

Louisiana College

Student Handbook

2007-2008

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

FOR YOUR INFORMATION

President.....	Dr. Joe Aguiard, 487-7401
Vice President for Academic Affairs and College Dean.....	Dr. Glenn Sumrall, 487-7601
Vice President for Student Development	Dr. Peggy Pack, 487-7134
Vice President for Business Affairs and CFO.....	Mr. Randall Hargis, 487-7129
Vice President for Institutional Advancement.....	Mr. Tim Johnson, 487-7118
Assistant Dean of the College.....	Dr. Wade Warren, 487-7611
Registrar.....	Mrs. Carolyn Dennis, 487-7222
Director of Information Technology.....	Mr. Charles Neal, 487-7181
Coordinator of Alumni and Foundational Relations.....	Mrs. Luanna Cunningham, 487-7118
Director of College Communications.....	Mrs. Amy Robertson, 487-7194
Director of Financial Aid.....	Mr. Ronnie LaLande, 487-7330
Assoc. Director of Admissions.....	Mr. Jeremy Johnson, 487-7340
Director of Enrollment Management.....	Byron McGee, 487-7259
Director of Constituent Relations.....	Mr. Danny McVay, 487-7137
Director of Library Services.....	Mr. W. Terry Martin, 487-7110
Director of Food Services	Mr. Matt Self, 487-7661
Director of Environmental Services	Mr. Robert Baker, 487-7612
Acting Dean of Students	Dr. Peggy Pack, 487-7134
Executive Secretary of Student Development.....	Mrs. Paulette Friese 487-7134
Director of Residence Life.....	Ms. K.B. Thomas, 487-7154
Assistant Director of Residence Life.....	Mrs. Roni Williams, 487-7154
Director of Program to Assist Student Success (PASS).....	Mrs. Betty Matthews, 487-7629
Counseling and Testing Appointments	Mrs. Paulette Friese 487-7134
Director of Intramurals.....	Dr. William Todd 487-7447
Director of Student Activities.....	Mr. Eric Johnson, 487-7389
Coordinator of College Calendar	Mrs. Bonny Elliott, 487-7105
Coordinator of Health Services	Mrs. Carla Martin, 487-7750
Director of Baptist Collegiate Ministries.....	Mr. Brandon Robin, 487-7498
Security.....	Mr. Calvin Williams, 473-7216 or 308-6505
Safety and Security Administrator.....	Mr. Jay Barber, 201-1717
Bookstore Manager	Mrs. Linda Billingsley, 487-7630
Director of Human Resources	Mrs. Marlene Roney, 487-7151
Director of Business Office.....	Mrs. Beverly Ingram, 487-7452
Director of Graphic Services.....	Ms. Julie Grelen, 487-7442
Coordinator of Postal Services	Ms. Denise Smith, 487-7370
Athletic Director	Coach Tim Whitman, 487-7559
Men’s Baseball Coach.....	Coach Mike Byrnes, 487-7322
Women’s Softball Coach	Coach Tim Whitman, 487-7131
Men’s Basketball Coach.....	Coach Gene Rushing, 487-7503
Women’s Basketball Coach	Coach Janice Joseph Richard, 487-7502
Men’s and Women’s Soccer Coach	Coach Derek Godwin, 487-7096
Men’s Golf Coach.....	Coach Billy Brooks, 487-7502
Women’s Tennis Coach	Coach Jason Huffman, 487-7350
Women’s Cross Country Coach.....	Coach Jeremy Huffman, 487-7350
Head Football Coach.....	Coach Dennis Dunn, 487-7725
Division of Art.....	487-7262
Division of Biology.....	487-7262
Division of Business Administration.....	487-7611
Division of Chemistry and Physics	487-7606
Division of Communication Arts and Theatre.....	487-7227
Division of Education	487-7598
Division of English, Journalism, & Languages	487-7160
Division of Health and Physical Education	487-7350
Division of History, Political Science, and Pre-Law	487-7102
Division of Mathematics	487-7361
Division of Music.....	487-7336
Division of Nursing and Allied Health.....	487-7127
Division of Christian Studies	487-7254
Division of Human Behavior	487-7745
Switchboard	487-7011

TABLE OF CONTENTS

LOUISIANA COLLEGE PROFILE	4
The Identity and Mission of Louisiana College	4
Academic Affairs	6
Office of Student Development.....	7
Office of Institutional Advancement	9
Business Affairs	10
 ACADEMIC MATTERS	 11
Academic Policies.....	11
Code of Academic Integrity	14
Academic Appeal Procedure.....	19
Academic Freedom.....	19
 STUDENT SUPPORT SERVICES	 20
Student Identification.....	20
Counseling and Educational Support Services.....	20
Health Services	23
Special Services	24
Dining Services.....	26
Business Office.....	28
Student Records	30
Campus Facilities	32
 STUDENT LIFE: HOW TO GET INVOLVED.....	 34
Student Organizations	34
Policies Governing Organizations.....	34
Co-Curricular Activities and Organizations	36
 RELIGIOUS LIFE AND SPIRITUAL ENRICHMENT	 42
Purpose.....	42
Campus Ministries	42
Spiritual and Cultural Enrichment.....	43
 RESIDENCE LIFE.....	 46
Purpose.....	46
Residence Halls.....	46
Fire Safety.....	49
Maintenance of Facilities.....	50
General Regulations.....	53
 SAFETY AND SECURITY.....	 57
Louisiana College Community.	57
Emergency Procedures	57
Parking and Traffic Regulations.....	58
Violations, Fines, and Disciplinary Action	60
 STUDENT JUDICIAL POLICIES AND PROCEDURES	 62
Code of Student Conduct	62
The Student Judicial Process	64
Overview of the Judicial Process.....	64
Guidelines for the Resolution Conference.....	65
General Guidelines for Student Judicial Committee Panel and Judicial Board Hearings..	66
Violations of the Code of Student Conduct.....	67
Judicial Sanctions.....	71
Judicial Committee and Judicial Board Selection Process.....	72

Louisiana College Profile

THE IDENTITY AND MISSION OF LOUISIANA COLLEGE

Louisiana College is a private, Baptist, coeducational college of liberal arts and sciences with selected professional programs. The campus is located in the Alexandria-Pineville area of central Louisiana. The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award bachelors degrees. Separate accreditation for specific programs has been awarded by the Association of Collegiate Business Schools and Programs, Louisiana State Department of Education, National Association of Schools of Music, Council on Social Work Education, and National League for Nursing. The nursing program has also been awarded approval from the Commission on Collegiate Nursing Education and the Louisiana State Board of Nursing.

The College is located on an 81-acre campus with a total of twenty-five academic and residential buildings. Most of the students at Louisiana College come from Louisiana, but many states and several foreign countries are represented in the current student body. The faculty and staff of Louisiana College genuinely care for the students. Their primary concern is to enhance student learning and to encourage the student's Christian growth. Approximately two-thirds of the faculty holds terminal degrees in their academic discipline.

The college was chartered in 1906 as a non-profit corporation with the object "to own, operate and conduct a Baptist college....to foster Christian education." It is governed by a Board of Trustees which is chosen by the Louisiana Baptist Convention.

HISTORY

Louisiana College was founded in Pineville, Louisiana, on October 3, 1906. It is the successor to two earlier Louisiana Baptist schools, Mt. Lebanon University and Keatchie Female College. The first, a men's school founded in 1852 by the North Louisiana Baptist Convention, was located in the community of Mt. Lebanon. The women's College, founded in 1857 by the Grand Cane Association of Baptist Churches, was located in the community of Keatchie. After a history beset by financial difficulties, both schools came under control of the State Baptist Convention in 1899. An Education Commission was selected by the state convention to administer the schools with the understanding that both would be succeeded by a more centrally located college as soon as a suitable campus could be selected. When Louisiana College was opened in 1906, Mt. Lebanon College was closed, followed by Keatchie a few years later. The enrollment of students in 1906 at the opening of the College was 19. Today, more than 10,000 have been graduated since the College was founded.

Louisiana College was administered by the Education Commission until 1921, when the commission was replaced by a Board of Trustees as called for in a new charter. The first administrative head of Louisiana College was W. F. Taylor, whose title was chairman of the faculty. Since its opening, Louisiana College has had eight presidents: Dr. E. O. Ware, appointed in 1908; Dr. W. C. Friley, in 1909; Dr. Claybrook Cottingham, in 1910; Dr. Edgar Godbold, in 1941; Dr. G. Earl Guinn, in 1951; Dr. Robert L. Lynn, in 1975; Dr. Rory Lee, in 1997; and Dr. Joe W. Aguiillard, in 2005.

MISSION

The mission of Louisiana College is to provide a liberal arts education characterized by academic excellence, a commitment to the preeminence of the Lord Jesus, an allegiance to the authority of the Holy Scriptures, and a passion for changing the world for Christ by the power of the Holy Spirit.

BELIEFS AND VALUES

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

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

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

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

GOALS FOR STUDENT ATTAINMENT

Upon graduation from Louisiana College, students have received a broad exposure to the liberal arts and sciences, are grounded in the knowledge of a major area of academic inquiry, and have encountered opportunities for integrating all learning into a workable framework within the context of the Christian faith. Every Louisiana College graduate should have the following:

- Written, oral, and technological communication skills that reflect logic and clarity.
- An ability to think analytically, logically, and creatively and to utilize a variety of approaches to problem solving
- An understanding of the past and its relevance to the present and the future.
- An understanding and appreciation for the ways in which we know the physical universe, society, and ourselves.
- An understanding of global interdependence and responsibility.
- An appreciation for creativity, beauty, and the cultural significance of the fine arts.
- Personal development through participation in service projects, organizations, athletics, or extracurricular activities.

- The development of skills and abilities to pursue meaningful careers, life-long learning, and service to God and others.
- A mature and reasoned basis for a commitment to Jesus Christ.
- A knowledge of the Bible's content and basic doctrines that enables the graduate to accurately explain Christianity to others.
- The ability to analyze life issues, such as theological, moral, cultural, and professional questions, according to Biblical truth.
- An ability to utilize biblical principles in making value judgments and personal decisions.

In order to evaluate the College's effectiveness in student attainment, specific objectives and measures of accomplishment are developed in all areas of the College. Changes are continually implemented which improve the overall effectiveness of the College. The College is committed to providing the personnel, services, resources, and facilities sufficient to support these improvements.

VISION AND STRATEGIC PLANNING

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

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

The College Planning Committee is responsible for monitoring the planning and evaluation processes to ensure that strategic goals are established and those financial and physical resources are adequate and appropriate to meet the stated purpose of the College.

ACADEMIC AFFAIRS

Supervised by the Vice President for Academic Affairs (VPAA), this area of the College is concerned with academic requirements, curriculum, grade reporting, permanent academic records, academic advising, faculty recruitment and development, library services, and the evaluation of instruction. Since the educational experience is the focal point of a student's relationship with Louisiana College, the integrity of both the College and student is maintained by basic academic regulations. **The Louisiana College Catalog serves as the primary resource on academic regulations.** Contained in the *Catalog* are complete descriptions of requirements for admissions, plans of study, class attendance policies, the grading system, tuition expenses, courses of instruction, and definitive statements concerning academic processes.

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

Dr. Glenn Sumrall, Vice President for Academic Affairs And Dean of the College Alexandria Hall, Room 131	487-7601
Dr. Wade Warren, Assistant Dean of the College Alexandria Hall, Room 131	487-7611
Ms. Pam McLin, Executive Secretary to the Vice President Alexandria Hall, Room 131	487-7602
Mrs. Karen Watkins, Academic Affairs Secretary Alexandria Hall Room 131	487-7601

Ms. Andrea McKenzie, Director of Institutional Research and Effectiveness
Alexandria Hall, Room 131 487-7017

Mrs. Carolyn Dennis, Registrar
Alexandria Hall, Room 145 487-7222

Mr. Terry Martin, Director of the Library
Norton Library, Room 105 487-7110

Mr. Charles Neal, Director of Information Technology
Church Hall 487-7181

ACADEMIC AFFAIRS COLLEGE - WIDE COMMITTEES

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

ADMISSIONS AND RETENTION

Reviews policies on admission to the College; reviews applications for admission under special circumstances; collects, reviews, and disseminates information on retention of students. One student member.

CURRICULUM

Reviews proposed curriculum change in College programs; supervises the Central Curriculum courses; reviews requests for exceptions to curriculum policies or substitutions in Central Curriculum. One student member.

COLLEGE PLANNING

Improves campus communications; strengthens coordination of college functions; provides a mechanism for allowing faculty, students, trustees, administration, alumni, denominations, and community to have more effective input into the planning and decision-making processes of the College. Three student members.

INTERNATIONAL ACTIVITIES

Develops comprehensive international activities and policies for the College; approves travel study programs; encourages missions, and student/ faculty exchanges. One student member.

TEACHER EDUCATION AND NCATE ACCREDITATION

Review policies and procedures of Teacher Education programs; coordinates various areas of specialization. One student member.

OFFICE OF STUDENT DEVELOPMENT

Under the direction of the Vice President for Student Development, this area assists students in their development as whole persons, intellectually, spiritually, emotionally, socially, and physically. Student Development programs, services, and personnel make their distinctive contribution to the mission of Louisiana College by providing an environment conducive to learning, extending education beyond the classroom, and enhancing the academic pursuits. Area-wide functions include housing, food services, campus life orientation, career planning and testing, counseling, student activities, college calendar, special events, chapel/assembly, health services, safety and security, intramurals, supervision of student

organizations, cheerleading, international student support, academic tutoring, and disability accommodations. The offices and staff members affiliated with Student Development are listed below:

Dr. Peggy Pack, Vice President for Student Development and Acting Dean of Students Tyler Student Life Suite, Third Floor, Granberry Conference Center	487-7134
Mrs. Paulette Friese, Executive Secretary to the Vice President for Student Development Tyler Student Life Suite, Third Floor, Granberry Conference Center	487-7134
Mrs. Bonny Elliott, Coordinator of the College Calendar and International Student Organization Coordinator Tyler Student Life Suite, Third Floor, Granberry Conference Center	487-7105
Ms. Betty Matthews, Director of Program to Assist Student Success (PASS)/Academic Resources Warner Cottage- Academic Resource Center	487-7629
Mr. Eric Johnson, Director of Student Activities Tyler Student Life Suite, Third Floor, Granberry Conference Center	487-7389
Ms. Denise Smith, Coordinator of Postal Services Hixson Student Center, Post Office	487-7370
Ms. Amy Morrow, Cheerleading Coordinator Tyler Student Life Suite, Third Floor, Granberry Conference Center	487-7447
Dr. William Todd, Director of Intramurals Tyler Student Life Suite, Third Floor, Granberry Conference Center	487-7447
Mr. Brandon Robin, BCM Director Hixson Student Center, 2 nd Floor	487-7498
Mr. Matt Self, Director of Food Services/Aramark Campus Services Hixson Student Center, 2 nd Floor	487-7661
Mrs. Carla Martin, Coordinator of Health Services Hixson Student Center, Room 144	487-7750
Ms. Sherrie Duffy, Counselor Tyler Student Life Suite, Third Floor, Granberry Conference Center	487-7134
Dr. Darla Gilbert, Counselor Tyler Student Life Suite, Third Floor, Granberry Conference Center	487-7134
Mr. Charles Lowe, Counselor Tyler Student Life Suite, Third Floor, Granberry Conference Center	487-7134
Ms. K.B. Thomas, Director of Residence Life Tyler Student Life Suite, Third Floor, Granberry Conference Center	487-7154
Mrs. Roni Williams, Assistant Director of Residence Life Tyler Student Life Suite, Third Floor, Granberry Conference Center	487-7154
Mr. Eric Friedman, Head Advisor English Village	487-7735

Mr. Ted Williams, Head Advisor Tudor Hall	487-7538
Mrs. Roni Williams, Dormitory Director Cottingham Hall	487-7002
Ms. Jamie Ries, Head Advisor College Drive Apartments	487-7894
Mr. Daniel Lowery, Head Advisor Church Hall	487-7854

STUDENT DEVELOPMENT COLLEGE - WIDE COMMITTEES

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

COLLEGE LIFE AND DEVELOPMENT

Develops calendar of cultural, religious, educational, social and recreational events for the College; develops honors courses and programs; reviews policies for bookstore and library. Three student members.

STUDENT APPEALS

Serves as a hearing body in the adjudication of disciplinary cases appealed by students or complainants. Two student members.

STUDENT DEVELOPMENT

Monitors, reviews, and evaluates goals and policies of Student Development and communicates with faculty, staff, and students. Three student members.

OFFICE OF INSTITUTIONAL ADVANCEMENT

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

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

Mr. Tim Johnson, Vice President for Institutional Advancement Lynn Alumni Center	487-7118
Ms. Belinda Goodman, Executive Secretary to the Vice President Lynn Alumni Center	487-7118
Ms. Luana Cunningham, Coordinator of Alumni and Foundational Relations Lynn Alumni Center	487-7301
Ms. Amy Robertson, Director of College Communications Alexandria Hall, Room 159	487-7194

Ms. Melanie Dunn, Assistant Director of College Communications
Alexandria Hall, Room 159 487-7194

Ms. Julie Grelen, Director of Graphic Services
Alexandria Hall, Room 161 487-7442

BUSINESS AFFAIRS

Under the direction of the Vice President for Business Affairs and Chief Financial Officer (CFO), this area assists the President in guiding the financial direction of the institution. The Vice President for Business Affairs aids in annual as well as long-term budget planning, supervises the implementation of the College budget, and manages all matters pertaining to maintenance of College-owned facilities. The Business Office, Housekeeping, Maintenance, Human Resources, and the Bookstore are all under the supervision of the Vice President for Business Affairs/CFO. The various offices, staff, and services of the Business Affairs division are listed below:

Mr. Randall Hargis, Vice President for Business Affairs & Chief Financial Officer
Alexandria Hall, Room 155 487-7129

Ms. Chris Riche', Secretary to the CFO
Alexandria Hall, Room 155 487-7129

Ms. Beverly Ingram,
Director of Business Office
Alexandria Hall 1/4-Room 150 487-7694

Ms. Marlene Roney,
Director of Human Resources
Alexandria Hall, Room 156 487-7051

Ms. Linda Billingsley,
Bookstore Manager
Hixson Student Center 487-7630

Mr. Robert Baker
Director of Environmental Services/Aramark Higher Education Services
Physical Plant 487-7612

BUSINESS AFFAIRS COLLEGE-WIDE COMMITTEES

The following College-wide committees offer student representatives the opportunity for input into this area:

ATHLETIC

Develops and reviews the coordinated policy of athletics and physical education for the College; advises the Athletic Director and Health/P.E. Department Chair in matters related to athletics, physical education, and intramurals. Two student members.

