family of any LDCC deceased student.

1. Public Release of Information

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

## Student Concern Procedure

**Purpose**

The purpose is to provide students with a fair and efficient process to present and resolve concerns arising out of their academic and non-academic interactions with faculty, staff and students.

### Non-Academic

Students who wish to file a non-academic concern must direct the concern in writing to the Department of Student Success Services at their campus. Concerns can also be submitted by completing the incident report/student concern form that is located on LDCC’s website.

*Procedures:*

1. Dean of Student Success Services/Coordinator of Student Affairs will investigate the incident/concern; determine a resolution, and respond in writing to student within 10 working days.
2. If the student is not satisfied with the response he/she may appeal the decision within 10 working days to the Vice Chancellor for Student Affairs who makes the final decision.

### Academic

Concerns from students about faculty members should be handled by the department involved.

*Procedures:*

1. Students who wish to file an academic concern about faculty should first contact the faculty member involved in effort to reach an informal solution.
2. If the concern is not resolved to the student’s satisfaction, the student is to make an appointment with the Academic Supervisor who may then
	1. Talk to the faculty involved
	2. Arrange a joint meeting between faculty member and student
	3. Appoint a departmental committee to look into the situation
	4. If there is no solution at the departmental level, the student may take the concern to Academic Dean
	5. If no solution at the faculty, departmental and Dean levels, the student may appeal to the Vice Chancellor for Academic Affairs.

All written concerns are kept in the Department of Student Success Services on each campus in written or electronic format through the online student conduct software.

## Sales/Solicitation, Promotion, and /or Advertising on Campus

Solicitation of students, faculty or staff for the purpose of selling merchandise or services or obtaining contributions on campus is allowed only with permission of the appropriate College’s administrative officers.

## Sexual Misconduct/Title IX/Campus SaVE Act

Louisiana Delta Community College is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act and the Campus Sexual Violence Elimination Act (SaVE Act), Louisiana Delta Community College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the Louisiana Delta Community College community (students, faculty, and staff) as well as contractors and visitors.

Louisiana Delta Community College will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by Louisiana Delta Community College policy, as well as state and federal laws. Individuals who the College determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from Louisiana Delta Community College, regardless of whether they are also facing criminal or civil charges in a court of law.

### Sexual Assault, Domestic Violence, Dating Violence, and Stalking

**Sexual Assault** refers to any sexual act directed against another person, forcibly and/or against the person’s will, or not forcibly or against the person’s will where the survivor is incapable of giving consent, as well as incest or statutory rape.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by:

* A current or former spouse or intimate partner of the survivor;
* A person with whom the survivor shares a child in common;
* A person who is or was residing in the same household as the survivor, or
* Any person against someone who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

**Stalking** occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

### PROCEDURES TO FOLLOW IN CASES OF SEXUAL ASSAULT, SEXUAL HARASSMENT, SEXUAL MISCONDUCT, STALKING, AND DATING/INTIMATE PARTNER/DOMESTIC VIOLENCE

as related to the Campus SaVE Act/Violence Against Women Act

Being a victim of any of the crimes addressed in this document is traumatic and all victims will respond differently. However, all victims have the same options and rights afforded to them. Below is an explanation of procedures.

**Campus Security**

1. Campus Security will notify the Director of Student Counseling and Disability Services or someone whom the victim chooses and feels comfortable with, to provide support/advocacy and to accompany the victim to the police station, hospital or home.
2. In case of a medical emergency, Campus Security will arrange transportation to the hospital emergency room. The support person may accompany the victim. Medical attention should be encouraged even if the victim does not feel it is necessary, for the person may be in shock or otherwise unable to make such a decision which may be important to future legal action. The victim should be informed of the importance of preserving evidence.
3. If there is potential for immediate apprehension of the assailant, Campus Security will take appropriate action.

**Faculty and Staff**

1. Any faculty or staff member who receives a report of or discovers a possible sexual assault, sexual harassment, sexual misconduct, stalking, or dating/intimate partner/domestic violence on campus should do the following:
	* Assure the victim of his or her safety and, in emergency situations, move the victim to a safe, private location
	* Do not leave the victim alone and, if possible, send someone else to get additional assistance - Immediately report this to the Campus Security, the Vice Chancellor of Student Affairs and, in their absence, the Dean of Student Success Services. Every effort will be maintained to assure confidentiality in the investigation of the assault.
2. The Department of Student Success Services shall be responsible for ensuring LDCC policies and procedures are followed and shall also determine appropriate College disciplinary action if the alleged perpetrator is a student. Any student or employee who is a victim will be offered information of law enforcement options, mental health services and options for changing academic situations if requested.

**Students**

1. Any student who receives a report of or discovers a possible sexual assault, sexual harassment, sexual misconduct, stalking, or dating/intimate partner/domestic violence on campus should do the following:
	* Assure the victim of his/her safety and, in emergency situations, move the victim to a safe, private location
	* Do not leave the victim alone and, if possible, send someone else to get additional assistance
	* Immediately notify Campus Security, a staff member or a faculty member
2. LDCC may initiate disciplinary action against the student or employee accused of rape/sexual assault, or other sex offenses, forcible or non-forcible. Possible sanctions which may be imposed following the final determination of an on-campus disciplinary procedure regarding such changes include suspension or dismissal.
3. The Dean of Student Success Services shall oversee and implement these decisions for students and ensure the accuser and accused are treated fairly and informed of the outcome of any campus disciplinary proceeding and action.

CAMPUS SEXUAL ASSAULT, SEXUAL HARASSMENT, SEXUAL MISCONDUCT, STALKING, ANDDATING/INTIMATE PARTNER/DOMESTIC VIOLENCE VICTIM INFORMATION

**1. Resource Information**

In the event that you are the victim of sexual assault on campus, find yourself a place of safety. Once safe, call one or more of the following:

* Campus Security (318) 345-9105 during business hours
* Local Police (911)
* Local Emergency Room (St. Francis North, 309 Jackson St., Monroe (318) 966-4000
* Director of Student Counseling and Disability Services (318) 345-9152 or (318) 345-9144 during business hours
* Dean of Student Success Services (318) 345-9150 or (318) 345-9144
* A friend or family member
* The Wellspring Counseling and Family Development Center 24/7 Phone Lines: (318) 323-1505 or 1-800-716-7233

**2. The Importance of a Medical Examination**

For purposes of ensuring your own physical health, as well as successful apprehension and prosecution of the perpetrator (if desired/warranted), it is very important that you promptly go or be sent to a nearby hospital emergency room to be examined. As awkward or uncomfortable as it may be, you should not change your clothing or bathe prior to this examination. At this time you may want to be tested and treated for any injuries you have sustained and also be tested for the presence of any sexually transmitted diseases.

Be aware that it is your right to have a trained rape counselor accompany you throughout all or any part of the medical examination. The counselor is there to provide support and answer any questions you have. The information you share privately with the counselor is confidential. Seeing the doctor and having an evidentiary “rape kit” completed does not mean you must prosecute your attacker, but it does significantly increase the potential for success if you choose to do so.

If possible, either bring a change of clothing with you to the hospital or have someone do so for you, as your clothing worn during the assault should be collected by the medical team.

**3. Protecting Yourself Following a Sexual Assault**

After a sexual assault has occurred, it is extremely important to provide for your personal safety. If you know or fear that your attacker knows your whereabouts, you may want to make temporary arrangements to stay elsewhere. Restraining orders preventing your attacker from contacting you are available through the court system. Although you must request the order (with or without the assistance of an attorney), counselors can help you fill out the required paperwork at the police station. Counselors can also refer you to appropriate support agencies and shelters, if desired.

**4. Recovery**

It is important to remember that sexual assault can happen to anyone. Sexual violence is not the victim’s fault. However, victims frequently experience confusing and distressing feelings following an attack. It is important not to hold in these feelings. Talk to a trusted friend or relative and seek appropriate professional counseling. LDCC students are eligible to receive professional counseling services through the Office of Student Counseling and Disability Services. Also, The Wellspring Counseling and Family Development Center offers 24 hour hotlines and these conversations are completely confidential. You can talk to the counselors about anything. They are there to listen and to help answer questions about police proceedings, legal issues, medical procedures, counseling options, and many other topics. Contact information for these services is provided under Resource Information located in this document.

REMEMBER, if you have been sexually assaulted, you need to take appropriate steps toward physical and emotional recovery.

## Title IX Grievance Procedures for Gender-Based Misconduct

***Notice of Nondiscrimination***

Title IX of the Educational Amendments of 1972 prohibits discrimination based on gender in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, Louisiana Delta Community College has developed internal policies that prohibit discrimination and sexual misconduct on the basis of gender (Refer to LDCC’s Nondiscrimination Policy Notice on page 3 of the Student Handbook and LDCC’s Sexual Harassment Policy on p. 41 of the Student Handbook).

Louisiana Delta Community College is committed to providing an environment free from gender-based discrimination or harassment which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, gender-based harassment, stalking, and intimate partner violence.

Because LDCC recognizes all students and employees should be able to learn and work in a safe and dignified environment, all complaints of illegal discrimination and harassment are taken very seriously and are investigated promptly, equitably, and thoroughly. Individuals found participating in any form of unlawful discrimination, harassment, or retaliation against another student or LDCC employee for filing a complaint or cooperating with an investigation shall be subject to disciplinary action. LDCC will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the Complainant and others, if appropriate.

### Definitions and Examples

Gender-based misconduct comprises a broad range of behaviors focused on sex and/or gender discrimination that may or may not be sexual in nature. Sexual harassment, sexual assault, gender-based harassment, stalking, and intimate partner violence are forms of gender-based misconduct under this policy. Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Gender-based misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

**Examples of gender-based misconduct**

* Pressure for a date or a romantic or intimate relationship
* Unwelcome touching, kissing, hugging, or massaging
* Pressure for or forced sexual activity
* Unnecessary and unwelcome references to various parts of the body
* Belittling remarks about a person's gender or sexual orientation
* Inappropriate sexual innuendoes or humor
* Videotaping and photographing someone or people without consent
* Obscene gestures of a sexual or gender-based nature
* Offensive sexual graffiti, pictures, or posters
* Sexually explicit profanity
* Use of email, the Internet, or other forms of digital media to engage in gender misconduct

Gender-based harassment: Acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender-stereotyping constitute gender-based harassment. Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereotypical notions of masculinity or femininity. In order to constitute harassment, the conduct must be such that it has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, demeaning, or offensive academic or living environment.

Intimate partner violence: The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards a partner in an intimate relationship constitute intimate partner violence. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Intimate partner violence can be a single act or a pattern of behavior in relationships. Intimate partner relationships are defined as short or long-term relationships (current or former) between persons intended to provide some emotional/romantic and/or physical intimacy.

Stalking: Occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Sexual assault: Refers to any sexual act directed against another person, forcibly and/or against the person’s will, or not forcibly or against the person’s will where the survivor is incapable of giving consent, as well as incest or statutory rape.

Consent: The presence of consent involves explicit communication and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. The use of coercion in instances of sexual assault involves the use of pressure, manipulation, substances, and/or force. The absence of "No" is not a "Yes."

The use of alcohol and other drugs: The use of alcohol and other drugs can have unintended consequences. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of alcohol and other drugs on another person’s ability to give consent. The use of alcohol and other drugs never makes someone at fault for being sexually assaulted.

### Reporting Discrimination or Harassment

Louisiana Delta Community College has designated one employee to coordinate the recipient's Title IX responsibilities. These responsibilities include implementation of grievance procedures, including notification, investigation and disposition of concerns; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the College’s Title IX compliance.

Any person who believes he or she has been harassed or subjected to discriminatory treatment is strongly encouraged to report the misconduct to either the Title IX Coordinator or the Department of Student Success Services, both of whom are obligated to act on any report.

