



2016/2017
STUDENT
HANDBOOK

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 online. Implementation, interpretation, and adaptation are at the sole discretion of the Board and Administration of Louisiana College. Any new policy supersedes previous policies.

12/2016

FOR YOUR INFORMATION

President, Dr. Rick Brewer	487-7401
Executive Vice President, Vice President for Business Affairs and CFO, Mr. Randall Hargis	487-7129
Vice President for Academic Affairs, Dr. Jerry Pounds	487-7601
Associate Vice President for Academic Affairs and College Dean, Dr. Cheryl Clark	487-7955
Vice President of Integration of Faith & Learning, Dr. Philip Caples	487-7254
Vice President of Student Development and Enrollment Management, Dr. Brandon Bannon	487-7134
Dean of Students, Mr. Vincent Smith	487-7135
Vice President of Enrollment Management, Dr. Brandon Bannon	487-7259
Vice President of Institutional Advancement, Mr. Byron McGee	487-7018
Vice President of Auxiliary Services/Athletics Director, Mr. Dennis Dunn	487-7725
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Director of College Communications/Public Relations, Mr. Norm Miller	487-7194
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Director of Financial Aid, Mr. Jeremy Treme	487-7330
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Director of the Library, Mr. W. Terry Martin	487-7110
Director of Food Services, Ms. Tina Webb	487-7661
Director of Environmental Services, Mr. Ashton Page	487-7612
Executive Admin. Assist. to the Vice President of Stu Dev and EM, Mrs. Melinda Draper	487-7134
Director of Residence Life, Mr. Dayne Reeves	487-7154
Director of Student Activities, Ms. K.B. Thomas	487-7389
Coordinator of Spiritual/Cultural Credits, Mrs. Janet Austin	487-7194
Director of Program to Assist Student Success (PASS), Mrs. JoLynn McConley	487-7629
Coordinator of Health Services, Mrs. Janet Sanders	487-7752
Director of Career Services, Mrs. Leneil Mercer	487-7420
College Counselor, Mrs. Leneil Mercer	487-7420
Director of Intramurals, Ms. Hannah Nyman	487-7447
Coordinator of College Calendar, Mrs. Karen Watkins	487-7105
Director of Baptist College Ministry, Mr. Thomas Worsham	487-7498
Chief of Security, Mr. Charles Robertson	487-7015
.....	308-6505
Bookstore Manager, Mrs. Linda Billingsley	487-7630
Director of Human Resources, Mrs. Shannon Tassin	487-7151
Director of Business Office, Mrs. Beverly Ingram	487-7452
Director of Graphic Services, Mr. Tim Roper	487-7442
Coordinator of Postal Services,	487-7370
Athletics Director, Head Football Coach, Dennis Dunn	487-7725
Associate Athletics Director, Patrice Carter and Reni Mason	487-7728
Asst. Athletic Director for Compliance, Mrs. Paula Hunter	487-7559
Athletics Admin. Assist., Ms. Ashley Collins	487-7695
Sports Information Director, Mr. Brad Wellborn	487-7987
Men's Baseball Coach, Mike Byrnes	487-7322
Women's Softball Coach, Lyn Bankston	487-7131
Men's Basketball Coach, Reni Mason	487-7503
Women's Basketball Coach, Patrece Carter	487-7432
Men's Soccer Coach, Claudy St. Louis	487-7096
Women's Soccer Coach, Samantha Etherington	487-7728
Men's Golf Coach, David Nunnally	487-7502
Women's Golf Coach, David Nunnally	487-7131
Men & Women's Tennis Coach, Stanley Smith	487-7724
Men & Women's Cross Country Coach, Daniel Greenhouse	487-7705
Head Football Coach, Dennis Dunn	487-7725

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Louisiana College Profile

THE IDENTITY, HISTORY AND MISSION OF LOUISIANA COLLEGE

Identity

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. Separate accreditation for specific programs has been awarded by the Association of Collegiate Business Schools and Programs, Louisiana State Department of Education, Council on Social Work Education, the Commission on Collegiate Nursing Education, the Louisiana State Board of Nursing, and the Commission on Accreditation in Physical Therapy Education, and the National Association of Schools of Music.

The College is located on an 81-acre campus with a total of twenty-three academic and residential buildings. Most of the students at Louisiana College come from Central 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. 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 12,000 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 Joe W. Aguilard, in 2005 and our current President, Dr. Rick Brewer in 2015.

MISSION

The mission of Louisiana College is to provide liberal arts, professional, and graduate programs characterized by devotion to the preeminence of the Lord Jesus, allegiance to the authority of the Holy Scriptures, dedication to academic excellence for the glory of God, and commitment to change 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 will 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.

BIBLICAL DESIGN FOR HUMAN SEXUALITY

We believe that all people should be treated with dignity, grace, and holy love, whatever their sexual beliefs. Sexuality is one of the ways by which the marriage covenant between a husband and a wife is sealed and expressed. Marriage is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage in the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. It is important to note that Christian teaching on marriage and sexuality is in the narrative of all Scripture – from Genesis to Revelation. Marriage, gender and sexuality are not just appendages tacked onto Scripture, but are icons of the Gospel and human flourishing (Matthew 19:4-6; Ephesians 5:22-33; Hebrews 13:4). Sex misses its purpose when treated as an end in itself or when cheapened by using another person to satisfy pornographic and sinful sexual interests. We view all forms of sexual intimacy that occur outside the covenant of heterosexual marriage, even when consensual,

as distortions of the holiness and beauty God intended for it.

Therefore, we support the sanctity of marriage (Ephesians 5, Hebrews 13:4). We define marriage as being a covenant between one man and one woman (Gen. 2:21-24; Matt. 19:4-5). We believe in honoring the holy sexual union within the context of that covenant (Hebrews 13:4). Believing that God redeems and restores through life in Christ, we walk alongside those that are seeking to overcome sexual sin (Romans 6-8; Galatians 6:2). As followers of Christ, we turn from sexual immorality in its many forms including but not limited to: pornography, pre-marital sexual relations, adultery, and same sex romantic intimacy and/or sexual relations. We come alongside those experiencing same sex attractions who choose to honor Christ by not pursuing those attractions, just as we come alongside all individuals who seek to live in purity before the Lord (Col. 3:5; Gal. 5:19-21; Rom. 1:21-27; 1 Cor. 6:9-10). We believe we are created by God in His image as two distinct sexes: male and female (Gen. 1:26-28; Matt. 19:4-5). We believe that each person glorifies God and affirms His infinite holiness and wisdom by living in alignment with his or her birth sex. While we acknowledge there may be confusion and brokenness for some individuals in this area, we do not affirm or support transgender identity or expression. Instead, we place our faith and trust in God's redemptive plan.

THE CENTRAL CURRICULUM

The Central Curriculum creates a common educational experience that provides a broad foundation for lifelong learning within a biblical worldview for all Louisiana College students. Students who complete the Central Core Curriculum will acquire knowledge of human cultures and the physical and natural world, demonstrate a foundation for intellectual and practical skills, and engage in personal and social responsibility.

After completing the Central Core Curriculum courses of study, students' acquired knowledge of human cultures and of the physical and natural world will enable them to:

- Demonstrate knowledge of the Bible's content and basic Christian doctrines that enable the student to explain a reasoned basis for a commitment to Jesus Christ.
- Demonstrate knowledge of world civilization, cultural diversity, human social behavior, language, literature, and science.
- Recognize artistic elements (such as creativity, beauty, performance) and the cultural significance of the fine arts.

The foundation of intellectual and practical skills obtained during the Central Core Curriculum courses will enable students to:

- Demonstrate competency in written, oral, and technological communication skills
- Demonstrate an ability to utilize a variety of critical thinking approaches to problem solving.

The Central Core Curriculum courses' focus on personal and social responsibility will require students to:

- Acquire and apply biblical principles in making value judgments and personal decisions.
- Participate in service projects, organizations, athletics, or extracurricular activities to improve overall well-being.
- Accept cultural diversity with respect and compassion, and demonstrate an understanding of global interdependence and responsibility.

The Central Core Curriculum student learning outcomes are assessed on an annual basis by faculty members from across the institution. This assessment helps to ensure an appropriate number of central core curriculum hours and seeks to demonstrate that the curriculum is accomplishing its stated objectives.

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.

CENTRAL CURRICULUM REQUIREMENTS
(56-57 Hours)

CC 100 College Connection 1 hr (see below)
HP 100 Personal Fitness 1 hr
Health and Physical Education Activities
(Any two HP courses numbered (101-120) 2 hrs

EN 101 Composition I 3 hrs
EN 102 Composition II 3 hrs *or*
EN 105 Freshman Honors Composition 3 hrs

EN 200 Literary Perspectives: Survey of British Literature 3 hrs *or*
EN 201 Literary Perspectives: Survey of American Literature 3 hrs

Natural Sciences Any BI, CH, ES, MA, PH, or MA 230/PI 230 3 hrs
RL 101 Survey of the Old Testament 3 hrs
RL 102 Survey of the New Testament 3 hrs

PI 300 Christian Faith and Values 3 hrs *or*
RL 300 Christian Faith and Values 3 hrs

HI 101 Civilization I 3 hrs
HI 102 Civilization II 3 hrs

CA 112 Public Speaking 3 hrs *or*
CA 212 Business and Organizational Communication 3 hrs

Spiritual and Cultural Enrichment CR

Foreign Language
(Choose one of the following)

FR 101 Elementary French I 3 hrs
SP 101 Elementary Spanish I 3 hrs
GK 223 Elementary Greek I 3 hrs
HE 437 Elementary Hebrew I 3 hrs
Total: 3 hrs

Natural Sciences
(Choose one of the following courses plus lab)

BI 101 Introduction to Biology 3 hrs
BI 102 Introduction to Biology Lab 1 hr
BI 113 Principles of Biology: Cell Function and Plant Diversity 3 hrs
BI 114 Principles of Biology: Cell Function and Plant Diversity Lab 2 hrs
BI 115 Principles of Biology: Ecological Interactions and Animal Diversity 3 hrs
BI 116 Principles of Biology: Ecological Interactions and Animal Diversity Lab 2 hrs
CH 111 General Chemistry I 3 hrs
CH 112 General Chemistry I Lab 2 hrs
ES 103 Introduction to Earth Science 3 hrs
ES 104 Introduction to Earth Science Lab 1 hr

ES 205 Introduction to Astronomy 3 hrs
ES 206 Astronomy Lab 1 hr
ES 220 Introduction to Meteorology 3 hrs
ES 221 Meteorology Lab 1 hr
PH 220 General Physics I 3 hrs
PH 221 General Physics I Lab 2 hrs
Total: 4-5 hrs

Mathematics
(Choose one of the following)

MA 100 Finite Mathematics 3 hrs
MA 111 College Algebra 3 hrs
MA 115 Precalculus 3 hrs
MA 218 Calculus I 3 hrs
Total: 3 hrs

Computer Applications
(Choose one of the following)

CS 150 Introduction to Computer Technology 3 hrs
BA 200 Computer Business Applications 3 hrs
ED 390 Instructional Use of Computers 3 hrs
Total: 3 hrs

Social Sciences
(Choose two of the following)

EC 221 Economic Principles I 3 hrs
GE 201 World Geography 3 hrs
PS 200 Introduction to Social Science: Political Science 3 hrs
PY 220 Introduction to Psychology 3 hrs
CJ/PY/SW 223 Social Problems 3 hrs
Total: 6 hrs

Fine Arts
(Choose one of the following)

AR 101 2-D Design 3 hrs
AR 102 3-D Design 3 hrs
AR 103 Introduction to Drawing I 3 hrs
AR 200 Art Appreciation 3 hrs
CM 250 Cinema Appreciation 3 hrs
MU 200 Music Appreciation 3 hrs
MU 331 Music History and Literature I 3 hrs
MU 332 Music History and Literature II 3 hrs
TH 200 Theatre Appreciation 3 hrs
Total: 3 hrs

Total: 56-57 hrs

Louisiana College Connection

The Louisiana College Connection provides an ongoing process of orientation to facilitate the adjustment of incoming freshman. 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.

All students who have completed 18 or fewer semester hours must register for CC 100, Louisiana College Connection, during their first semester at Louisiana College. The course is taught by faculty members. Each faculty member is assisted by an upperclassman student/Ambassador. The classes are limited to 20 freshman students per session. This course familiarizes students with the college's expectations, aids them in individual assessment, and helps them develop skills for college success.