PERSONNEL AND SAFETY COMMITTEE

Establishes and maintains a systematic process for recruitment, utilization, compensation, and development of staff. Reviews and adjudicates any claim by an employee that their rights have not been afforded; reviews policies and procedures related to the employee appeals process. Reviews, recommends, prioritizes and suggests solutions to administration. Two student members.

ACADEMIC MATTERS

ACADEMIC POLICIES

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

GRADUATION CHECKLIST:

1. Earn at least 127 semester hours of credit, 42 of which must be on the junior/senior level;
2. Earn a cumulative grade-point-average of at least 2.0 overall and receive no grade below "C" in the major field;
3. Earn a minimum grade point average of 2.25 in major field;
4. Successfully complete all courses in the Central Curriculum;
5. Complete a major and a minor or a concentration selected from those described in the Catalog or Individually designed by the student with approval of the college;
6. Complete the last thirty semester hours of course work at Louisiana College;
7. Earn at least 25 percent of credit applied toward the degree through instruction offered by Louisiana College;
8. Complete Cultural/Intellectual and Spiritual Enrichment requirements;
9. Satisfy all financial obligations.

HOURS IN RESIDENCE

At least twenty five percent (25%) of credit applied toward a degree must be earned through instruction offered by Louisiana College. Thirty (30) hours of the last thirty six (36) hours in a bachelor degree program must be completed at Louisiana College.

Transfer students must also complete 30 hours of the last 36 hours at Louisiana College and at least six of these hours must be from upper level courses in the student's major subject. In addition, the minor program must be approved by the appropriate division chairperson. Students who transfer from a two year institution must complete at least 61 hours at Louisiana College.

CLASS ATTENDANCE

Class attendance at Louisiana College is viewed as essential to effective participation in the instructional program. Each student is responsible for determining the impact of absences upon class performance and should confer with the professor to ascertain the impact of absences on the quality of the student's work.

College regulations prohibit granting credit for a course if the student fails to attend 75 per cent of the class meetings during the semester, including those absences incurred because of late registration. Any student enrolled at the end of the semester who falls below 75 per cent attendance will be assigned the grade of "F" in the course.

Recognizing that adverse circumstances may prohibit attendance, the faculty offers assistance in making up work missed due to illness, personal or family problems, participation in required College activities, or

similar difficulties. Such assistance, however, is provided upon the initiative of the student and with the approval of the instructor.

GRADING SYSTEM

Louisiana College employs a 4-point grading system with standard marks as follow:

A	=	4 points
B	=	3 points
C	=	2 points
D	=	1 point
F	=	0 points

Additional grading considerations of importance are as follows:

1. "W"--Withdrawal with no penalty through the ninth week.
2. "WP"--Withdrawal with no penalty; represents a student withdrawal from any course in which the student is passing between the 10th and 13th weeks of a regular semester.
3. "WF"--Withdrawal Failing; represents withdrawal from a course in which the student is failing any time between the 10th and 13th weeks of a regular semester.
4. "I"--Incomplete; represents a temporary grade assignment in a course that the student has been Unable (for acceptable reasons) to complete, and will complete within the next semester.

INCOMPLETE GRADES

1. A student may receive the grade "I" provided that he or she has attended 75 percent of the total number of class sessions, is passing the course, and is prevented by circumstances beyond his or her control (illness, family emergency, etc.) from completing all of the course requirements before the last day of the session. The student must submit a written request asking the instructor to report an INCOMPLETE.
2. An INCOMPLETE may not be given merely because a student fails to complete all course requirements on time, nor is it an option that may be elected at the student's own discretion. It is the student's responsibility to make specific arrangements with the instructor to complete the course work.
3. A student who is granted an INCOMPLETE has until the date set by the instructor (but not more than one regular semester from the end of the term in which the course was taken) to complete the remaining course requirements.
4. If the requirements are not completed by the deadline, the INCOMPLETE will automatically become an "F".

REPEATING COURSES

Louisiana College follows a replacement policy for courses that are repeated. For purposes of calculating the GPA, the hours and grade points of the original course are replaced by the hours and grade points of the repeated course. The grade from the original course is not removed from the transcript. If the course being repeated at Louisiana College was originally taken at another college, the student must file a "Repeat Course" form with the Registrar's Office by the end of late registration. This form certifies the equivalency of the courses for purposes of applying the repeat policy. If a student receives a "W" or "WP" in the repeated course, the original grade will be used to calculate the GPA. In all other cases, the last grade earned becomes the official grade for the course. Unless specifically identified as "repeatable for credit," a course cannot be counted more than once toward degree requirements.

DROP AND ADD OPTIONS

During the late registration period, students may alter their schedule by adding or dropping courses. A student's schedule becomes official at the end of this period and no additional changes are allowed. From the end of the late registration period through the 13th week of the semester, students may withdraw from classes. See the section on Grading System for an explanation of the grades that may be received upon withdrawing from a course. Consult the official calendar for the deadlines for withdrawing with these grades. Deadlines for the summer terms are also noted in the calendar.

After the 13th week of the semester, a student may not withdraw from a course. Permission may be granted by the Vice President of Academic Affairs in extraordinary circumstances. **A student may not use the drop process to avoid an "F" that is given for violations of the Code of Academic Integrity or serious misconduct as specified in departmental documents.** All changes in a student's schedule must be processed through the registrar's office to be official. The necessary forms are available from the registrar's office.

PRE-REGISTRATION

Students wishing to guarantee their enrollment in necessary courses may elect to participate in pre-registration and advisement during the semester preceding the one for which they wish to register. Pre-registration is beneficial to those students who are relatively sure of the courses they wish to take in the coming semester as well as those who need to take certain courses due to job schedule, graduation requirements, and other constraints. Dates for pre-registration are included on the College Calendar. For further information, call the Registrar at 487-7222.

SCHOLASTIC PROBATION AND SUSPENSION

Freshmen who fail to earn and maintain a 1.5 cumulative grade point, sophomores who fail to maintain a 1.75 cumulative grade point average, and juniors and seniors who fail to maintain a 2.0 cumulative grade point average will be placed on probation. Grade point average and classification will be based on hours attempted. This policy applies to all full-time or part-time students. Students on probation will be given one semester to earn the required grade point average to be removed from probation. Additionally, students on probation will be required to participate in the Academic Counseling Program during the probationary period.

THE ACADEMIC COUNSELING PROGRAM

The Academic Counseling Program, a program designed to help students achieve academic success, requires students to meet regularly throughout the semester (at least once with their faculty advisor as a condition to their continued enrollment). Students admitted to the Academic Counseling Program will be permitted to continue on probation so long as they demonstrate progress (earn a minimum 2.0 GPA during a semester) in raising their grade point average to the required level. Students in the Academic Counseling Program who fail to make minimum progress and/or fail to participate in the counseling program will be suspended for one academic term, which shall include concurrent summer/fall or spring/summer semesters. Students wishing to appeal their term of suspension may do so by the date stated in the letter from the Coordinator of Academic Counseling, but not later than ten (10) business days prior to the beginning of the next semester. The Coordinator of Academic Counseling is appointed by the Vice President of Academic Affairs.

TAPE RECORDING CLASSROOM LECTURES

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

CODE OF ACADEMIC INTEGRITY

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

Academic dishonesty violates the bonds of intellectual, spiritual, and moral principles foundational to all knowledge. Furthermore, academic dishonesty may defraud those who eventually will depend upon the integrity of learning and scholarship.

I. RESPONSIBILITIES

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

A. Student Responsibilities

1. Students must understand the concept of academic integrity and its counterpart, academic dishonesty.
2. Students registering for academic credit must sign a statement agreeing to read and abide by the policies (including those related to academic integrity) in the current edition of the Louisiana College *Student Handbook*.
3. Students should recognize that the regulations governing academic integrity are for the protection of the honest. Dishonesty in an academic setting will not be condoned.
4. Students are responsible for their own work. Any assignment turned in by a student is assumed to be the work of the student whose name appears on the assignment.
5. Students are ultimately responsible for understanding instructions for any assignment, both written and oral. Students should seek clarification from the instructor when necessary.
6. Students should familiarize themselves with the proper use of citations and quotations to avoid accidentally passing off someone else's work as their own.
7. Any student who threatens or coerces another student or instructor regarding the reporting of information germane to an academic integrity violation will face disciplinary action, with expulsion being the recommended punishment.

B. Faculty Responsibilities

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

II. VIOLATIONS OF ACADEMIC INTEGRITY

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

- A. **Plagiarism**. Plagiarism refers to the representation of another person's words or ideas as one's own in any academic exercise. Examples include, but are not limited to the following. Students may not:
1. Copy information word-for-word from a source, without identification of the quoted material and/or proper acknowledgment/citation.
 2. Paraphrase (i.e., put into one's own words) a source's text without proper acknowledgment/citation. This violation occurs when the ideas or arguments of another person are paraphrased in such a way as to lead the reader to believe that these ideas originated with the writer.
 3. Present as one's own any work which was prepared in whole or in part by someone else. This includes using unauthorized assistance in preparation of one's work and the acquisition of written work from an outside source. Outside sources include, but are not limited to, other persons, commercial organizations, electronic sources, etc.
 4. Reproduce in full or in part (without proper citation) another person's work in any form, such as a graphic element, a musical phrase, a computer program, a proof, an experimental result, laboratory reports, or data of any type. This includes the submission of another student's work as one's own.
- B. **Misrepresentation**. Examples include but are not limited to the following. A student may not:
1. Arrange for another student to substitute for one's self during an examination session or in the completion of course work.
 2. Take credit for work not done, such as taking credit for a team assignment without participation or contribution to the extent expected.
 3. "Double dipping" (multiple uses of the same work) or presentation of the same or substantially the same written work (or portion thereof) as part of the course requirement for more than one project or course without the prior written permission of the instructor(s) involved. If a student wishes to use a previously completed assignment as a base for additional credit, the faculty should give the student the opportunity to submit a written explanation of the unique educational benefits of the new/extended project.
- C. **Fabrication**. Fabrication refers to the falsification or misuse of data in any academic exercise. Examples include, but are not limited to the following. A student may not:
1. Falsify data collected in the conduct of an experiment for a course or other research.
 2. Make up or falsify data in papers, manuscripts, books, lab reports, or other documents submitted for publication or as a course or degree requirement.
 3. Make up a source as a citation in an assignment.
 4. Cite a source not used.
 5. Falsify material cited
 6. Attempt to deceive the instructor by the alteration and resubmission for additional credit an assignment, test, quiz, or exam that has been previously graded and returned.
- D. **Cheating and Stealing**. Cheating refers to the use of, or attempt to use, unauthorized assistance in any academic exercise. It includes stealing or unauthorized acquisition of a test or test answers, or interference with the fair process of examination in any way. Examples of this violation include, but are not limited to the following. Students may not:
1. Look on or copy from someone else's exam, paper, or assignment.
 2. Use or possess unauthorized notes, supplemental notes, or comparable aids (in any format) during an examination, quiz, or other assignment or evaluation. This includes possession of an electronic device that contains unauthorized information for a test or assignment (e.g., programming one's computer, PDA, or calculator inappropriately).

3. Use unauthorized materials (e.g., notes, textbooks, calculators, computers) during the completion of a test or assignment.
 4. Communicate or attempt to communicate answers, hints, or suggestions during an examination.
 5. Share or collaborate (without instructor permission) in the preparation and presentation of reports, laboratory results, or take-home assignments, or otherwise fail to abide by the College's or instructor's rules governing the exercise or examination.
 6. Use another person's answers for an assignment.
 7. Solicit, obtain, possess, or provide to another person an examination or portion(s) of an exam, prior or subsequent to the administration of the exam, without the authorization of the instructor. Students may not provide test questions to other students in any form (oral, written, or electronic) without express consent from the instructor.
 8. Steal, or attempt to steal, an examination or answer key from an instructor or proctor.
- E. **Impeding fair and equal access to the educational and research process.**
Examples of this violation include but are not limited to the following, students may not:
1. Infringe upon the rights of other students to fair and equal access to any library materials and comparable or related academic resources by any means, including maliciously removing, tampering with or damaging any other resources.
 2. Attempt to prevent access by other users to the College's computer system and its resources, to degrade the system's performance, or to copy or destroy files or programs without consent.
 3. Intentionally disrupt the educational process in any manner.
- F. **Misrepresenting or misusing one's relationship with the College.**
Examples of this violation include, but are not limited to the following. Students may not:
1. Give another student one's assignment or paper (or a portion thereof) to copy.
 2. Give another student answers to a test or assignment.
 3. Let another student copy one's answers during an examination.

III. PROCEDURES FOR ADDRESSING VIOLATIONS

- A. **Summary:** The Code of Academic Integrity is enforced at two levels: the classroom level and the administrative level. All alleged violations are first handled at the classroom level by the instructor involved. Classroom-level enforcement involves a student conference and the filing of a Code of Academic Integrity Violation Report with the Vice President of Academic Affairs. This report details the violation and classroom penalties imposed by the instructor. Some alleged violations may be subject to review at the administrative level. This will result in an Academic Integrity Hearing and possible institutional sanctions. Time constraints indicated throughout this code may be altered for offenses which are committed at a point in the academic year which makes a specified timeline unfeasible.
- B. **Student Conference:** If an instructor is reasonably certain that a student has committed an act of academic dishonesty, he or she must meet with the student(s) involved and discuss: (1) the specific violation, (2) the reasons for suspecting the violation, and (3) the importance of academic integrity. The instructor should thoroughly document the meeting in preparation for filing the Code of Academic Integrity Violation Report and for possible subsequent hearings.

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

- C. **Violation Report:** In order to identify repeat offenders and validate any penalties that the instructor may choose to impose, the instructor must complete a Code of Academic Integrity Violation Report for each student involved in the incident. Students will be asked to sign the

report to acknowledge that they have read it, not as an admission of guilt. Additionally, the instructor should thoroughly document the violation and be prepared to provide such documentation to the Academic Dishonesty Board .

Within 72 hours of discovering the offense (or as soon as practical within the academic calendar), the instructor should make a copy of the Violation Report and send the original to the Associate Dean of the College. The Assistant Dean will forward copies to the student(s) being accused, the Vice President of Academic Affairs (VPAA), and the Dean of Students. The original report will become part of the student's confidential academic disciplinary file that is maintained in the office of the VPAA. A copy will also be maintained by the Dean of Students in a judicial disciplinary file. These records will serve as documentation of warning the student about the nature and consequences of academic and personal dishonesty.

The classroom penalty for the offense is at the discretion of the instructor and may include, but is not limited to, written or oral reprimand, required additional work, revised work, re-examination, a reduced grade on the assignment, a reduced grade in the course, or an **F** in the course. Depending on the severity of the violation, the instructor may also recommend that an Academic Dishonesty Hearing Board is convened to consider the appropriateness of an institutional sanction.

- D. **Optional Academic Dishonesty Hearing:** If this is a first offense, an Academic Dishonesty Hearing is optional. All requests for a hearing must be made to the Assistant Dean in writing, and the panel will be convened according to the procedural guidelines below.

The purpose of an Academic Dishonesty Hearing is to allow the accused student to prove his or her innocence and/or to allow the College to determine whether an institutional sanction should be imposed in addition to the classroom penalty.

1. **Student-Initiated:** In order to request an Academic Dishonesty Hearing, the accused student must first confer with the instructor, the Department Coordinator and/or the Division Chair within which the course is taught. If after these conferences the student questions the validity of the academic dishonesty charge, s/he may request that a Hearing Board be impaneled.
 2. **Faculty-Initiated:** If the instructor believes that the severity of the violation warrants an institutional sanction (e.g., academic probation, suspension, or expulsion), he or she may indicate that on the Violation Report.
 3. **Administrator-Initiated:** After reviewing the Violation Report, the Assistant Dean, the VPAA, or the Dean of Students may request additional information from the instructor and/or review the student's judicial disciplinary file (located in the Dean of Student's records). Any of these administrators may request an Academic Dishonesty Hearing on the basis of the offense or an apparent pattern of behavior – as evidenced by the current violation in combination with existing disciplinary records.
- E. **Mandatory Hearing.** For any subsequent offense, the Academic Dishonesty Hearing Board will be convened to consider the validity of the charge and possible institutional sanctions.

IV. PENALTIES

- A. Classroom penalties will be determined by the instructor and listed in the Code of Academic Integrity Violation Report.
1. A student who receives an "**F**" in a course as a penalty for academic dishonesty may not withdraw from the course at any time during the semester.
 2. A student who would receive an "**F**" in a course as a result of a classroom penalty for academic dishonesty (e.g., a reduced grade on an assignment) may withdraw from the course

with a “**WF**” at any time during the semester. However, the course may not be dropped with a “**W**” or a “**WP**” at any time during the semester.

- B. Additional institutional sanctions may be imposed by an Academic Dishonesty Hearing Board.
- C. Any student who receives a course grade of “**F**” or “**WF**” as a result of academic dishonesty and/or who receives an institutional sanction for academic dishonesty will not be eligible to graduate with academic honors.

V. PROCEDURAL GUIDELINES FOR ACADEMIC DISHONESTY HEARING

- A. A Hearing Board is comprised of three voting faculty members, one non-voting faculty member designated as the Hearing Officer, and three students who are Judicial Board members. The Assistant Dean shall select the faculty members from the Academic Integrity Hearing Committee* and designate one as Hearing Officer. The Dean of Students shall select the student members from the Judicial Board. If the Vice President for Academic Affairs and the Assistant Dean are absent from campus when a case arises, the President will designate a member of the Administrative Council to perform the necessary functions. A quorum consists of two faculty members in addition to the Hearing Officer and one student..
- B.. The Hearing Board may request access to all of the student’s disciplinary files, including the academic disciplinary file from the Vice President for Academic Affairs’ (VPAA) office and the judicial disciplinary file from the Dean of Student’s office. The Hearing Board may request additional information from any instructor(s) who filed a Violation Report on the student and any other individuals who may have pertinent information regarding the student.
- C. The Hearing Officer shall notify the student of his or her right or obligation to appear before the Board at least 72 hours in advance of the hearing. The student may waive the right to the 72-hour notice to expedite the hearing.
- D. The accused student may be accompanied by a person of his or her choice, however this person shall not be an attorney. This person will not participate actively in the hearing unless requested to do so by the Hearing Board.
- E. The Academic Dishonesty hearing is not a court of law, and formal rules of evidence are not necessary.
- F. Records of the hearing will be maintained in the office of the VPAA.
- G. The accused student has a right to explain to the Hearing Board the facts related to the incident(s), why he or she is not guilty, and/or why an institutional sanction is not warranted. The accused student may request witnesses to appear or to prepare written statements, signed by the author. The accused will not be allowed in the hearing during questioning of a witness. The Hearing Board has discretion to include or exclude testimony as it deems fair and appropriate under the circumstances.
- H. Only Hearing Board members may be present during the Board’s deliberations. Hearing Board deliberations will not be recorded.
- I. The Hearing Board will choose from among the following options:
 - 1. The student is innocent of the charge. The Violation Report will be removed from his/her academic disciplinary file and the classroom penalty will be revoked.
 - 2. The student is guilty, and the classroom penalty is upheld. The student receives no institutional sanction.
 - 3. The student is guilty and the Hearing Board recommends modification of the classroom penalty. The student may or may not receive an institutional sanction.