* **Concerns Against Faculty, Staff, Administrators, and/or Third Parties**

*Title IX Coordinator*
Director of Human Resources
Melissa Ducote
mducote@ladelta.edu
(318) 362-5517

* **Concerns Against Students**

*Division of Student Affairs*
Vice Chancellor for Student Affairs or Dean of Student Success Services

318-345-9144

Students attending our satellite campuses (Bastrop, Farmerville, Lake Providence, Ruston, Tallulah, West Monroe, and Winnsboro) who wish to report gender-based misconduct will do so through each campus’ Coordinator for Student Affairs. The Coordinator for Student Affairs will then collaborate directly with the Department of Student Success Services, located on the Monroe campus, to assess and/or investigate the alleged harassment by a student and they will work directly with the Title IX Coordinator, who is also based on the Monroe campus, to review and address matters associated with employee gender-based misconduct.

**A concern submitted to LDCC should be presented as promptly as possible after the alleged misconduct occurs**. LDCC does not limit the timeframe for filing a report of gender-based misconduct. Reports can be submitted at any time following an incident, although the College’s ability to take any action may be limited by the matriculation status of the alleged respondent.

Students may also choose to file a legal report with Campus Security and/or the Monroe Police Department. The College system and the police/legal system work independently from one another. Students can file reports with Louisiana Delta Community College, with the Monroe Police Department, or with both systems.

In cases where gender-based misconduct is reported by a third party, the Title IX Coordinator will inform the Complainant and will schedule a meeting to discuss his or her options, and resources at the College and in the community.

All LDCC faculty, staff, and administrators informed of an allegation of gender-based misconduct involving students are required to file a report with Student Services. Certain College personnel who are serving in a privileged professional capacity (i.e. mental health counselors) are not bound by this expectation except as required by law.

### Resources for Anyone Experiencing Discrimination or Harassment

* **Relevant Government Resources**

U.S. Department of Education, Office for Civil Rights
http://www.hhx.gov/ocr/

U.S. Department of Justice, Office on Violence Against Women
http://www.ovw.usdoj.gov

* **Additional Resources**

|  |  |
| --- | --- |
| LDCC Student Counseling and Disability Services | (318) 345-9152 |
| LDCC Campus Police Department | (318) 345-9105  |
| The Wellspring Alliance 24/7 Phone Lines | (318) 323-1505 |
| Family Justice Center | (318) 998-6030 |
| St. Francis Medical Center | (318) 996-4000 |
| Monroe Police Department | Emergency: 911 or (318) 329-2600 |

### Assessment/Investigation of a Report

The Title IX Coordinator will acknowledge receipt of a report of misconduct within five (5) business days of their receipt of the complaint. The complaint may have been made directly to them or may have been forwarded to them by the Department of Student Success Services. The time it will take to reach an outcome from the College’s investigation will vary depending on the complexity of the incident(s). However, a typical resolution should be determined within sixty (60) days of the first filing of the report.

If at any point the Complainant requests privacy, LDCC will make all reasonable attempts to comply with this request. In these situations, LDCC’s ability to investigate and respond may be limited. Title IX requires that colleges weigh the Complainant’s request for privacy with the college’s commitment to provide a reasonably safe and non-discriminatory environment. If it is determined that the Complainant’s privacy cannot be maintained, they will be notified by the Title IX Coordinator.

The following steps will be taken during an investigation:

* The Complainant will initiate a complaint by submitting to the Title IX Coordinator or the Department of Student Success Services a completed Student Grievance/Discrimination/Harassment Complaint Form located in Appendix B of the Louisiana Delta Community College Student Handbook.
* Interim measures to prevent continued discrimination or harassment will be considered and implemented during the investigation period as deemed appropriate. Examples include but are not limited to: restrictions on contact between the Complainant and the alleged harasser, bans from areas of campus, provision of an escort to ensure safety in class and during activities, and/or appropriate changes in academic schedule. Failure to adhere to the parameters of any interim measures is a violation of policy and may lead to additional disciplinary action.
* Provision of mental health counseling services and/or academic support services such as tutoring will be offered to the Complainant.
* The Title IX Coordinator will conduct a preliminary review of the matter in order to determine whether a formal investigation should occur. If the decision is made to proceed in a formal manner, a determination will be made as to whether to utilize a sole investigator or an investigative team.
* Relevant witnesses, including the alleged harasser, Complainant, and all first-hand witnesses will be identified and separately interviewed. The Complainant and the Respondent may each have a “support person” present at all interviews. The supporter’s function in the process is to provide support to the student. The supporter may talk quietly with the student or pass notes in a non-disruptive manner. The supporter may not, in any way, intervene on the student’s behalf.
* Confidentiality concerns and the LDCC’s policy on retaliation will be discussed with all witnesses.
* All witnesses will be asked to put their statements in writing.
* Both parties will receive periodic status updates.

At the conclusion of the investigation, the college representative(s) shall set forth their findings and recommendations in writing. The representative shall send a copy of the findings and recommendations to the Complainant, the Respondent and the Title IX Coordinator. The Title IX Coordinator shall consider the findings and recommendations of the representative(s) and shall determine whether disciplinary action is appropriate. The Title IX Coordinator shall advise the complainant and respondent of his or her decision in a detailed written summary/report which contains statement of allegation, reply to the allegation by the individual who has allegedly engaged in misconduct, statement of evidence, and a conclusion as to whether the Nondiscrimination Policy and/or Sexual Harassment Policy has been violated.

If the Title IX Coordinator determines that disciplinary action is not appropriate and the Complainant disagrees, the Complainant may appeal, in writing, to the Chancellor. The Chancellor shall respond within ten (10) working days of receipt of the appeal. The request for appeal must be a signed, written document stating why the decision to dismiss the complaint is believed to be in error. If the decision to dismiss is upheld, that decision is final. If the decision is overturned, the complaint is sent back to the Department of Student Success Services for investigation in accordance with the formal resolution procedures.

### Resolution Options:

**Administrative Resolution**: Administrative resolution resolves all concerns at the earliest stage possible with the cooperation of all parties involved and typically does not involve a formal investigation. If no resolution can be reached that is acceptable to both parties and to the College, the Title IX Coordinator may institute a formal investigation. The goal of administrative resolution is to resolve all concerns at the earliest stage possible. Means of resolution shall be flexible and encompass a full range of possible appropriate outcomes. Options include:

* Mediation, when deemed an option, does not allow parties wishing to engage in this type of resolution to have contact with one another to discuss mediation. Mediation will only be pursued with the consent of both parties. If a resolution is reached during this process, the formal disciplinary procedure will be concluded and the case will be closed. If a resolution is not met, the disciplinary process will proceed. Mediation is not an option in cases involving allegations of sexual assault. In other cases involving alleged gender-based misconduct, the Title IX Coordinator and/or Dean of Student Success Services/Coordinator for Student Affairs will determine whether mediation is an appropriate method of resolution based on the information provided about the incident. Separating the parties
* Referring the parties to counseling programs
* Negotiating an agreement for disciplinary action
* Conducting targeted educational and training programs
* Remedies for the individual harmed by the harassment
* Discussions with the parties, making recommendations for resolution and conducting follow-up after a period of time to assure that the resolution has been implemented effectively

The Complainant may, at any time, request to end the informal process and begin the formal stage of the complaint process.

**Formal Resolution Procedures:**

If the Title IX Officer determines that disciplinary action should be instituted against a student, the Department of Student Success Services shall address the issue by following due process procedures as described in Section Two of the Louisiana Delta Community College Code of Student Conduct.

If the Title IX Coordinator determines that disciplinary actions should be instituted against an employee, the applicable provisions of employee rights and responsibilities and discipline procedures should be followed. These provisions include but are not limited to policies and procedures as set forth by LDCC and LCTCS Office of Human Resources under the Division of Finance and Administration as well as state and federal constitutional and statutory provisions.

*Notice of Outcome:*

Both parties will be notified in writing of the outcome of the complaint and if an appeal has been filed by either party at any point in the outcome phase. The written report will include one of two determinations 1) that the facts do not support the allegations and the complaint should be dismissed; 2) there is a preponderance of evidence that a violation of the Nondiscrimination Policy and/or Sexual Harassment Policy has occurred. The respondent will be informed of the imposed sanctions.

The complainant and the respondent may appeal the decision and sanctions rendered 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 should be submitted in writing to the Dean of Student Success Services/Coordinator for Student Affairs within ten (10) business days following the date of the outcome letter in order to request a hearing with the Chancellor. Within ten (10) days, a hearing with the Chancellor is scheduled. The Chancellor issues a decision within ten (10) days following the hearing.

If the complainant and/or respondent remain dissatisfied with the decision, he or she must notify the Dean of Student Success Services/Coordinator for Student Affairs within ten (10) days and must request a hearing with the Governing Board. Within ten (10) days after receiving the request, the Dean of Student Success Services/Coordinator for Student Affairs notifies the Governing Board to establish a hearing date. The hearing is to be conducted within thirty (30) days within 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

## Search and Seizure

Lockers and desks are the property of LDCC campuses and are loaned to students for the purpose of attaining an education. As the property of the College, they are subject to search for contraband at any time upon the reasonable belief of the Campus Security that said lockers and desks may contain material that is not allowed on the College campus. Having a toolbox and operating a motor vehicle on campus are privileges granted to students. The granting of these privileges is conditioned upon the agreement that these articles may be searched by Campus Security if the student is suspected of having contraband materials such as weapons, illegal substances or drugs, alcoholic beverages, or other similar material. Local law enforcement authorities may be included in this process if Campus Security determines a need for such involvement.

## Sex Offender Registration

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 registered sex offenders as required by state law is available on the Louisiana Police Sex Offender and Child Predator Registry at <http://www.lsp.org/socpr/default.htm> . The website link is on the LDCC website under Safety and Security.

## Smoking/Tobacco Guidelines

All buildings of Louisiana Delta Community College are smoke-free and tobacco-free. Smoking and or use of tobacco products by employees, students, and visitors are prohibited in buildings and on the college grounds.

## Student Computer Usage Guidelines

Failure to follow the guidelines below will result in the loss of computer privileges in the computer labs located on Louisiana Delta Community College campuses, 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 LDCC.

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 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 their 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 Office of Information Technology, 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 or download sexually explicit materials. Violation of these rules will result in a violation of the Code of Student Conduct that may result in suspension or expulsion from the College.
13. Users must not access or download child pornography materials. Violation of these rules will result in a violation of the Code of Student Conduct that will result in immediate expulsion from LDCC.
14. Users must report evidence of violations of these rules to appropriate LDCC 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 LDCC penalty. The Dean of Student Success Services/Coordinator for Student Affairs must approve any penalty after considering all available evidence, extenuating factors and any explanations offered by the accused. If a LDCC penalty is imposed, the accused violator may appeal to the Disciplinary Hearing Committee. If, in the opinion of LDCC, the violation warrants action beyond a LDCC penalty, the case may be referred to other authorities, such as law enforcement.

## Student Government Association Faculty/Staff Advisors Guidelines

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

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

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

## Student Organization Fund Raising Guidelines

Fund 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 will be authorized to conduct fund-raising projects.

1. All student organizations or clubs must obtain a fundraising proposal application form from the Department of Student Success Services. The proposal must be submitted two weeks prior to the planned activity for review. The Dean of Student Success Services/Coordinator for Student Affairs 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 on 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 in regard 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, which stipulate the division of the profit between the club and contracted company.

## Visitors in Classroom/Children of Students/Animals on Campus

In order to maintain an academic environment conducive to the wellbeing of all students, Louisiana Delta Community College prohibits visitors to the academic classroom without prior approval from the instructor or Vice Chancellor for Academic Affairs.