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. Jerry Pounds, Vice - President for Academic Affairs and Dean of the College Alexandria Hall, Room 131	487-7601
Dr. Cheryl Clark, Associate Vice-President for Academic Affairs Alexandria Hall, Room 301D	487-7955
Mrs. Pam McLin, Executive Assistant to the Vice President for Academic Affairs Alexandria Hall, Room 131	487-7602
Ms. Yennifer Spurlin, Administrative Assistant Alexandria Hall Room 131	487-7601
Mrs. Eileen DeBoer, Registrar Alexandria Hall, Room 145	487-7931
Interim Director of the Library, Terry Martin Norton Library, Room 105	487-7110
Mr. Shane Davis, Director of Information Technology Church Hall	487-7181
Mrs. JoLynn McConley, Director of Academic Resources (PASS) Warner Cottage	487-7629

ACADEMIC AFFAIRS COLLEGE - WIDE COMMITTEES

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

ACADEMIC INTEGRITY

The Academic Integrity Committee serves to help in the development of guidelines for the Academic Integrity Policy. The committee also serves as the Hearing Board for all appeals regarding Academic Integrity. The committee is composed of seven faculty members, three students, the Associate Vice President for Academic Affairs, the Coordinator for Academic Integrity, and two other administrative members. Only the faculty members and the students can serve as members of the Academic Hearing Board.

OFFICE OF STUDENT DEVELOPMENT

Under the direction of Dr. Brandon Bannon, Vice President of Student Development and Enrollment Management, the Office of Student Development assists students in their development a whole person: intellectually, spiritually, emotionally, socially, and physically. Student Life programs, services, and personnel make their distinctive contribution to the mission of Louisiana College in the provision of an environment conducive to learning, extension of education beyond the classroom, and enhancement of academic pursuits. Area -wide functions include:

- Administering and supervising campus housing
- Providing student liaison to food services
- Implementing campus life orientation
- Offering career services and testing
- Providing student counseling
- Planning and supervising student activities
- Maintaining the college calendar and managing use of facilities
- Coordinating special events
- Maintaining records of spiritual and cultural credits
- Providing student health services
- Managing student safety and security
- Coordinating emergency services,
- Operating intramurals program,
- Supervising student organizations,
- Supporting international student activities,
- Coordinating academic tutoring and disability accommodations.

The offices and staff members affiliated with Student Life are listed below:

Dr. Brandon Bannon, <i>Vice President of Student Development and Enrollment Management</i> <i>Tyler Student Life Suite, Third Floor, Granberry Conference Center</i> <i>Admissions Office, Alexandria Hall</i>	487-7134
Mrs. Melinda Draper, <i>Executive Assistant to the Vice President of Stu Dev and EM,</i> <i>Tyler Student Life Suite, Third Floor, Granberry Conference Center</i>	487-7134
Mr. Vince Smith, <i>Dean of Students</i> <i>Tyler Student Life Suite, Third Floor, Granberry Conference Center</i>	487-7135
Ms. K.B. Thomas, <i>Director of Student Activities</i> <i>Tyler Student Life Suite, Third Floor, Granberry Conference Center</i>	487-7389
Mrs. Janet Austin, <i>Coordinator of Spiritual and Cultural Credit</i> <i>Tyler Student Life Suite, Third Floor, Granberry Conference Center</i>	487-7194
Mrs. Karen Watkins, <i>Coordinator of the College Calendar</i> <i>President's Office, Alexandria Hall</i>	487-7105
<i>Coordinator of Postal Services</i> <i>Hixson Student Center, Post Office</i>	487-7370
Mr. Thomas Worsham, <i>BCM Director</i> <i>Hixson Student Center, Hixson Student Center</i>	487-7498

Ms. Tina Webb, <i>Director of Food Services/Aramark Campus Services</i> <i>Hattie B. Wildcat Cafe</i>	487-7661
Mrs. Janet Sanders, <i>Coordinator of Health Services</i> <i>Hixson Student Center, Room 144</i>	487-7750
Mrs. Leneil Mercer, <i>Counselor and Career Services Director</i> <i>Hixson Student Center</i>	487-7420
Ms. Hannah Nyman, <i>Student Director of Intramurals</i> <i>Tyler Student Life Suite, Third Floor, Granberry Conference Center</i>	487-7124
Mr. Dayne Reeves, <i>Director of Residence Life</i> <i>Tyler Student Life Suite, Third Floor, Granberry Conference Center</i>	487-7154
Mrs. Katie Vinzant, <i>Residence Life Coordinator</i> <i>Tyler Student Life Suite, Third Floor, Granberry Conference Center</i>	487-7154
Mr. Hunter Augustine, <i>Residence Director</i> <i>Tudor Hall</i>	487-7154
Mr. Jeffrey Breaux, <i>Residence Director</i> <i>English Village Apartments</i>	487-7154
Ms. Kaytlin Woolen, <i>Residence Director</i> <i>Cottingham Hall</i>	487-7154
Ms. Hannah Willis, <i>Assistant Residence Director</i> <i>Cottingham Hall</i>	487-7154
Mr. Cade Richardson, <i>Residence Director</i> <i>Church Hall</i>	487-7154
Ms. Gina Arnold, <i>Residence Director</i> <i>College Drive Apartments</i>	487-7154
Mr. Josh Boyett, <i>Residence Director</i> <i>Ware Street Apartments</i>	487-7154
Ms. K.B. Thomas, <i>Apartment Manager</i> <i>Married Student Housing</i>	487-7389
Mr. Ashton Page <i>Director, Maintenance & Custodial Services/Aramark Higher Education Services</i> <i>Physical Plant</i>	487-7612

STUDENT DEVELOPMENT COLLEGE - WIDE COMMITTEES

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

CAMPUS LIFE

The Campus Life Committee is responsible to recommend events and experiences for inclusion in a calendar of cultural, religious, educational, social and recreational experiences for members of the College community that will foster maximum student growth and development in light of College and Student Development goals. They disseminate information on the library, bookstore, honors courses, recognitions, and all student societies. They work closely with the Vice President for Integration of Faith and Learning and The Vice President for Student Development in the process of recommending events and activities. Three student members sit on this committee.

STUDENT APPEALS

The Student Appeals Committee serves as a judicial body in adjudication of cases appealed by a student. It also conducts investigations as necessary. The members hear all appropriate cases referred by the Vice President for Student Development where the Vice President for Student Development feels an original hearing is needed. Four student members sit on this committee.

STUDENT DEVELOPMENT

The Student Development Committee monitors, reviews, and evaluates goals and policies of the Student Development area.

OFFICE OF INSTITUTIONAL ADVANCEMENT

The Institutional Advancement Office is supervised by the Vice President for Institutional Advancement. The many functions of this office 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. Byron McGee, Vice President for External Institutional Advancement Lynn Alumni Center	487-7118
Ms. Andrea Gunter, Executive Secretary for Institutional Advancement Lynn Alumni Center	487-7118
Ms. Kathy Overturf, Director of Alumni and Foundation Relations Lynn Alumni Center	487-7301
Dr. Michael Brunet, Coordinator of Faculty Development & Grants Lynn Alumni Center	487-7519

BUSINESS AFFAIRS

Under the direction of the Vice President for Business Affairs/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, Executive Vice President for Business Affairs/Chief Financial Officer Alexandria Hall, Room 156	487-7129
Mrs. Lori Scott, Executive Secretary to the CFO Alexandria Hall, Room 155	487-7129
Mrs. Beverly Ingram, Director of Business Office Alexandria Hall, Room 150	487-7133
Mrs. Shannon Tassin, Director of Human Resources Alexandria Hall, Room 156	487-7051
Mrs. Linda Billingsley, Bookstore Manager Hixson Student Center	487-7630
Mr. Tim Roper, Director of Graphic Services Alexandria Hall, Room 161	487-7442

BUSINESS AFFAIRS COLLEGE-WIDE COMMITTEES

The following College-wide committee offers student representatives opportunities for guiding policies and procedures related to Business Affairs

PROPERTY SERVICE AND MANAGEMENT

The Property & Service Management Committee serves in an advisory capacity to the Vice President for Business Affairs and the President on matters related to the physical plant, food service, and bookstore. Three students sit on this committee.

Academic Matters

ACADEMIC POLICIES

The **Registrar's Office** serves as the primary resource on academic regulations. Contained in the online **Louisiana College 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*.**

The faculty of Louisiana College seeks to foster an environment in which students grow to maturity spiritually, intellectually and physically. As a community of learning and free inquiry whose academic program is presented from a Christian perspective, the college maintains those distinctions envisioned by its founders and reaffirmed by succeeding generations of students, faculty, administrators and trustees to whom the work of the college is entrusted. To preserve for its graduates these distinctions, the faculty has designed programs of study which include experiences in general education as well as proficiency in some particular area of knowledge.

GRADUATION CHECKLIST for all baccalaureate degrees:

- Earned at least 127 semester hours of credit, 42 of which must be on the junior-senior level.
- Earned a cumulative grade point average of at least 2.0 overall.
- Earned at least a "C" in each course of their major field of study.
- Earned a minimum grade-point-average of 2.25 in their major field of study.
- Taken all the courses of the Central Curriculum.
- Completed a major and a minor or a concentration selected from those described in the catalog or individually designed by the student.
- Completed 30 of the last 36 semester hours of course work at Louisiana College.
- Earned at least 25 percent of credit applied toward the degree through instruction offered by Louisiana College.
- Complete Spiritual and Cultural Enrichment requirements.
- Satisfy all financial obligations.

Some programs of study have additional requirements which must be completed to receive a degree. Those requirements are noted in the section of the online LC Catalog where the program is described.

Application for graduation from Louisiana College must be made one year prior to graduation. Students may obtain graduation applications from the Registrar's Office.

Please note that qualifications and further clarification of these requirements appear in various sections of the LC Catalog.

Details for requirements for the Associate of Applied Science and Masters of Arts in Teaching are in the LC Catalog online. Further information may be obtained from the Registrar's Office.

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's degree program must be completed at Louisiana College.

All students must 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 their 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.

ACADEMIC ADVISING

Each student is assigned to a faculty member who assists in planning his program of study. Once a major has been declared, advising is coordinated by the dean, chair, or coordinator in the major field. Academic Advising is a cornerstone of student success. Without proper advising, students may fail to accomplish expected student learning outcomes for their chosen degree. Proper academic advising enhances student retention rates and student success.

Students deserve the best academic advising available to them for their chosen major. To that end, only teaching faculty within the student's chosen discipline will provide academic advising. If a student has not declared a major, a faculty member designated as an advisor for undeclared majors will advise the student.

Only teaching faculty within the department of the student's chosen major will provide academic advising. (*For further guidelines, see the online Louisiana College Catalog*)

Academic Advising is scheduled mid-semester. Please look at the school calendar for dates. Sign up for an advising appointment is important. Sign-up sheets are usually on your advisors door or in the hall outside of the department of your major. In addition to academic advising, sessions of personal counseling and guidance are available through Student Life..

CLASS ATTENDANCE

Louisiana College acknowledges the relation between attendance, student retention, and student achievement and recognizes that attendance is both an obligation and a privilege. Participation should be consistent and punctual. To obtain credit for the course, a student must attend at least 75% of the class sessions.

An absence is defined as nonattendance for any reason, including illness, family emergency, or college-related activity. Cancelled class sessions are not included. When a student registers late, or adds a course after the first class session, the missed class sessions will be counted as absences. Two separate occurrences of tardiness will count as one absence.

The student is expected to notify the instructor if a class session will be missed and is responsible for any information, activities, evaluations, or assignments missed because of the absence. The make-up policy will be determined by the instructor and will be clearly defined in the course syllabus. The instructor may use attendance in calculating course grades, and this will be defined and documented in the course syllabus.

Instructors are required to monitor attendance, keep accurate records, and complete required reports regarding attendance. The names of students who miss three consecutive class sessions will be reported to the Registrar's office.

Instructors will complete the Absence and Deficiency Report each semester, reporting any grades of D or F, and

excessive absences for each course taught. For classes meeting three times a week, four (4) absences are considered excessive. For classes meeting twice a week, three (3) absences are considered excessive.

In an online course, the instructor will define the amount and frequency of interaction between the students and the learning management system. Students are required to interact in some manner during the first five calendar days after the drop/add date. See Distance Education Manual for more details on attendance in online course. See The Graduate Catalog for details on attendance in graduate courses.

GRADING SYSTEM

Louisiana College employs a 4-point grading system with the standard marks, "A," "B," "C," "D" and "F". A WIP designates a work-in-progress during the semester, but is not recognized as a grade.