4. The student is guilty and the classroom penalty is upheld. Based on the severity of the violation or a pattern of behavior, an institutional sanction is imposed. This sanction may include, but is not limited to, academic probation, suspension, expulsion, or any of the judicial sanctions listed in the “Judicial Policies and Procedures” section of the *Student Handbook*.
- J. The final decision of the Hearing Board will be a majority vote. In case there is a tie, the Hearing Officer will vote.
 - K. The Hearing Officer will submit a written copy of the Board’s finding to the VPAA, who will notify the student within 72 hours of the decision.

VI. APPEAL OF HEARING BOARD ACTION

A student who receives an institutional sanction of suspension or expulsion by an Academic Dishonesty Hearing Board may appeal the decision to the Vice President of Academic Affairs (VPAA). Any other actions by that Board may be appealed only on the basis of a procedural error, new evidence, an unsupported conclusion, or a disproportionate sanction. Any such appeal must be in writing to the VPAA within 72 hours of the Hearing Board’s notification to the student. The Decision of the VPAA will be final.

ACADEMIC APPEAL PROCEDURE

A student who questions the validity of a final grade may pursue the following steps:

1. Confer with the faculty member issuing the grade in question.
2. Consult the appropriate department coordinator or division chair.
3. If a satisfactory explanation of the basis for the grade is not provided, the student may set forth the appeal in writing and submit it to the Vice President for Academic Affairs (VPAA). An appeal should be filed no later than thirty days after the grade has been received to assure that materials relative to the matter will still be available for review.
4. The VPAA will contact the faculty member to request a written response to the appeal.
5. The VPAA will ask the Chairperson of the Academic Complaint Committee (composed of two faculty members, two students, and the VPAA or a designee) to convene the committee for consideration of the appeal. The hearing will provide a forum for further clarification of the positions from both the student and the faculty member. At the conclusion of the hearing, the committee will recommend appropriate action to the VPAA for final action.

ACADEMIC FREEDOM

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

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

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

STUDENT SUPPORT SERVICES

STUDENT IDENTIFICATION

Every student must carry a student identification (ID) card while on campus. The ID card serves as a meal card and admission card for campus events. The ID must be shown upon request of a College official. Replacement ID cards may be purchased for \$10 at the Office of Student Development.

EDUCATIONAL AND COUNSELING SUPPORT SERVICES

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

LOUISIANA COLLEGE CONNECTION

The Louisiana College Connection (CC100) provides an ongoing process of orientation to facilitate the adjustment of incoming freshmen. The program provides services to maximize student success in the total college experience and activities are designed to enhance the growth and development of students during their freshman year. Sessions held prior to registration focus on information concerning systems serving students in the academic realm, academic advising, and registration process. These sessions further serve to integrate students into the college community and establish supportive relationships.

All students who have completed 18 or fewer semester hours must register for CC100, Louisiana College Connection, during their first semester at Louisiana College. The course is taught by faculty members. Each faculty member is assisted by an upper class student. The class sizes are limited. This course familiarizes students with the College's expectations, aids them in individual assessment, and helps them develop skills for college success.

COUNSELING SERVICES

The goal of the Student Development Counseling Program is to assist students whose personal life or education is hindered or impaired due to psychological, social, emotional, or spiritual problems. Under the guidance of the Vice President of Student Development, Student Development provides a setting in which students may discuss problems in confidence with a professional counselor. Students may consult a counselor regarding emotional or behavioral issues, home conflict, marital discord, personal growth needs, academic difficulties, or a variety of other concerns. In counseling sessions, the emphasis is on understanding the problem, exploring alternatives, providing insight, evaluating solutions, and taking action to remediate problems

Both the counselor and student agree to maintain confidentiality of information shared in the counseling sessions. This confidentiality is essential to an effective counseling relationship and is assured at Louisiana College. All counseling records are kept in a secure location and may not be shared with other persons without the expressed approval of the student unless the counselor believes that the student is at risk of harming themselves or others, or the release of the records is mandated by law

Sessions are usually scheduled for forty-five minutes. Students may access these services for up to eight sessions per semester. Interested students may call the Student Development at 487-7134 to obtain more information or schedule an appointment.

EMOTIONAL OR MENTAL DISORDERS

Louisiana College is concerned about the well-being of all students. Any behavior, including privileged verbal statements that tend to demonstrate the desire of a student to inflict harm upon him or herself or upon others is considered a serious matter. Under these circumstances, Louisiana College will take the necessary steps to protect all those who are at risk of harm.

For students who exhibit symptoms of dysfunctional mental or emotional health, actions of the administration may include, but are not limited to:

1. notification of appropriate authorities
2. notification of parents (even though the student is 18 years or older)
3. requirement of counseling with an approved therapist;
4. suspension with times and terms of readmission stipulated;
5. mandatory withdrawal from school.

Following such behavior, the College reserves the right to require the student to provide a certified psychological and/or medical evaluation stating that the individual is ready to return to the college environment. Such documentation will be provided to the Vice President of Student Development or the Dean of Students, and will be used in conjunction with consultation with the College Counseling staff to determine the terms for reinstatement of the student.

ACADEMIC TUTORIAL SERVICES

There are many opportunities for students to receive academic support. For individual assistance, one should first contact the course professor. Some divisions, for example, Mathematics and Sciences, provide regular tutorial labs and/or study sessions. Division Chairs or Department Coordinators should be consulted for available resources. In addition, the Academic Resource Center (487-7629) which is located in the Warner Building between the cafeteria and Cottingham Dormitory, provides limited individual tutorial services by arrangement.

DISABILITIES ACCOMMODATIONS

Louisiana College does not discriminate on the basis of disabilities in the operation of its programs. Classrooms, residence halls, auditoriums, and other public facilities provide accessibility or alternate locations and services for persons with physical impairments. Following acceptance for admission, a student who has a physical and/or learning disability that qualifies under Section 504 of the Rehabilitation Act and who desires modifications or accommodations should contact the Director of the Program to Assist Student Success for information and guidance (487-7629). This voluntary notification is helpful in planning and arranging suitable accommodations and assuring satisfactory adjustments to the campus environment.

All students are measured by the same academic standards. Those students who have greater needs may choose to enroll in the Program to Assist Student Success (PASS). Through PASS, extensive individualized tutoring is arranged. Assistance is provided with note taking, study skills, time management, research, paper writing, etc. Tapes and electronic copies of texts are available. Test accommodations can be arranged, e.g., within a distraction free environment or with extended time. There is an additional tuition fee for enrollment in PASS. For more information, contact the director of PASS.

CAREER DEVELOPMENT

Career Development is a life-long developmental process. The Career Center provides the resources necessary for career decisions, planning, and job search. Career interest inventories, used in the process of career advising, serve as an additional basis for individual decision-making. Resource materials maintained in the Career Center provide information on educational and career options and current conditions of the job market and government employment. Bulletins and graduate school guides are available for students

contemplating graduate studies. Job search information is available for students and graduates. Announcements and listings of job opportunities are posted on the Louisiana College website.

Representatives of business, industry, education, and human services are invited to meet with students during the Career Fair held each spring semester. Individual assistance, workshops, and class presentations are available to assist students in career decisions, résumé writing, job search, and interview skills. For additional information, call 487-7134.

STUDENT EMPLOYMENT

A limited number of part-time jobs are available on campus for students seeking employment. Interested students should complete a FAFSA (Free Application for Federal Student Aid) form and submit it to the Financial Aid Office to determine the student's eligibility for the federal work study funds. This form is available in the Financial Aid Office, Alexandria Hall -- Room 108, or online at www.fafsa.ed.gov. For students who do not qualify for federal work study funds, there may be non-work study positions available. After the Financial Aid Office determines the student's eligibility, it is the student's responsibility to find on-campus employment.

Prior to beginning work, the student must visit the Payroll Office, Alexandria Hall -- Room 155, to complete the pre-employment forms (W-4, L-4, and I-9). Two forms of identification must be presented and copied for payroll records. See the I-9 form for a list of acceptable forms of identification.

Any changes that may affect the student records such as name changes, or address changes, should be reported to the Registrar's Office, Alexandria Hall -- Room 145, the Payroll Office, Alexandria Hall -- Room 155, Postal Services, Hixson Student Center -- Room 116, and to the Financial Aid office, Alexandria Hall--Room 108. When a name change occurs, a new social security card must be obtained by the student and a copy of that change provided to the Payroll Office before the name can be changed on the payroll system. Louisiana College is an equal opportunity employer without regard to race, color, creed, gender, or national origin.

THE HELPLINE NETWORK

The Vice President of Student Development, the Dean of Students, and the Counseling staff coordinate a system to provide assistance for students in academic, emotional, or financial crisis. Faculty, staff, and students are encouraged to initiate this service by contacting the Dean of Students. The Dean then assures that appropriate, qualified personnel and resources are made available to students with specific needs.

INTERNATIONAL STUDENT ADVISING

International students receive assistance in their adjustment to this culture and the academic environment. Upon arrival, international students will get help with practical needs like transportation, banking, and shopping as well as with academic advising and registration issues. Information is available regarding immigration regulations, employment, and other student visa concerns. Should international students need housing during holiday periods, they will be helped to secure accommodations. Special activities are planned to involve international students in the community and on campus. For additional information, contact the International Student Advisor at 487-7105.

LIBRARY

The Louisiana College Library provides students with a dynamic collection of library resources in printed and electronic formats. To supplement the on campus and electronic collections, interlibrary loan services enable the library to obtain books and articles from other libraries. The physical resources available in the library include 135,000 books, 116,000 microforms, and 199,000 government documents. Access to electronic resources includes 41,000 books and 13,200 journals.

Electronic access to the library's catalog is available from any computer having an Internet connection at <http://norton.lacollege.edu/lacollege/default.asp>. No password is needed to search the library's catalog. Access to all of the electronic databases is available from the library's website by selecting the "Databases" button and then choosing the desired database. Anyone accessing an electronic database from the campus network does not need a password. Remote access to some of the electronic databases is available by using a password. The remote access password may be obtained from a library supervisor during normal library business hours. Students requesting a remote access password are required to present their student ID to the library supervisor for verification of current student status. Passwords are also available in the *Survival Guide* provided in CC100.

A computer lab is available on the 2nd floor of the library. The computer lab is available to LC students on a first come basis. Printing from the computers is charged at the rate of \$0.10/page. Students are responsible for verifying the number of prints before giving the print command.

Circulation of material: Main Collection- 4 weeks/renewal available
 Class Reserves - As per faculty request
 Government documents - Special loan
 Interlibrary loans - As per lending library's policy

Fine Schedules: Main Collection overdue - \$0.15/day per item
 Class Reserves overdue - \$1.00/day per item
 Interlibrary loans overdue - \$1.00/day per item
 Interlibrary loans unclaimed - \$5.00 per item

Library Hours: Monday - Thursday 7:45 a.m. - 11:00 p.m.
 Friday 7:45 a.m. - 4:00 p.m.
 Saturday 9:00 a.m. - 4:00 p.m.
 Sunday 3:00 p.m. - 11:00 p.m.
 Closed for all College holidays.
 Doors locked 15 minutes before posted closing times.

LIBRARY COMPUTER USE POLICY

Computing facilities located in the college library are provided primarily for the use of the College's students, faculty, and staff. Recognizing the library's mission to serve users beyond the campus, the College designates a limited number of computer workstations for the general public when not needed by LC students, faculty, or staff. Complaints about off-campus users are to be referred to the library staff and, if necessary, to the campus security. Complaints about LC students, faculty, or staff are to be referred to the library staff and if necessary to the appropriate area vice-president.

HEALTH SERVICES

The Louisiana College Health Services Center is located on the main floor of the Hixson Student Center, Room 144. Supervised by the Coordinator of Health Services, the facility provides services for students, faculty, and staff. The nurse is on duty Monday through Friday from 9:00 a.m. - 2:00 p.m. during the academic year. The College Physician is available for consultation in Health Services each Wednesday from 12:30 p.m. – 2 p.m. (during the spring and fall terms). An appointment is required to see the doctor and may be scheduled by calling the Coordinator of Health Services at 487-7750.

It is the aim of Louisiana College Health Services to promote and help maintain the physical, emotional, and spiritual well-being of all students, faculty, and staff. Health services attempts to promote good health through the services and educational programs offered. Routine services are offered fee free. There are minimal charges for lab work, immunizations, allergy shots, and prescription medications. Health Services dispenses a limited inventory of health supplies and over-the-counter medications and also serves as a referral source for more intensive medical care. Students involved in off-campus accidents are responsible

for seeking medical care from their personal physician or a private medical facility. Several hospitals are available in the community to provide emergency medical care.

MEDICAL RECORDS

Immunizations for tetanus and diphtheria (Td) and measles, mumps, and rubella (MMR), are required for all students admitted to Louisiana College. Immunization for meningococcal meningitis is also required of all incoming freshmen and transfer students. Prior to registration, each student must submit a "Health History Record" and "Proof of Immunization Compliance" form to the Admissions office or Health Services. The records are then maintained in the Louisiana College Health Service office and may be released to another entity with written consent of the student, for continuity of care, or as directed by law.

MEDICAL DISORDERS

The College is concerned about the welfare of all students. Students with contagious medical conditions will be isolated as necessary to protect the College community. The Campus Physician or the Coordinator of Health Services may require a student or students to leave campus until they are deemed to no longer be contagious. The College reserves the right to require physician certification for a student to return to campus and participate in campus life. In the event of an emergency situation, students who are not symptomatic may also require isolation.

BLOOD DONER PROGRAM

Louisiana College is a member of the Louisiana Blood Donor Program. The school schedules Donor Days on campus each fall and spring semester. If a unit of blood is donated at least once a year., both the donor and the donor's family will be eligible to receive free blood replacement for that year.

INSURANCE COVERAGE

Students must subscribe to an insurance policy covering hospitalization and surgery and must sign a statement of proof of insurance during registration. Students who do not have such coverage are required to subscribe to an insurance program of their choice. The College is not responsible for insuring students or for insurance coverage of those students who fail to subscribe to an insurance program.

SPECIAL SERVICES

BOOKSTORE

The bookstore is located on the main floor of the Hixson Student Center and offers a full range of textbooks, classroom supplies, gifts, and personal items. Bookstore hours are from 8:00 a.m. - 3:30 p.m., Monday through Friday, except during College holidays. The Bookstore is closed during Chapel hours on Thursdays only. Hours of operation between semesters may vary and will be posted. VISA and MasterCard are accepted for all purchases. Used textbooks are bought by the bookstore on terms determined by the management. Copies of the buy-back policy are available in the bookstore.

General merchandise returns must be made within 30 days and be accompanied by a receipt. Items that have been special ordered and are not normally carried by the bookstore are not returnable. Electronic items are returnable only if they are in their original unopened packaging or if after opening the item is found to not be in workable condition.

Textbooks can be returned for full refund during the drop/add period at the beginning of each semester provided the following requirements are met: a. cash receipt and proof of class change or drop are provided with all signatures, b. withdrawal from college form presented along with cash receipt, c. class schedule and receipt provided in the event the wrong book has been purchased. New textbooks cannot be returned for a full refund if the book has been marked in any way. Textbooks purchased in sealed packages must be returned in unopened original packaging. If opening the textbook is unavoidable, students are

asked to keep the original packaging and return it with the book. Other returns may be made at 75% of the original price on textbooks provided the book is in the original packaging. Refunds will be made in the form college provided books are in resalable condition. In cases where a book is not in resalable condition as a new textbook, refund will be given at a used textbook price. Study guides that have been written in may not be returned for refund.

Bookstore buyback is offered during the week of finals semester. Textbooks that are being used again the next semester by the departments and are needed to meet the inventory needs of the bookstore will be bought back 50% of the new or used price. A wholesaler will purchase current textbook titles not being used by the bookstore at market wholesale prices. All textbooks must be in resalable condition.

POST OFFICE

The Louisiana College Post Office is located on the main floor of the Hixson Student Center. Stamps may be purchased and student post office boxes may be rented. All students who register for 9 or more hours of credit per semester will receive their post office box assignment at the time of registration. The mailing of packages, letters, and UPS services may be utilized during posted hours. The Post Office is closed during holidays, but mail will be received and distributed. Lobby hours will be posted prior to any holiday.

Scheduled hours are:

Window Services - Monday - Friday: 8:00- 11:45 a.m. 1:00 - 4:00 p.m.

Box Access - Posted building hours.

Mail to be metered should be dropped off before 2:30 p.m.

Louisiana College Post Office Distribution Policy

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

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

1. Faculty and staff who are conducting official college business will have their public communication freely distributed subject to other clauses in this policy.
2. Individuals or groups of faculty and staff, and off-campus individuals, groups or entities who wish to conduct political or public service activities through the campus mail must first receive the approval of the Coordinator of Postal Services or the Director of College Communications.
3. Only students, faculty or staff will be allowed to use the campus mail system for public communication, except as provided in #2 above.
4. No individuals, including faculty, staff or students conducting private business activities will be allowed to use the campus mail system for public communication.
5. Notices and announcements to members of student organizations and the campus community should be approved in advance of printing by the Coordinator of Postal Services, the Director of College Communications, or the Dean of Students..
6. If you wish to place informational fliers in the campus post office boxes, you will need to send one or two people to box them. Please be sure you have a return box number and/or name on the fliers. If all the boxes are being stuffed, it will take approximately 30-45 minutes. Please try to box fliers between 8-10 a.m. or 1-3 p.m.
7. Sealed public communication may be opened to determine its suitability for distribution under the terms of this policy.

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

1. The campus mail system may not be used to promote any activities that are illegal, fraudulent or contrary to college policy or published mission statement.
2. Usually only paper products will be accepted for distribution in the campus mail system. Items such as sealed candy may be allowed by the post office staff. Specifically prohibited are other food items, alcohol and drugs, or those things that pose a health or safety risk, are obviously in poor taste, or are contrary to college policy. Questions about the appropriateness of distribution should be referred to the post office staff.
3. All USPS mail is to be distributed by post office staff.
4. All mailing to students should be ordered numerically by the post office box.
5. Students are expected to collect their mail on a regular basis. Mail left uncollected in boxes for more than one month will be returned to sender, when possible, or be thrown away by post office staff.