This protocol applies to the presence of children or pets of enrolled students. Children should not be left unattended in the parking lots, the student area, the buildings’ lobbies, or any of the service areas. Such a protocol protects the children and eliminates distractions for other students. All types of animals are prohibited on campus with the exceptions of those animals that assist students with disabilities and those animals that are used as part of teaching or instruction.

## Weapons and Firearms Guidelines

LDCC is committed to maintaining a safe and secure environment that supports the academic mission of the College. Firearms, explosives, weapons, or any item that may be construed as such, are prohibited from LDCC campuses and events. There are some limited exceptions; for example, certified and licensed law enforcement personnel who are authorized to carry a firearm and select students attending law enforcement training classes and approved to carry a firearm by the administrators of those training sessions. The unauthorized carrying of a firearm, or dangerous weapon, by a student or nonstudent on school property, at school sponsored functions is strictly prohibited. This includes ammunition, explosives, fireworks, or other dangerous substances or materials of any kind (Code of Student Conduct 2.01:20) The possession of such weapons may result in disciplinary action up to and including dismissal. The possession of such weapons may result in disciplinary action up to and including dismissal, and could also include criminal prosecution.

# STUDENT PROGRAMS & RESOURCES

## Student Government Association

The Student Government Association Officers (SGA) are elected to represent and execute the student will and to promote the general welfare of the students. Through the SGA, students are encouraged to provide input into the decision-making process of the College. The SGA also has a voice in the College governance through representation on the Academic Support Committee, Chancellor Advisory Council, Disciplinary Hearing Committee, Student Technology Committee, and Safety Committee. The open-door policy of campus administrators also allows for student input.

## Student Organizations

Student’s college experience is much more than books, lectures, homework, and tests. Students have the opportunity to get involved in a Campus club or organization, which is an important part of education. LDCC’s clubs and organizations allow students to explore their special interests, develop qualities integral to success in the workplace, develop decision making skills, strengthen ability to work as a team player, develop organizational and leadership skills, and interact with other students and faculty/staff members in an informal setting.

A number of chartered student organizations are available to students. All college policies and procedures as well as the Code of Student Conduct will be adhered to while participating in any student activity or organization. Students will be allowed freedom of association with organizations that 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 Code of Student 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 procedures and on matters of general interest to the student body.

### I. How to Start an Organization

1. 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 Department of Student Success Services.
2. The Dean of Student Success Services/Coordinator for Student Affairs must approve and sign the constitution, bylaws, and Prospective Student Organization Form and must send the request to the Chancellor for final approval.
3. Club members and advisors are required to follow all club and organization guidelines and maintain standings of the college Student Handbook.
4. Club advisors must maintain and update the application on file with the Department of Student Success Services.
5. An expense report of all funds should be reported to the Department of Student Success Services at the end of each activity. The report should include the name of the activity, date, monies collected, and expenditures.
6. Records are to be kept of fundraiser activities and expenses. These files are subject to be audited by the Accounting Department quarterly.
7. The recommendations and procedures mandating club accounts at Louisiana Delta Community College must be followed at all times. This documentation is on file in the Department of Student Success Services.

### II. Scheduling Activities and Meetings

1. All activities require approval by the Department of Student Success Services. Applications for activities must be submitted to the Department of Student Success Services no later than two weeks preceding the scheduled activity.
2. Whenever an area of the institution, such as the Commons Area, 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. 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 musts sign the Student Activity Request Form.
	3. The appropriate individuals must approve the space needed for the event.
	4. The Dean of Student Success Services/Coordinator for Student Affairs 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

Clubs and Organizations are allowed to post a maximum of 8 flyers two weeks prior to the event. The Department of Student Success Services must stamp these flyers before they are posted. Glass display cases can be used on a monthly basis to showcase events, accomplishments, or promotion of the club/organization. All unauthorized postings will be thrown away. Organizations are not allowed to place any flyers in the Administrative hallways. 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 Department of Student Success Services to confirm SGA meeting days and times. Each senator must maintain a cumulative 2.0 cumulative grade point average and 8 semester 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 Department of Student Success Services.

### V. List of LDCC Clubs and Organizations

* Anime (Otaku Host Club)
* Behavioral and Social Science Organization (B.S.S.O.)
* LDCC Christian Fellowship
* LDCC Early Childhood Organization (DECO)
* SciQuest
* Student Government Association (SGA)
* Fine Arts Organization: Cultural Understanding and Services (FOCUS)
* Spanish Club
* Phi Theta Kappa Honor Society
* LDCC Student Nursing Association
* LDCC Bass Fishing Club
* National Technical Honor Society

## Student Counseling and Disability Services

Student Counseling and Disability Services is a part of the Division of Student Affairs at Louisiana Delta Community College. The goal of counseling services is to promote the overall educational programs by helping students strengthen communication skills, establish goals, and adjust to their academic and social environment.

LDCC welcomes all enrolled students to utilize our counseling services and take advantage of the resources that are available. Services include:

* Personal Counseling
* Group Counseling
* Emergency-Crisis Intervention

**Disability Services**

Louisiana Delta Community College (LDCC) strives to serve students with special needs through compliance with

Sections 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008. These laws mandate that postsecondary institutions provide equal access to programs and services for students with disabilities without creating changes to the essential elements of the curriculum. While students with special needs are expected to meet our institution's academic standards, they are given the opportunity to fulfill learner outcomes in alternative ways. Examples of accommodations may include, but are not limited to, testing accommodations (tests read aloud, extended time), sign-language interpreters, relocation of inaccessible classrooms, permission to record lectures and note-taking assistance.

LDCC students requesting reasonable accommodations must self-identify with the Office of Student Counseling and Disability Services, a department located within the Department of Student Success Services. LDCC provides reasonable accommodations and services to ensure access to all qualified students with disabilities who self-identify with the counselor. The requested accommodations must relate directly to the disability and the relationship must be documented in the student’s medical or psychological reports.

Students must complete an Application for Services Form located on the College’s website and provide documentation of the disability in order to initiate disability services. Each student’s request is reviewed on a caseby-case basis to ensure that individual needs are met. Also, students requesting accommodations must complete a Semester Accommodation Request Form every semester that is located on the College’s website. Coordinators for Student Affairs at each LDCC Campus are responsible for receiving the intake forms for students seeking assistance through Disability Services.

## Career Services

LDCC Career Services is committed to providing free career counseling services and resources to assist students in exploring and defining their career options. The Kuder Journey Career Exploration system and Career Coach are available for students to complete career assessments and develop career goals. In addition, students and alumni can find help with the job search process through workshops, job placement support, a job website, and annual Career Fairs. Students are provided direct support with all aspects of the career process by the Coordinator for Student Affairs and the Career and Job Development Specialist.

## Student Life

Successful students are involved in their education both in and out of the classroom. Research has shown that involved students have a better chance of reaching their academic and personal goals. At Louisiana Delta Community College, there are a variety of ways that students can be involved.

Supported by the Student Life Fee collected from every student's tuition, The Department of Student Success Services provides events, lectures, concerts, clubs, multicultural programs, leadership opportunities and more.

**Amphitheater:**

Concerts, theatrical performances, SpringFest, and other events are held at the Amphitheater located on the grounds of the Monroe campus.

**Clubs and Organizations:**

A number of chartered student organizations are available to students. The college experience is much more than books, lectures, homework, and tests. Getting involved in a campus club or organization is an important part of education at LDCC. All College policies and the Student Code of Conduct are adhered to while members participate in any student activity or organization. Student organizations are open to all students without regard to race, color, national origin, gender, age, religion, qualified disability, marital status, veteran’s status, or sexual orientation.

**LDCC Theater:**

The LDCC Theater is located on the third floor of the Louisiana Purchase Building, room 315 on the Monroe campus. Theatrical and musical performances are held throughout the year including the SGA sponsored Black History Program, the FOCUS sponsored Celebration of the Arts, and numerous theatrical productions.

**LDCC’s Children Lab School:**

The Children Lab School is open to children ages 3 and 4 years old and located on the Monroe campus. Applications are available at the operator’s desk or for more information contact Donna Guice at dguice@ladelta.edu.

**Student Commons Areas:**

All campuses offer a student lounge area that includes snack machines, TV screens, microwave, and wireless internet access.

**Student Government Association:**

The Student Government Association (SGA) is elected to represent and to execute the student will and to promote the general welfare of all students. Through the SGA, students are encouraged to provide input into the decision making process of the College. There are SGA offices are located on each campus.

**Campus Housing:**

LDCC does not offer on-campus housing; however, ULM campus housing is made available to LDCC students who wish to live on-campus provided space is available. Students must be enrolled full-time and purchase a meal card in order to live on-campus. Application for housing can be obtained from ULM’s Office of Residential Life. Applications must be submitted to ULM’s Office of Residential Life. All payments of fees are made in advance to ULM. For more information call 318-342-5240.

# STUDENT HEALTH and SAFETY

## Student Health 101 Magazine

The Student Health 101 magazine is an integrated wellness communication system available to LDCC students. It is distributed monthly throughout the school year via the student’s college email. College students are able to research health and wellness issues that are most prevalent on today’s campuses. The information is available in an interactive format and includes such topics as stress management, academic performance, alcohol and other drugs, sexual health and responsibility, body image, eating and working out, mental health, sleep habits, sexual assault prevention, tobacco cessation, healthy relationships, money management and much more.

## Communicable Diseases

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-related complex (ARC), meningitis, meningococcal infections, E-coli 0157:H7 Infections, gonorrhea, Haemophilus Influenzae type B, influenza, streptococcus pneumonia--invasive, West Nile virus infection, whooping cough (Pertussis),and tuberculosis. The term “HIV infection” shall include AIDS, AIDS-related complex (ARC), and a positive test for the antibody to human immunodeficiency virus. HIV is the virus that causes AIDS (a result of HIV infection).

 Any decision that LDCC makes concerning a person who has a communicable disease shall be based on current and well-informed medical judgment, which includes the nature of the disease, risk of transmission to others, symptoms, and special circumstances of the person. The decision that a person poses a threat will be based solely on knowledge of the duration of the risk, nature and severity of the potential harm, likelihood the potential harm will occur, and imminence of the potential harm. LDCC reserves the right to exclude a student or employee from the workplace, if deemed necessary, based on emergency or medical determination for the welfare of the individual or of others.

The medical history or records of any employee or student are considered confidential information and may not be released without the individual’s consent, except as otherwise provided by law.

## Student Health and Safety

LDCC strives to maintain a safe and secure atmosphere for members of the student body, faculty, staff, and the general public. The College will make every effort to provide such an environment; however, the campus community must be aware that the College cannot prevent all crime from occurring, nor solve every crime that does occur. Campus safety is the responsibility of the entire campus community. Immediately report crimes occurring in or on the facilities of Louisiana Delta Community College to the Safety Department.

Students must recognize that because of their lack of experience, they must take extra precautions and use their best judgment to safeguard themselves and others while in the laboratories and classrooms. Each student must assume some of the responsibility for his/her safety and that of classmates. Student responsibilities include:

1. Work within the bounds of College policies and safety regulations.
2. Develop desirable behavioral patterns and attitudes by accepting directions, advice, and counsel.
3. Accept personal responsibility for assisting in the safety program and in working toward its success.
4. Ask questions, when in doubt, on the operation of equipment.
5. Make casual inspection of equipment prior to each use.
6. Report any unsafe conditions to the instructor.
7. Wear personal protective equipment, as required.
8. Be aware of activities going on around you.