Additional considerations of importance are as follows:

Students who withdraw from a course after the end of late registration through the ninth week will receive a "W."

Students who withdraw after the ninth week through the 14th week will receive: "WP" if passing at the time of withdrawal. "WF" if failing at the time of withdrawal. (A grade of "WF" has the same effect as an "F" on GPA calculations).

For courses which are not of normal semester length, the department will specify the last day to withdraw with a "W" (approximately 60% of the course length) and the last day to withdraw with a "WP" or "WF" (approximately 90% of the course length).

A student may not use the withdrawal process to avoid an "F" that is given for violations of the Code of Academic Integrity, serious misconduct as specified in departmental documents, or an FA (Failure due to Absences).

Students may receive a temporary grade of "I" for a course they are unable, for acceptable reasons, to complete, but wish to complete. See the Incomplete Grade policy that follows.

See the Graduate Catalog for adding and dropping course information.

Grade Points and Grade Point Average

Grade points are awarded for each semester hour earned as follows:

A	–	4 grade points
B	–	3 grade points
C	–	2 grade points
D	–	1 grade point
No grade points for any other grade		

For example, students who makes a "B" in a 3-hour course earn 9 grade points. Student grade point average (GPA) is calculated by dividing the number of grade points earned by the number of semester hours attempted. For example, students who have earned 42 grade points while attempting 12 hours have a GPA of 3.50.

INCOMPLETE GRADES

If students are prevented from completing a course by circumstances beyond their control, a grade of "I" may be requested. Students may receive the grade of "I" provided they have attended 75 percent of the total number of class sessions, are passing the course, and are prevented from completing the course before the last day of the semester by a documented, extenuating circumstance beyond his/her control, such as deployment, natural disaster, medical illness or surgery, family emergency, death in the immediate family, or job relocation. Failing to attend class or turn in required course work does not meet the qualifications of an extenuating circumstance. The student must provide relevant support documentation, substantiating the stated circumstance, and the student must provide documentation from the instructor for attendance and grade. Students must submit a written request asking the instructor to report an "incomplete."

To deal honestly and fairly with students, incompletes should only be assigned to students who qualify for the extended time and should not be administered to prevent a student from receiving a failing grade or to allow the student more time to pass the course. An "incomplete" may not be given merely because students fail to complete all course requirements on time, nor is it an option that may be elected at their own discretion. It is a student's responsibility to make specific arrangements with their instructors to complete the course work.

Students who are granted "incompletes" have until the date set by the instructor (but not later than the final class day of the next regular semester from the end of the term in which the course was taken) to complete the remaining course requirements. Any incomplete grade not removed by the date set by the instructor (but not later than the final class day of the next regular semester from the end of the term in which the course was taken) will automatically become an "F".

REPEATING COURSES

Students may repeat courses but will receive credit only once toward fulfillment of requirements for a degree. A student may have the prior grade removed from the cumulative GPA if the following guidelines are met:

1. Courses in which the student earned a grade of D, F, or WF may be repeated and have the prior grade removed from the cumulative GPA. Courses repeated under this policy must be repeated at Louisiana College.
2. If a course is repeated at Louisiana College that was originally taken at another college, the student must notify the Registrar's office and complete a Repeat Form. This must be done at the time of registration or not later than the last day of late registration
3. If the course being repeated was originally taken at Louisiana College, a Repeat Form is not necessary. The grade received when repeated will automatically be recorded and the previous grade will be removed from the cumulative GPA. The prior grade will be removed from computation of the cumulative GPA, but the course name and original grade will remain on the transcript.

See The Graduate Catalog for details on the required GPA for graduate programs and repeating grades.

DROPPING AND ADDING COURSES

During the late registration period, students may alter their schedule by adding or dropping courses. Students' schedules become official at the end of this period and no additional changes are allowed.

From the end of the late registration period through the 14th 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 14th week of the semester, a student may not withdraw from a course except with the permission of the vice president for academic affairs. Such permission is only granted 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, serious misconduct as specified in departmental documents, or an FA (Failure due to absences).

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.

See The Graduate Catalog for details and timeline for adding and dropping graduate courses.

PRE-REGISTRATION

The college offers currently enrolled students an opportunity to schedule classes for the upcoming fall or spring semester during preregistration. By participating in preregistration, students can possibly avoid problems of closed classes that are typical of regular registration. New students or students who do not pre-register may register for classes at the regularly scheduled registration period just prior to the beginning of semester classes.

Dates, times, and instructions for pre-registration, registration and late registration are included in the schedule of classes and registration information. Students of junior or senior standing are required to have declared a major in the Registrar’s Office prior to registration.

PROVISION ADMITS SECTION:

Students admitted on provisional status must meet the following requirements:

1. They must register for no more than 14 hours for the semester, with any registration above 12 hours limited to one hour courses such as [CC 100 College Connection](#), [MU 197/MU 198](#) and/or physical education activity courses. In addition, provisionally admitted students must enroll in an English and Math course.
2. Must participate in the Academic Counseling Program.
3. Transfer students must present a 2.0 cumulative grade point average at the conclusion of the semester to achieve degree-seeking status, or they may continue on provisional status only after demonstrating academic progress (earn a minimum 2.0 GPA during a semester).
4. First-time freshmen and non-traditional students must present a 2.0 cumulative grade point average at the conclusion of the semester to achieve degree-seeking status or they may continue on provisional status for an additional semester. These students must earn a 2.0 grade point average for the second semester in order to raise their cumulative grade point average to the required level for their classification.
5. Students provisionally admitted to Louisiana College will be required to take English 091 during their first semester of enrollment if their ACT English Score is 17 or below in accordance with the following policy:
EN091: A review of the fundamentals of English grammar and usage. Students who have a score of seventeen (17) or below on the ACT Assessment Exam or an equivalent score on the SAT Assessment Exam in English shall enroll in English 091 and complete the course during the first semester of their Freshman year and prior to taking EN 101. Students are not permitted to withdraw from the course. If a student fails EN 091, the student must repeat the course the following semester. If an approved placement exam is offered, a satisfactory score may supersede this policy. English Fundamentals may not be transferred to Louisiana College from another college. Students are limited to enrolling and attempting the course two times. Please see the online College Catalog for more details.

ACADEMIC STANDING SCHOLASTIC PROBATION AND SUSPENSION

Students who are permitted to enroll in Louisiana College are considered to be in good academic standing. Freshmen who fail to earn and maintain a 1.5 cumulative grade point average, 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 required to participate in the Academic Counseling Program (see full description of the program below). In order to be removed from probation, they must earn the required cumulative GPA for their classification. Students who fail to earn the required cumulative GPA may continue on probation so long as they demonstrate minimum academic progress (earn a minimum 2.0 GPA during a semester). Those who fail to earn the required cumulative GPA and also fail to earn a minimum 2.0 GPA during the probationary semester will be considered not in good academic standing and will be ineligible to return to Louisiana College for one semester. Please Contact the Registrar's Office for more information.

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 each month) with their faculty advisors and to meet with the Coordinator of the Academic Counseling Program at the beginning of each semester as a condition to their continued enrollment. Students admitted to the Academic Counseling Program will be permitted to continue in the program so long as they meet all the requirements for their probationary or provisional status. Students who meet the requirements for their probationary or provisional status but fail to participate in the required counseling program must petition the Admissions and Retention Committee in order to be allowed to continue at Louisiana College.

CREDIT EARNED WHILE ON SUSPENSION

Credit earned while on suspension from any college (including LC) will not be accepted toward a degree.

APPEAL OF ACADEMIC INELIGIBILITY TO RETURN

Students who believe that special circumstances warrant an exception to any academic policy that classifies them as ineligible to return to Louisiana College may file a written appeal with the Admissions Committee. The appeal should be in the form of a letter submitted to the committee through the Coordinator of the Academic Counseling Program explaining the situation and providing documentation of the extenuating circumstances. The appeal must be filed at least seven calendar days prior to the beginning of the semester or summer term in which the student wishes to enroll. The Admissions Committee makes final decisions on such appeals.

CAMPUS-WIDE TUTORING

The Writing Center, located in Alexandria Hall Room 304, is a free academic support service sponsored through the Humanities Division that allows students to work one-on-one with trained assistants on any aspect of their writing project. For additional information, please visit the webpage or call 318-487-7160.

The Mathematics Lab: Free math tutoring for students is available in Room 204 of Cavanaugh Hall for fall and spring semesters. Tutors are Mathematics or Mathematics Education majors. A schedule is posted in Cavanaugh Hall each semester.

Free tutoring in Chemistry, Biology, or Physics is also available by appointment for the fall and spring semesters. Tutors are upper-level Science majors. Students who are interested in tutoring should contact the instructor or the

Division Chair. Regular hours for Chemistry tutoring are also available in Room 117 of Cavanaugh Hall, with the schedule posted each semester in Cavanaugh Hall.

Limited individualized tutoring in various academic subjects is offered to LC students during the fall and spring semesters in the Academic Resource Center. For details about the current semester's subject areas and times of tutoring, please contact the PASS Director at 487-7629.

AUDIO RECORDING OF 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 permitted and 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. Academic integrity, therefore, must be the concern and the responsibility of all members of the college community students, faculty, staff and administrators.

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 exist for the protection of the honest and that dishonesty in an academic setting must 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:
 1. Copying information word-for-word from a source, without identification of the quoted material and/or proper acknowledgment/citation.
 2. Paraphrasing (i.e., put into one's own words) a source's text without providing proper acknowledgment/citation. This violation occurs when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that these ideas originated with the writer.
 3. Presenting as one's own any work which was prepared in whole or in part by someone other than one's self. This includes using unauthorized assistance in preparing one's work and acquiring written work from an outside source. Outside sources include other persons, commercial organizations, electronic sources, and other sources.
 4. Reproducing 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, experimental results, laboratory reports, or data of any type. This includes turning in work of another student as one's own work.
- B. Misrepresentation. Examples include but are not limited to the following:
 1. Arranging for another student to substitute for one's self during an examination session or in the completion of course work.
 2. Taking credit for work not done, such as taking credit for a team assignment without participating or contributing 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 another assignment as a base for additional credit, faculty should give the student the opportunity to submit a written explanation of the unique educational benefits of the new project.
- C. Fabrication. Fabrication refers to the falsifying or misusing data in any academic exercise. Examples include, but are not limited to:
 1. Falsifying data collected while conducting an experiment for a course or doing other research.
 2. Making up or presenting falsified data in papers, manuscripts, books, lab reports, or other documents submitted for publication or as a course or degree requirements.
 3. Making up a source as a citation in an assignment.
 4. Citing a source one did not use.
 5. Falsifying material cited.
 6. Attempting to deceive the instructor by altering and resubmitting for additional credit assignments, tests, quizzes, or exams that have been graded and returned.
- D. Cheating and Stealing. Cheating refers to the using or attempting to use, unauthorized assistance in any academic exercise. It includes the stealing or unauthorized acquisition of a test or test answers, or impeding

the fair process of examination in any way. Examples of this violation include, but are not limited to:

1. Looking on or copying from someone else's exam, paper, or assignment.
2. Unauthorized use or possession of notes, supplemental notes, or comparable aids (in any format) during an examination, quiz, or other assignment or evaluation. This includes possessing an electronic device that contains unauthorized information for a test or assignment (e.g., programming one's computer, PDA, or calculator inappropriately).
3. Using unauthorized materials (e.g., notes, textbooks, calculators, computers) in the preparation of a test or assignment.
4. Communicating or attempting to communicate answers, hints, or suggestions during an examination.
5. Sharing or collaborating (without instructor's permission) in the preparation and presentation of reports, laboratory reports, or take-home assignments such as copying or giving aid, or otherwise failing to abide by the College's or instructor's rules governing the exercise or examination.
6. Using another person's answers for an assignment.
7. Soliciting, obtaining, possessing, or providing to another person an examination or portions of an exam, prior or subsequent to the administration of the exam, without the authorization of the instructor. Unless the instructor has given permission, students may not provide test questions to other students in any form - oral, written, or electronic.
8. Stealing, or attempting 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:

1. Infringing 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. Attempting 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 disrupting 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:

1. Falsifying, misusing, omitting, or tampering with information (in any form, including written, oral or electronic) such as test scores, transcripts, letters of recommendation, or statements of purpose, to gain initial or continued access to the College's programs or facilities.
2. Altering, changing, forging, or misusing academic records or any official College form regarding one's self or others.
3. Causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
4. Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity.
5. Reporting an academic integrity violation known to be false.
6. Offering bribes (e.g., monetary remuneration, gifts, or favors) to any College representative in exchange for special consideration or waiver of procedures.