LOST AND FOUND

Lost and found items are maintained at the Security Office. For more information, call the Director of Safety and Security at 487-7233 (Office) or 308-6505 (cell).

DINING SERVICES

Louisiana College's Dining Services are operated by ARAMARK Campus Services, INC., a national company serving many college, university, hospital, and business accounts. At Louisiana College, ARAMARK provides dining services in Hattie B. Strother Cafeteria and The Den for resident and commuter students, faculty, staff members, and campus visitors. ARAMARK offers at least six lunch and dinner entrees, various vegetables and starches, a salad bar, desserts, and many beverages.

You will undoubtedly hear about ARAMARK's "Open Door Policy." ARAMARK encourages open communication and welcomes your suggestion and comments. You are urged to speak to the Food Service Director or the College's staff liaison to ARAMARK, the Dean of Students, about your concerns.

Meal Hours (subject to change)

Hattie B. Strother Cafeteria is the main dining hall on campus. The hours of operation of this facility are:

Monday, Tuesday, Wednesday		7:00 am - 9:00 am 10:30 am - 2:00 pm 4:30 pm - 7:00 pm
Thursday		7:00 am - 7:00 pm
Friday		7:00 am - 9:00 am 10:30 am - 2:00 pm 4:30 pm - 6:30 pm
Saturday	Brunch	11:30 am - 1:00 pm
	Dinner	4:30 pm - 5:30 pm
Sunday	Brunch	11:30 am - 2:00 pm
	Dinner	4:30 pm - 5:30 pm

The Den is a retail dining facility. The hours of operation for this facility are:

Monday - Thursday	8:00 am - 10:30 pm
Friday	8:00 am - 2:00 pm
Sunday	7:00 pm - 10:00 pm

Meal Plans

Resident students must participate in an approved College meal plan. Multiple meal plans are available to meet the needs for all students, faculty, and staff. Meal plan options are listed below:

The **Wildcat Meal Plan** has no limit to the number of visits a student can eat in the cafeteria. This plan also comes with \$125 “Cat Cash” to spend in The Den.

The **Big Cat Meal Plan** also has no limit to the number of visits a student can eat in the cafeteria. This meal plan comes with \$75 “Cat Cash” to spend in The Den.

The **Little Cat Meal Plan** allows 175 meals per semester for the student to use at any given time they choose. This meal plan comes with \$50 “Cat Cash” to spend in The Den.

The **Paw Meal Plan** allows 135 meals per semester for the student to use at any given time they choose. This meal plan comes with \$25 “Cat Cash” to spend in The Den. (This meal plan is only available for English Village and College Drive Apartment residents.)

The **Commuter Cat Meal Plan** comes with \$100 “Cat Cash” to spend in The Den.

Seconds Policy

Louisiana College and ARAMARK offer unlimited seconds on all items except steak night and theme dinners. This policy is intended to provide students with as much food as needed while preventing waste. Portions may seem small, but it is important to note that diners can come back for seconds (or even thirds and fourths) if they wish. Offering small portions with unlimited seconds is the most effective way to control your food dollar.

An “unlimited seconds” policy means second helpings must be for paid diners and that they must be eaten in the dining room. This privilege cannot be extended to include food taken out of the dining room.

Carry-Outs

Always on the run? Use the “To Go Program.” To meet the needs of students who are always on the go, carry-out trays are allowed. In order to stay in line with operating costs, only one container and one cup is allowed to be taken out of the cafeteria.

Boxed Meals

If a person cannot be at the dining room for a meal because of a class conflict or work schedule, boxed meals are available Monday through Friday, with 24-hour notice. Bring your class schedule or a note from your employer. The Den is also offered as an alternative food service facility with more flexible hours.

Meal Cards

Validated identification cards are issued regularly to every student. You will be required to use this card each time you eat in the dining room. To speed service, please have it ready before you reach the checker’s station. Please do not argue with checkers. They are under strict orders to admit only persons who hold a valid meal card and to confiscate any card that is invalid or is not being used by the person to whom it is issued. Checkers may not deviate from these regulations. Any exceptions or temporary meal tickets must be obtained through the Director of Food Services.

Dress

Appropriate dress, including shirts and shoes, is required at all times in the dining room.

Catering

ARAMARK Campus Services provides catering services for all on-campus functions. All on-campus catering must be approved by the Director of Food Services. Students, faculty, staff, and College guests may contact catering services for special events by calling 487-7661.

Special Diets

Occasionally, health reasons may make it necessary for a student to be on a special diet. The College will make every effort to arrange a diet designed specifically for the student requesting it. The procedure for requesting a special diet is simple. Bring a signed letter from the doctor stating the kind of diet required and background information regarding the reason for the special diet. It would be helpful for the doctor to provide sample diets along with a list of foods you can and cannot eat. The Food Service Director will then set up procedures with each student for specific dietary needs.

Suggestion Board

We encourage students to use the suggestion board in the dining room. To receive a personal response, please include your name and campus address.

Guest Prices (subject to change)

Breakfast	\$4.50	Premium Meal	\$7.00
Lunch	\$5.50	Sunday Lunch	\$6.75
Dinner	\$6.50		

BUSINESS OFFICE

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

8:00 a.m. - 12:00 p.m.
1:00 p.m. - 3:30 p.m.

STUDENT ACCOUNTS

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

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

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

COLLEGE REFUND POLICY

DROP/ADD: Courses may be dropped by the end of the last day of registration with a full refund (see the College Calendar for dates). After the last day of registration, pro-rata refunds are given only if the student resigns from all classes.

RESIGNATION FROM THE COLLEGE: No withdrawal is official unless it is made through the Office of Academic Affairs, the Registrar's Office, and the Business Office. The resignation process will be complete once the resignation form is presented to and signed by the Business Office. Refunds will be calculated as of that date. Students who feel they have extenuating circumstances such as personal injury, death of a family member, illness, etc., may file an appeal with the Student Aid Appeals Committee. Appeal forms are available in the Financial Aid Office. Enrollment at Louisiana College represents a contractual commitment by the student to fulfill all financial obligations (including repayment of financial aid) to the College regardless of when the student may cease to be enrolled. The following tables indicate the refund schedule.***

FALL AND SPRING SEMESTERS

<i>Period of Class Attendance</i>	<i>Percentage of Fees to Be Refunded</i>
Resignation 2nd week*	90% less administrative fee**
Resignation 4th week	50% less administrative fee**
Resignation 8th week	25 % less administrative fee**
Resignation after 8th week	No Refund

SUMMER SEMESTER 4-WEEK SESSIONS

<i>Period of Class Attendance</i>	<i>Percentage of Fees to Be Refunded</i>
Resignation within 1-2 school days*	90% less administrative fee**
Resignation within 3-4 school days	50% less administrative fee**
Resignation within 5-10 school days	25% less administrative fee**
Resignation after 10 school days	No Refund

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

**Federal regulations allow institutions to exclude an administrative fee of up to \$100.00 or 5% of the total institutional costs (whichever is less) from Federal Refund Calculations.

***For students who feel they have extenuating circumstances, such as personal injury, death of a family member, illness, etc., he/she may file an appeal with the Student Aid Appeals Committee. Appeal forms are available in the Business Office.

DISTRIBUTION OF REFUND CHECKS

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

TITLE IV FINANCIAL AID RECIPIENTS

In accordance with the 1998 Reauthorization of the Higher Education Act of 1965, the refund policy for Title IV aid recipients has been changed to the "Return of Title IV Funds" policy. The law now defines the amount of Title IV grants and loans that the student has earned the right to use. The amount a student has

earned is directly related to the length of time he or she has remained enrolled during the semester. The law requires that a certain percentage of Title IV funds be returned when a student resigns before completing more than 60% of the semester for which s/he received the funds. **Specific information and examples regarding the Return of Title IV Funds policy are available in the Office of Student Financial Aid.**

STUDENT RECORDS

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

STUDENT RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act requires that personal identifiable information, other than general “directory information,” be released only with the written consent of the student. The College is required by law to release student information if requested by judicial order or lawfully issued subpoena. If such action becomes necessary, when possible, the student will be notified in advance of compliance.

DIRECTORY INFORMATION

The “directory information” listed below is customarily made available to students, their families, and the general public upon request without the consent of the student. Students may request that all or part of this “directory information” be withheld by making a written request to the Registrar. Requests must be received by the end of late registration each semester.

- Name
- Date and place of birth
- Current and permanent addresses and phone numbers
- E-Mail Address
- Major and minor field of study
- Hours currently enrolled
- Classification
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Previous educational institutions attended
- Weight and height (for athletes)
- Photographs

PERMANENT RECORDS

Academic records are maintained by the Vice President for Academic Affairs. They constitute the student’s permanent record and contain only information relevant to academic performance. These records are available only to authorized persons. Judicial records contain information relating to student violations of College policy and are kept by the Dean of Students. They are maintained separately from academic records and are available only to authorized persons. For further information regarding judicial records, see *Student Handbook*, Student Judicial Policies and Procedures.

ACCESS TO RECORDS

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

STUDENT RIGHT TO CHALLENGE RECORDS

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

1. The student will submit to the custodian of the record a written statement setting forth the specific inaccuracy or incompleteness of the record. The statement or challenge will be filed as part of the record pertaining to the student.
2. If further action is desired, the student will confer with the custodian of the record concerning the matter and attempt to resolve the matter satisfactorily. Any agreed settlement will be written and signed by the student and custodian and made a part of the record.
3. If the challenge is not settled by the student and custodian, the student will have the right to appeal to the Student Appeals Committee by submitting a copy of the challenge and the record to the Committee. After a hearing, the committee will determine the validity of the challenge. The decision of the Committee will be reduced to writing and made a part of the record.

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

LOCATION OF STUDENT RECORDS

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

<u>RECORD</u>	<u>CUSTODIAN</u>	<u>LOCATION</u>
Academic-- Course records, grades, transcripts,	Registrar	Alexandria Hall Room 146
Admissions-- Applications, ACT scores, recommendations	Director of Admissions Registrar	Alexandria Hall Room 108 Room 146
Testing— Test scores	Counselor Dean of Students	Hixson Student Center
Disability Evaluations-- Program to Assist Student Success	Director of PASS	Academic Resource Center Warner Cottage
Judicial-- Investigative records, hearing records, disciplinary outcomes	Dean of Students	Hixson Student Center

Financial Aid--

Aid applications,
financial statements,
award letters

Director of
Financial Aid

Alexandria Hall
Room 108

Residence Life--

Room assignments,
damage deposit records,
residence life disciplinary records,
fines

Director of
Residence Life

Hixson Student Center
Room 209

Medical--

Health history,
medical records,
donor records,
physician and immunization
records

Coordinator of
Health Services

Hixson Student Center
Room 144

Career Placement--

Recommendations,
references, résumés

Career Development
Staff

Hixson Student Center

CAMPUS FACILITIES**THE CARROLL AND ELIZABETH HIXSON STUDENT CENTER**

The Carroll and Elizabeth Hixson Student Center, an integral part of the educational program of the College, is the “community center” for all members of the College family including: students, faculty, staff, alumni, and guests. The Hixson Student Center offers a snack bar (The Den), a television viewing area (The Frye Suite), game room (The Scratching Post), campus mail services, the Baptist Collegiate Ministry (BCM) Suite, the Louisiana College Bookstore, Health Services, a computer lab, meeting rooms, International Students Organization room, Aramark Director of Food Services, and lounge areas. The Student Development Suite is located on the upper level of the Hixson Student Center. Offices located in the suite include Vice President of Student Development (VPSD), Dean of Students, Executive Secretary to the VPSD, Coordinator of the College Calendar, International Student Organization Advisor, Director of Residence Life, Assistant Director of Residence Life, Director of Student Activities, Coordinator of Campus Safety and Security, Student Government Association (SGA), Coordinator of Cheerleading, and Director of Intramurals. The Career Library and a conference room are also located in the suite.

THE GRANBERRY CONFERENCE CENTER

The Conference Center contains two conference suites and four adjoining meeting rooms. Connected to the Hixson Student Center, the conference center includes the Formal Lounge and the Presidential Dining room. The use of these facilities for special events may be arranged by calling the Coordinator of the College Calendar at 487-7105.

LOUNGE FACILITIES

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

THE SWIMMING POOL

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

RICHARD CROWELL TENNIS CENTER

College tennis courts, located near the main entrance to the campus, are available for students, employees, and authorized guests from 8:00 a.m. until 11:00 p.m. daily, except during scheduled class hours. The courts may be reserved for use at other times by calling the College Calendar Office at 487-7105.

JAMES AND MARY BAKER HEALTH AND WELLNESS CENTER

The James and Mary Baker Health and Wellness Center, dedicated in March, 2001, is comprised of two components, health care and fitness. The 33,000 square foot fitness facility is known as the Louisiana Athletic Club and provides the finest student recreation space in the state. Amenities include: a four lane lap swimming pool, a pool for therapy and exercise classes, a gymnasium, areas for free weights and stationary exercise equipment, an aerobic studio, racquetball courts, a walking track, and a child care area. CHRISTUS Cabrini Healthplex, the 23,000 square foot health care portion of the facility includes physician's offices, clinical areas, and educational space.

RESERVATION OF COLLEGE FACILITIES

Students, administrators, faculty, staff, and campus organizations may reserve facilities for meetings and special events at no cost. The Coordinator of the College Calendar schedules facilities for use by various groups. The office is located in the Student Development Suite of the Hixson Student Center (487-7105). To assure priority for the use of campus facilities, all functions and meetings sponsored by Louisiana College must be scheduled through the Coordinator of the College Calendar. The College-wide calendar of events is prepared a semester in advance and is posted on the Louisiana College website (lacollege.edu). Campus organizations or other groups involved in short-term planning which require the use of College facilities must follow this procedure:

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

STUDENT LIFE: HOW TO GET INVOLVED

STUDENT ORGANIZATIONS

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

POLICIES GOVERNING STUDENT ORGANIZATIONS

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

CHARTERS AND CONSTITUTIONS

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

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

Policies governing an organization's constitution are as follows:

1. Each constitution must contain a statement that the organization and its members agree to uphold and abide by the regulations of Louisiana College.
2. Constitutional changes must be approved by the SGA and the Director of Student Activities.
3. Any action of an organization which violates its constitution and by-laws or brings discredit to the College or student body will result in disciplinary action..
4. Whenever any organization becomes inactive or fails to meet the specified requirements following a semester of probation, its constitution may be revoked by recommendation of the Vice President of SGA, and the consensus of the Dean of Students, the Director of Student Activities, and majority vote of the SGA.

5. Unchartered organizations, and groups that participate in activities contrary to established College policy, are not permitted. Participants in such activities or groups will be subject to disciplinary action.

STUDENT ELIGIBILITY

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

ACADEMIC REQUIREMENTS-- All students who seek to be involved as officers or committee members of the Student Government Association or the Union Board, or as members of any student organization under the supervision of the Student Development Department of the College must achieve and maintain a minimum cumulative grade point average of 2.0 on a 4.0 scale.

MEMBERSHIP REQUIREMENTS-- Students involved as members of any organization under the supervision of the Student Development Department of the College must achieve and maintain a minimum cumulative GPA of 2.0 on a 4.0 scale. Students failing to meet this requirement will be placed on probation for a period of one semester. If the required 2.0 GPA has not been achieved by the end of this period, the student will be suspended from participation in campus organizations. For more information about academic and membership requirements, see Louisiana College policy 230.10.

PROVISIONAL PLEDGESHIP-- Students who have completed nine hours of college work and who have an overall GPA between 1.5 and 2.0 may serve a "provisional pledge ship" with a student organization under the supervision of the Director of Student Activities and with the approval of the President's Table. Students may take part in Provisional Pledge ship for only one semester, after which time they must achieve an overall 2.0 GPA in order to be initiated into the organization. For more information, see policy 230.102.

RESPONSIBILITIES OF ORGANIZATION PRESIDENTS

Duties of organization presidents include:

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

ORGANIZATIONAL EVENTS

In planning events, organizations should abide by these guidelines:

1. Submit a "Request for College Event Form" to the Director of Student Activities 30 days prior to the event. Event forms are available in the Student Activities Office.

2. Functions sponsored by student organizations must be endorsed by the faculty advisor and approved by the Director of Student Activities.
3. Organizational advisors and officers are held responsible for the planning, scheduling, and overall conduct of the activities of their organization. They are expected to follow College Calendar Procedures.
4. Student organizations sponsoring off-campus events must function within the frame work of established College policy.
 - a. Student organizations will assume complete responsibility for the conduct of all participants attending their functions. Failure to accept this responsibility will subject the organization to suspension of social privileges and/or revocation of College recognition.
 - b. A College representative must be in attendance at off-campus events sponsored by student organizations. The representative must be the faculty advisor, or a mature adult designated by the advisor.
 - c. Publicity regarding off-campus events must be approved in advance by the Director of Student Activities.
5. The sponsoring organization will be responsible for the conduct of all persons attending any event or activity. The consumption or possession of alcoholic beverages at any organizational activity is strictly prohibited.
6. No organization will require its members to participate in any activity incompatible with scholastic attainment, the general development of the individual, or the College mission. **ALL FORMS OF HAZING ARE STRICTLY PROHIBITED** and may result in severe disciplinary action.

CO-CURRICULAR ACTIVITIES AND ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

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

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

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

UNION BOARD

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

Union Board consists of four executive officers, selected in a campus wide election each spring semester, and twenty representatives selected by the Executive Council each fall. The Board is supervised by the Director of Student Activities. Any full-time student with a minimum grade point average of 2.0 may be eligible to run for Union Board office. Certain offices may require specific experience or expertise. Consult the Union Board constitution for detailed information.