**Student Safety- Satellite Campuses:**

**Accident Prevention**: Every Attempt shall be made to reduce the possibility of accidents; therefore, the teaching of safety practices is integrated into program curriculums at our technical campuses. It is the intent of LDCC to comply with safety laws and applicable standards mandated by Louisiana, OSHA, and manufacturers of equipment used in instructions.

**Injuries**: Students should be alert to prevent injury to themselves or others. Students should not damage equipment, tools, or buildings. All safety practices are followed at all times in the operation of equipment. Instructors provide specific rules for each technical program. Student should not attempt to operate machines or equipment on which they have not received instruction from the instructor. Students may work in the shop areas only when an instructor is present. Visiting from shop to shop is not permitted.

**Minor Injuries and Accidents**: In cases of minor injuries or minor accidents, students should first inform the instructor. Appropriate first-aid treatment will be provided. If necessary, the campus will telephone an emergency contact to pick up the student. No emergency or sick room is maintained at the College campuses. A first aid kit is located in each department and in the administrative offices.

**Serious Injuries and Accidents**: In case of a serious injury or accident, an ambulance may be summoned. If possible, permission from the adult student or guardian of the minor student will be secured prior to summons for an ambulance. Personnel in charge at the time of injury or accident shall make such determinations. All medical expenses are borne by the student.

## Emergency Instructions

Louisiana Delta Community College has procedures in place to help ensure the safety of students during an emergency. Administrators in charge and Crisis Management Team Members are designated in all facilities to assist students and staff in an emergency. Students who have signed up for First Call will be notified of certain emergencies by a text message, e-mail message, or phone message.

**General Emergencies**

To reach Campus Safety on the Main Campus, dial 318-345-9105 from any cell phone or off-campus phone. Campus Safety can be reached on the Satellite Campuses by contacting the Campus’ Administrative Office (listed below) or dial the local police at 9-1-1:

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| --- | --- |
| Bastrop  | 318-283-0836  |
| Eastgate (DeltaLinc)  | 318-362-5010  |
| Farmerville  | 318-368-3179  |
| Lake Providence  | 318-559-0864  |
| Ruston  | 318-251-4145  |
| Tallulah  | 318-574-4820  |
| West Monroe  | 318-574-4820  |
| Winnsboro  | 318-435-2164  |

**Medical Emergencies**

In the case of medical emergencies such as seizures, severe bleeding, breathing problems, or chest pain call 9-1-1 and Campus Safety (contact numbers listed above).

**Severe Weather/Outdoor Hazards**

In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside unless instructed to do so.

Upon being alerted by the campus official, students will move immediately to shelter-in-place in areas.

**Fire**

Upon hearing a verbal warning or continuous alarm, students should evacuate the building immediately and gather at a safe distance. Do not run and do not use the elevators.

**Sniper or Gunman on Campus**

Students or staff who see an armed person or receive information that an armed person is on campus should take the following steps:

If gunman is outside the building:

* Dial 9-1-1 and Campus Safety at 318-345-9105.
* Get on the floor out of the line of fire
* Wait until an “all Clear” is given by a police officer or authorized known voice

If gunman is inside the building:

* If possible to do so safely, flee the area
* Dial 9-1-1 and Campus Safety at 318-345-9105.
* If flight is not possible, lock the classroom door
* Turn off the lights
* Get out of sight and stay quiet
* Wait until an “All Clear” is given by a police officer or authorized known voice

**Contacting a Student in an Emergency**

Students who have emergencies maybe contacted through the Department of Student Success Services.

**Students with Disabilities**

Students should refer to the LDCC ADA Handbook, for detailed emergency and evacuation plans. The ADA Handbook is available on the website at [www.ladelta.edu.](http://www.ladelta.edu/)

**First Call**

Firstcall is a notification system that sends messages when there is a potential emergency at LDCC. Students can choose to receive text messages to their cell phone, voicemail to any phone, and email.

* To sign up, go to [https://alertregistration.com/ldcc.](https://alertregistration.com/ldcc) It takes just a couple of minutes.
* Students are notified if there is a weather-related threat or other natural disaster, a bomb threat, a potentially violent situation, a fire, an extended power outage, or any other emergency that might affect a student’s safety.
* Except for occasional tests of the system, LDCC will only send you text messages when there is an emergency.

For further information, please visit our website.

## Emergency Closure Plan

The Crisis Management Plan for Louisiana Delta Community College outlines the procedure to be followed in the event of class cancellation.

Making the Decision--In the event of a situation that threatens the wellbeing of students, faculty, staff, administration or the community at large, all decisions shall be made with a priority for human safety. The Chancellor or the appropriate administrative officer will determine whether the situation requires that classes be canceled or that students, faculty and staff be dismissed. If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented.

Communicating the Decision--Following an administrative decision, all communication flows through the Chancellor or the Chancellor’s designee.

Every effort will be made to publish and/or broadcast decisions pertaining to emergencyCollege closure via newspaper, television and radio announcements and the first call notification system. In accordance with the College’s Crisis Communication Plan, the Chancellor will delegate responsibility to notify appropriate media outlets of the status of College operations. Students, faculty, and staff are not expected to endanger their safety in order to attend class or work.

# LA Delta LINC Adult Education (GED Program)

## LA DeltaLINC Policy and Procedure Guidelines

See the LA Delta LINC Student Handbook provided at registration for explicit details.

LA Delta LINC policies and procedures do not supersede Louisiana Delta Community College Code of Student Conduct.

**Enrollment/Eligibility Requirements**

* Regular Student: A Student eighteen years of age or older
* AWR Student: A student sixteen or seventeen years of age (Requires an approved age waiver).

**Registration**

Registration for eligible Adult Education/GED students occurs on or about the first of every month. Dates and times are available on the LA Delta/GED Program Web site or by calling 318-362-5010. Applicable fees are due at this time. Registered students must attend an orientation, which will include assessment scores and student goals to identify appropriate class/course placement.

**Attendance**

Survival in the workforce requires strong life skills, which are a part of the curriculum. A daily schedule supporting the student’s other life activities will be agreed upon totaling a minimum of forty hours per month. Absences:

* Reported by student by phone to teacher on day of absence as early as possible.
* Attendance less than forty hours per month must be made up to be compliant.

Letters supporting attendance:

* Must be submitted by the student only to LA Delta LINC administration.
* Will not be issued for non-compliant attendance or assessment growth.

Leave of Absence or Withdrawal (Medical or Personal):

* Must be approved by LA Delta LINC administration.
* Assures student’s return to the program without attending orientation again.

**Learning Environment**

LA Delta LINC will provide a physically and psychologically safe learning environment.

Student/Staff/Visitor Personal Actions:

* Holding hands, hugging, kissing, or other displays of affection are not permitted.
* Harassment by any persons is not permitted.
* Any violence or threat of violence is a violation of law regarding intimidation.

Dress Code:

The determination of student dress shall be the responsibility of the student except where such apparel is dangerous to the health/safety of the student, or is so disruptive as to interfere with the learning process. No apparel should draw undue attention from other students or faculty. Any questions concerning student dress will be resolved by LA Delta LINC administration.

Learning Materials:

All books and test books are owned by LA Delta LINC. Students will be required to pay for any such materials marked in or damaged in any way.

**Assessment Policy**

To be recommended to take the GED test or any intermediate assessment:

* Must be in compliance with all attendance policies
* Must demonstrate achievement of curriculum goals and meet academic standards

**Grounds for Suspension or Expulsion**

* Student misconduct or substantial disobedience of LA Delta LINC policies or procedures
* Engaging in any activities forbidden by the laws of Louisiana
* Severity of offense may result in immediate suspension or expulsion

 

##  Student Code of Conduct

5/05/14

**Honor Code**

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

## Academic Misconduct - Section One

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 may result in suspension or expulsion.

A student charged with misconduct retains all College rights until due process is completed, unless there is evidence that the student:

1. has been convicted of a felony within a year;
2. 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;
3. 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.

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| **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. |
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| **1.02** | **Categories of Academic Misconduct** |
| **1.02:01** | *Cheating* is the intentional use of inappropriate assistance, information, materials, or study aids in any academic exercise. Cheating includes the use of unauthorized assistance, information, or materials on tests, homework, quizzes, papers, projects, and all other academic assignments. Additionally, students who provide such unauthorized assistance are also responsible of cheating. |
| **1.02:01** | *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 representation 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 makeup 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. |
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| **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** | **Verbal Warning:** An oral explanation by the faculty member of violation and possible consequences if misconduct continues. |
| **1.03:02** | **Written Reprimand:** from the faculty member to the student on whom the penalty is imposed, placed in the student’s permanent discipline record. |
| **1.03:03** | **Academic Probation:** a specified period of probation imposed on a student during which further violations may result in suspension from the College. |
| **1.03:04** | **Counseling:** Students will be directed to seek counseling for a period of time to be designated by the Director of Counselor and Disability Services. |
| **1.03:05** | **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. (to be used by the Director of DeltaLINC.) |
| **1.03:06** | **Expulsion** – permanent separation from the College. At DeltaLINC this includes fourteen parishes including all sites in Bienville, Caldwell, Claiborne, East Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, and West Carroll. |
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| **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. Should the student’s violation of academic Honesty Policy warrant probation, suspension, the matter will be referred to the Academic Appeals Committee. Appeals of penalties will be directed to the Director of DeltaLINC |
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| **1.05** | **Due Process for Academic Misconduct**  |
|  | Instructions for Documenting Alleged Acts of Misconduct or Student Code Compliance Form: If an alleged act of academic misconduct occurs in a class, the following due process steps will be followed: |
| **1.05:01** | Initial Hearing: The instructor will verbally notify the student of the alleged charges and evidence against the student, will promptly complete a Student Code Compliance, and will document all evidence. |
| **1.05:02** | If the student wishes to dispute the chargesthe Instructor and Transition Coach will schedule a meeting with the student and will present a copy of the Misconduct Form (see end of this document). 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 Coach will then determine if the charges are justified or are to be dismissed. |
| **1.05:03** | If the charges are to be dismissed, the instructor will so note on all copies of the Misconduct Form. |
| **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 Coach will keep a copy of the Misconduct Form in the office files and the Instructor will keep one copy in the student file. |
| **1.05:05** | The Conduct Administrator will notify the student within three-five 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 DeltaLINC 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 Conduct Administrator will inform the student of the following rights of due process: 1. The student defendant has the right to a closed hearing
2. 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.
3. 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).
4. The student defendant has the right to argue on his/her behalf.
 |
| **1.05:07** | At the hearing, the DeltaLINC Academic Appeals Committee, consisting of an administrator, instructor and/or coach, 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 Academic Appeals Committee will inform the student defendant and the DeltaLINC Conduct Administrator in writing of the outcome of the hearing within three – five working days |
| **1.05:09** | The DeltaLINC Administrator will inform the instructor of the outcome of the hearing. Written documentation will be forwarded to the campus the students is attending to be placed in the student’s file**.** |
| **1.05:10** | The student defendant has the right to appeal within three-five working days in writing the decision or any sanction resulting from it to the Director of DeltaLINC who makes the final decision on the case. |