G. Facilitation. Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation. Students who engage in facilitation are also subject to discipline for integrity violations. Examples of this violation include, but are not limited to:

1. Giving another student one's assignment or paper (or a portion thereof) to copy.
2. Giving another student answers to a test or assignment.
3. Letting 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 which details 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 calendar which makes a specified schedule infeasible.

- 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 the following: (1) the specific type of 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 and obtain the student's signature. Additionally, the instructor should thoroughly document the violation and be prepared to provide such documentation, if any subsequent charges of academic dishonesty are filed against the student.

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 Coordinator of Academic Integrity. The Coordinator of Academic Integrity will forward copies to the student(s) being accused and the Associate Vice President of Academic Affairs. The original report will become part of the student's confidential academic disciplinary file maintained only in the office of the VPAA and will serve as a record of the student's having been warned about the nature and consequences of academic 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 be convened to consider the appropriateness of an institutional sanction. (See III D.2. below)

- 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 determine whether an institutional sanction should be imposed in addition to the classroom penalty. The Academic Dishonesty Hearing Board will not consider the appropriateness of 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 where applicable, the Division Chair of the department/division 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 feels 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. In that case, the instructor must include a detailed description of the offense with the violation report.
 3. Administrator-Initiated: After reviewing the Violation Report, the Coordinator of Academic Integrity, the Associate VPAA, or the Dean of Students may request additional information from the instructor and/or require the student's judicial disciplinary file from the Dean of Student's Office. Any of the administrators named above may request an Academic Dishonesty Hearing on the basis of the severity of the present offense or an apparent pattern of behavior as evidenced by the current offense in combination with existing disciplinary records.
- E. Mandatory Hearing. For a second offense and any subsequent academic integrity violations, an 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 described in the Violation Report.
1. A student who receives an "F" in a course as a classroom penalty for academic dishonesty may not withdraw from the course at any time during the semester.
 2. A student who receives an "F" in a course as a result of a classroom penalty for academic dishonesty (e.g. as a result of reduced grade on an assignment or a reduced grade in the course) may withdraw from the course with a "WF" at any time during the semester. Such a course may not be dropped with a "W" or a "WP" at any time during the semester.
- B. Institutional sanctions may be imposed by an Academic Dishonesty Hearing Board.
- C. Students who receive a course grade of "F" or "WF" as a result of academic dishonesty or who receive an institutional sanction for academic dishonesty are not 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 Student Appeals Committee members. The Coordinator of Academic Integrity 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 Student Appeals Committee. If the Associate Vice President for Academic Affairs and the Coordinator of Academic Integrity are absent from campus when a case arises, the Vice President for Academic Affairs 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 who may 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. Digital recordings or written notes 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 or 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 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 Associate Vice President of Academic Affairs, 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 test grade or final grade must pursue the following steps when appealing.

1. **Student must confer with the faculty member with whom the problem is questioned.** Students should schedule a meeting with the instructor explaining that they would like to appeal a test grade or a final grade and why they feel the grade that they received is not correct. Before the meeting, the student should review the class syllabi and gather any documentation that shows any variance.

Following the meeting with the instructor, if the student is still not satisfied with the solution by the instructor, the student should

2. **Consult with the appropriate department coordinator, division chair and/or dean.** Students should schedule a meeting with the department coordinator, division chair, and/or as soon as possible after meeting with the instructor of the course. If there is a department coordinator, students should meet with the coordinator before meeting with the division chair. Students should only meet with a division chair if there is no department coordinator or if the student is still not satisfied with the results of the meeting with the class instructor. The student should bring the class syllabi and any pertinent information and documentation to the meeting with the coordinator, chair, and/or dean. Students should also be prepared to give a detail summary of the meeting with the class instructor.

If after the meeting with the division chair and a satisfactory explanation or solution has not been found,

3. **The student may set forth the grade appeal in writing and submit the letter in a sealed envelope to the Vice President for Academic Affairs located in Alexandria Hall, Room 131. The appeal should be filed no later than thirty (30) days after the grade has occurred to assure that materials relative to the matter will still be available for review.** Students should give a detailed explanation in the letter of why they think there is a problem or the grade is incorrect. The student should attach the course syllabi along with any documentation showing why the grade is not correct. The student should also explain the details and the results of the meetings with the course instructor and the department coordinator, division chair, and/or dean. Students should list their telephone number and address on the letter submitted.
4. **The Vice President for Academic Affairs will contact the faculty member (course instructor) to request a written response to the student appeal.**
5. **The Vice President for Academic Affairs will review the response from the faculty member and the appeal to render a decision.**
6. **If needed, the student and/or faculty member may be contacted for a meeting with the Vice President for Academic Affairs.**
7. **The Vice President for Academic Affairs will make a decision regarding the grade and will submit the ruling in a letter to the student.**
8. **The Vice President for Academic Affairs decision will be the final action for the grade.**

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 CARDS

Identification cards are issued to new students at the beginning of each term. These cards can be used for identification purposes on campus for campus dining and library services, admission to events, student discounts, and will be scanned for chapel credit. Every student must carry a student identification (ID) card while on campus. The ID must be shown upon request of a College official. There is no charge for the initial card. A \$10 fee will be charged for replacement ID cards. Contact Student Life for additional information.

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 adjustment to college, establishment of personal goals, achievement of academic success, and fulfillment of developmental needs.

LOUISIANA COLLEGE CONNECTION

CC 100

The Louisiana College Connection provides an ongoing process of orientation to facilitate the adjustment of incoming freshman. 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.

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 upperclassman student/Ambassador. The classes are limited to 20 freshman students per session. This course familiarizes students with the college's expectations, aids them in individual assessment, and helps them develop skills for college success. (Fee \$125)

ACADEMIC TUTORIAL SERVICES

The Writing Center, located in Alexandria Hall Room 304, is a free academic support service sponsored through the Humanities Division that allows students to work one-on-one with trained assistants on any aspect of their writing project. For additional information, please visit the webpage or call 318-487-7160.

The Mathematics Lab: Free math tutoring for students is available in Room 204 of Cavanaugh Hall for fall and spring semesters. Tutors are Mathematics or Mathematics Education majors. A schedule is posted in Cavanaugh Hall each semester.

Free tutoring in Chemistry, Biology, or Physics is also available by appointment for the fall and spring semesters. Tutors are upper-level Science majors. Students who are interested in tutoring should contact the instructor or the Division Chair. Regular hours for Chemistry tutoring are also available in Room 117 of Cavanaugh Hall, with the schedule posted each semester in Cavanaugh Hall.

Limited individualized tutoring in various academic subjects is offered to LC students during the fall and spring semesters in the Academic Resource Center. For details about the current semester's subject areas and times of tutoring, please contact the PASS Director at 487-7629.

DISABILITIES ACCOMMODATIONS

Louisiana College is committed to following Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as amended in 2008, and other applicable federal and state regulations and university policies which prohibit discrimination on the basis of disability. Under these laws, students with a documented disability have a right to receive reasonable accommodations. Students also have responsibilities under these laws.

Student Rights and Responsibilities

Students with disabilities have the right to:

- An equal opportunity to learn.
- An equal opportunity to participate in and benefit from the academic community.

Students with disabilities shall be responsible for:

- Registering with PASS for services.
- Submitting documentation of a disability from a qualified and appropriate professional that demonstrates how the disability affects/impacts a particular delivery system, instructional method, or evaluation criteria when requesting accommodations. Completing a PASS orientation prior to receiving accommodations.
- Requesting accommodations through the PASS office each semester in a timely manner.
- Meeting with faculty and other service providers to discuss accommodations as needed. Information about the disability is confidential. Anonymity is not guaranteed.
- Notifying PASS of any issues, concerns or delays in receiving requested accommodations in a timely manner.
- Meeting and maintaining fundamental academic standards of the Louisiana College.

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 can be provided with note taking, study skills, time management, research, paper writing, etc. Audio books are available. Test accommodations can be arranged, e.g., in a distraction free environment or with extended time. There is an additional tuition fee for enrollment in PASS.

Louisiana College is committed to student success; however, we do not require students to use accommodations nor will we provide them unless they are requested by the student. The student must take the lead in registering with PASS and submitting requests for accommodations each semester through the PASS office, located in the Academic Resource Center, between the cafeteria and Cottingham.

For more information, contact the director of PASS (487-7629).

INTERNATIONAL STUDENT ORGANIZATION (ISO)

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 in regard to 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 Organization Advisor at 487-7195.

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 90,000 books, 10,000 microforms, and 10,000 government documents. Access to electronic resources includes 280,000 eBooks and 16,000 journals.

Electronic access to the library's catalog is available from any computer having an Internet connection at <http://www2.youseemore.com/lacollege/>. 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 your campus network Username and Password

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. Students must have a valid LC account to log into the campus network.

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. - 10:00 p.m.
Friday	7:45 a.m. - 12:00 p.m.
Saturday	9:00 a.m. - 4:00 p.m.
Sunday	6:00 p.m. -10:00 p.m.

Closed for all College holidays.

Doors locked 15 minutes before posted closing times.

Check for changes in the Library's schedule at <http://www2.youseemore.com/lacollege/contentpages.asp?loc=6> or check the Library's Facebook page.

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

It is our aim at Louisiana College Health Services to promote and help maintain the physical, emotional, and spiritual health of our students, faculty, and staff. The Health Service Center is located on the main floor of the Hixson Student Center, Room 144. Supervised by the Coordinator of Health Services, the facility provides service for students, faculty, and staff. During the academic year, a Registered Nurse is on duty each Monday through Thursday from 8:30a.m. – 4:00 p.m. and closed on Fridays. The office number is (318) 487-7750. Though Health Services is not a resident facility offering primary health care, it does serve as a referral service and a dispensary for a limited inventory of first aid supplies and over-the-counter medications. No fee is charged for a visit to the nurse. The nurse is also available to administer allergy injections to students that are enrolled, but this requires a physician's order with specific instructions regarding schedule and dosing. The student would be responsible to provide the allergy antigen. The nurse can assist with keeping track of blood pressure or glucose readings and can administer B12 or other cyclically administered injections with written orders and serum/medication provided by the student's family or staff's physician.

The nurse in Health Services consults with Dr. Kenneth Johnson (College Physician) for further treatment when needed. Dr. Johnson holds a clinic and sees students who are ill in Health Services each Wednesday from 12:30 p.m. – 2:00 p.m. (during the spring and fall semesters). An appointment is required to see the doctor. There is no fee charged for a visit to the doctor; however, the cost of prescription medications, lab work, or x-rays (if ordered by Dr. Johnson) would be the responsibility of the student.

MEDICAL RECORDS

Each new/transfer student must submit a "Health History Record" and "Proof of Immunization Compliance" form to the Admissions Office or to Health Services prior to registration. Immunization for Tetanus & Diphtheria (Td) or T-dap within the past 10 years, two doses Measles, Mumps, & Rubella (MMR), Hepatitis B (3 dose series), Varicella (Chicken Pox) vaccine (2 dose series), and a Meningococcal Meningitis vaccine is required with a second dose recommended of all incoming freshmen and transfer students. Waiver forms are also available for the student should they decide to decline receipt of the required vaccines. The nurse closely monitors immunization records for new/transfer students to assure compliance with the Louisiana law regarding required immunization for admission to an Institution of Higher Learning. These medical forms are housed in the Health Services Office. The student's medical records are kept confidential and are maintained in Health Services. These records may be released to a physician only with the written consent of the student.

BLOOD DONOR PROGRAM

Louisiana College is a member of the Louisiana LifeShare Blood Center Program. The school schedules Donor Days on campus each fall and spring semester.

HEALTH FAIR

A Health Fair is held annually, in the spring semester, in order to provide a wealth of health information and offer free/reduced screenings to the students, faculty, and staff of Louisiana College.

INSURANCE COVERAGE

Students are highly encouraged to subscribe to an insurance policy covering hospitalization and surgery and should provide a statement of proof of insurance prior to registration. Louisiana College is not responsible for insuring students or for insurance coverage of those students who fail to subscribe to an insurance program.

EMERGENCIES

If you are in need of urgent or emergency medical care after hours, you may contact one of the local walk-in clinics that are staffed with a doctor or nurse practitioner, or go to the emergency room at one of the local hospitals. You can contact the walk-in clinics at the numbers listed below to obtain directions and office hours. The walk-in clinics should be able to bill your insurance for the visit.