ACADEMIC ORGANIZATIONS

APLE—Association of Professional Educators of Louisiana, Division of Education
ATSA- Athletic Training Student Association, Department of Health & Physical Education
FOREIGN LANGUAGE CLUB--Division of Humanities
HISTORY CLUB—Division of History, Political Science, and Pre-Law
MU ALPHA THETA--Department of Mathematics and Computer Science
STUDENT ART SOCIETY--Student Artist Guild
PHYSICAL EDUCATION MAJORS AND MINORS--Department of Health and Physical Education
PI KAPPA DELTA--Communication Arts Department
PSYCHOLOGY CLUB—Division of Human Behavior, Psychology Department
ROUND TABLE—Division of History, Political Science, and Pre-Law
SOCIAL WORK CLUB—Division of Human Behavior, Department of Social Work
SOCIETY FOR THE ADVANCEMENT OF MANAGEMENT—Division of Business Administration
STUDENT NURSES ASSOCIATION—Division of Nursing

HONOR SOCIETIES

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

GREEK LETTER SOCIALS

A. Sororities:

DELTA XI OMEGA
KAPPA TAU BETA
LAMBDA CHI BETA
PSI KAPPA TAU

B. Fraternities:

SIGMA THETA
TAU ALPHA KAPPA
PSI KAPPA PHI

SOCIAL/SERVICE CLUBS

AMNESTY INTERNATIONAL
ASSOCIATION FOR ALCOHOL AND DRUG DEPENDENCY
INTERVENTION ON COLLEGE CAMPUSES
BREAKING ALL BARRIERS
CIRCLE K
COLLEGE REPUBLICANS

COLLEGE DEMOCRATS
INTERNATIONAL STUDENT ORGANIZATION--local special interest club
for international students and minorities; open membership
EXTREME SPORTS CLUB
LIBERTARIANS
MU KAPPA--special interest club for missionary dependents
ROTARACT
SAILING CLUB
SWIM CLUB

CAMPUS MINISTRIES

BAPTIST COLLEGIATE MINISTRY
CAMPUS BAPTIST MEN
FELLOWSHIP OF CHRISTIAN ATHLETES
CHRISTIAN VOCATIONS FELLOWSHIP
FIRE STARTERS
JACOB'S SOCIETY--Catholic fellowship organization
PENTECOSTAL STUDENTS FELLOWSHIP
WOMEN ON MISSION

OTHER GROUPS/ACTIVITIES

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

STUDENT ORIENTATION STAFF (SOS)

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

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

STUDENT PUBLICATIONS

The purpose of student publications is to provide students with laboratory experience in publishing. The following student publications are under the supervision of the Department of English, Journalism, and Languages.

The Wildcat

The campus newspaper is published weekly. Written, edited, and published by student staff members, the newspaper provides a laboratory experience for the development of journalistic skills. Scholarships are available for specific staff positions. For more information, call 487-7220.

The Pine Knot

Published annually, the College yearbook is staffed by students in a laboratory experience for the development of journalistic skills. Scholarships are available for specified staff positions. For more information, call 487-7221.

INTRAMURAL SPORTS

The Louisiana College intramural program provides recreational opportunities in both team and individual sports for year-round participation. Activities include flag football, volleyball, badminton, tennis, softball, basketball, golf, and many others. Registration deadlines for each sport are printed in the College calendar. Students may sign up for team or individual play in the office of Student Development. For more information, call the Director of Intramurals at 487-7447.

SPORTS

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

VARSITY/INTERCOLLEGIATE ATHLETICS

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

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

Varsity sports are offered through the Athletic Department. Louisiana College sponsors varsity athletic teams for both men and women in basketball, soccer, and tennis. LC also supports football, baseball, and golf for men; softball and cross country for women. Students may attend games and meets free of charge. A minimum ticket fee may be charged for tournaments and regional playoff games. For further information, contact the Athletic Director at 487-7559.

Baseball Men's intercollegiate competition only.

Contact: Coach Mike Byrnes 487-7322

Basketball Men's & Women's intercollegiate competition.

Men's Contact: Coach Gene Rushing 487-7503
Women's Contact: Coach Janice Joseph Richard 487-7430

Cheerleading Men and women are selected through competitive process; must be full-time student with minimum 2.0 GPA.

Contact: Ms. Amy Sue Morrow 487-7124

Wildcat Mascot Man or woman is selected through competitive process; must be full-time student with minimum 2.0 GPA.

Contact: Ms. Amy Sue Morrow 487-7124

Cross Country Track Women's intercollegiate competition.

Contact: Coach Jeremy Huffman 487-7350

Football Men's intercollegiate competition only.

Contact: Coach Dennis Dunn 487-7725

Golf Men's intercollegiate competition only.

Contact: Coach Billy Brooks 487-7502

Soccer Men's & Women's intercollegiate competition.

Contact: Coach Derek Godwin 487-7096

Softball Women's intercollegiate competition only.

Contact: Coach Tim Whitman 487-7559

Tennis Men's and Women's intercollegiate competition.

Contact: Coach Jason Huffman 487-7350

Sports Information Director

Contact: Coach Alex Goodling 487-7590

WILDCAT HOSTESSES

Wildcat Hostesses are Louisiana College co-eds who help in the recruitment of prospective student athletes in the sport of football. Students must meet a GPA requirement and interview to be admitted. For further information, contact Coach Dennis Dunn at 487-7725.

CHEERLEADERS

The LC Wildcat Cheerleaders and "Alex" the mascot are recognized College representatives who encourage school spirit and good sportsmanship at athletic events. The cheerleaders and mascot are selected each spring through an interview and try-out process. Scholarships are available for all cheerleaders and the mascot. For more information, contact Ms. Amy Sue Morrow, Cheerleading Sponsor at 487-7124.

DRAMA/FORENSICS/BROADCASTING

The Department of Communication Arts provides opportunities for participation in campus dramatic productions, membership on the College debate squad, and broadcast opportunities on KZLC. The Department of Communication Arts is located in Martin Performing Arts Center.

theatre louisiana college (tlc)

Open auditions are held for each of the College productions. Previous acting experience is not required. Students, faculty, and staff who are interested in the technical aspect of theatre are invited to contact the Technical Director. For additional information, contact the Artistic Director of tlc, Ms. Tabitha Huffman, at 487-7495 or the Technical Director at 487-7227.

Debate Squad

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

KZLC-FM, Radio LC

KZLC-FM, Radio LC, is the student directed broadcast station operated by the Department of Communication Arts. Operating on 95.5 MHZ, this station is licensed by the Federal Communication Commission to serve the Pineville-Alexandria area and operates 24 hours a day, seven days a week. The basic format is Contemporary Christian music. An emphasis is also placed on news from the campus, varsity athletic games, and special events of interest. The station also streams on the internet at www.lacollege.edu/KZLC worldwide. KZLC is the official voice of LC Varsity Athletics. For additional information, contact the Department Coordinator, Mr. Jeff Young at 487-7321.

MUSICAL ENSEMBLES

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

Chorale

The Louisiana College Chorale is a select group under the direction of the Director of Choral Activities. Course credit is offered and auditions are held each semester. Contact Dr. Fred Guilbert at 487-7404.

The Louisianans

Several concerts by this men's chorus are held each semester for campus and community. Humor is a regular ingredient of each concert. Auditions are held each semester. Contact Dr. Fred Guilbert at 487-7404.

LC/CENLA Band

Sponsored by the Department of Music, the LC/CENLA Band brings students and local community together for performances of classic, as well as popular, instrumental music. Course credit is offered. For further information, call Dr. Ron Burns 487-7336.

Opera Workshop

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

RELIGIOUS LIFE AND SPIRITUAL ENRICHMENT

PURPOSE

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

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

CAMPUS MINISTRIES

BAPTIST COLLEGIATE MINISTRY

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

BCM activities include:

- 1) Sanctify, Monday night worship (Mondays 8-9:30 p.m. in Granberry Large Conference Room), a contemporary worship experience for the entire LC campus that includes a student praise band, student testimonies, student drama and a Biblical challenge led by the Director.
- 2) Opportunities for students to use their God given gifts and abilities in leadership and ministry positions.
- 3) An extensive mission program. Three mission trips are planned each year to give students an opportunity to participate at a state, national, or international level.

The BCM commitment is threefold, a commitment to:

1. Christ – likeness.
2. Christ – centeredness.
3. Christ’s lordship.

The function of the BCM is also threefold, to:

1. Reach those on and off campus who don’t know Christ.
2. Connect students to the local churches.
3. Strengthen the faith of those who already know Christ.

CHURCH VOCATION FELLOWSHIP (CVF)

The Church Vocation Fellowship (CVF) serves students who anticipate careers in church ministries. Sponsored under the auspices of the Division of Christian Studies, CVF provides opportunities for ministry, spiritual growth, and educational enrichment beyond the classroom. Students who receive the CVF stipend will be given a schedule of meetings of the CVF. Contact Mrs. Susan Middleton for more information at 487-7254. Applications may be faxed to 7425

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

The Fellowship of Christian Athletes (FCA) is open to all faculty, staff, and students as well as varsity athletes and students with particular interests in sports, health, and physical education. It provides opportunities for service and fellowship. Interested individuals may contact the Athletic Director for more information at 487-7559.

JACOB'S SOCIETY

The purposes of this organization are to create opportunities to deepen the faith of our Catholic Christian community through spiritual, social, and service activities, and to foster a better understanding of the Catholic faith within other denominations. Meetings are Tuesdays at 10:50 a.m., GREC - Room 116. For more information please call Chris Riche' 487-7129.

PENTECOSTAL STUDENT FELLOWSHIP

The Pentecostal Student Fellowship provides support and fellowship for Pentecostal students and fosters cooperation with other religious organizations. Meeting times and places are posted on campus.

SPIRITUAL AND CULTURAL ENRICHMENT

PROGRAMS FOR THE LOUISIANA COLLEGE COMMUNITY

The Spiritual and Cultural Enrichment (SCE) programs of the College exist to support the total development of students, enrich learning beyond the classroom, and foster Christian community, educational experiences, fellowship, renewal, and the celebration of individual and group achievement. Cultural and Spiritual Enrichment activities are planned under the direction of the College Life and Development Committee. This campus-wide committee involves student, faculty, and staff representatives as well as the Student Worship Committee to provide direct input into the planning and coordination of worship services and assemblies. Video or audio-taping of programs by members of the audience is not permitted because it may be a violation of copyright law as well as an infringement on the property rights of speakers. Faculty and staff are also asked to attend spiritual and cultural enrichment programs.

SPIRITUAL AND CULTURAL ENRICHMENT MEETING TIMES

Weekly programming is offered in Guinn Auditorium every Thursday at 11:00 a.m. during the fall and spring semesters. Students who arrive at the program after 11:00 a.m. will not receive credit for the event. Thursday programs consist of a variety of worship experiences featuring guest speakers, musicians, and artists. Services generally conclude by 11:50 a.m. Students should mark this time on their schedule during registration when preparing their schedule of classes. Each semester includes at least one week of special emphasis such as the Sanders' Lectures in the fall and the Campus Revival in the spring. These special events are held on Tuesday, Wednesday, and Thursday. An adjusted Wednesday schedule is used for special emphasis weeks and appears in the College Schedule and Registration Booklet. In addition to weekly programs and lecture series, other spiritual enrichment events may be offered for credit. Spiritual Enrichment programs are planned by the Spiritual Enrichment Committee.

Cultural Enrichment programs will be offered at various times throughout the semester. These include, but are not limited to, LC plays and concerts (Louisianans, Chorale, LC Band, etc.), student, faculty, or guest recitals, and art exhibits with accompanying gallery talks.

Students should check the published online campus calendar for a complete listing of all approved Spiritual and Cultural Enrichment programs and plan their schedules accordingly.

ATTENDANCE REQUIREMENTS

Attendance is required of all regularly enrolled students taking nine or more hours. The non-traditional student is defined as any student who is 25 or older by August 31 of the academic year in question. All other students 24 and younger follow the current policy. A student must accumulate the specified number of Spiritual and Cultural credits designated on the chart below in order to graduate from Louisiana College. The chart represents the *minimum* number of credits that must be earned from the cultural and spiritual enrichment calendars. Each student is responsible for recording his/her presence using the student identification number.

	<u>Spiritual</u>	<u>Cultural</u>	<u>Total Per Semester</u>
Per Semester	10 credits	5 credits	15 credits

Non-traditional students are required to earn a *minimum* of 5 spiritual credits and 2 cultural credits per semester. If a student has already earned a college degree, there will be no Spiritual and Cultural Enrichment requirements for graduation.

Since all students who study abroad are required through these programs to attend spiritual and cultural enrichment events, they will receive full credit for Spiritual and Cultural Enrichment (SCE) requirements for that semester.

FAILURE TO MEET ATTENDANCE REQUIREMENTS

Spiritual and Cultural Enrichment (SCE) credits are a requirement for graduation. Students will receive a Satisfactory/Unsatisfactory grade in Spiritual and Cultural enrichment and this grade will be posted on the transcript with other course grades. This grade will not be calculated into the student's grade point average. However, it will affect the student's ability to register for subsequent semesters. Students who fail to complete the required number of spiritual and cultural enrichment credits for a semester will receive a "U" (Unsatisfactory) in SCE and must make up these deficiencies the following semester.

If a student fails to meet the spiritual and cultural enrichment requirement for a particular semester, *the shortage for that semester should be made up in the following semester by attending at least the number of events required for that semester plus enough additional credits to compensate for the deficiencies from the previous semester.* For example, a student who receives only 7 spiritual credits during his or her first semester will receive a "U" (Unsatisfactory) in Spiritual Enrichment. The student must earn 13 spiritual credits the following semester (10 for the current semester and 3 for the previous semester). **If a student fails to satisfy the requirements for the current semester, or to compensate for the deficiencies of the previous semester, the student will not be allowed to register again until the requirements are met.**

NOTE! All students must earn the designated number of Spiritual and Cultural Enrichment credits in order to meet the requirements for graduation. Students should plan their schedules around Spiritual and Cultural Enrichment activities as they do for other courses!

This policy applies to all currently enrolled students, except for students who have earned 60 hours or more prior to the beginning of the fall semester of 2007. The college will honor the previous policy for those students for one year. Beginning with the Fall 2008 semester, this policy will apply to all students.

ATTENDANCE CARDS

Attendance cards are available at all spiritual enrichment programs for a period of ten minutes prior to its beginning. Each student must fill out an attendance card accurately and completely, including Student ID number, and give the card to an attendance monitor at the end of the program. Attendance cards will be accepted only by monitors and only as students exit the building at the close of the program. Only one attendance card will be accepted from each student and the attendance monitors may ask to see the student's I.D. card as a condition for acceptance of the attendance card. No card will be accepted from any student after the monitors leave the building.

After receipt of a chapel card, should a student leave the building for any reason, the card must be turned in to the monitor at the door. Should a student find it necessary to leave the program due to an emergency, allowances will be made.

EXEMPTIONS

Absences for routine medical appointments, job interviews, and family responsibilities will not be excused and should be scheduled at other times. Since spiritual enrichment programs are offered at various times throughout each week, exemptions will be rarely given. All requests for exemption will be turned in to the office of Student Development for consideration.

DRESS IN CHAPEL

Students should be aware of the dress code at all times on campus and particularly during chapel. The Code of Conduct makes the following statement regarding standards of dress for students on campus.

The College believes its students should adhere to generally accepted standards of dress appropriate for chapel, class, meetings of the student body, occasions of a ceremonial nature, and the noon meal on Sunday.

Historically, a few social fraternities or sororities, as well as academic societies, have required their pledges or members to appear in chapel in uncommon and sometimes inappropriate modes of dress. Many of those in attendance sense a disruption in the worship experience. The following policy came into being as a result of the strong feeling that the purpose of chapel precluded such planned disruption.

Organizations that require their pledges to wear any special dress, will refrain from requiring those students to take a conspicuous place in chapel.

1. The Director of Student Activities will review with the Presidents' Table actions as described above and work with these organizations to enforce the above policy.
2. Pledges who are required to wear clothing deemed inappropriate for chapel will be asked by a chapel monitor to sit in the balcony or to the rear of the auditorium.
3. Students failing to comply with the directions of a chapel monitor will be subject to disciplinary action.
4. Organizations guilty of repeated violations of the policy will be subject to loss of charter.
5. Faculty sponsors will be responsible for enforcement of this policy.
6. Special dress required of pledges must have written approval from the organization's sponsor.

RESIDENCE LIFE

PURPOSE

The goal of Residence Life is to offer the students of Louisiana College a living environment that enhances their academic success, promotes community, provides opportunities for social interactions, and promotes the learning of life skills outside the classroom.

RESIDENCE HALLS

OFFICES AND STAFF

The College has six residence halls: College Drive Apartments, Cottingham Hall, Tudor Hall, Church Hall, English Village, and Married Student Housing. Each residence hall is directly supervised by a Head Advisor or Dormitory Director living on the premises. Student Resident Assistants (RA's) supervise approximately twenty residents and are the first point of contact for students in campus housing. The Residence Life Department is a unit of Student Development and under the general supervision of the Vice President of Student Development and the Dean of Students. Residence Life offices are located in the Student Development Suite on the top level of the Hixon Student Center and can be reached by calling 487-7154.

2007-2008 RESIDENCE LIFE STAFF

Vice President of Student Development – Dr. Peggy Pack
Director of Residence Life – Ms. K.B. Thomas
Dormitory Director of Cottingham Hall – Mrs. Roni Williams
Head Advisor of College Drive Apartments – Ms. Jamie Ries
Head Advisor of Tudor Hall – Mr. Ted Williams
Head Advisor of Church Hall – Mr. Daniel Lowery
Head Advisor of English Village Apartments – Mr. Eric Friedman
Apartment Manager for Married Student Housing – Mr. Eric Johnson

ON CAMPUS RESIDENCY REQUIREMENTS

All single full-time students under age 22 are required to live in campus housing unless they are a commuter student. After completion of 8 semesters of dorm living, or after reaching age 22, students will be eligible to apply to live off campus. Request for Exemption forms are available in the Residence Life offices. A commuter student is defined as a full-time student who is a dependent of a parent or legal guardian with whom s/he has physical residence and living within a 50 mile radius of Louisiana College.

Approval to live off campus may be granted by the Vice President of Student Development and/or the Director of Residence Life, if a student meets one of the following criteria:

1. Enrolled for less than 12 hours during a fall or spring semester.
2. Has completed eight semesters of residence hall living.
3. Turns 22 before the last day of registration.
4. Lives locally with a parent or guardian.

GUIDELINES

1. Students enrolled for twelve or more semester hours during the fall and/or spring semesters are required to live on the Louisiana College campus.
2. Students who reside with parents or legal guardians within a fifty mile radius of Louisiana College are exempt from the policy. New students must state, at the time of acceptance, their intention to live on campus or with parents. Each student must verify policy compliance with the Vice President of Student Development and/or the Director of Residence Life prior to the completion of registration.
3. Louisiana College reserves the right to cancel registration, to suspend or dismiss any single student who fails to comply with the policy.
4. All petitions to live off campus are distributed through the office of the Director of Residence Life. The responsibility for hearing the student cases and rendering decisions are at the discretion of the Vice President of Student Development and the Director of Residence Life.