### Acts of Misconduct Other Than Academic - Section Two

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| **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. |
| **2.01:03a** | **Harassing conduct** of any kind, including acts based on race, gender, ethnicity, sexual orientation, disability, religion, etc. |
| **2.01:03b** | 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. |
| **2.01:03c** | **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. |
| **2.01:03d** | **Sexual Harassment** is defined by the Equal Employment OpportunityCommission 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. |
| **2.01:03e** | **Workplace/academic harassment** infringes on employees/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:1. Taking any personnel/academic action on the basis of an employee's/student's submission to or refusal of sexual overtures
2. Unwelcome or unwanted conversation
3. Unwelcome or unwanted touching
4. Continued or repeated verbal abuse of sexual nature
5. Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance
6. Offensive comments regarding sexual or private matters
7. Display of sexually suggestive pictures, objects
8. Offensive jokes
9. 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
10. 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. |
| **2.01:04** | **Stalking**, that is, the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury. |
| **2.01:05** | **Cyber stalking**, that is, use in electronic mail or electronic communication any words or language threatening to inflict bodily harm, physical injury to the property of, or extortion of money or other things of value to any person or the person's family or dependents; use of electronic mail or electronic communication for the purpose of threatening, terrifying, or harassing any person; use of electronic mail or electronic communication to make false statements to any person or the person's family or dependents with the intent to threaten, terrify, or harass. |
| **2.01:06** | **Bullying,** that is, severe or repeated use by one or more individuals of written, verbal, or electronic communications, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on an individual’s rights, and/or may disrupt the campus environment. |
| **2.01:07** | **Physical abuse** or threat there of including acts of intimidation against any person or persons, or other conduct which threatens or endangers the health or safety of any such person or persons including hazing, domestic violence or offensive touching. |
| **2:01:08** | **Sexual offenses**, including offensive touching (sexual battery), nonconsensual intercourse (rape), and intercourse with a person who is not capable of giving consent due to some form of intoxication or who is otherwise incapable of giving consent, and performing sexual acts to self on college property, college activities and events on or off-campus. |
| **2.01:09** | **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. |
| **2.01:10** | **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. 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 faculty with the faculty member present and supervising the download or installation.
4. Users should not remove any Louisiana Delta Community College equipment, software or documents from the computer lab.
5. Users should not visit any sites other than those used for instructional purposes as assigned by their faculty member.
6. Users should not bring any food or drinks into the computer lab or classrooms.
7. A user should not access any file or folder belonging to another individual for any reason.
8. A student should not attempt to access any password-protected account of another student, faculty or staff member for any reason.
9. Without specific authorization by the Director of MIS/IT or faculty, users must not remove9. Users must not deny or interfere with or attempt to deny or interfere with service to other users, e.g., by means of "resource 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 CommunityCollege equipment.
12. Users must not access or 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. 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.
 |
| **2.01:11** | **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. |
| **2.01:12** | **Setting a fire** on campus or campus-related premises or setting the fire alarm without proper authority. |
| **2.01:13** | The **intentional making of a false report** of a bomb, fire, or other emergency. |
| **2.01:14** | **Failure to comply** with fire or safety procedures (including failure to evacuate for fire drills and weather alarms) whenever the alarm sounds. |
| **2.01:15** | **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). |
| **2.01:16** | **Failure to answer a College summons** or to appear for a discipline hearing as notified by College officials. |
| **2.01:17** | **Failure to meet any College-related financial obligation**. Passing worthless checks or counterfeit money or transactions in order to fulfill financial obligations. |
| **2.01:18** | **Participation in any group demonstration**, sit-in, or disorderly conduct which disturbs the orderly activities and processes of the College. |
| **2.01:19** | **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;20** | **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. |
| **2.01:21** | **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. |
| **2.01:22** | **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) on or off-campus.  |
| **2.01:23** | **Disturbing the peace** by unreasonable loud noise or behavior and or disruptive and disorderly behavior. |
| **2.01:24** | **Convicted of a felony** |
| **2.01:25** | Formally charged by civil authorities with the commission of a felony or such nature that the student’s presence at the College is potentially dangerous to the health, safety, and educational environment of the College community. |
| **2.01:26** | When there is a strong convincing evidence that the student against whom civil authorities have brought charge or imposed penalties has committed a felony of such nature that the student’s continued presence at the College is potentially dangerous to the health, safety, and educational environment of the College community. |
| **2.01:27** | **Smoking in College facilities** The use of tobacco or tobacco-like products inside or outside College facilities. This includes the burning of a cigar, a cigarette or a pipe or other devices containing tobacco or any “tobacco-like” substance as well as snorting, chewing or spitting of smokeless tobacco, snuff and similar substances. |
| **2.01:28** | **Gambling of any type** |
| **2.01:29** | **Obstruction or disruption of teaching**, research, administration, disciplinary procedures, or college-authorized activities or event. Severe or repeated disruption of class/lab activities. |
| **2.01:30** | **Disobedience to lawful order** or directive from campus police, an instructor in the classroom, and/or insubordination or disrespect to an instructor and/or administrator when they are functioning in their official capacity. |
| **2.01:31** | **Disrespect or inappropriate behavior** at any time when dealing with students and College personnel, and the general public. This includes various degrees of obscenities and profanities, e-mails, text messaging and voice mail. |
| **2.01:32** | **Theft**, larceny, shoplifting, embezzlement or the temporary taking of the property of another. |
| **2.01:33** | **Repeated or accumulated violations of any part of the code:** A student may be removed from classes for a single offense or for multiple offenses, depending on the nature and consequences of the offense(s). If the student wishes to dispute the charges, the *DeltaLINC* Instructor and Transition Coach will schedule a meeting with the student and will present a copy of the Misconduct Form. **Failure of the student to attend this meeting will be interpreted that the student will take responsibility for the act of misconduct.** The student will be given the opportunity to refute the charges in writing. The Instructor and Coach will then determine if the charges are justified or are to be dismissed. |
| **2.01:34** | **Retaliation against any complainant, witness, or college employee:** If the charges are to be dismissed, the Instructor will so note on all copies of the Misconduct Form. If the charges are deemed to be justified, the student will be advised of the disciplinary sanctions that may be imposed for the misconduct. The Coach will keep a copy of the Misconduct Form in the office files, the Instructor will keep one copy in the student file, and the instructor will email the signed Student Code Compliance Form to the Conduct Administrator.Any verbal or physical violence will immediately be reported with an incident report to security on campus and LDCC Security Coordinator. The student will be escorted from the campus. |
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| **2.01** | **Disciplinary Policies and Procedures:Initiation of Discipline Proceedings**. |
|  | The Coordinator for Student Affairs on each campus will take the lead with getting in touch with the DeltaLINC Conduct Administrator who in turn will work with the Coordinator of Student Affairs in resolving the conduct issue on the campus. The *DeltaLINC* Conduct Administrator will make the final decision regarding charges and sanctions for any *DeltaLINC* student |
| **2.02:01** | When the the DeltaLINC Conduct Administrator receives information alleging that a student has violated any rule or regulation of this Code, the DeltaLINC Conduct Administrator shall investigate the alleged violation. |
| **2.02:02** | The DeltaLINC Conduct Administrator 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 DeltaLINC Conduct Administrator may be charged with a violation; may be placed on disciplinary probation, temporarily suspended, or barred against readmission.  |
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| **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** | The DeltaLINC Student Disciplinary Hearing Committee: Committee composed of the staff members, Transition Coach, and/or instructor. |
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| **2.04** | **Sanctions** |
|  | Discipline sanctions may be imposed in response to misconduct acts committed by students or a student organization. The purpose of imposing sanctions is to promote educational and social development of the student and the College community, to provide appropriate penalties, and to deter other acts of misconduct which thwarts the aims, purposes, and policies of the institution. Discipline records are confidential in accordance with federal and state laws. The contents of the student discipline record may not be released to anyone not associated with campus discipline except upon written approval of the student or a court-ordered subpoena or by the administration of FERPA. |
| **2.04:01** | *Written Reprimand:* from the appropriate administrator to the student on whom the penalty is imposed, placed in the student’s permanent discipline record.  |
| **2.04:02** | *Warning probation:* written notification that further violations of any sub-section of this code will result in more severe discipline action. Warning probation may be imposed for a period of not more than one calendar year. |
| **2.04:03** | *Disciplinary probation:* written notification that further violations of any sub-section of this code may result in suspension. The terms of disciplinary probation shall be determined by the Director of DeltaLINC in conjunction with the Conduct Administrator. |
| **2.04:04** | *Suspension of privileges:* prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges. |
| **2.04:05** | *Community Service:* assigned a specific number of hours of service. |
| **2.04:06** | *Counseling:* student directed to Student Counseling and Disability Office for a period of time to designate by the Counselor. In the case where the College is not qualified or equipped to handle severe personal, psychological or emotional problems, the Counselor will refer the student to an off-campus agency to meet the student’s needs. |
| **2.04:07** | *Restitution:* repair or replacement of property damaged. |
| **2.04:08** | *Fines:* monetary fines to fit the particular case. If the fine is not paid, it remains on the student’s record as indebtedness to the College, which then renders the student ineligible to register for subsequent semesters or to receive official transcripts. |
| **2.04:09** | *Cancellation of registration* or denial of credit may be imposed in cases where the student is found responsible of withholding information relating to the student’s admission, transfer credits, academic status, records, etc. |
| **2.04:10** | *Suspension:* may be used by the DeltaLINC Conduct Administrator for Student Affairs in the event of a threat of safety to the College community or if a student refuses to answer a summons. |
| **2.04:11** | *Expulsion:* may be used by the Director of DeltaLINC and DeltaLINC Conduct Administrator 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 DeltaLINC 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. |
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| **2.05** | **Disciplinary Hearing Procedures**  |
|  | In disciplinary cases involving a formal hearing before the Student Disciplinary Hearing Committee, the hearing will be closed. All deliberations of the committee are private. The standard of responsibility is whether it is more likely than not that the violation occurred. The vote is by a simple majority vote of the members present. |
| **2.05:01** | The DeltaLINC Conduct Administrator shall notify the student within three- five working days by letter, of the date, time, and place for the hearing and of the precise charges which have been lodged against him or her, stating where, when, and how the alleged violation occurred and citing the section(s) of the Code which were allegedly violated. |
| **2.05:02** | The letter of notice shall direct the student(s) to appear before the committee on the date, time, and place specified for the hearing. |
| **2.05:03** | The letter of notice shall be either hand carried to the student while on campus or sent by certified mail, return receipt requested, addressed to the student at the address appearing in official College records. |
| **2.05:04** | The letter of notice shall specify a hearing date no fewer than three, not more than ten, work days after the receipt of the letter |
| **2.05:05** | At the hearing, the student may make an immediate request to the Chairperson for a brief recess to consider rejection, with good cause, of any one member of the Hearing Committee, except for the Chairperson, for any reason  |
| **2.05:06** | At the hearing, the DeltaLINC Student Disciplinary Hearing Committee will consider the evidence presented and determine if the student is responsible of the charge(s). The Committee will impose the appropriate sanction(s) for the misconduct. All hearings are tape recorded. Taped hearing cannot be used for any civil or criminal proceedings unless subpoenaed. |
| **2.05:07** | The Chair of the Disciplinary Hearing Committee will inform the student defendant and the DeltaLINC Conduct Administrator in writing of the outcome of the hearing within three – five working days. |
| **2.05:08** | The student defendant has the right to appeal in writing within three – five working days any decision or sanction resulting from the hearing to the Director of DeltaLINC who makes the final decision on the case. |
|  | **B. Rights of the Student Defendants and Victims** |
| **2.05:09** | The student defendant and victim shall be informed of the due process rights as outlined below.  |
| **2.05:10** | The student defendant and the victim have the right to a closed hearing. |
| **2.05:11** | 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. |
| **2.05:12** | The student defendant has the right to know what documentary evidence will be offered against him/her.  |
| **2.05:13** | The student defendant has the right to know the identity of each witness who will testify against him/her.  |
| **2.05:14** | The student defendant and the DeltaLINC Conduct Administrator have the right to offer evidence.  |
| **2.05:15** | The student defendant has the right to argue on behalf of himself or herself.  |
| **2.05:16** | Victims of cases involving violence and/or sexual offenses will be informed of the outcome of the hearing and subsequent appeals.  |
| **2.05:17** | The Chair of the Disciplinary Hearing Committee may postpone the hearing for cause.  |
|  | **C. Misconduct Appeals Hearing Committee Sanctions**  |
| **2.05:18** | Any administrative sanction listed in Section 2.04.  |
| **2.05:19** | Suspension: forced withdrawal from the College for a specified period of time. |
| **2.05:20** | Expulsion: permanent, forced withdrawal from the College. |
| **2.05:21** | 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. |

## Student Appeal Procedures - Section Three

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.