- Cenla Occupational Medicine Clinic 318/787-0610 - Pineville
- Huey P. Long Urgent Care 318/483-3911 - Pineville
- Incarnate Word Community Clinic 318/448-6800 - Alexandria
- Kisatchie Walk-In Clinic 318/473-1921 - Alexandria
- Rapides After Hours Urgent Care 318/487-1925 - Pineville
- Premiere Urgent Care 318/787-6877 - Alexandria

The local emergency room contact numbers are listed below:

- Rapides Regional Medical Center 318/769-5000
- Cabrini Hospital 318/448-6750

STUDENT COUNSELING SERVICES

Confidential counseling appointments with a licensed counselor are available to students free of charge. These services are available Mondays through Fridays between 8:30 A.M. – 4:30 P.M. on the 2nd floor of the Hixson Student Center. Students may call 318-487-7420 or 318-487-7134 to request an appointment. These services help students address and talk about their concerns with the goal that they will be able to achieve personal and academic success. Sessions may be limited to five sessions; however, if long-term counseling is determined we will assist with a referral to the appropriate agency.

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 7:45 a.m. – 4:30 p.m., Monday through Thursday and 7:45 a.m. – 11:30 a.m. on Friday, except during college holidays. Hours of operation between semesters may vary and will be posted. All major credit cards are accepted for purchases. Used textbooks are bought by the bookstore on terms determined by the management. Copies of the buyback 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 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 each 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. *The bookstore also offers rental textbooks on a select group of texts approved by wholesale supplier.*

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 must be rented. 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 - Thursday: 7:45 - 5:00 p.m. Fridays: 7:45 – 12.

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 Dean of Students, 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..
6. LC Box rental fee is \$10 per semester.
7. There is a \$10 key deposit, payable at the Post Office or registration and refundable when you return your key.

LOST AND FOUND

Lost and found items are maintained at the Security Office. For more information, call the Campus Security Office 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. Wildcat Café and The Den. The Den is located in the Hixson Student Center and includes Grill Works, Montague's Deli and Java City. Hattie B. Wildcat Café 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 Vice President of Student Life, about your concerns.

Meal Hours (subject to change)

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

Monday through Thursday		7:00 am - 7:00 pm
Friday		7:00 am - 6:30 pm
Saturday	Brunch	11:30 am - 1:00 pm

	Dinner	4:30 pm - 5:30 pm
Sunday	Brunch	11:30 am - 1:00 pm
	Dinner	4:30 pm - 5:30 pm

The Den and Java City are the retail dining facilities on campus. The hours of operation of this facility are:

Monday - Thursday	8:00 am - 10:00 pm
Friday	8:00 am - 2:00 pm
Sunday	6:00 pm - 10:00 pm (The Den only)

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 times a student can eat in the cafeteria. This plan also comes with \$155 “Cat Cash” to spend in The Den.
- The Big Cat Meal Plan also has no limit to the number of times a student can eat in the cafeteria. This meal plan comes with \$105 “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 \$80 “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 plans comes with \$55 “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 theme dinners. This policy is intended to provide students with as much food as needed while preventing waste. Diners can come back for seconds (or even thirds and fourths) if they wish. Portion control with unlimited seconds is the most effective way to control your food dollar.

An “unlimited seconds” policy means second helpings are 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 “Carry Out” 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 Hattie B. Wildcat Café.

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/Student ID's

Validated identification cards are issued to every student. You will be required to use this card each time you eat in the dining room. In the event a student ID card is lost or misplaced, a new card must be obtained in Student Development. To speed service, please have it ready before you reach the cashiers station. Please do not argue with cashiers. 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. Cashiers 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 modest shirts, pants, 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 487-7676.

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.

Suggestions?

We encourage students to use the suggestion boxes in the dining room. To receive a personal response, please include your name and email. Students may also contact the Dean of Students with suggestions.

Guest Prices (subject to change)

Breakfast	\$4.50	Premium Meal	\$7.00
Lunch	\$6.00	Sunday Lunch	\$6.75
Dinner	\$6.75		

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 Thursday 8:00 a.m. – 4:30 p.m; Friday, 8:00 a.m. – 12:00 noon.

STUDENT ACCOUNTS

Full payment of student accounts is due at registration. However, additional charges may occur on/or after registration for such items as schedule 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: Individual Courses may be dropped by the end of the last day of registration with a full refund (see the College Calendar for dates). Students wishing to withdraw from ALL courses must officially resign from the college (see resignation schedule below).

REFUND SCHEDULE UPON RESIGNATION FROM THE COLLEGE

No withdrawal is official unless it is made through the Office of Academic Affairs, the Registrar's Office, the Financial Aid Office, and the Business Office. To resign from school, the student must obtain an official resignation form from the Registrar's Office. The student should complete the resignation form and obtain the required signatures and clearances for various campus offices. The resignation process is finalized once the completed resignation form is returned to the Registrar's Office

Refunds will be calculated as of the date the resignation process began as indicated by the Registrar's date stamp on the resignation form.

The following tables indicate the current resignation refund schedule for tuition and fees:

Fall and Spring Semesters

Resignation within:	Refund Percentage:
1 st day of class – 2 nd week	90% less administrative fee**
3 rd week – 4 th week	50% less administrative fee**
5 th week – 8 th week	25% less administrative fee**
After 8 th week	No Refund

Summer Semester (4-week terms)

Resignation within:	Refund Percentage:
1 st – 2 nd day of class	90% less administrative fee**
3 rd – 4 th day of class	50% less administrative fee**
5 th – 10 th day of class	25% less administrative fee**
After 10 th day of class	No Refund

This refund schedule begins with 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.

Students who feel they have extenuating circumstances, such as personal injury, death of a family member, serious illness, etc., that may warrant amending the official resignation date may file an appeal with the Office of the Vice-President for Business Affairs.

**Federal regulations allow institutions to exclude an administrative fee of \$100 or 5% of the total institutional costs (whichever is less) from Federal refund calculations.

Refunds for room and board are calculated according to the number of full weeks remaining in the semester or term.

No refunds of tuition or fees will be given to students whose enrollment is cancelled as a result of disciplinary action.

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.

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.

GRAPHIC SERVICES

The Graphic Services office is located on the first floor of Alexandria Hall, Room 161 and offers a full range of printing needs for LC students at a minimal charge.

Copies – B/W & Color

Transparencies

Binding

Laminating

Sale of paper/envelopes

Graphic Services Office Hours are Monday through Friday:

8:00 am – 12:00 pm

1:00pm - 4:30 pm

The office *is closed each Thursday during Chapel hour* in the Fall and Spring semesters. And, during the summer months, the office is closed from 12 to 1 for lunch.

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/FERPA

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Private and parochial schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA.

When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

The Family Rights and Privacy Act does not allow higher education institutions to discriminate disclosure of information to third parties, including parents, regardless of age. Louisiana College does not discriminate against students with regard to age. If a student is appropriately admitted to Louisiana College, all College policies and procedures apply. All enrolled students fall under all FERPA and HIPA laws and guidelines regardless of age.

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
- 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 and held in the Registrar's office. 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 accuracy 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	Registrar Counselor Dean of Students	Alexandria Hall Hixson Student Center
Disability Evaluations-- Program to Assist Student Success	Director of PASS	Academic Resource Center Warner Cottage
Student Conduct		

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 records and fines	Director of Residence Life	Hixson Student Center Room 209
Medical Health history, Medical records, Donor records, Physician & 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) and coffee bar (Java City), a television viewing area (The Frye Suite), game room, campus mail services, the Baptist Collegiate Ministry (BCM) Suite, the Louisiana College Bookstore, Health Services, Counseling Services, Student Government Association (SGA), Intramurals Office, and lounge areas. The Student Life Suite is located on the upper level of the Hixson Student Center. Offices located in the suite include the Vice President of Student Life/Dean of Students, Associate Vice President/Assistant Dean of Students, Executive Secretary to the Vice Presidents/Deans, Coordinator of the College Calendar, Director/Assistant Directors of Residence Life, Director of Student Activities, Director of Communication and Marketing, and the Coordinator of Spiritual and Cultural Enrichment Program (SCE). A conference room is 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 487-7401.

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 at 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 487-7401.

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 45,193 square foot fitness facility is known as the Louisiana Athletic Club. Amenities include a four lane lap swimming pool, a pool for therapy and exercise classes, a gymnasium, and 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 16,467 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 President's Office in Alexandria Hall, first floor (487-7401). 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 should follow this procedure:

1. Request made to the Calendar Office a minimum of ten working days prior to the event.
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 Ministry 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 diverse group of service clubs and professional societies offer a wide-range of options 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 charters new campus organizations. Charter applications may be secured in the Office of Student Activities in the Student Life 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 the approval of the Vice President of Student Life.

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 requirement following a semester of probation, its constitution may be revoked by recommendation

of the Vice President of SGA, and the consensus of the Vice President of Student Life, 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 Life Department of the College must achieve and maintain a minimum cumulative grade point average of 2.5 on a 4.0 scale.

MEMBERSHIP REQUIREMENTS-- Students involved as members of any organization under the supervision of the Student Life 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 a member of 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 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 the last day of classes 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 and attended 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. Louisiana College SGA is a member of the American Student Government Association (ASGA).

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. 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 election to the board. 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 two executive officers, selected by the Union Board staff in the fall semester, and a varying number of members. 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 apply for Union Board in the spring semester. Certain offices may require specific experience or expertise. Consult the Union Board constitution for detailed information.

ACADEMIC ORGANIZATIONS

ATSA- Athletic Training Student Association, Department of Health & Physical Education
EDUCATION CLUB – Elementary and Secondary Education Majors
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
PI KAPPA DELTA--Communication Arts Department
PSYCHOLOGY CLUB—Division of Human Behavior, Psychology Department
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

SOCIAL/SERVICE CLUBS

COLLEGE REPUBLICANS
COLLEGE DEMOCRATS
INTERNATIONAL STUDENT ORGANIZATION--local special interest club for international students and minorities;
open membership
MU KAPPA--special interest club for missionary dependents
SORROW BEARS –ultimate Frisbee team

CAMPUS MINISTRIES

BAPTIST COLLEGIATE MINISTRY
FELLOWSHIP OF CHRISTIAN ATHLETES
CHRISTIAN VOCATIONS FELLOWSHIP
LOUISIANA COLLEGE CATHOLIC STUDENT ORGANIZATION
PENTECOSTAL STUDENTS FELLOWSHIP (Fresh Fire)
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 Life with the planning and implementation of 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 Division of Media, Communications, and Theatre.

Wildcats Media

In keeping with an ever-changing media landscape, in 2009 the Department of Convergence Media transitioned away from a traditional print newspaper to an online news platform, www.WildcatsMedia.com (www.lacollege.edu,) click on the Wildcats Media ribbon). Written, edited and published by student staff members, under the direction of a faculty adviser, the website provides a laboratory experience for the development of journalistic skills. Wildcats Media's presence on the Internet includes a Facebook page, Twitter feed, and YouTube channel. For more information, call 318- 487-7597.

Wildcat Weekly

Wildcat Weekly is a newsletter designed to keep you up to date on events and to give health and safety tips. Please check your student email each Monday for new info.

INTRAMURAL SPORTS

LC Intramurals provides recreational opportunities in both team and individual sports year-round. These sports include men and women's flag football, co-ed volleyball, ultimate Frisbee, men and women's softball, men and women's basketball, badminton, tennis, ping pong, pool, bowling, golf, and quidditch. Intramural information is posted on the Intramural board in the student center and is also available at the LC Intramural Facebook page. <http://www.facebook.com/group.php?gid=142046267592&ref=ts>
For more information, contact: 318-487-7124

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 at 318-487-7350.

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 487-7695.

<u>Baseball</u>	Men's intercollegiate competition only. Contact: Coach Mike Byrnes	487-7322
<u>Basketball</u>	Men's & Women's intercollegiate competition. Men's Contact: Coach Reni Mason Women's Contact: Coach Patrece Spivey	487-7503 487-7432
<u>Cheerleading</u>	Men and women are selected through competitive process; must be full-time student with minimum 2.0 GPA. Contact: Coach Brittany Reed Campbell	487-7695
<u>Wildcat Mascot</u>	Man or woman is selected through competitive process; must be full-time student with minimum 2.0 GPA. Contact: Coach Brittany Reed Campbell	487-7695
<u>Spirit Line</u>	Women are selected through competitive process. Must be full time students with minimum of 2.0 GPA. Contact: Mrs. Heather Reeves	487-7529
<u>Cross Country Track</u>	Men and Women's intercollegiate competition. Contact: Coach Jonathan Brooks	487-7705
<u>Football</u>	Men's intercollegiate competition only. Contact: Coach Dennis Dunn	487-7725
<u>Golf</u>	Men's and Women's intercollegiate competition	

	Contact: Coach AJ Gaudin	487-7502
<u>Soccer</u>	Men's intercollegiate competition Contact: Coach Claudy St. Louis	487-7096
	Women's intercollegiate competition Contact: Coach Samantha Etherington	487-7728
<u>Softball</u>	Women's intercollegiate competition only. Contact: Coach Lyn Bankston	487-7131
<u>Tennis</u>	Men's and Women's intercollegiate competition. Contact: Coach Vashni Sharp-Moore	487-7724
<u>Track and Field</u>	Men's and Women's intercollegiate competition Contact: Coach Dan Christman	794-2529
<u>Volleyball</u>	Women's intercollegiate competition Contact: Brittany Salloum	
<u>Sports Information Director</u>	Contact: Mr. Brad Welborn	487-7987

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 Coach Brittany Reed Campbell, Cheerleading Sponsor at 487-7695.