SEMESTER ROOM CHARGES

Room rent is based on the semester schedule and does not include holidays. **No refunds will be given on room reservation two weeks or more after the semester has started.** After holidays or breaks, students are not permitted to return to campus prior to the date announced in the College Calendar. They are to vacate their rooms according to the closing date in the College Calendar. Special arrangements must be made through the Director of Residence Life if a student needs to arrive early or stay late. Charges are assessed on a per day basis for any days the buildings are not officially open. Additional fines may be assessed if the resident does not vacate his/her room by the designated time.

Dormitory rent is subject to change from year to year to meet the rising demands of housing expenses. Students will be advised of such changes as soon as possible. Per semester 2007-2008 housing charges are as follows:

Cottingham Hall	<i>Double</i>	\$930	<i>Private</i>	\$1380
Tudor Hall	<i>Double</i>	\$930	<i>Private</i>	\$1380
Church Hall	<i>Double</i>	\$930	<i>Private</i>	\$1380
College Drive Apartments	<i>All Rooms</i>			\$1300
English Village Apartments	<i>2 Person</i>			\$1160
	<i>4 Person</i>			\$1100
	<i>6 Person</i>			\$1040

These rental charges do not include holidays. Holiday housing can be provided upon completion of the appropriate application in the Residence Life office. Each holiday requires a separate application. Students will be charged \$5 per night for holiday housing. In addition, these charges do not include summer housing. Students who register for classes or stay in the area for summer employment can apply for summer housing at the rate of \$75 per week. Summer residents must pay two weeks rent in advance prior to moving into the assigned room. Payments must be made on a weekly basis thereafter. Failure to pay rent in a timely manner will be removed from the dorm, denied further housing privileges, and not permitted to register/attend classes until the balance is paid.

FINES FOR FAILURE TO FOLLOW CHECK-OUT PROCEDURES

Fines apply to end of holiday check out as well as end of summer and end of semester check out. Students will not be permitted to register, attend classes, or get a transcript until all fines are paid. Students will be fined for the following. If a student:

1. Moves out or leaves without checking out with the Resident Assistant . . . \$50. This fine applies to those who leave the residence with their belongings and fails to meet with their Resident Advisor to review and sign the check out slip detailing the condition of the room.

2. If the student is late for Personal Check-out time scheduled with the Resident Assistant . . . \$20. This fine applies to those who remained in the dorm and were late for Personal Check-out time.
3. Remains 1 to 29 minutes past the posted dorm closing: . . . \$50.
Remains 30 minutes or more after the posted dorm closing . . . \$175. If the student has not checked out of their room 30 minutes after the posted dorm closing, their belongings will be moved to storage and the fine will be added to their student account. The \$175 fine must be paid before belongings can be taken from storage.
4. Fails to remove all belongings and trash . . . \$50 minimum/\$500 maximum. Students who leave personal property and/or trash in their room after check out will be fined based on the amount of materials that have to be removed by Residence Life staff.

STAFF MEMBER ON DUTY (SMOD)

The Residence Life staff provides 24-hour *emergency* coverage for the students living in the residence halls. If a student's Resident Assistant (RA) or Head Advisor or Dormitory Director is not accessible, the Staff Member on Duty (SMOD) can be reached by calling 487-SMOD (487-7663).

MAIN DESK

The central point of each residence hall (with the exception of College Drive Apartments) is the main desk located in the lobby. A Residence Life Staff member is available at the main desk from approximately 5:00 p.m. until midnight daily to provide information and service students and guests.

RESIDENCE HALL ACCESS

Students who require access to College Drive Apartments, Tudor Hall, Cottingham Hall, or Church Hall after 12 midnight may enter through the keypad lock door in the building. In the event of failure of a combination lock, residents should call 487-SMOD (487-7663). Security personnel will be dispatched to the defective entrance every hour to permit access to students. If this situation occurs, residence hall doors are to be opened only by authorized College officials.

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

RESIDENCE HALL OPENING AND CLOSING

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

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

Athletes and international students who need to stay additional days past the end of the semester, or who need to return early (before residence halls officially open), must have their coach or International Student Advisor send a written request to the Director of Residence Life at least 10 days before the additional days are needed. The Residence Life office has no obligation to make provisions for such students if requests are not submitted on time.

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

DORM OPENING AND CLOSING DATES FOR THE 2007-2008 ACADEMIC YEAR

<u>DATE</u>	<u>TIME</u>	<u>OPEN/CLOSE</u>	<u>EVENT</u>
August 19, 2007	2:00 pm	Open	Fall Semester
September 3, 2007	no classes and dorms remain open		Labor Day
October 4-5, 2007	no classes and dorms remain open		Fall Holiday
November 16, 2007	5:00 pm	Close	Thanksgiving Break
November 25, 2007	2:00 pm	Open	
December 19, 2007	5:00 pm	Close	Christmas Holidays
January 8, 2008	2:00 pm	Open	
January 21, 2008	2:00 pm	no classes and dorms remain open	MLK Holiday
March 20, 2008	5:00 pm	Close	Easter Holiday
March 30, 2008	2:00 pm	Open	
May 7, 2008	5:00 pm	Close	Summer Break

KEY SECURITY AND REPLACEMENT

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

Lost keys or secure cards should be reported immediately to the Resident Assistant and/or Head Advisor/Dormitory Director. Lost keys will be replaced at a cost of \$10.00 per key. Students living in College Drive Apartments and Cottingham Hall will be issued a secure card to access their residence hall. Unauthorized possession of a secure card is a serious offense and will result in disciplinary action. Lost or broken secure cards will be replaced at a cost of \$35.00 per card.

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

FIRE SAFETY

ALARM SYSTEMS

All residence halls are equipped with fire safety alarm systems. If a fire is detected, activate the alarm system and contact the Head Advisor or SMOD immediately. Unnecessary activation of fire alarm systems or use of fire control equipment is a violation of state statutes and is punishable by law. Louisiana College will deal with the offense seriously. Minimum sanction: students will be fined \$100 and placed on probation.

Residents can expect each dorm to conduct a minimum of one fire drill per semester. All fire alarms are to be treated seriously and failure of any resident to vacate the building when an alarm sounds will result in a minimum of a \$50 fine. Residents will receive instruction at an informational meeting at the beginning of the semester on the fire procedure for his/her assigned dormitory.

CANDLES

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

APPLIANCES

The use of certain appliances is a violation of fire and safety standards. Students may not have large appliances in their rooms. Air conditioners, electric heaters, hot plates, electrical skillets, halogen lamps, grills, toasters, coffee pots with hot plates, sandwich makers, and waffle irons are specifically forbidden. The use of grills in or around residence halls is also strictly forbidden. If any item in question is not listed here, it is the discretion of the Residence Life staff to determine whether or not the item will be permitted for fire and safety reasons.

Microwaves, televisions, stereos, DVD's/VCR's, and small refrigerators (one of each per room) are permitted. It is the responsibility of each resident to contact his/her roommate to make sure these items are not duplicated. Students should consult the Head Advisor if the use of an appliance is questionable.

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

MAINTENANCE OF FACILITIES

ROOM INVENTORY AND DAMAGES

Students and/or the Resident Advisor (RA) will complete a room inventory form before the resident moves any belongings into the room. Upon termination of room occupancy, the room will be inspected by the Resident Assistant who will note any damages that are different that at the time of check-in. The damages will be assessed, and the student will be billed for the cost of the repairs. It is the responsibility of the student to respect facilities of the College. Incidental wear and damage that results from normal use is a matter of routine maintenance and not the responsibility of the student.

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

DAMAGE DEPOSIT

All residents must have a \$50.00 damage deposit on account prior to occupancy. Funds from this deposit will be used to defer the cost of damages, outstanding bills, or improper checkout upon termination of residency. Residents who vacate rooms during a term may be reimbursed for the damage deposit when a staff member checks the condition of the room, the resident returns the room key to the Head Advisor, and files a written request for a refund with the Director of Residence Life. Failure to check out properly will

result in the forfeiture of the room deposit and possible additional fines. Residents who leave the College during the summer break may receive a refund by following the above procedure and submitting a written request to the Director of Residence Life at least thirty (30) days prior to the end of the term. Residents are responsible to provide the correct and current mailing address for refund checks. If a student requests a refund of the damage deposit and plans to return to the residence hall the following term, s/he is responsible to resubmit a damage deposit prior to the return to campus.

RESIDENCE HALL AND VEHICLE INSPECTION

Resident Assistants will conduct weekly room checks to assure that all policies and procedures are followed in the residence halls. Residents do not have to be present for the room checks to be completed. The Residence Life staff has the right and responsibility to check in closets, microwaves, refrigerators, and under furniture without express consent. Violations reported during routine room checks will be dealt with according to the Louisiana College *Student Handbook*. Minor infractions (e.g., absence from mandatory dorm meetings) may be dealt with by the Residence Life Staff. More serious violations will be assessed with consequences imposed by the Dean of Students and/or the Judicial Committee or Board.

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

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

MAINTENANCE AND REPAIRS

Maintenance requests should be reported to a Resident Assistant, Head Advisor, or Dormitory Director as soon as possible. In order for maintenance issues to be addressed in a timely manner, it is the responsibility of the residents to complete a detailed work order. Requests should specify the nature and exact location of the problem. Emergency requests should be made to the Head Advisor, Dormitory Director, or the Staff Member on Duty. Should a maintenance problem persist, the resident should inform the staff again. Emergency maintenance needs should be reported as soon as they are discovered. If repairs are due to neglect or abuse by a resident(s), the resident(s) will be required to pay for repairs or replacement. In addition, fines may be imposed.

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

PETS

Pets, except for fish in aquariums, may not be kept in the residence halls, married student housing, or on campus. Students found in violation of this policy will be fined a minimum of \$50.00 and subject to further

disciplinary action. Also, students who feed stray animals on campus, including but not limited to cats, dogs, squirrels, etc., will be fined a minimum of \$50.00.

SMOKING

The use of tobacco products in the residence halls is strictly prohibited. Smoking is not permitted in the residence halls or within 50 feet of the outside of any residence hall. Designated smoking areas are located throughout the campus.

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

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

GUEST HOUSING

Louisiana College does not provide guest housing due to limited space in the residence halls. Resident students may have overnight guests of the same sex with prior approval of the Head Advisor/Dormitory Director (HA/DD). Requests to have guests stay in the residence halls should be submitted to the HA/DD at least 24 hours in advance of the guest's arrival. Guests are not permitted to stay in the residence halls for longer than 5 days without special permission from the Director of Residence Life and consent of the roommate(s) of the host. Resident students are responsible for the conduct of their guests and should thoroughly inform guests of College policies. Guests are expected to comply with the rules of the College as noted in the *Student Handbook*. Resident students may be held accountable for, and be disciplined for, violations and damages caused by their guest(s).

TELEPHONE SERVICES

Modular telephone connections are available in residence hall rooms. Residents may utilize local telephone service free of charge by providing their own telephones. This phone service does not include an automated voicemail so the resident may also wish to purchase an answering machine.

Residents may utilize long distance service by placing collect calls or by acquiring a telephone credit card from a preferred long distance company. For further information, students should contact their HA/DD.

It is the responsibility of the resident to report all telephone and internet problems to the IT Department via email, itdept@lacollege.edu. If internet services are not functioning, call 487-7181.

LAUNDRY

Each residence hall is equipped with laundry services and vending machines. Students are requested to show consideration for other residents by the prompt removal of clothes from washers and dryers. Clothes left in the laundry room for more than 48 hours will be removed and taken to Good Will. Monetary losses or mechanical problems with laundry machines should be reported to the HA/DD. Louisiana College is not responsible for the loss, theft, or damage of clothing in the residence hall laundry rooms.

A laundry fee is added to each resident's account at the time of registration in order to provide coin free laundry services. The laundry fee is subject to change from to semester without advance notice.

GENERAL REGULATIONS

RESIDENCE HALL CHECK IN PROCEDURES

Residence halls will officially open on Sunday, August 19, 2007, at noon. The Residence Life staff will conduct check in when students arrive. A health insurance card, emergency contact information, a cell phone number for the resident, and the license plate number of the vehicle the student will drive on campus will be required to be kept on file. Students are responsible for notifying Residence Life when this information changes. **Students will not be permitted to check in to the residence hall without proof of meningitis vaccination on file with the Louisiana College Health Services Office.**

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

MANDATORY RESIDENCE HALL MEETINGS

Mandatory hall meetings are called by the director of Residence Life, Head Advisors, Dormitory Directors, or Resident Assistants to inform students of pertinent matters. Every resident is *required* to attend these meetings. Disciplinary action will result and a fine of \$25.00 will be assessed for residents who miss a mandatory meeting. If a resident knows that s/he will be unable to attend a mandatory dorm meeting (due to work, school, athletic responsibilities), s/he is responsible for notification of the RA and application for an exemption. This exemption must be requested at least 7 days in advance of the scheduled meeting. Approval of the exemption is at the discretion of the HA/DD, or Director of Residence Life. If an exemption is granted, it is the responsibility of the resident to schedule time with the RA to obtain the information shared at the meeting. Failure to apply for an exemption or to follow-up with an RA, or to attend a meeting without an exemption, will result in a \$25 fine. Residents will be required to abide by all Residence Life policies and procedures shared in residence hall meetings, regardless of whether or not the resident attended the meeting in which rules were changed or added.

ROOM CHANGES

Room change requests must be processed and approved by the Director of Residence Life, and or the HA/DD and agreed upon by all parties involved. Room changes are processed during the first two weeks of each semester. Once room assignments are finalized, additional room changes are not permitted during the semester. The resident will be responsible for additional room charges that result from a room change, should the cost of room rental be more than the original fees assessed.

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

ROOM CONSOLIDATION

If a student is left without a roommate for any reason within the first 5 weeks of any semester, the student may be required to consolidate rooms with another student who does not have a roommate unless s/he agrees to pay for a private room. This policy ensures that all persons that have the privilege of a private room are treated equally. Consolidation means that the student will either have to select a new roommate, or will be moved to another room with a roommate. Students will be given the option to choose their own roommate and decide who will move. The Head Advisor/Dormitory Director is available to help with

consolidation and will provide names of persons who need roommates. If a student fail to make their own arrangements, the College will reassign the student to another room, or assign the student a new roommate. After 5 weeks of classes, students who are left without a roommate are exempt from consolidation (and private room fees) unless unusual circumstances warrant consolidation.

COURTESY HOURS

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

Courtesy hours prohibit the following:

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

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

ROOM VISITATION/OPEN HOUSE PRIVILIGES

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

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

1. A guest must be a minimum of 18 years of age unless s/he is a current full-time student of Louisiana College or a family member.
2. Guests must enter the residence hall through the main entrance, or the entrance closest to the back desk check-in area.
3. Guests must leave their student ID's with the RA on duty at the residence hall office.
4. Residents must meet their guests at the sign in area and escort them to their room or a lounge area. A resident may not check another resident's guest into the dorm.
5. Guests must conduct themselves according to the rules of the College and of the residence halls. This specifically includes quiet hours.
6. Rooms must be well lit (overhead lights must be on at all times) and the doors must remain open and unlocked.
7. Residents, and their guests of the opposite sex, are not permitted to lie on dormitory beds for any reason. They also may not be under the same blanket on any piece of furniture.
8. Residents, and their guests of the opposite sex, must keep their feet on the floor when sitting on the same piece of furniture.

9. At the conclusion of the visit, or the conclusion of Open House hours, guests must be escorted back to the residence hall office area by their host to reclaim their ID and check out.
10. A roommate's privacy, plans, needs for rest and quiet time must be considered when a resident plans to bring a guest to the room.
11. Guests must use designated opposite sex restrooms during their visit. These restrooms are located in the lobby areas and it is the responsibility of the resident to escort the guest to the restroom and back again.
12. Guests are required to check out by the end of Open House hours and exit the residence hall through the same door they used to enter the building.

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

Open House Hours for In Room Visitation

Tuesday Evenings	7:00 – 10:00 pm
Thursday Evenings	7:00 – 10:00 pm
Saturday Evenings	7:00 – 11:00 pm
Sunday Afternoon	1:00 – 4:00 pm

Open House Hours for Residence Hall Common Areas

Monday through Thursday	Close at Midnight
Friday and Saturday	Close at 1:00 am
Sunday	Close at Midnight

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

THEFT AND VANDALISM

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

TERMINATION OF RESIDENCY

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

UNAUTHORIZED SOLICITATION AND SALES

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

USE AND POSSESSION OF ALCOHOL AND/OR OTHER ILLEGAL SUBSTANCES

The use and possession of alcohol and/or other illegal substances is prohibited in residence halls or on campus. Posters, clothing, and other décor that advertise or promote alcohol or any other illegal substance is expressly prohibited in the residence halls or on campus. Possession of another person's prescription drugs is also a violation of College policies.

MOST COMMON RESIDENCE LIFE FINES

Missing a mandatory dorm meeting	\$25
Failure to check out for holidays	\$25
Failure to check out properly when a resident moves out of the dorm	\$25
Lost keys	\$10
Lost Secure Card	\$35
Failure to evacuate building during a Fire Alarm	\$100
Pulling a Fire Alarm without cause	\$100
Failure of weekly room check (first offense)	written warning
Failure to clean room within 24 hours of written warning	\$25
Repeated failure of weekly room check	\$100
Excessive noise	\$25
Possession of illegal items in room, e.g., candles, coffee pots./ offense	\$15
Feeding stray animals	\$50
Possession of pets in the dorm	\$50
Open house violations	loss of privileges
(English Village, College Drive Apartments, and Church Hall residents will be required to move)	
Use of tobacco products in a residence hall	\$25
Use of alcohol or other illegal substance in residence hall	disciplinary action
Failure to comply with college official	\$25 minimum
(Includes Resident Assistants, Head Advisor, Dormitory Director, Director of Residence Life, Faculty, Staff, or Administrator)	

SAFETY AND SECURITY

LOUISIANA COLLEGE COMMUNITY

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

SECURITY OFFICERS

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

EMERGENCY PROCEDURES

In the event of a campus-wide emergency, the Safety and Security Administrator (SSA) will act with complete and full authority to implement a plan for coping with the emergency. In the absence of the SSA, the President and/or the Vice President of Student Development will act as coordinator for emergency preparedness.

MEDICAL EMERGENCIES

In the event of a medical emergency, call 911 and notify the Staff Member on Duty, 487-SMOD (7663), and Campus Security 308-6505 (Cell) or 487-SAFE (7233) (Office) immediately. State your name, location, and nature of the emergency. Only authorized persons (EMS) may transport individuals to area hospitals. **Students are not to transport injured persons to medical facilities. All accidents must be reported promptly to the Safety and Security Department.**

FIRE EMERGENCIES

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

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

EMERGENCY EVACUATION PLAN

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

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

SCHOOL CLOSING

Decisions close the campus or suspend classes will be made by the Administrative Council of the College, the President, or his designee, and publicized by the Director of College Communications . In the event of inclement weather or an emergency that necessitates the suspension of classes, students should tune to local radio stations for detailed information or call the College Operator (“O” or 487-7011).