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| **3.01:01** | Director of DeltaLINC notifies respondent within ten (10) days and ask respondent to: 1. Confirm or deny facts
2. Indicate acceptance or rejection of student’s or applicant’s requested action
3. Outline alternatives
 |
| **3.01:02** | Within ten (10) days, respondent submits answer to the Director of DeltaLINC. |
| **3.01:03** | Within ten (10) days after receiving the respondent’s answer, the Director of DeltaLINC refers the written complaint and the respondent’s answer to the Executive Director of Economics and Workforce development and Director of Student Services. |
| **3.01:04** | The Executive Director of Economics and Workforce development, the Louisiana Delta Director of Student Services, the Director of DeltaLINC representative, and the designated DeltaLINC representative, who conducts the hearing. |
| **3.01:05** | Within ten (10) days after the hearing, the Director of DeltaLINC issues a written decision to the student or applicant. |

## Student Grievance Procedures - Section Four

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

**Introduction** LA 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. In cases of academic related grievances, the appropriate Academic Dean will be notified.

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| **4.01** | **Definitions** |
| **4.01:01** | *Grievance* -Defined as an expression of alleged unfair or inequitable treatment with respect to the application of policy, procedure, or regulation. |
| **4.01:02** | *Discrimination Concern* - Written concern alleging any policy, procedure, or practice that discriminates on the basis of race, color, national origin, gender, sexual orientation, or disability. |
| **4.01:03** | *Student Grievant*- Individual enrolled in academic courses part-time, full-time, "credit," or “audit” who files the grievance.  |
| **4.01:04** | *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. |
| **4.01:05** | *Respondent*- Person alleged to be responsible for the violation.  |
| **4.01:06** | *Day*- Working days in which the College is open for business, excluding holidays and week-ends.  |
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| **4.02** | **Formal Filing Procedures** |
| **4.02:01** | Student files a written grievance. Forms are available from the Office of the Conduct Administrator.  |
| **4.02:02** | Student grievant submits written grievance to the Office of the Conduct Administrator 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.  |
| **4.02:03** | Conduct Administrator 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.  |
| **4.02:04** | Within ten (10) days, respondent submits answer to the Conduct Administrator.  |
| **4.02:05** | Within ten (10) days after receiving respondent's answer, the Conduct Administrator refers the written complaint and the respondent's answer to the Director of DeltaLINC. |
| **4.02:06** | The Director of DeltaLINC, Grievant, and Respondent meet with the Conduct Administrator, who conducts the hearing. In cases of academic related grievances, the appropriate Academic Dean is notified.  |
| **4.02:07** | Within ten (days) after the hearing, the Director of DeltaLINC issues a written decision to the student or applicant and to the Conduct Administrator who makes the final decision.  |
| **4.02:08** | If the Grievant or Respondent is not satisfied with the decision, he/she must notify the Conduct Administrator within 10 days and must request a hearing with the Governing Board that consists of the DeltaLINC Administrators, Coordinators, and Directors. |
| **4.02:09** | Within ten (10) days after receiving the request, the Director of Student Services/Coordinator for Student Affairs 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.  |
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| **4.03** | **General Provisions** |
| **4.03:01** | 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.  |
| **4.03:02** | LA 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.  |
| **4.03:03** | False charges are treated as serious offenses and may result in disciplinary action. |

## Students’ Rights and Responsibilities - Section Five

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

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| **5.01** | **Specific Rights for Students**  |
|  | In addition to the basic rights and freedoms guaranteed all citizens, the College recognizes the following specific rights of students in the student/College relationship: |
| **5.01:01** | The right to participate in academic, co-curricular and extracurricular activities and benefit functions of the College, free from all legal discrimination on the grounds of race, color, religion, sex, national origin, age, handicap, marital status or veteran status. |
| **5.01:02** | The right to the opportunity for a quality education.  |
| **5.01:03** | The right to know the College’s regulations, rules and policies by which students are governed.  |
| **5.01:04** | The right to a formal appeals procedure by which reconsideration of an action by the College through one of its employees, which adversely affects a student may be requested. |
| **5.01:05** | The right to utilize the appeal procedure without fear of coercion, harassment, intimidation or reprisal for the act of making the appeal.  |
| **5.01:06** | The right of substantive and procedural due process in all student disciplinary procedures.  |
| **5.01:07** | The right of confidentiality of all official student educational, medical and psychiatric records. |
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| **5.02** | **Responsibilities of Students** |
|  | Students at Louisiana LA Delta Community College have the following general responsibilities and obligations to the College: |
| **5.02:01** | To conduct themselves in a manner consistent with generally accepted standards of conduct embodied in federal, state and local laws.  |
| **5.02:02** | To conduct themselves in a manner that contributes to the creation and maintenance of an environment conducive to the broad educational mission of the College.  |
| **5.02:03** | To support the academic integrity of the College.  |
| **5.02:04** | To know and comply with regulations, rules, policies and requirements established by the College. |
| **5.02:05** | To respect the rights and freedoms of others and to conduct themselves in such a way as not to violate the rights and freedoms of other members of the College community and its guests.  |
| **5.02:06** | To use College property and facilities in accordance with College regulations and policies and to make every effort to use these facilities in a way that will not damage or impair their usefulness to other, current and future students. |

## LA DeltaLINC General Policies, Standards, And Guidelines

**Alcohol & Drug Policy**

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires the College to certify to the Department of Education that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The information below is in compliance with the requirements of the Act.

It is unlawful to possess, use, or distribute illicit drugs on LDCC property or at any College-sponsored event. Alcohol and drug use is a major issue in the community and on college campuses. Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety. In addition, excessive alcohol consumption may lead to physical abuse, date rape, auto accidents, violence, and other behaviors which lead to self-destruction. The College abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws. LDCC policy prohibits the consumption, possession, or distribution of alcoholic beverages or other drugs in or on any College property or while participating in any College-sponsored trip or activity. All state, local, and federal laws are enforced and may result in disciplinary action by the College as well as criminal prosecution. Violation of the underage drinking laws will be enforced. The College provides drug awareness seminars throughout the year as well as referral services to students, faculty, and staff who seek help with substance abuse problems.

Delta is a drug and alcohol free campus and recognizes that drug and alcohol abuse is 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 is 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.

**The following conduct is prohibited:**

1. The use, consumption, possession, manufacture, furnishing, sale and/or distribution of illicit drugs, narcotics or other controlled substances, including marijuana.
2. The use, possession, manufacture, purchase, sale, furnishing and/or distribution of drug paraphernalia.
3. 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.
4. The use, consumption, possession and/or purchase of alcoholic beverages by persons under 21 years of age.
5. Operating or attempting to operate a motor vehicle while intoxicated.
6. Public intoxication on College property.
7. Furnishing, serving and/or otherwise providing alcoholic beverages to persons under 21 years of age.

**AREA PROGRAMS AVAILABLE FOR DRUG AND ALCOHOL COUNSELING, TREATMENT, REHABILITATION OR SUPPORT SERVICES CAN BE LOCATED BY CONTACTING THE OFFICE OF STUDENT COUNSELING AND DISABILITY SERVICE, LOCATED IN SUITE 144 OF STUDENT SERVICES. PHONE 318-345-9152.**

**Cell Phone and Pager Policy**

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

**Discriminatory and Derogatory Acts**

Acts of discriminatory or derogatory nature in relation to race, sex, sexual orientation, ethnic background, religious beliefs, age, and physical condition will not be tolerated. Students who believe that they have been subjected to discriminatory and/or derogatory acts may report the incidents to the Administration

**Dress Code**

The students, faculty, and staff of the College take pride in exhibiting an appropriate and professional appearance while on campus and while representing the College. Therefore, all Delta students are expected to dress in an appropriate manner while on campus, while in theclassroom, and while representing the College within the community. This would include shirts, shoes, and pants/shorts/dress. Student apparel should be **neat, clean, and in good taste**. *DeltaLINC* policy at all consortium sites mandates a few requirements for dress code. No headwear (caps, hats, doo-rags, etc.) in the building, no sunglasses, shorts and dresses excessively above the knee, tights and/or leggings are permissible ONLY with a top or blouse that extends mid-thigh or longer, no pajamas or house slippers, no revealing clothing, no sagging/baggy pants, no vulgar/profane graphics on clothing, no depression clothing with holes, no excessive piercings (especially facial), and excessive tattoos should not be clearly exposed.

**Family Educational Rights and Privacy Act of 1974 (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."**

* Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
* Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
* Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school; 6. Accrediting organizations;
6. To comply with a judicial order or lawfully issued subpoena;
7. Appropriate officials in cases of health and safety emergencies; and
8. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

**Family Policy Compliance Office**

**U.S. Department of Education**

**400 Maryland Avenue, SW**

**Washington, D.C. 20202-8520**

**Visitors in Classroom/Children of Students/Animals on Campus**

In order to maintain an academic environment conducive to the well-being of all students, Louisiana Delta Community College prohibits visitors to the academic classroom without prior approval from the instructor/administration.This policy applies to the presence of children or pets of enrolled students. Children should not be left unattended in the parking lots, the student area, the buildings’ lobbies, or any of the service areas. Such a policy protects the children and eliminates distractions for other students. All types of animals are prohibited on campus with the exceptions of those animals that assist students with disabilities and those animals that are used as part of teaching or instruction. DeltaLINC respectfully asks all visitors to sign in and out for safety reasons. Students at DeltaLINC are asked to go to class if arriving early and leave the campus when not attending class. Lobby areas are intended for DeltaLINC students to use for breaks and lunch. Guests are discouraged from waiting in the lobby for students.

**Student Areas/Student Use of DeltaLINC Property**

Students are not allowed to roam freely in the DeltaLINCfacility. Students are permitted in the lobby, restrooms during break or lunch, and **assigned** classrooms. All other areas are off limits unless escorted by DeltaLINCstaff. Students are prohibited from using copiers, FAX machines, telephones, or any other machines or devices.

**Disability Services**

Delta 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 Americans with Disabilities 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.Disability Services is part of the Division of Student Services. Disability Services ensures equal opportunity to all qualified students with disabilities by providing reasonable accommodations to students who self-identify with the counselor. Students must complete a Student Counseling and Disability Services Intake Form and provide documentation of the disability. The requested accommodations must relate directly to the disability and the relationship must be documented in the reports. Accommodations for testing should be applied for by visiting the HiSET examiner.

**Attendance:**

Students are responsible for maintaining their own attendance. MANDATORY DAILY attendance is required for every DeltaLINC site. All day, afternoon, and evening students MUST maintain a monthly MINIMUM accordingly:

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| --- | --- |
| Age 18+ | 42 hours/month (minimum) |
| Age 16/17 | 15 hours/week (minimum as required by law) |

**NOTE:** Even with 40/60 hours accumulation in a month, daily attendance is still mandatory.

**REMEMBER**, the more you attend, the quicker you complete the program. Any student in noncompliance with attendance may be expelled or required to attend Work Ready Plus for needed skills.

Excused or unexcused absences are not to be distinguished. An absence is time missed from class and is expected to be made up. Tardiness may lead to suspension of classes. We are Workforce and timeliness is part of the workforce program.

Failure to attend a scheduled assessment (TABE, GAIN, OPT, HiSET), a scheduled orientation (RUSH), or any other fee-based activity will require repayment and rescheduling of the activity. Orientation must be completed with a full two days of attendance.