DRAMA/FORENSICS/BROADCASTING

The Department of Communication Arts provides opportunities for participation in performing with the travelling drama team, Testify!, and membership on the College debate squad. The Department of Communication Arts is located in Martin Performing Arts Center.

Testify!

Testify! is LC's travelling drama team. Membership is through audition only.

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. Brian Manuel at 487-7594.

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. For additional information, call 318-487-7336.

GraceNotes

GraceNotes is a women's ensemble under the direction of one of our voice instructors. Course credit is offered and auditions are held each semester. For additional information, call 318-487-7336.

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. For additional information, contact Mr. Chris Turner, 318-487-7404.

Voices of LC

The Voices of LC are a select sub-group of the Chorale and are under the direction of Dr. Brandon Bannon, 318-487-7134. Auditions are required.

Elevate Band

Elevate Band is a traveling worship band that travels to Christian schools across Louisiana. Elevate is an audition based group. Call 318-487-7134 for more information.

Chapel Band

Chapel Band is a worship band that leads Louisiana College students in worship in chapel each week. Auditions are required.

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 Mr. Myron Turner at 487-7328.

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. M Kate Rawls 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. Students are introduced 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 also offers cultural enrichment programs and presentations that provide 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. Radiate, a Bible study that is offered the first Monday night of each month at 6:30p.m., unless school is not in session. Then this Bible study occurs on the second Monday night at 6:30p.m.
2. Renew is another Bible study that BCM is sponsoring this semester. This Bible study is every Tuesday evening at 6:30p.m.; various topics are addressed. Please see Shannon Lane, BCM Director, for a complete list of topics for discussion..
3. Opportunities for students to use their God given gifts and abilities in leadership and ministry positions.
4. An extensive missions 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:

- Christ – likeness.
- Christ – centeredness.
- 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. Allison Weaver for more information at 487-7254. *Applications must be mailed to Louisiana College, Division of Christian Studies, 1140 College Drive, Pineville, LA 71360*

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 Athletics Director's assistant for more information at 487-7695.

LC CATHOLIC STUDENT ORGANIZATION

An organization whose purpose is to create opportunities of the growth of our Christian Community through spiritual, social and service activities. It is also to foster understanding of our Catholic faith with all other denominations.

We meet each Tuesday during the semester at 5:00 p.m. in Alexandria Hall, Room 226. For more information please call Terri Blaisdell, 487-7694.

FRESH FIRE STUDENT MINISTRIES

Fresh Fire Student Ministries of Louisiana College exists to emphasize Christian priorities and values, and to strengthen campus unity through worship and fellowship. The ministry also serves as a connection point for (Pentecostal?) students of Louisiana College to learn and experience the apostolic faith, and develop an eternal relationship with Jesus Christ.

Meeting times are posted throughout campus. For more information, contact the group's president, Destiny Wheeler at (225) 572-6793.

SCE POLICIES

SPIRITUAL AND CULTURAL ENRICHMENT

PROGRAMS FOR THE LOUISIANA COLLEGE COMMUNITY

The Spiritual and Cultural Enrichment (SCE) programs of Louisiana 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 are also anticipated benefits. Cultural and Spiritual Enrichment activities are planned under the direction of Student Life in cooperation with the Division of Christian Studies. . This campus wide committee involves student, faculty, and staff representatives 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 are 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 encouraged to attend spiritual and cultural enrichment programs.

SPIRITUAL AND CULTURAL ENRICHMENT MEETING TIMES

Until the renovation of Guinn Auditorium is complete, chapel will be offered in the Martin Performing Arts Center (MPAC) every Tuesday and Thursday at 11:00 a.m. Freshman, athletes and transfer students will attend on Tuesdays and upperclassmen will attend on Thursdays. A student will NOT receive a spiritual credit if he or she attends chapel other than their assigned day. Students who arrive at the program after 11:00 a.m. will not receive credit for the event. Tuesday/Thursday programs consist of a variety of worship experiences featuring the Dean of Chapel, guest speakers, musicians, and artists. Services generally conclude by 11:45 a.m. In the rare event that the program runs late, class times will be adjusted accordingly. Students should mark this time on their schedule when registering for classes. Work schedules on and off campus need to be scheduled before or after chapel times. 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.

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.

Contact Student Life or the LC website for a list of planned and approved spiritual and cultural events.

ATTENDANCE REQUIREMENTS

All full-time traditional students (24 years of age and younger) must accumulate the specified number of Spiritual and Cultural credits each semester in order to graduate from Louisiana College. The following chart represents the minimum number of credits that must be earned by traditional students every semester while in attendance. . Each student is responsible for recording his/her presence using his/her student ID card with name and student identification number. Student IDs will be scanned for attendance. If a student does not have their student ID with them to be scanned, the student will not receive spiritual credit.

	<u>Spiritual</u>	<u>Cultural</u>
Full-time Traditional Per Semester	10 credits	5 credits

Non-traditional students (age 25 years and older) are required to earn a *minimum* number of credits each semester as outlined in the following chart.

	<u>Spiritual</u>	<u>Cultural</u>
Full Time Non-Traditional credits	5 credits	2 credits

Social work students enrolled in the internship experience and student teachers are exempt from Spiritual Enrichment requirements and are still required to complete Cultural Enrichment requirements. Part-time students (for the purposes of this policy, students enrolled in less than 12 semester hours) are not required to complete Spiritual or Cultural Enrichment credits. In addition, if a student has already earned a college degree, there are no Spiritual or Cultural Enrichment requirements for enrollment or graduation. Since all students who study abroad are required to attend spiritual and cultural enrichment events through these programs, 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 who fail to complete the required number of spiritual and cultural enrichment credits for a semester must make up these deficiencies the following semester or through the prescribed method detailed below.

If a student fails to meet the Spiritual and Cultural Enrichment requirement for a particular semester, it will be necessary to remedy the deficiency in the following semester by acquiring extra credits or enrolling in a prescribed class (RL095). Students who earn at least 60% of the required spiritual enrichment credits in a semester (6 for traditional students and 3 for non-traditional students) have the opportunity to make up those deficiencies in the next semester by acquisition of sufficient extra credits to remedy the deficiency. In other words, the shortage for that semester must 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 be placed in a probationary status in Spiritual Enrichment for that semester. Then the student must earn 13 spiritual credits the following semester (10 for the current semester and 3 for the previous semester) to be restored to good standing.

STUDENTS MUST REMEDY DEFICIENCIES AS PRESCRIBED IN THIS POLICY TO CONTINUE ENROLLMENT AT LOUISIANA COLLEGE. Students who acquire 5 or less credits in one semester must enroll in and successfully complete RL095, Introduction to the Christian Faith. A student that fails to satisfy the spiritual credit requirements for two successive semesters must remedy those deficiencies through enrollment in RL095 and/or RL096, Introduction to the Christian Faith – Supplemental Readings in the next successive semester. Students with 1-9 deficits after two semesters are required to successfully complete RL095. Students with 10 or more deficits after two semesters will be required to enroll in and satisfactorily complete BOTH RL095 and RL096. These courses earn no credit hours and are taken on a Pass/Fail basis. Students may enroll full-time while in these classes, however, they will not receive credit for other courses taken during that semester until they successfully complete the required compensating courses. Students are also required to attend Chapel and meet the minimum requirements during the semester they are enrolled in RL095 and/or RL096!

NOTE! ALL STUDENTS must earn the designated number of Spiritual and Cultural Enrichment credits as part of the requirements for graduation from Louisiana College. Students should plan their academic and work schedules around Spiritual and Cultural Enrichment activities as they do for other courses!

ATTENDANCE AND SIGN UP SHEETS

Attendance will be taken by scanning or swiping student IDs. If a student's ID is in poor condition and is unable to be scanned, he/she will receive a chapel card to fill out to track attendance for that particular event. The student then has one week to obtain a new ID in Student Life for a replacement cost of \$10.00. Each student's ID must be scanned by a monitor before leaving the program. Only one student ID will be accepted from each student and will be scanned as students exit the building at the close of the program. No card will be scanned for any student after the monitors leave the building.

If a student leaves the building before Chapel has ended he/she will not receive credit for attending. Each student leaving early will be required to sign out stating why he/she is leaving. Should a student find it necessary to leave the program due to an emergency, allowances will be made at the discretion of the Dean of Students.

Student IDs will also be scanned or swiped to document attendance at cultural enrichment programs. Students must stay for the entire event to receive credit for attendance. They must sign out and provide their Student ID card to receive credit for attendance.

EXEMPTIONS

Absences for routine medical appointments, job interviews, family and work 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. Requests for temporary or extended exemption of SCE credits should be submitted with documentation via email to appeals@lacollege.edu for consideration. Appeals are determined by the Student Appeals Committee.

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, and occasions of a ceremonial nature, and the noon meal on Sunday.

It is customary for men to remove their hats during prayers, worship, while reciting the pledge of allegiance, and at other appropriate times or as directed by the Dean of Chapel or college representative in charge of leading the service. All male students are expected to adhere to this custom and sign of respect.

RESIDENCE LIFE

PURPOSE

The mission of the office Residence Life is to effectively manage on-campus housing, to uphold campus policies and procedures, and to provide a quality atmosphere that encourages personal, spiritual, and academic growth, for the purpose of aiding students in their transition into adulthood.

RESIDENCE HALLS

OFFICES AND STAFF

The college has seven residence halls: College Drive Apartments (CDA), Cottingham Hall, Tudor Hall, Church Hall, English Village (EV) Apartments, Ware Street Apartments (WSA), and Married Student Housing (MSH). Each residence hall is directly supervised by a Residence Director (RD) or Apartment Manager living on the premises. Student Resident Assistants (RA's) are the first point of contact for students in campus housing and supervise approximately twenty residents each. The Residence Life office is a unit of Student Development and under the general supervision of the Vice President of Student Development. The Residence Life office is located in the Student Development Suite on the top level of the Hixson Student Center and can be reached by calling 318/487-7154.

2016-2017 RESIDENCE LIFE STAFF

Vice President of Student Development– Dr. Brandon Bannon
Dean of Students – Mr. Vince Smith
Director of Residence Life – Mr. Dayne Reeves
Residence Life Coordinator – Ms. Katie Vinzant
Residence Director of Cottingham Hall – Ms. Kaytlin Woolen
Assistant Director of Cottingham Hall - Ms. Hannah Willis
Residence Director of College Drive Apartments – Ms. Gina Arnold
Residence Director of Tudor Hall – Mr. Hunter Augustine
Residence Director of Church Hall – Mr. Cade Richardson
Residence Director of English Village Apartments – Mr. Jeffrey Breaux
Residence Director of Ware Street Apartments – Mr. Josh Boyett
Apartment Manager for Married Student Housing – Ms. K.B. Thomas

ON CAMPUS RESIDENCY REQUIREMENTS

All single full-time students (students taking 12 or more hours) under age 21 are required to live in campus housing unless they are commuter students. Students who reside with parents or legal guardians within a fifty-mile radius of Louisiana College are exempt from the policy. A commuter student is defined as a student who is a legal dependent of a parent or legal guardian with whom s/he has physical residence and is living within a 50-mile radius of Louisiana College. 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 Director of Residence Life prior to the completion of

registration. Students found in violation of this policy will be subject to discipline. Louisiana College reserves the right to cancel registration and to suspend or dismiss any single student who fails to comply with this policy. After completion of 6 semesters of residence hall living at Louisiana College, or after reaching age 21, students will be eligible to apply to live off campus. All petitions to live off campus are distributed through the office of Residence Life. If the applying student does not meet the requirements below, the Residence Life Director will send a statement of denial to the student. The statement includes the process of appeal which the student may go through if the student feels like his/her case was misrepresented. The responsibility for hearing the student cases and rendering appeal decisions are at the discretion of the Vice President of Student Development. Request for Exemption forms are available in the Residence Life offices and online (www.lacollege.edu).