ILLNESS

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

PROPERTY LOSS/THEFT

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

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

SAFETY ESCORT PROGRAM

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

PARKING AND TRAFFIC REGULATIONS

Traffic regulations provide for the safety of pedestrians and drivers alike. Listed below are policies governing parking and traffic on campus.

Permits Required for Parking

Only vehicles conspicuously displaying a current College permit may park on College property including Residence Halls and parking lots.

Special parking areas are provided for the disabled, visitors, faculty and staff. The Safety and Security Department will issue parking permits during registration to those students requiring a parking permit(s). During registration, students will complete a form describing the make, model, color, and license plate of their vehicle. A current parking permit must be prominently displayed. Properly displaced is as follows: must be placed on the lower corner of the back windshield or bumper directly behind the driver’s side of the vehicle by removing the paper from the back of the decal and permanently sticking the decal using the adhesive provided (this does not include tape). Decals placed on the inside of windshields and taped to bumpers will not be accepted. Only one current year permit will be displayed on the vehicle. A replacement permit or first time registration permit may be obtained from the Registrar’s office during the school year. Motorcycles must also be registered and the permit displayed in a conspicuous place.

Designation of Parking Zones

Designation of parking zones are as follows:

<u>Permit Zone</u>	<u>Location</u>
1,000's	Cottingham Lot
2,000's	Tudor Lot
3,000's	English Village Lot
<u>Permit Zone</u>	<u>Location</u>
4,000's	LC Married Student Lot
5,000's	Commuter Lot
6,000's	Church Hall Lot
7,000's	College Drive Apartments Lot

Commuters are allowed to park in any legal area **NOT RESERVED**.

Resident Hall parking zones are to be used by residence hall students and their guests. Students are restricted from parking in another zone and must park in the zone designated by the registered permit.

Parking Permits for People with Disabilities

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

Temporary Parking Permits

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

Parking Assignments

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

Red	Fire zones
White/Yellow	Reserved parking
Blue	Handicapped

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

PERMIT RESTRICTIONS

1. **Spaces marked for VISITOR:** Parking is restricted to individuals who are not currently affiliated as an employee or student of Louisiana College. Also, visitor spaces are not to be used by anyone registered on campus.
2. **Spaces marked for DISABLED:** Parking is restricted to vehicles displaying a placard or state issued handicapped permit.
3. Students must park in the **ZONE** designated by the vehicle parking permit.
4. **Bicycles, Mopeds (Motor-assisted Bicycles), Skates, and Skateboards:** Bicycles and mopeds must be operated in accordance with applicable state law. Bicycles, skates, skateboards, and rollerblades are

prohibited in all buildings, foyers, pedestrian ramps, and adjacent walkways. Individuals skating or rollerblading on the College campus are required to wear a protective helmet, elbow pads, gloves, and kneepads.

5. **Speed Limit:** Unless otherwise posted, the speed limit on roads and streets of the College are 15 mph and the speed limit on all parking lots is 10 mph.
6. **Parking is not permitted in the following restricted, color-coded areas:** Red-Fire zones, White/Yellow-Reserved parking, Yellow-Zebra stripes (No Parking), Blue- Handicapped parking.
7. **Pedestrian Rights and Duties:** Pedestrians have the right-of-way at marked crosswalks and at intersections. Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on said street. Pedestrians must not leave the curb or their place of safety and walk or run into the path of a vehicle, which is so close that it is impossible for the driver to yield.
8. The CIRCLE, and only the circle, is available for parking between the hours of 6:00 p.m. and 1:00 a.m., Monday through Sunday to all students. Anyone parking before or after the designated time will be issued a citation. Also, 10 minute parking is for students to park for 10 minutes or less.
9. **Vehicles must be parked correctly in parking spots so that the LC permit is visible from the road. Backing into a parking spot, or pulling through, is not acceptable and violators will be ticketed.**

VIOLATIONS, FINES, AND DISCIPLINARY ACTION

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

VIOLATIONS AND FINES

\$100.00 Fine

- parked in handicapped space
- parked in fire lane

\$30.00 Fine

- speeding
- driving on grass or sidewalk
- parked in reserved space
- illegal turn
- reckless operation of a vehicle

\$30.00 Fine

- no parking permit
- blocking or obstructing traffic
- blocking trash dumpster
- failure to stop for pedestrian in crosswalk
- failure to stop at STOP sign
- wrong way on one way street

\$15.00 Fine

- improperly displayed permit
- parked in visitor space
- double parking street/lot
- parked in unauthorized parking lot
- parked on grass/sidewalk
- parked in a No Parking Zone
- 10-15 minute parking over given time
- backed-in Parking
- littering

PAYMENT OF FINES

Fines will be posted to the students account at the Business Office and may be paid through regular payment procedures. All fines must be paid within 14 business days from the receipt of the citation. Students who do not pay fines will not be permitted to pre-register or register for the succeeding semester; transcripts and grades will be withheld until all fines are paid.

TRAFFIC AND PARKING APPEAL PROCESS

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

1. citation number(s);
2. license plate number of vehicle(s) and permit number(s);
3. student identification number;
4. name, address, phone number, and signature of person requesting the appeal.

Appeal(s) will be delivered to the College Post Office and sent to the Director of Safety and Security for review. The Director may order payment of fine(s) in whole or in part, cancellation of such charge(s), cancel charge(s), or forward appeal(s) to the Traffic Court.

Appeals are processed by the Traffic Court based solely on the written appeal and the appellant shall be notified in writing of the Court's decision. If an appeal is denied, the fine becomes due on the date the appellant is notified of the denial by the Traffic Court. The decision of the Traffic Court appeal process is final.

In addition to payment of fines, a person receiving a sixth parking and/or traffic citation within one semester will be subject to losing parking and/or driving privileges on campus.

TOWING OF VEHICLES

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

STUDENT JUDICIAL POLICIES AND PROCEDURES

CODE OF STUDENT CONDUCT

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

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

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

The process is designed to preserve the dignity and privacy of each individual. Confidentiality of disciplinary proceedings is maintained at all levels with the following exceptions. (1) Appropriate authorities will be notified when students are at risk to harm themselves or another individual or group. (2) If an accused student chooses to disclose confidential information regarding judicial proceedings, then the right to confidentiality will be deemed to be waived. The alleged breach of confidentiality will be investigated and accurate information may then be released to vindicate the actions of the college and the judicial process. (3) The parents of dependent students who violate the Code of Student Conduct may be notified at the discretion of the Vice President of Student Development or the Dean of Students.

STUDENT RESPONSIBILITIES

Every student admitted to Louisiana College assumes an obligation to:

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

GENERAL INFORMATION

- A. Judicial Records.** To assure student privacy, judicial records and investigative materials related to violations of the Code of Student Conduct are kept separate from academic or administrative records and maintained in the Office of Student Development. The disclosure of information from the judicial records follows the Family Educational Rights and Privacy Act and the exceptions listed above. When disclosure is compelled by legal process or by student consent, authorization will be given only by the Vice President for Student Development or the President of the College. Judicial records are kept in confidential files for at least five years after the student leaves Louisiana College.
- B. Residence Hall and Vehicle Inspections.** Louisiana College respects a student's right to privacy and guards against arbitrary and unnecessary intrusion. College personnel may enter a student's room to ascertain health and safety conditions, check the physical condition of the room, make repairs to facilities, perform custodial operations, and aid in emergency situations. Occupants are required to maintain their rooms in an orderly and hygienic manner. Residence hall staff will make periodic inspections of the rooms to insure that adequate living standards are maintained. Students failing to maintain adequate standards of cleanliness may be billed for custodial services. Inspections may lead to searches if materials in violation of the Student Code of Conduct are observed.
- C. Search of Persons, Residence Halls, and Vehicles.** The College reserves the right to enter and conduct a search of any room if a violation of College regulations is suspected or if materials in violation of the Student Code of Conduct are observed. Authorization for searches can be given by the President of the College, Vice President for Student Development, Dean of Students, Director of Residence Life, or his/her designee. In situations where it is deemed that a delay to obtain authorization constitutes a danger to individuals or property, or may result in the destruction or disposal of contraband, the room or vehicle can be entered and searched without authorization. Individuals may also be searched if, in the opinion of College personnel, the person may be in violation of the Code of Conduct and may possess or hide evidence. Reasonable effort will be made to conduct the search in the presence of an occupant of the room, the person who registered the vehicle on campus, and a witness. Trained dogs can be used to assist in a search at the discretion of the Vice President of Student Development, the Dean of Students, or the Director of Residence Life. A search will be conducted by at least two College employees. A list of objects/items taken as the result of a search will be signed by all individuals involved in the search and witnesses. Any occupant present during the search will be asked to sign the list of objects/items being removed, not as an admission of guilt, but to confirm the items taken.
- D. Off-Campus Conduct.** A student charged with a crime or serious violation off campus may be subject to the Louisiana College judicial process. The college reserves the right to initiate judicial proceedings against students if it is deemed to be in the best interest of the College, or if the offense is of a nature that represents a threat to the health, safety, and/or welfare of faculty, staff, or students. College judicial proceedings may be initiated against students separate and in addition to legal or criminal proceedings. The College may proceed with an investigation and sanctions prior to the resolution of any civil actions. Examples of off campus behavior that may subject a student to the College judicial process include, but are not limited to, illegal sale distribution, or manufacture of drugs, physical assault, battery, rape or sexual assault, child or elder abuse, DWI, murder, shoplifting, arrest and detention.
- E. Immediate Temporary Suspension.** The college reserves the right to suspend a student immediately (prior to formal review) if in the opinion of the Vice President of Student Development the student's continued presence is considered a behavioral or medical risk which poses potential danger to the student or the college community, or is otherwise incompatible with the orderly operation of the college.

THE STUDENT JUDICIAL PROCESS

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

PROCEDURE FOR REPORTING OFFENSES

Any member of the College community may report a student or student organization believed to be in violation of the Code of Student Conduct. A preliminary complaint may be given orally followed by a written report filed with the Dean of Students. The complaint should include (A) the full name, address, and phone number of the complainant, (B) the full name, address, and phone number of the student being accused of the violation (if available), (C) the date, time, and location of the alleged violation, (D) a clear description of the alleged violation, (E) any information or evidence supporting the alleged violations, (F) the names of any witnesses or persons with pertinent information.

Any person filing a complaint may be required to appear at any conferences or hearings regarding the alleged violation, unless excused by the Dean of Students for good cause. Should the complainant fail to show up for a scheduled conference or hearing, the case may be dismissed at the discretion of the Dean of Students.

OVERVIEW OF THE JUDICIAL PROCESS

First Level: Any student or student organization accused of violating the Code of Student Conduct for the first time will participate in an informal *Resolution Conference* with the Dean of Students, or his or her designee. When appropriate, the complainant may also participate. Possible outcomes: (1) the Dean of Students dismisses the charges, or (2) the Dean of Students finds the student guilty of the violation and imposes sanctions.

If the accused student disagrees with the outcome of the Resolution Conference, the matter may be pursued to the second level of the judicial process. *If the student has had a previous serious or related judicial offense, a Resolution Conference is not convened and the case must go directly to the second level of the judicial process.*

Second level: The accused student may elect for their case to be heard by the Judicial Committee or the Judicial Board.

Judicial Committee Panel—The accused and the complainant may present their cases to the Judicial Committee, comprised of the Dean of Students (or his/her designee) and two faculty, staff, or administrators from the College Judicial Committee. Possible outcomes: (A) the Panel dismisses the charges, (B) the Panel upholds the charges and the sanctions, and/or (C) the Panel modifies the sanctions.

Judicial Board Hearing—The accused and the complainant may present their cases to the Judicial Board, comprised of six students (the Chief Justice, the Senior Justice, and four Associate Justices) and one faculty, staff, or administrator from the Judicial Committee. A quorum consists of the Chief Justice, the Senior Justice, two Associate Justices, and one Judicial Committee member. During times when the Judicial Board is unable to hear cases (e.g. exam periods, summer sessions, or prior to Judicial Board

selections), the second level of the judicial process will be handled by the Judicial Committee Panel. Justices who have a prior relationship with the accused must recuse themselves. In the event that a quorum cannot be attained because Justices recuse themselves, the case will be heard by the Judicial Committee Panel.

The Judicial Board Hearing shall be under the direct supervision of the Vice President of Student Development. If needed, the Vice President of Student Development will answer procedural questions posed by the Judicial Board. At the request of the Chief Justice, the Dean of Students will attend hearings to present the judicial record and respond to questions from the Judicial Board. The Dean of Students will not otherwise take part in the Judicial Board Hearing. Possible outcomes: (A) the Board dismisses the charges, (B) the Board upholds the charges and the sanctions, or (C), the Board modifies the sanctions.

Third level: The Student Appeals Committee is comprised of one College administrator, two faculty members, and two students. A quorum consists of three members. Decisions will be by majority vote. If the Appeals Committee refuses to hear the appeal, the original decision and sanctions will be implemented. Decisions of the Judicial Committee Panel or the Judicial Board Hearing may be appealed by the accused student or the complainant for any of the following reasons: (1) procedural error, (2) new evidence not available for the first conference or hearing but significant enough to potentially impact the decision made by the original hearing body, (3) unsupported conclusions, or (4) disproportionate sanctions. Appeals must be made in writing to the Student Appeals Committee within two working days of the decision by the Judicial Committee Panel or the Judicial Board Hearing. If the Appeals Committee decides to hear the case, they may (1) dismiss the charges, (2) uphold the charges and sanctions made at the second level of the judicial process, or (3) modify the sanctions.

Fourth level: The decision of the Student Appeals Committee may be appealed to the President of the College, or his or her designee, **only if the sanction imposed involves expulsion**. Otherwise, the decision of the Student Appeals Committee is **final**.

GUIDELINES FOR THE RESOLUTION CONFERENCE

The Resolution Conference serves to resolve alleged violations in an informal setting and is only available for first offenses. Once a complaint is filed with the Dean of Students, the accused student will be contacted to schedule an appointment for the Resolution Conference. The Resolution Conference will involve the accused student, the Dean of Students (or his/her designee), and a witness selected by the Dean of Students (i.e. a member of the Student Development staff). The accused may be accompanied by a non-attorney member of the faculty or staff, who will not otherwise participate in the Resolution Conference.

After hearing all of the evidence, the Dean of Students may either (1) dismiss the complaint or (2) find the student guilty and prepare a Resolution Document. The Resolution Document will include a description of the violation as well as any sanctions imposed. A written copy of the Resolution Document will be made available to the accused student within 24 hours or one business day following the Resolution Conference. The accused student is responsible for picking up a copy of the Document from the Executive Secretary of Student Development. The student must sign the document as an indication that s/he has received and read the decision.

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

GENERAL GUIDELINES FOR STUDENT JUDICIAL COMMITTEE PANEL AND JUDICIAL BOARD HEARINGS

Formal student judicial conferences and hearings include those in the second and third levels of the judicial process, i.e. the Judicial Committee Panel, the Judicial Board Hearing, and the Student Appeals Hearing. The accused will be given a minimum 24 hour notice of the conference or hearing. Notices may be given by phone, in person, or hand-delivered to residential students by a member of the Residence Life staff. Students living off-campus will normally be contacted by phone, then be responsible for picking up a copy of the notice from the Executive Secretary of Student Development. In either case, the person responsible for delivery of the notice, will document and sign the date and time of delivery of the notice to the accused. In the event the accused refuses to accept delivery, such refusal will constitute notice and will be noted and documented in writing. In order to expedite the judicial process, an accused student may waive the 24 hour requirement by signing a form available from the Student Development Office. If an accused student is unavailable for notice to be delivered, or refuses delivery, the student may forfeit rights to a second level hearing.

The accused student may be accompanied by a person of his or her choice, who may not be an attorney. This person may not actively participate in the proceedings unless requested to do so by the hearing board, and will only be allowed to be present in the hearing room during the questioning of the accused by the hearing board. If this person becomes disruptive, the hearing board may dismiss him/her from the proceedings. If the accused student fails to appear before the hearing board, the sanctions will be upheld and no further appeal will be permitted.

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

Witnesses for both the accused and the complainant may be called into the room to provide information supporting or refuting the alleged violation(s). Witness testimony should focus on the event in question. All questioning of witnesses, including the accused and complainant, will be conducted by the board. Neither the accused nor the complainant may question witnesses, nor be allowed in the hearing room while such questioning takes place. The accused is not allowed to cross-examine witnesses or the complainant during any of the proceedings.

After all statements, questions, and supporting information have been submitted to the hearing board, it will go into an executive session to make its deliberations. The decision of the board/panel will be by majority vote. A written copy of any judicial outcome will be made available to the accused student within 24 hours or one business day following the conference or hearing. The accused student is responsible for picking up a copy of the decision from the Executive Secretary of Student Development. The student must sign a form indicating that he/she has received and read a copy of the decision. Failure to sign the form will be documented in writing by the Executive Secretary.

Tape recordings and/or written notes will be maintained during the presentation of the case. However, deliberations of the Board or the Committee will NOT be recorded. The accused has the right to listen to the tape or review the notes of the presentation of the case in the Student Development Office during regular business hours. Appointments must be scheduled with the Executive Secretary for Student Development. If a transcript has been prepared of the hearing, the accused may also view the transcript. However, the accused does not have the right to request the preparation of a transcript, nor does the accused have the right to request a copy of either the tape or the transcript. Neither the tape nor the transcript may be removed from the Student Development Office. No one is allowed to accompany the accused while he/she is listening to the tape or viewing the transcript. All taped and written evidence,

including evidence of prior offenses by the accused, presented at any level of the judicial process will be available at any and all subsequent hearings.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

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

A. DISRESPECT OF COMMUNITY AUTHORITY

- 1. Failure to Comply with College Officials/Insubordination.** Students are obligated to comply with any legal directive or instruction of a College official, faculty and staff, security officer, or those selected to act on behalf of the College (e.g. resident assistant, game room worker, etc.). This includes, but is not limited to, presentation of an ID upon request; appearance when summoned for an official conference; verbally and physically paying respect for College faculty, staff, guests, and vendors; and compliance with campus parking/traffic regulations. Insubordination includes verbal offensiveness and obscene gestures
- 3. To Aid, Abet, or Conceal Violators.** Students are not permitted to assist, encourage, support, or provide false information in regard to a violator/violation of the Code of Student Conduct, or any local, state, or federal laws.
- 4. Reckless Behavior.** Students must avoid any behavior that creates risk or danger to others or the College community. Violations include, but are not limited to, propping exterior doors open in residence halls, disclosing or giving residence hall door access codes or keys to unauthorized people, throwing objects from windows (e.g. water balloons, eggs, paint balls, etc.), throwing objects that may cause bodily harm is prohibited, or reckless driving.
- 5. Disregard of the Judicial System.** Students are obligated to comply with the terms of any College sanction, judicial hearing or conference. Harassment of any witness, providing false or inaccurate information at any judicial conference, attempting to influence the impartiality of a member of a hearing board prior to and/or during the course of a hearing, or filing a false complaint are prohibited.
- 6. Interference or Failure to Comply with Emergency Procedures.** Intentional interference with emergency procedures prescribed for any building, structure, or facility on College premises, or failing to follow prescribed emergency procedures such as willful disregard of an emergency alarm signal is prohibited.