## DeltaLINC General Information

**College/Career Placement Services**

DeltaLINC is committed to providing free college/career counseling services and resources to assist students in exploring and defining their career options. A variety of paper and technology-based tools are available for students to complete career assessments and develop career goals. Transition Coaches are available in each parish to assist students with transition from adult education to college. In addition, students and alumni can find help with the job search process through workshops, job placement support, a job website, and annual Career Fairs. Students are required to”build” and maintain a career portfolio as a integral part of Workforce Development. DeltaLINC students are required to submit a career/job portfolio before exiting the program. See a Transition Coach for assistance with a portfolio. Certificate programs are available with our partner sites. Students may also qualify to receive college certification through CMS, Allied Health, or other programs. These certificates will not be issued without completion of the HiSET.

### Health and Safety

**Communicable Diseases**

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-related complex (ARC), meningitis, meningococcal infections, E-coli 0157:H7 Infections, gonorrhea, haemophilus influenza type B, influenza, streptococcus pneumonia--invasive, West Nile virus infection, whooping cough (Pertussis),and tuberculosis. The term “HIV infection” shall include AIDS, AIDS-related complex (ARC), and a positive test for the antibody to human immunodeficiency virus. HIV is the virus that causes AIDS (a result of HIV infection). Any decision that LDCC makes concerning a person who has a communicable disease shall be based on current and well-informed medical judgment, which includes the nature of the disease, risk of transmission to others, symptoms, and special circumstances of the person. Thedecision that a person poses a threat will be based solely on knowledge of the duration of the risk, nature and severity of the potential harm, likelihood the potential harm will occur, and imminenceof the potential harm. LDCC reserves the right to exclude a student oremployee from the workplace, if deemed necessary, based on emergency or medical determination for the welfare of the individual or of others. The medical history or records of any employee or student are considered confidential information and may not be released without the individual’s consent, except as otherwise provided by law.

**Complaints of Harassment:**

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 DeltaLINC staff/administration. He/she may also submit a complaint to the Director of DeltaLINC. 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 institution level, such complaints may be made at the system level with the LCTCS Director of Human Resources (225-9222800), 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 notice with a contact list identifying individual names, titles, physical locations and telephone numbers where complaints may be filed.

**Student complaints of harassment:**

Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. A representative 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 that govern students, the College, or the LCTCS.

**Sex Offender Registration:**

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 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.

**Student Safety**

Louisiana Delta Community College strives to maintain a safe and secure atmosphere for members of the student body, faculty, staff, and the general public. The College will make every effort to provide such an environment; however, the Campus Community must be aware that the College cannot prevent all crime from occurring, nor solve every crime that does occur. Campus safety is the responsibility of the entire Campus Community. Immediately report crimes occurring in or on the facilities of Louisiana Delta Community College to Safety Department.Students must recognize that because of their lack of experience, they must take extra precautions and use their best judgment to safeguard themselves and others while in the laboratories and classrooms. Each student must assume some of the responsibility for his/her safety and that of classmates. Student responsibilities include:

1. Work within the bounds of College policies and safety regulations.
2. Develop desirable behavioral patterns and attitudes by accepting directions, advice, and counsel.
3. Accept personal responsibility for assisting in the safety program and in working toward its success.
4. Ask questions, when in doubt, on the operation of equipment.
5. Make casual inspection of equipment prior to each use.
6. Report any unsafe conditions to the instructor.
7. Wear personal protective equipment, as required.
8. Be aware of activities going on around you.

**Emergency Instructions**

Louisiana Delta Community College has procedures in place to help ensure the safety of students during an emergency. Administrators in charge and Crisis Management Team Members are designated in all facilities to assist students and staff in an emergency. Students who have signed up for First Call will be notified of certain emergencies by a text message, email message, or phone message.

**General Emergencies** To reach the Coordinator of Safety dial 9-345-9105 from the campus phone or 345-9105 from any cell phone or off-campus phone or dial the local police at 9-1-1.

**Medical Emergencies** In the case of medical emergencies such as seizures, severe bleeding, breathing problems, or chest pain call 9-1-1 and the Safety Department at 345-9105.

**Severe Weather/Outdoor Hazards** In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside unless instructed to do so. Upon being alerted by the Security Coordinator, students will move immediately to shelter-inplace in areas.

**Fire** Upon hearing a verbal warning or continuous alarm, students should evacuate the building immediately and gather at a safe distance. Do not run and do not use the elevators.

**Sniper or Gunman on Campus**

Students or staff who see an armed person or receive information that an armed person is on campus should take the following steps:

**If gunman is outside the building:**

* Dial 9-1-1 and the Security Coordinator at 345-9105
* Get on the floor out of the line of fire
* Wait until an “all clear” is given by a police officer or authorized known voice.

**If gunman is inside the building:**

* If possible to do so safely, flee the area
* Dial 9-1-1 and start alarm communications system
* If flight is not possible, lock the classroom door
* Turn off the lights
* Get out of sight and stay quiet
* Wait until an “All Clear” is given by a police officer or authorized known voice.

**Contacting a Student in an Emergency**

Students who have emergencies may be contacted by the receptionist in the front lobby. Give family members, friends, etc. the phone number for the DeltaLINC site you attend.

**Students with Disabilities**

Students should refer to the Delta ADA Handbook, for detailed emergency and evacuation plans. The ADA Handbook is available on the website at www.ladelta.edu.

### Emergency Closure Plan

The Crisis Management Plan for Louisiana Delta Community College outlines the procedure to be followed in the event of class cancellation.

We will notify students if there is a weather-related threat or other natural disaster, a bomb threat, a potentially violent situation, a fire, an extended power outage, or any other emergency that might affect your safety.

**Making the Decision**--In the event of a situation that threatens the well being of students, faculty, staff, administration or the community at large, all decisions shall be made with a priority for human safety. The Chancellor or the appropriate administrative officer will determine whether the situation requires that classes becanceled or that students, faculty and staff be dismissed. If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented.

**Communicating the Decision**--Following an administrative decision, all communication flows through the Chancellor and the Executive Director of Economics and Workforce development.

Every effort will be made to publish and/or broadcast decisions pertaining to emergency College closure via newspaper, television and radio announcements. In accordance with the College’s Crisis Communication Plan, the Chancellor will delegate responsibility to notify appropriate media outlets of the status of College operations. Students, faculty, and staff are not expected to endanger their safety in order to attend class or work.

**FAILURE TO COMPLY WITH DELTALINC POLICIES WILL RESULT IN SUSPENSION FROM CLASSES AND/OR THE CONSORTIUM. STUDENTS WILL BE REQUIRED TO SPEND ADDITIONAL TIME IN WORK READY SKILLS. SOME OFFENSES MAY LEAD TO IMMEDIATE TERMINATION**

**STUDENT CODE COMPLIANCE**

(Check all that apply, 2.01:01 – 2.01:34)

### Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  Print name  |  Date  |
| ( ) issued Violent *Incident Report* (2.01:03 a-d)  | ( ) inappropriate behavior (2.01:01), (2.01:22), (2.01:29)  |
| ( ) disrespectful to teacher (2.01:30)  | ( ) disrespectful to fellow students (2.01:31)  |
| ( ) excessive absences without justification  | ( ) habitually tardy  |
| ( ) does not attend assigned classes  | ( ) does not actively participate in class/group  |
| ( ) does not bring materials to class  | ( ) refuses to sign Student Code Compliance Form |
| ( ) does not follow dress code  | ( ) other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 **Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Student Signature Date

Teacher / Coach Signature Date

Witness (and position) Date

**Violence Incident Statement**

|  |  |
| --- | --- |
| **Person Making Statement:**  | **Phone & Email:**  |
| **Date of Incident:**  | **Place of Incident:**  |
| **Time Incident Began:**  | **Time Incident Ended:**  |
| **Title of Reporter:** | **Work Location:**  |
|  |  |
| **Victim(s):**  | **Address:**  |
| **DOB:**  |  |
| **Victim(s):**  | **Address:**  |
| **DOB:**  |  |
| **Suspect(s):**  | **Address:**  |
| **DOB:**  |  |
| **Suspect(s):**  | **Address:**  |
| **DOB:**  |  |
| **Detailed description of incident. Answer the questions: WHO, WHAT, WHEN, WHERE, HOW, and WHY.** (Continue on additional paper and attach sheets if necessary) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Completed By:**  | **Report Date:**  |

# Appendix A: Student Grievance/Discrimination/Harassment Concern Form

Louisiana Delta Community College

Student Grievance/Discrimination/Harassment Concern Form

Name of Complainant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If discrimination or harassment concern, charge based on:

( ) Race/color ( ) Sex

( ) Sexual orientation ( ) Religious creed

( ) National origin/ancestry ( ) Disability or medical condition

( ) Age

( ) Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. If grievance concern, charge based on alleged unfair treatment with respect to the application of:

( ) Policy ( ) Procedure ( ) Regulation

3. Statement of grievance/discrimination/harassment. Please provide the following information (use an additional sheet if necessary).

a. Date(s), time(s), and location(s) of the alleged incident(s):

b. Description of each incident: e.g. Was any contact made? What was said/and or done?

c. Name of persons responsible (if known):

d. Name (s) of anyone else present during each incident:

e. Requested actions:

Comments:

Complainant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complainant Recipient Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix B: Student Affairs Committees

## Louisiana Delta Community College Division of Student Affairs Committee List

**Guidelines for Committees**

1. **Appointments**

All members are appointed by the Vice Chancellor for Student Affairs. Student members may be appointment based recommendation from the Student Government Association. Members are notified of their appointments in writing.

1. **Minutes**

The secretary of each committee is appointed at the first meeting for the academic year. The secretary is responsible for recording committee minutes at all official meetings and distributing minutes at meetings. All minutes for the committee meetings are kept in the Department of Student Success Services.

1. **Membership Qualifications**
2. Good Standing

Students appointed to serve on committees must be in good standing with the college and must have earned a minimum of 12 cumulative semester hours and must have and maintain a minimum cumulative grade point average of 2.0 based on a 4.0 system.

1. Service Condition

Faculty, staff, and students of committees will serve two year appointments unless otherwise approved. Members may be replaced during their appointments for justifiable reasons such as resignation, incapacity, change of status or irregular attendance.
If a member can no longer serve, the member shall notify the chair of the committee. Replacements are made by the Vice Chancellor for Student Affairs.

1. Chairman’s Responsibility

All committee chairpersons shall with the assistance of the Department of Student Success Services instruct members on student disciplinary policies, rules, and hearing procedures. The Chairman shall conduct all proceedings in a spirit of fair play, but any chairperson’s decision may be overruled by a simple majority vote of the committee.

**Foundation and General Scholarship Committee**

The Foundation and General Scholarship Committee approves Foundation Scholarships to eligible students as well as approve other scholarships awarded by the college.

The committee is composed of the following members:

* A minimum 2-4 Foundation Board Members
* Assistant Director of Financial Aid
* Student Account representative
* 2-4 faculty/staff representatives
* Director of Institution Advancement (ex officio)
* Foundation Board Treasurer (ex officio)

The committee meets at the beginning of each semester and for special sessions as the need arises.

Quorum - A quorum shall consist of five members.

Voting - A simple majority vote of the committee will rule.

**Registration Committee**

The primary purpose of the Registration Committee is to provide a forum for planning, and subsequent critiquing of each registration session held at LDCC campus and sites. It is expected that the committee will greatly facilitate pre-registration communication among the membership and will enhance communication about registration plans on campus.