Approval to live off campus is contingent upon the student's academic record (minimum 2.0 Cumulative GPA) and disciplinary record. Permission **may** be granted by the Director of Residence Life if a student is eligible and meets one of the following criteria:

1. Enrolled for less than 12 hours during a fall or spring semester and will not add additional hours of study to his//her schedule before the final date of registration.
2. Has completed six semesters of residence hall living at Louisiana College.
3. Is at least 21 years of age *by the final day of registration*.
4. *Lives locally within a fifty mile radius of campus with parents, grandparents, or legal guardian provided their primary address is within the Pineville area for tax purposes. ****
5. Married and/or has legal guardianship of a minor by custody.

These are the only exceptions that will be considered and other requests that do not meet the above criteria *will not be approved.*

Please note that the Residence Halls are intended for traditional student use. Students over the age of 25 will need to seek housing accommodations off campus, unless student is seeking housing during the summer sessions for the TEACH or MAT programs. Some exceptions may be made at the discretion of the Director of Residence Life and the Dean of Students. The housing office apologizes for any inconvenience this may cause.

*** In order to process the request we must verify residency of the person(s) where the student will be living locally. The verification documents include the most recent tax filings from the person who lives locally. The only information that LC ResLife requires is proof of primary address, sensitive tax information may be redacted and the file sent to:

Louisiana College
Director of Residence Life
Box 586 1140 College Drive
Pineville, LA 71359

Upon receipt of this document, the tax documents will be securely filed and the request will be approved. Please note per the Student Handbook: students that claim a local dwelling exemption yet fail to complete the verification process *will result in the student being billed for the cost of the room and board.*

SEMESTER ROOM CHARGES

Room rent is based on the semester schedule and does not include holidays. After holidays or breaks, students are not permitted to return to campus prior to the date announced in the College Calendar. Students are to vacate their rooms and check out properly with the housing staff 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.

Please note that private rooms are assigned on a medical need basis only. Students must submit medical documentation to be kept on file in the housing office before a room will be assigned. If there is available space, the Residence Life office may issue private rooms on a first-come-first-served basis.

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. Holiday housing privileges will be granted at the discretion of the Director of Residence Life and must be approved no later than one week prior to the posted dorm closing. Students can anticipate a charge of \$5 per night to stay in the Residence Hall 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 Office of Residence Life at least a week 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.

Please note that all international students and athletes will be charged the same rate as holiday guests if they fail to meet the deadline to apply for holiday housing.

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

Students who register for classes or stay in the area for summer employment can apply for summer housing at the rate of \$85 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 may result in removal from the residence, denial of further housing privileges, and denial of permission to register/attend classes until the balance is paid.

Please note that living on campus during the holidays and summer terms is a privilege. Students who are found in violation of housing policies will have their residential privileges revoked during these times.

RESIDENCE HALL OPENING AND CLOSING DATES FOR THE 2016-2017 ACADEMIC YEAR

<u>DATE</u>	<u>TIME</u>	<u>OPEN/CLOSE</u>	<u>EVENT</u>
August 7, 2016		Open	W3, RA's
August 7, 2016	9:00am	Open	Football, Band, Soccer, Cheer
August 13, 2016	10:00am	Open	Freshmen
August 14, 2016	2:00pm	Open	Upper Classmen

September 5, 2016	no classes and ResHalls remain open	Labor Day
October 13-14, 2016	no classes and ResHalls remain open	Fall Break
November 18, 2016	5:00 pm Close	Thanksgiving Break
November 27, 2016	2:00 pm Open	
December 9, 2016	5:00 pm Close	Christmas Holidays
January 4, 2017	2:00 pm Open	Spring Semester
January 16, 2017	no classes and ResHalls remain open	MLK Holiday
February 27-28, 2017	no classes and ResHalls remain open	Spring Break
April 13, 2017	5:00 p.m. Close	Easter Break
April 25, 2017	2:00 p.m. Open	
May 5, 2017	12:00 p.m. Close	Summer Break
May 8, 2017	3:00 p.m. Close	Graduating Senior Check-out

FINES FOR FAILURE TO FOLLOW CHECK-OUT PROCEDURES

Fines apply to holiday, summer, and semester check-outs. 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:

1. Moving out or leaving without checking out with the Resident Assistant **\$.50.**

This fine applies to students who left the residence with their belongings and failed to meet with their Resident Assistant to review and sign the check-out paperwork.

2. Being late for personal check-out time scheduled with the Resident Assistant **\$25.**

This fine applies to those who remained in the Residence Halls and were late for Personal Check-out time.

3. Remaining 1 to 29 minutes past the posted ResHall closing **\$50.**

Remaining 30 minutes or more after the posted ResHall closing **\$175.**

*If students have not checked out of their rooms 30 minutes after the posted Residence Hall closing time, 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.*

Failing 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.

Please note that Louisiana College is not responsible for any personal items left behind in the residence halls after check out.

MAIN DESK

The central point of Cottingham Hall, English Village, and Tudor Hall is the main desk located in the lobby. A Residence Life staff member is available at the main desks of Cottingham and Tudor Halls, and English Village from 6pm until 10pm on each night except Wednesdays and Sundays to provide information and service students and guests.

Church Hall, College Drive Apartments, and Ware Street Apartments do not have a main desk area. If a student is in need of a staff member, Resident Assistants' and Dorm Directors' contact information is posted throughout the buildings.

RESIDENCE HALL ACCESS

Students who require access to 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: 1st an RA, 2nd their Residence Director. 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 and fined \$50.

KEY SECURITY AND REPLACEMENT

Room keys are issued only by the authorization of the Residence Director of each building. Each student will be issued only one key to his/her room. 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 Residence Director. Lost keys will be replaced at a cost of \$20.00 per key so the lock can be replaced. Students living in College Drive Apartments, Cottingham Hall, and Ware Street Apartments 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. There will be a fine of \$50 issued for sharing the codes with anyone of the opposite sex.

HEALTH AND SAFETY

HEALTH EMERGENCIES

Any Louisiana College student needing medical attention may seek aid from the College's Health Services office, located on the 2nd floor of the Hixson Student Center. In the event of a health emergency, any member of the Residence Life staff may take students to the Emergency Room of a local hospital.

MISSING STUDENT NOTIFICATION

Louisiana College takes student safety very seriously. To this end, the following policy has been established concerning students who live in College-owned campus housing who, based on the facts and circumstances known at the time to College officials, are presumed to be missing. Most missing person reports in the college environment result from students changing their routines without informing roommates and/or friends of the change. For the purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member, or other campus person has not seen or heard from the person in a reasonable amount of time. In general, a reasonable amount of time is 24 hours but may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Purpose

This policy establishes College standards and procedures for notification of law enforcement, parents or guardians, and student-identified contacts when a student who resides in College housing is reported as missing or has been determined to be missing. This policy applies to students who reside in campus housing. This policy applies to "missing persons" and is distinct from policies related to "welfare checks."

Missing Person

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, or has been with persons who may endanger the student.

Student Disclosures

Prior to occupying College housing, students will be informed of the following:

1. The University will notify College Security and the Dean of Students if a student is reported missing;
2. Students may identify a person to be contacted by the College not later than 24 hours after the time that the student is determined to be missing in accordance with the official notification procedures;
3. The University is required to immediately notify a custodial parent or guardian if a student, who is under 18 years of age and not an emancipated individual, is determined to be missing; and
4. The University is required to notify law enforcement no later than 24 hours after the time that the student is determined to be missing.

Confidential Contacts

Prior to occupying College housing, students will be given the opportunity to designate an individual or individuals to be contacted by the College in the event that the student is determined to be missing (per the policy). A designation will remain in effect until changed or revoked by the student. The emergency contact information will be treated as confidential. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation will have access to the confidential contact information and it will not be disclosed to others.

Suggestions for Personal Safety

1. Let friends and roommates know where you are going and when you expect to return
2. If your plans change, let your friends, roommate, family know of the change
3. Be cautious when accepting drinks, rides, gifts, etc.
4. Keep your cell phone charged and with you when out of your room
5. Stay in groups or with at least one trusted friend when going off campus
6. DO NOT leave friends in unfamiliar locations or situations or with people not known well by you or your acquaintances

FIRE SAFETY

Louisiana College is subject to the laws of the state of Louisiana, and our facilities are regularly inspected by the Fire Marshall. Adherence to fire safety policies is mandatory, and violations will be subject to disciplinary actions and possible criminal prosecution.

ALARM SYSTEMS

All residence halls are equipped with fire safety alarm systems. If a fire is detected, activate the alarm system and contact the Residence Director 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 \$200 and placed on probation.*

Residents can expect each residence hall 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 for the first offense and a minimum \$100 fine for the second offense. *Fines will double with each successive violation!* Residents will receive instruction at an informational meeting at the beginning of the semester on the fire procedure for his/her assigned residence hall.

ARSON

Arson is knowingly setting fire to or burning property. The college holds zero tolerance for arson committed by students or their guests. Alleged acts of arson will be investigated and punished to the full extent of the law. Arson is a felony offense. Criminal penalties include prison and substantial fines.

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 (there is an exception for CDA,

WSA, and EV; small kitchen appliances are allowed in the kitchen area only). Grills must be used at least 50 feet from the building. Under no circumstance should a grill or smoker be used on the English Village boardwalk. The storage of propane tanks in 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 are permitted; however, a room can yield only one of each. It is the responsibility of each resident to contact his/her roommate to make sure these items are not duplicated. Students should consult the Residence Director 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

The Residence Life staff will complete a room inventory form before the resident moves any belongings into the room. Residents will sign to verify the information is correct before he/she moves in. Upon termination of room occupancy, the room will be inspected by the Resident Assistant who will note any condition(s) that are different from 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 \$75.00 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 Residence Director, 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.

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*. More serious violations will be assessed with consequences imposed by the Vice President of Student Life 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 or Residence 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 notify the RA with details of the issue(s). The requests will specify the nature and exact location of the problem. 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 \$100.00 and subject to further disciplinary action. The fine for a pet will double with each subsequent violation and after the third offense residence hall privileges will be revoked. 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

Louisiana College has a storied history of enhancing the life of its students, faculty, staff, and its community, Pineville, LA. As a Christian institution, LC has a moral obligation not only to promote learning, but to promote healthy behaviors. For many years, LC has prohibited the use of smoke tobacco products within its buildings and near certain entrances. On March 1, 2012, LC transitioned from a smoking restricted campus to a **tobacco-free** campus.

This policy applies to all frequenters of the campus: trustees, administrators, faculty, staff, students, contractors, vendors, clients, and visitors.

Sale and use of tobacco products on campus is prohibited. The free distribution of tobacco products on campus is prohibited. All tobacco advertising in public spaces, such as billboard and signage, is prohibited. Tobacco advertisements are prohibited in College publications.

The success of this policy hinges on the courtesy and cooperation of all members of the Louisiana College community. If verbal reminders are unsuccessful, and a person knowingly continues to violate the policy, please report the person to the Office of Safety and Security for review and action.

Students are expected to comply with all College policies. Non-compliance of the tobacco-free policy should be reported to the Safety and Security Department and the Office of Student Development. The Safety and Security Department will issue citations for all community members. Violations will result in fines and/or other disciplinary actions.

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 their roommates and their Residence Director. Requests to have guests stay in the residence halls should be submitted to the Residence Director at least 24 hours in advance of the guest's arrival. When the guest has arrived they must sign in with a Resident Assistant. Guests are not permitted to stay longer than 2 consecutive nights without permission of the Residence Director. Guests are also not permitted to stay in the residence halls for more than 3 nights a week. All other requests should be submitted to the Residence Director and must be approved by the Director of Residence Life. Residents 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). Failure to gain approval of an overnight guest from a Resident Assistant, or sign in with a Resident Assistant upon guest's arrival will result in a \$100 fine.

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 Goodwill. Monetary losses or mechanical problems with laundry machines should be reported to the RA. *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 without advance notice.