B. VIOLATION OF PERSONAL WORTH OR SAFETY

- 1. Possession of Explosives, Firearms, Knives, or Other Weapons.** Possession, use, or threatened use of dangerous items including, but not limited to, shotguns, rifles, pistols, air rifles, BB guns, bows, swords, knives, explosives, and other potentially lethal or damaging weapons is prohibited. Paint ball guns, fireworks, and any gas, liquid or other substance or instrumentality, which in the manner used, is calculated or likely to produce death or bodily harm are prohibited. Possession includes but is not limited to one's person; residence hall room; office; academic, administrative, or maintenance building; or vehicle. Resident students who wish to have hunting weapons on campus must *register and store them* with Campus Security.
- 2. Assault.** Any attempt or threat to do harm to another person with force or violence is prohibited. This includes, but is not limited to, threatening to cause or causing physical harm to a person or engaging in reckless behavior that may cause physical injury to another person.
- 3. Harassment.** Verbal, written, or physical abuse, annoying communications or threats directed toward any student, faculty, staff, or guest of the College is prohibited.

Examples include, but are not limited to: defamatory remarks (whether written, spoken, or published in any form), intimidation, stalking, humiliation, prank calls, inappropriate computer use, or abuse because of one's race, color, religion, sex, disability, age, national or ethnic origin. Sexual harassment is defined as repeated and unwelcome sexual advances, which interfere with an individual's work or academic environment. Coercive behavior which threatens employment, suggests or imposes academic reprisal, or promises rewards in exchange for sexual or monetary favors are also prohibited.

4. **Hazing.** The use of physical violence, or any activity or communication calculated to impose embarrassment; harassment; physical, emotional, or mental strain, or any activity which would in any way jeopardize the physical, moral, or scholastic well-being of any individual; mentally antagonizing a student, guest, or employee, or placing him or her under threat of physical harm is prohibited. The expressed and implied consent of a person to any such actions will not be considered an exception to this policy and is not an acceptable defense. Responsibility for infractions rests with the offending individual as well as the officers and members of any organization involved in such action. *Hazing is prohibited by Louisiana Law. Violators may be subject to fines or imprisonment.*

C. LACK OF SELF-DISCIPLINE

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

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

2. **Possession, Consumption, or Distribution of Illegal Drugs and Mind-Altering Substances.** The College prohibits the possession, consumption, distribution, manufacture, or sale of (1) illegal drugs, (2) drug paraphernalia. Illegal substances are defined as those that have the capacity to alter a person's mood, behavior, or thoughts, and substances that are taken without prescription or medical authorization. Drugs include, but are not limited to marijuana, any narcotic, central nervous system stimulant, hallucinogenic chemicals, anabolic steroid, barbiturate, prescription medication, or schedule I, II, III, IV, or V drugs as defined by state law. The term "paraphernalia" refers to implements employed in the use or abuse of drugs. Any violation of the drug policy will subject a student to judicial procedures and sanctions and possible prosecution under the law. Officials of the College reserve the right to require a student to show proof of a drug free condition including drug testing whenever college representatives suspect or have reason to believe that an individual might be engaging in illegal drug use on or off campus. "Suspicion" or "reason to believe" includes common behaviors and symptoms

routinely associated with a person under the influence. The college reserves the right to use a narcotic detecting dog when drugs are suspected on college property. Refusal to submit to be tested or to have person or property searched will receive consequences for the offense in question. Students who test positive will be required to pay for drug testing and/or the services of the narcotic detecting dog.

3. **Smoking Violations.** Smoking and/or tobacco use is prohibited in all buildings of Louisiana College. Smoking and/or tobacco use will not be permitted near the entrance of any campus building, nor on walkways and traffic ways except as designated.
4. **Indecent Expression.** Obscene or inappropriate conduct, expressions, or materials are prohibited and will result in disciplinary action. This includes but is not limited to lewd, indecent, profane, or vulgar language, writing, expression, behavior, or dress; Peeping Toms; indecent exposure; and possession of pornographic materials. Printed material or clothing which condones alcohol consumption is also prohibited.
5. **Sexual Misconduct.** Students are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. Any student who engages in or advocates engagement in sexually immoral acts or lifestyles will be subject to disciplinary action. Some examples of acts and lifestyles deemed sexually immoral by the College are participation in sexual activities outside of marriage, adultery, homosexuality, incest, sexual abuse of children or adults, and/or the possession of pornography in any form including but not limited to paper, digital, or recorded .
6. **Sexual Assault.** Any act of a sexual nature directed against another person, forcibly, and/or against that person's will, is prohibited.

D. MISUSE OR ABUSE OF PROPERTY

1. **Unauthorized Use of Telephones.** Unauthorized long distance calls or calls resulting in surcharges to any telephone on College premises is considered theft and is prohibited.
2. **Theft.** Theft of property belonging to the College, its agents, or any member of the College community is prohibited. Appropriation or attempted appropriation of personal, organizational, or institutional property without the consent of its owner is a serious offense and is also prohibited. Furniture, fixtures, or equipment may not be removed from College facilities without consent of the owner.
3. **Vandalism or Arson.** No alterations of any kind may be made to walls, windows, furniture, or College-owned property without the expressed permission of the Vice-President for Business Affairs or designee. Acts of arson in or on College-controlled property, facilities, or equipment are cause for dismissal from the college and may also be subject to legal charges.
4. **Unauthorized Entry into College Facilities.** Unauthorized entry by a student, student organization, or group of students into College facilities is prohibited by the College. This includes, but not limited to, residence halls, academic buildings, library, etc.
5. **Unauthorized Possession or Use of Property.** Unauthorized possession of keys, examinations, equipment, property, or supplies belonging to the College, a member of the College community, or a guest of the College, is prohibited.
6. **Tampering with Fire and Safety Equipment.** Tampering with or removing fire alarms, fire extinguishers, exit signs, or other safety equipment and giving false alarms is prohibited.

E. TECHNOLOGY SYSTEMS

Louisiana College technology systems (including: computers, printers, network equipment, software, e-mail accounts, Web pages, video projection systems, telephones, long distance accounts) are provided for the use of Louisiana College students and employees. All technology systems must be used in a responsible, efficient, ethical, and lawful manner. The use of technology systems is a privilege, not a right, and may be revoked at any time for misuse. Although virtual communities are an excellent way to

communicate with old friends and make new acquaintances, students are wise to always be aware that cyber communities have world wide access and are considered public domain. Privacy may be greatly compromised and spending too much time online can interfere with schoolwork. Students are encouraged to be cautious about internet postings. Information posted online may result in disciplinary action by the College, and endanger opportunities for future employment. Students are encouraged to stop and think before they post information or pictures online. Does your online statement or photograph reflect unethical, illegal, or dangerous activities? Online defamatory remarks about the College or officials of the college are considered unethical, dishonest, and disrespectful. They may result in disciplinary actions.

1. **Fraudulent, Harassing, Offensive, Obscene, or Defamatory Messages and Materials.** Fraudulent, harassing, offensive, obscene or defamatory messages or materials are not to be sent, printed, displayed, or stored on College-owned or operated equipment. College equipment should not be used in a manner that would embarrass or bring discredit to the College in the view of its constituencies. Information which invades an individual's privacy or is disparaging of the College, the Board, the administration, faculty or its agents, an individual or business, **must not** be published or transmitted via the world wide web.
2. **Personal use of College Technology.** Technology systems are to be used for the purpose intended and for which they are assigned. Incidental personal use of technology is permitted, but must not interfere with the College's mission or educational use of such technology. College technology systems are not to be used for commercial purposes or for purposes that do not fit with the mission of Louisiana College.
3. **Computer Misuse or Abuse.** Students enrolled in the College agree to the proper use of College technology equipment and systems. Computer misuse or abuse is prohibited and includes, but is not limited to, plagiarism of programs, information, files, or data; misuse of computer accounts; unauthorized destruction of or changing of files; creation of illegal accounts; possession of unauthorized passwords, records, or data belonging to the College or another user without permission; destruction of or attempts to destroy or modify programs, records, or data belonging to the College community. This also includes knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks. Students are forbidden to access, create, or maintain pornographic sites and/or to send obscene material.

F. **OTHER VIOLATIONS**

1. **Disruption.** Internal disruption or obstruction of teaching, research, academic pursuits, administration, disciplinary proceedings, or other College activities is prohibited. Individual students or groups of students may not in any way disrupt the normal operation for which a facility is being used or impede the flow of pedestrian or vehicular traffic on the campus. The persistent interruption of a reasonable level of peace and quiet is also a violation.
2. **Dishonesty.** All forms of dishonesty including, but not limited to, cheating, knowingly furnishing false information to the College, forgery, alteration or unauthorized use of College documents or instruments, lying, identification with intent to defraud, or plagiarism, is prohibited. Allowing unauthorized use of identification cards, meal tickets, etc. is also prohibited. *The matter of academic dishonesty is dealt with in the "Code of Academic Integrity" in the Student Handbook.*
3. **Solicitation.** Individuals are not permitted to solicit within College facilities for business, political, or other purposes. Advertisements may be posted in designated areas with the expressed approval of the Office of Student Development (phone 487-7134).
4. **Dancing.** Louisiana College does not permit social dancing on campus and does not sponsor dances off campus.
5. **Other.** Other potential violations that may cause disciplinary action are addressed in related areas of the *Student Handbook*, e.g., Residence Life.

JUDICIAL SANCTIONS

Responsible disciplinary action is designed to hold a student accountable for behavior while providing the opportunity to learn from mistakes and grow in character. Judicial sanctions are imposed upon a student or student organization for violation(s) of the Code of Student Conduct. Designated College officials or judicial bodies investigate alleged violations and determine the appropriate sanctions. Under some circumstances, severe sanctions such as suspension, denial of a degree, or expulsion from the college may be imposed upon the first violation. Investigative records and notices of judicial sanctions become a part of the student's judicial record and may be considered in any future proceeding by a judicial body, Vice President, Dean of Students, or other College official. A student who violates the Code of Student Conduct is subject to one or a combination of the following sanctions:

- A. Interim Suspension:** suspension of hours or days while awaiting further judicial action. The Dean of Students or his/her designee may impose an interim suspension: (1) to ensure the safety and well-being of the student and members of the College community (2) to protect College property or (3) to prevent disruption or interference with the normal operations of the College. During an interim suspension, the student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which a student might otherwise be eligible, as the Dean of Students may determine to be appropriate. **Students found in violation of the terms of an interim suspension are subject to expulsion from the College and to prosecution under local, state, and federal laws.** Non-students are subject to prosecution under local, state, and federal laws and may be disallowed on the campus.
- B. Censure:** a written reprimand for violation of specified requirements of the Code of Student Conduct.
- C. Restitution:** the reimbursement for damages to or misappropriation of property. This may take the form of appropriate service or other compensation. Common assessment may be made to groups of students for damage occurring in common areas shared by group members, such as residence hall lobbies or hallways.
- D. Fines:** a monetary penalty may be imposed in addition to restitution.
- E. Community Service Hours:** the student or student organization is required to perform or complete a task for a specific number of hours within a specific time period.
- F. Educational Assignments:** may include but are not limited to attendance at educational programs, preparation of personal essay(s), written reflection on issues relevant to one's violation of the Code of Conduct, or involvement in a mentoring process/relationship.
- G. Counseling:** students may be referred for counseling, either on campus or to an appropriate professional agency, at the expense of the student. A series of private conferences with the student may be scheduled to help the student better assume responsibility as a mature citizen, adjust to the behavioral standards of the College community, and be considerate of other people and their rights.
- H. Suspension of Privileges:** limitation of activities or privileges for a designated period of time. The violator may be prohibited from active participation in extracurricular clubs, governing groups, varsity athletics, intramural programming, and other student activities. While a student may continue to attend classes and practice varsity athletics, the student is not allowed to represent the College in public performance venues. This includes, but is not limited to, debate tournaments, musical and theatrical performances, and athletic events.
- I. Suspension of the Use of a Motor Vehicle on Campus:** prohibits the student from having or operating a motor vehicle on campus and/or permitting someone else to operate a motor vehicle he/she owns or has in his/her possession.
- J. Confiscation:** removal of offensive or prohibited property.
- K. Eviction:** a student's prohibition or removal from residence halls or other campus facilities as designated in a written notification.
- L. Judicial Probation:** the student or student organization is placed on supervisory status for a specified period of time. Judicial Probation may include the loss of some privileges,

such as participation in College activities, holding any student office or committee chair, or use of College facilities or services. Additionally, no student on Judicial Probation will be allowed to participate in any overseas program. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.

- M. Areas Placed Off Limits:** restricts the student from certain areas or facilities.
- N. Residence Hall Suspension:** separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspended students are restricted from visiting or entering any residential facility operated by the College during the period of separation. When suspended from the residence halls, students should be aware that they may forfeit their residence hall deposits and fees subject to any refund policies.
- O. Suspension:** the student or student organization's status is temporarily terminated and all privileges are removed for a specified period. Students who are suspended may not be on campus, enter College facilities, or participate in College activities either on or off the campus for a designated period of time. Any suspended student found in violation is subject to arrest for trespassing. Tuition and fees will not be refunded to students who are suspended from the College. On return, the student must apply for readmission to the Dean of Students. Special conditions affecting eligibility for readmission or conditions to be in effect upon readmission may be designated at the time of suspension.
- P. Expulsion:** permanent dismissal from the College. There is no refund of tuition, room, board, or fees to students who are expelled. Any expelled student found in violation is subject to arrest for trespassing. Students who have been expelled from school must leave the campus within the period of time specified by the Dean of Students or Vice President for Student Life. Students who do not leave the campus within the allotted time or do not obtain written permission from the Dean of Students or Vice President for Student Life to remain on campus will be prosecuted.

JUDICIAL COMMITTEE AND JUDICIAL BOARD SELECTION PROCESS

THE JUDICIAL COMMITTEE SELECTION PROCESS

Each year, the President, using the normal committee selection process of the College, appoints five members to the Judicial Committee. The Judicial Committee consists of three faculty members, one staff member, and one administrator. The responsibility for participating in Judicial Board Hearings and Judicial Conference Hearings will rotate among these five members on a case-by-case basis. No member may serve on this committee more than once in a three-year period.

THE JUDICIAL BOARD SELECTION PROCESS

The Judicial Board is comprised of seven members: six students (the Chief Justice, the Senior Justice, and four Associate Justices) and one non-student member (a faculty, staff, or administrator from the Judicial Committee). The sequence and process for the selection of the Judicial Board members are outlined below.

Associate Justices: In order to be eligible for an Associate Justice position, a student must meet all of the following qualifications: (1) be a full-time student, (2) have a minimum grade point average of 3.0, (3) have no prior violations of the Code of Student Conduct, and (4) have no prior violations of the Code of Academic Integrity. Applications for the position of Associate Justice shall be available from the Student Development Office a minimum of ten business days prior to the deadline for submission. Completed applications shall be returned to the Dean of Students by the announced deadline (usually during the second full week of the fall semester).

Each fall, the *Associate Justice Selection Committee* (described below) will review all applications and select five Associate Justices and four Alternate Justices. The term of appointment is for two consecutive semesters, beginning with the fall semester. There is no limit to the number of terms that a student may serve as an Associate Justice. However, students interested in serving an additional term must reapply and go through selection process again.

Chief Justice: To be eligible for the Chief Justice position, the student must meet all of the qualifications for Associate Justice listed above plus have at least one year of experience as an Associate Justice. The Chief Justice shall be elected by the Student Body during the spring SGA elections. The term of appointment is two consecutive semesters, beginning with the fall semester. There is no limit upon the number of terms that a student may serve as a Chief Justice.

Senior Justice: Each fall, the Associate Justice Selection Committee selects five Associate Justices and four alternates. The Chief Justice will then appoint the Senior Justice from among the five Associate Justices, with preference given to someone with Judicial Board experience.

ADDITIONAL NOTES CONCERNING STUDENT MEMBERS OF THE JUDICIAL BOARD

While serving on the Judicial Board, if any one of the qualifications fails to be maintained, the Justice must resign the position. In the event that the Chief Justice position is vacated during the term of office, the Senior Justice will assume the position of Chief Justice for the remainder of the term. In the event that the Senior Justice position is vacated during the term of office, the Chief Justice shall appoint an Interim Senior Justice from among the qualified Associate Justices. In the event that an Associate Justice position is vacated during the term of office, the Chief Justice shall appoint one of the Alternate Justices to serve as an Associate Justice for the remainder of the term. If there are no Alternate Justices available to fill the vacancy, the Chief Justice shall select a student who meets the qualifications for Associate Justice to fill the vacancy. Such appointment shall not take effect until ratified by a two-thirds vote of the entire Judicial Board. If a Justice must recuse him or herself from a case, the position is temporarily filled in the manner described above. Although the SGA President may serve concurrently as an Associate Justice or an Alternate Justice, the SGA President may not serve concurrently as Chief Justice or Senior Justice.

NON-STUDENT MEMBER OF THE JUDICIAL BOARD

For each Judicial Board Hearing during an academic year, the non student member of the Judicial Board will be selected on a rotating basis from the Judicial Committee.

THE ASSOCIATE JUSTICE SELECTION COMMITTEE

The Associate Justice Selection Committee shall be comprised of five members: The Chief Justice, the SGA President, two faculty members, and one staff member. Faculty and staff members of the Associate Justice Selection Committee shall be appointed through the normal committee selection process of the College, and shall be individuals who do not work closely with a segment of the student body outside of the academic setting. In order to minimize conflicts of interest, the faculty and staff members may not be members of the Judicial Committee nor affiliated with student clubs or organizations, athletics, residence life, intramurals, or student activities.

After reviewing all applications for Associate Justice, each member of the Associate Justice Selection Committee will recommend nine candidates. The top five vote-getters will be named Associate Justices and the next four highest vote-getters will be named Alternate Justices. Ties will be broken by the Chief Justice.