The committee is composed of the following members:

* Registrar – Chairman
* Assistant Registrar
* Admissions Department Representative
* Assistant Director for Financial Aid
* Bursar
* Coordinator for Student Affairs or Designee
* 3-7 faculty/staff members
* Representatives from IT Department
* Representative from Safety Department
* Representative from Facilities Department

The committee meets on as needed basis.

**Student Affairs –Financial Aid Appeals Committee**

The Student Affairs-Financial Aid Appeals Committee is a recommending body organized for the purpose of hearing student general complaints, appeals and satisfactory academic progress appeals for financial aid and scholarship appeals. The duties of the committee are:

1. Review any written formal appeals for student complaints and render a decision.
2. Review any written student appeals regarding financial aid or scholarships.
3. Review any written appeals relative to “satisfactory academic progress.”

The committee is composed of the following members:

* Dean of Student Success Services or Coordinator for Student Affairs (ex officio)
* Assistant Director of Financial Aid
* Financial Aid Advisor
* Enrollment Services representative
* Four-Seven Faculty/Staff Members

The committee meets at the beginning of each semester and for special sessions as the need arises.

Quorum - A quorum shall consist of five members.

Voting - A simple majority vote of the committee will rule. The Chairperson will not vote unless a tie vote must be broken.

**Student Disciplinary Hearing Committee**

The Student Disciplinary Hearing Committee is a recommending body organized for the purpose of hearing disciplinary cases arising from major violations of the Code of Student Conduct. Cases handled by this committee originate in the Department of Student Success Services. Appeals from this committee will go to the Vice Chancellor Appeals Committee, whose decision is final.

The committee is composed of the following members:

* Chairman (ex-officio member)
* Dean of Student Success Services/Coordinator for Student Affairs (ex-officio)
* Five faculty and/or staff members
* Current SGA President or SGA member
* One student representative

The committee meets as the need arises.

Quorum - A quorum shall consist of five members.

Voting - A simple majority vote of the committee will rule. The Chairman will not vote unless a tie vote must be broken. All hearings are tape recorded.

**Student Activity/Student Life Fee Committee**

The Student Activity/Student Life Fee Committee is organized to serve the best interests of students through student programs and activities throughout the year and to serve as an oversight committee for the Student Life Fees. The duties of this committee are:

1. To encourage the participation of all clubs and organizations.
2. To submit recommendations to the Dean of Student Success Services/Coordinator for Student Affairs activities that will be placed in the Student Activity Calendar.
3. To assist in the planning of student programs/activities in conjunction with the Student Government Association.
4. Vote on requests for funds from Student Life Fees.

The committee is composed of the following members:

* Chairman
* Secretary
* One faculty member
* One staff member
* Two Campus Directors
* Current SGA President
* One Student Services representative
* One finance/accounting staff member
* Two members from LDCC Clubs

The committee will meet at the beginning of the fall and spring semester. The committee will assist in preparing the student activity calendar that will begin summer, fall and spring periods.

Quorum - A quorum shall consist of five members.

Voting - A simple majority vote of the committee will rule. The Chairman will not vote unless a tie vote must be broken.

**Student Technology Fee Advisory Committee**

The Student Technology Fee Advisory Committee is appointed by the Vice Chancellor for Student Affairs and serves the college and students in determining how student technology fees can be spent. Guidelines for the use of these fees are mandated by the Board of Regents to enable students and faculty to make the best possible use of current technologies in support of learning and teaching.

The committee is composed of the following members:

* Chairman
* Secretary
* Chief Information Technology Officer (ex officio member)
* One faculty member
* One staff member
* One finance/accounting staff member
* Two Campus Directors
* Current SGA President

Quorum - The presence of three members shall constitute a quorum.

Voting - A simple majority vote of the committee will rule. The Chairman will not vote unless a tie vote must be broken.

**Vice Chancellor’s Appeals Committee**

The Vice Chancellor’s Appeals committee is an appellate body extending directly from decisions rendered by the Student Disciplinary Hearing Committee.

The committee is composed of the following members:

* Chairman
* Secretary
* One faculty representative
* One staff representative
* One student representative

Quorum - The presence of three members shall constitute a quorum.

Voting - A simple majority vote of the Board will rule.

The Committee will meet on as needed basis.

# Appendix C: Student Activities Request Form

**Department of Student Success Services**

**STUDENT ACTIVITY REQUEST FORM**

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Club/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Activity: \_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_ Title of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a fee to participate in this activity? \_\_\_\_\_\_\_Yes \_\_\_\_\_\_No

If yes, what will the funds raised go towards: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of members expected to attend activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This activity is open to (check all that apply):

\_\_\_\_Member Only \_\_\_\_\_Student Body \_\_\_\_\_Faculty/Staff \_\_\_\_\_General Public

Number of students/faculty/staff/general public expected to attend activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list the sponsor (s) for the planned activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate the avenues used to promote this activity:

\_\_\_\_\_\_Chalk \_\_\_\_\_\_Banners \_\_\_\_\_\_Flyers \_\_\_\_\_\_\_News-Star

\_\_\_\_\_\_Invitations \_\_\_\_\_\_Other Campus Media

Club President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director Student Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator for Student Affairs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix D: Clery Act Disclosure Statements

The Clery Act Disclosure Statements are required by federal law. They address LDCC’s policies, procedures and programs concerning safety and security.

**Disclosure Statement Addressing Issuing Timely Warnings**

A timely warning is the prompt alerting of potentially dangerous criminal situations on or near the campus. The Clery Act requires institutions to alert their campus community to certain crimes with the intent of enabling people to protect themselves.

In the event that a crime has occurred or a situation arises, either on-campus or at LDCC’s extended sites, the details will be evaluated by the Chancellor or designee, Campus Police, the Vice Chancellor for Student Affairs and some matters may be evaluated by the Threat Assessment Team. If the details indicate a serious threat to the safety of the campus community, a “timely warning” will be issued through the college e-mail system and text messaging system to students, faculty and staff. Additionally, campus monitors, campus informational postings, campus public address system, and local media (radio, newspapers, and/or television) will be used when warranted and available.

***Note: the Chancellor or designee and the Public Relations Officer will determine which methods of disseminating the information will be utilized in each situation.***

**Disclosure for Reporting Annual Crime Statistics**

The Campus Police Department 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.edu.](http://www.ladelta.edu/)This report is prepared in cooperation with the local law enforcement agencies surrounding our campuses and alternate sites. Campus crime, arrest and referral statistics include those reported to the Louisiana Delta Community College Campus 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.edu.](http://www.ladelta.edu/) Copies of the report may also be obtained in the Campus Police Department.

**Disclosure for Addressing the Reporting of Criminal Offenses**

To report a crime on any LDCC campus, call Campus Safety at 318-345-9105. Satellite campuses should contact the campus security person (Campus Police Department officer or off-duty officer assigned). To report an emergency, call 9-1-1 which will notify the local police (9-1-1 can also be called for any campus crime). Campus Safety is available at the Main Campus to respond to these respective telephone calls whenever class is in session and will respond to take the required action at any LDCC Satellite Campus. Students, faculty, and staff can also report any crimes by using the College’s online incident reporting system at [www.ladelta.edu](http://www.ladelta.edu/) that is located under the Safety and Security section. Any suspicious activity or person seen in the parking lots or loitering around vehicles should be immediately reported to the Campus Police Department. In addition crimes can be reported to the following areas:

|  |  |  |
| --- | --- | --- |
| 1. | Vice Chancellor for Student Affairs | 318-345-9145 or 318-345-9146 |
| 2.  | Dean for Student Success Services | 318-345-9150 |
| 3.  | Director for Student Counseling and Disability Services | 318-345-9152 |
| 4.  | Bastrop Campus | 318-283-0872 |
| 5.  | Lake Providence Campus | 318-559-0864  |
| 6.  | Ruston Campus | 318-251-4145 |
| 7.  | Tallulah Campus | 318-574-4820 |
| 8.  | West Monroe Campus | 318-397-6102 |
| 9.  | Winnsboro Campus | 318-435-2163 |
| 10.  | Workforce Development | 318-345-9285 |
| 11. | DeltaLINC | 318-362-5025 |

**Disclosure Statement Addressing Confidential Reporting**

The Department of Student Success Services encourages anyone who is the victim or witness to any crime to promptly report the incident to the Campus Police Department. Police reports are public reports; therefore, the Campus Police Department cannot hold reports of crime in confidence.

**Disclosure Statement for Addressing Security and Access**

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. Faculty and staff can gain access to the buildings during non-business hours via the main entrances (access to the Main Campus is by key entry pod and all other Campuses can be accessed by key).

The Main Campus entrances are programmed to open and lock at specific times each day and the Campus Police Department or Facilities Director verifies that each door is locked and secured. The IT Department programs door locking schedules based on information provided by the Facilities Director and/or the Security Coordinator. All other campuses opened and locked by Maintenance, Campus Administrator or Security.

|  |
| --- |
| **Door Schedule:** |
| **Monroe – West Monroe – Ruston – Winnsboro** |
| Monday – Thursday | Open at 6:45 am | Close at 8:00 pm  |
| Friday | Open at 6:45 am | Close at 4:30 pm |
| **Tallulah - Lake Providence – Bastrop – Eastgate** |
| Monday – Friday | Open at 6:45 am | Close at 4:30 pm |

Instructors are asked to lock their classroom doors after the completion of their class. Laboratory classrooms (labs) are required to be locked at all times when not in use. Instructors that have classes in labs are required to lock and secure the rooms at the completion of their class. Between classes, students will only be allowed into labs with the escort of faculty, staff or Security personnel. Maintenance cleans each classroom at the end of the day and verifies that all doors are locked and secure.

The Monroe and Ruston Campuses are equipped with video monitoring equipment that provides 24 hour coverage of the facility and video recording devices that record the captured video images. The videos are routinely maintained for approximately 45 days (The IT Department and the video equipment suppliers are responsible for programming and maintenance of this equipment).

Visitors are required to check in at the front office at all campuses. Visitors and students access is restricted to business hours. During none business hours, faculty and staff should use caution in bringing visitors into location. Faculty and staff that escort a visitor into location during non-business hours are responsible for the activities and well-being of their visitors while in any LDCC facility.

The policy and procedures for keys is detailed in the “Key Control Policy” and is the responsibility of the Facilities Director and Campus Directors.

**Disclosure Statement Addressing Campus Law Enforcement**

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

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police. Joint investigations with other police departments are deployed to solve these serious felony crimes.

**Disclosure Statement Addressing the Encouragement of Accurate and Prompt Reporting**

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 Dean of Student Success Services. In emergency situations, dial 9-1-1 or 318-345-9105, unless a security officer is on site. On satellite campuses, adjunct instructors shall notify the safety officer at that site and then notify the Campus Director of that campus.

An investigation is to be done by the College’s Safety Office. All reports must be submitted to the Chief of Police.

**Disclosure Statement Addressing Counselors**

 All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law may 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.

**Disclosure Statement Addressing Sex Offender Registration**

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 registered sex offenders as required by state law is available on the Louisiana Police Sex Offender and Child Predator Registry at [http://www.lsp.org/socpr/default.html.](http://www.lsp.org/socpr/default.html) The website link is on the LDCC website under Safety and Security.

***If a student is a Registered Sex Offender, it is his/her responsibility to know if they have any restrictions or limitations that would prevent them from being on any LDCC facility. If it is learned at any point, that a Registered Sex Offender is in violation of his/her restrictions, they will be dropped from all classes that put them in violation and will not be reimbursed for tuition and fees.***

**Disclosure Statement Addressing Crime Prevention Programs**

Crime Prevention Programs on personal safety and theft prevention are sponsored by the Campus Police Department throughout the year. Students are informed of services during New Student Orientation workshops as well as the online New Student Orientation tool, Knightline.

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.