GENERAL REGULATIONS

RESIDENCE HALL CHECK IN PROCEDURES

Residence halls will officially open on Saturday, August 13, 2016, at 10:00am for freshmen and Sunday, August 14, 2016 at 2:00pm for upper classmen. 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 receiving the room key, an RA will show the student to his/her room and complete the room inventory 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, Residence 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 residence hall 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 48 hours in advance of the scheduled meeting. Approval of the exemption is at the discretion of the RD, 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 Residence Director 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 will be made at the discretion of the Director of Residence Life. 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 Residence Director is available to help with consolidation and will provide names of persons who need roommates. If a student fails 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 RD for assistance. Consistent violations of courtesy hours will be referred to the Dean of Students as a 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 Residence Director. Please be advised that this policy also applies to parents and siblings of residents. Open house privileges apply to all residence halls with the exception of 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, College Drive Apartments, and Ware Street 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

Sunday through Thursday	Close at Midnight
Friday and Saturday	Close at 1:00 am
English Village	24/7

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-in, 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 or Head Advisor/Residence Director. 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

Any student who wishes 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 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 Residence Director.

MOST COMMON RESIDENCE LIFE FINES

Missing a mandatory ResHall meeting	\$25
Failure to check out for holidays	\$50
Failure to check out properly when a resident moves out of the dorm	\$50-\$100
Lost keys	\$20
Lost Secure Card	\$35
Failure to evacuate building during a Fire Alarm thereafter	\$50 minimum; doubles
Pulling a Fire Alarm without cause	\$200
Failure to check-in an overnight guest	\$100
Opposite sex entering in keypad code	\$50
Failure to stay in assigned room for 4 nights per week	disciplinary action
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 doubles with each subsequent violation	
Excessive noise (doubles with each subsequent violation)	\$25
Possession of illegal items in room, e.g., candles, coffee pots, etc.	\$25
Feeding stray animals	\$50
Possession of pets in the dorm (doubles with each subsequent violation)	\$100
Open house violations	loss of privileges
(English Village, College Drive Apartments, Ware Street Apartments, and Church Hall residents will be required to move)	
Use of tobacco products on campus	\$100 & disciplinary action
Use of alcohol or other illegal substance on campus	\$100 & disciplinary action
Possession of alcohol or other illegal substance on campus	\$50 & disciplinary action
Failure to comply with college official	\$25 minimum
(Includes RA's, RD's, Director of Residence Life, Faculty, Staff, or Administrator)	
Moving out or leaving without checking out with the RA	\$50
Late for personal check-out time scheduled with RA	\$25
Remaining 1 to 29 minutes past posted residence hall closing	\$50
Remaining 30 or more minutes after the posted residence hall closing	\$175
Failure to remove all belongings and trash from residence hall	\$50
minimum/\$500maximum	

**Louisiana College is not responsible for any personal items left behind in the residence halls after check out.*

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 Life will act as coordinator for emergency preparedness.

MEDICAL EMERGENCIES

In the event of a medical emergency, call 911 and notify 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 Dorm Director of your action, 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 KALBTV, KLAXTV, or local radio stations, KALB, KQID, KSYL, KRRV, KFAB, and KZMZ.

SCHOOL CLOSING

Decisions to 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 318/487-7011).

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 your RA or Dorm Director. 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 displayed 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>
Pink	Cottingham Lot
Red	Tudor Lot
Blue	English Village Lot
<u>Permit Zone</u>	<u>Location</u>
Brown	LC Married Student Lot
Green	Commuter Lot
Yellow	Church Hall Lot
Purple	College Drive Apartments Lot
Orange	Ware Street Apartments

Commuters are allowed to park in any legal area NOT RESERVED denoted Yellow paint.

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
- parked in visitor space
- double parking street/lot
- Parked in unauthorized parking lot
- parked on grass/sidewalk
- parked in a No Parking Zone

\$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
- 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 Student Appeals Committee.

Appeals are processed by the Student Appeals Committee based solely on the written appeal (appeals@lacollege.edu) and the appellant shall be notified in writing of the Committee's decision. If an appeal is denied, the fine becomes due on the date the appellant is notified of the denial by the Student Appeals Committee. The decision of the Student Appeals Committee 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.

CODE OF STUDENT CONDUCT

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 remains 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 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 self or another individual or group, or when a student is alleged to have committed a crime. (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 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. **Student Conduct Records.** To assure student privacy, student conduct 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 Dean of Students or the President of the College. Student conduct 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, 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 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, theft, 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 Dean of Students 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.

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.
2. 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.
3. 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.
4. 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.
5. 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 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 Violation of this article may result in immediate suspension at the discretion of the Dean of Students.
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. Violation of this article may result in immediate suspension at the discretion of the Dean of Students.

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 487-7420 or 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 or are found in possession of illegal substances will be required to pay for drug testing and/or the services of the narcotic detecting dog. If a student is required by the college to submit to repeat or ongoing drug testing, the student will be responsible for payment of the laboratory fees.

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, transgender behavior, 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 is 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. Defamatory, inflammatory, indecent, or immoral information or images 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 the image you would like to a future employer or graduate school or is it unethical, illegal, or unflattering? Online defamatory remarks about the College or officials of the college are considered unethical, dishonest, and disrespectful. These may also result in disciplinary actions by the College or rejection by future employers.

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.

THE CODE OF STUDENT CONDUCT VIOLATIONS 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 student conduct 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.

PROCUDURES FOR RESOLUTION

First Level/Resolution Conference: 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 upholds the charges and imposes sanctions.

The Resolution Conference serves to resolve alleged violations in an informal setting. 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 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. The Dean of Students (or designee) shall notify the student of the right and obligation to participate in the conference at least 72 hours in advance of the meeting. In order to expedite the hearing, the student may waive the right to the 72 hour notice. Accused students may be accompanied by a person they choose, however this person may not be an attorney. This person will not participate in the hearing unless invited to do so by the Dean of Students. The Resolution Conference is not a court of law and formal rules of evidence are not necessary. Records of the conference will be maintained in the Dean of Students office.

After hearing all of the evidence, the Dean of Students may either, (1) dismiss the complaint or, (2) uphold the charges, impose sanctions, 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 as soon as practical following the Resolution Conference. The accused student is responsible for picking up a copy of the Document once it is completed. The student must sign the document as an indication that s/he has received and read the decision.

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

Second Level/Student Appeals Committee:

Decisions of the Dean of Students in the Resolution Conference 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 resolution conference but significant enough to potentially impact the decision made by the Dean of Students, (3) unsupported conclusions, or (4) disproportionate sanctions. Appeals must be made in writing to the Student Appeals Committee within 72 hours of notification of the decision by the Dean of Students.

Each year, the President, using the normal committee selection process of the College, appoints nine members to the Student Appeals Committee. The Committee consists of one administrator, four faculty members, and four students. The responsibility for participating in Student Appeals Hearings will rotate among the four faculty members and the four student members on a case-by-case basis as available. A quorum consists of the chair and three members including at least one student. The requirement for student participation will be waived if the hearing is to occur during academic breaks, the last week of the fall or spring terms, finals, May or Summer terms. Students who have a prior relationship with the disciplined student must recuse themselves from the process.

If the Appeals Committee decides to hear the case, they may (1) dismiss the charges, (2) uphold the charges and sanctions made by the Dean, or (3) uphold the charges and modify the sanctions. If the Appeals Committee refuses to hear the appeal, the original decision and sanctions imposed by the Dean of Students will be implemented.

The accused and the complainant may present their cases to the Student Appeals Committee.. The accused will be given a minimum 72 hours' notice of the hearing. Notices may be given by phone, in person, or hand-delivered. Students living off-campus will normally be contacted by phone. 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 also be noted and documented in writing. In order to expedite the judicial process, an accused student may waive the 72 hour requirement. 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 Dean of Students, if needed, will answer procedural questions posed by the Student Appeals Committee. The Dean of Students will attend hearings to present the judicial record and respond to questions from the Committee. The Dean of Students will not otherwise take part in the Hearing. The accused student may be accompanied by a person of his or her choice, who cannot 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 shall not be an attorney or a witness in the case. 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 the hearing board but fails to do so, the case may be dismissed.

The accused student has a right to explain to the Student Appeals Committee the facts related to the incident(s), why he/she is not guilty, and/or why a sanction is not warranted. 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 student is not allowed to cross-examine witnesses or the complainant during any of the proceedings. The Committee has the discretion to include or exclude testimony as it deems fair and appropriate under the circumstances.

After all statements, questions, and supporting information have been submitted, the Committee will go into an executive session to make its deliberations. The decision of the Committee will be by majority vote. The chair of the Student Appeals Committee will submit a written copy of the Committee's findings to the Vice President for Student Development, who will notify the accused student within 72 hours of the decision.

Tape recordings and/or written notes will be maintained during the presentation of the case. However, deliberations of the Student Appeals Committee will NOT be recorded under any circumstance. 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.

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

POSSIBLE SANCTIONS FOR CODE OF STUDENT CONDUCT VIOLATIONS

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 and committees investigate violations and determine the appropriate sanctions if warranted. 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 sanctions become a part of the student's conduct record and may be considered in any future proceeding by a student conduct committee, Vice President, Dean of Students, or other College official. Government agencies, graduate schools, and prospective employers often inquire about a former student's disciplinary records. 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: prohibition or removal of a student 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. Indefinite Judicial Probation: the student or student organization is placed on supervisory status for an indefinite period of time to remain in effect until such a time as the official in charge shall determine that the probationary status should be lifted. Indefinite 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 Indefinite 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.
- N. Areas Placed Off Limits: restricts the student from certain areas or facilities.
- O. 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.
- P. 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 upon request for readmission.
- Q. Suspension without Option to Return: the student is suspended permanently and may not be on campus for anything except official business. The student must notify Security and the Dean of Students prior to entering campus. Any suspended student who violates this prohibition will be subject to arrest for trespassing.
- R. 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 designee. Students who do not leave the campus within the allotted time or do not obtain written permission from the Dean of Students to remain on campus will be prosecuted.

STUDENT COMPLAINT POLICY AND PROCEDURES

STUDENT COMPLAINT POLICY

Informal Complaint Procedures

Louisiana College aspires to provide an education and services of highest quality to its students and to provide equity and harmony in the application of college policies and procedures. When a student has a complaint, resolution should be sought through informal communication with the appropriate instructor, dean, staff member, or administrative officer who may be able to help rectify or clarify the situation before a written complaint is initiated.

Formal Complaint Procedures

The Student Complaint Policy does not supersede specific policies involving special cases such as grade appeals, record appeals, judicial appeals, etc.

- **Lodging a Formal Student Complaint:** A student who wishes to lodge a formal complaint with the College must complete and submit the formal complaint form to the appropriate Administrative Council level officer. A form is available in the Office of Student Development or the Office of Academic Affairs. The complaint should be submitted in writing within 14 calendar days of the incident.
- **Administrative Complaint Acknowledgment:** The Administrative Council member will forward the formal student complaints to the administrator (supervisor) most immediately responsible for the area to which the complaint pertains. The administrator will send a written acknowledgment to the student within five working days of receiving the complaint indicating that: (1) the formal complaint form has been received, (2) the nature of the complaint, and (3) the student will receive a written response after deliberation within approximately ten working days. Copies of the written student complaint and the acknowledgement letter will be sent to the Administrative Council level officer responsible for the area.
- **Administrative Deliberation and Response:** If the administrator to whom the complaint is forwarded determines that the nature of the complaint is beyond his/her area of supervision or expertise, the next level administrator in the area should be consulted and may be requested to respond to the student. Administrative disposition of the complaint will generally consist of investigation into the source of the complaint, previous efforts to resolve the issue, and any contingencies that will aid in the deliberation and disposition of the problem. The responding administrator will send to the student a written statement of attempted resolution to the problem. A copy of the deliberation response will be sent to the appropriate Administrative Council level officer. All formal student complaints will be forwarded upon resolution to the President's office by each Administrative Council officer where a log will be kept.
- **Student Appeal Process:** Upon receiving a deliberation response to the written complaint, the student has the right of appeal to successive levels of administrators within the area. This appeal must be made in writing within five working days of receiving the Administrative response. In each case, the student will receive an acknowledgement of the complaint within five working days and a deliberation response within ten working days from the date of the acknowledgment letter.

- **Administrative Levels for Student Complaints:** For students in traditional programs – the appropriate Administrative Council level officer for student complaints will be as follows:
 - Vice President for Academic Affairs – academic, library, information technology (IT), institutional research, accreditation, retention, course issues, and registrar issues
 - Vice President for Business and Administration – athletics, facilities services, financial issues including student accounts and auxiliary services (athletics, graphic services, bookstore) issues
 - Vice President for Institutional Advancement – admissions, financial aid issues, public relations, alumni and church relationships, and fundraising issues
 - Vice President for Student Life - residence life, spiritual life, student services, student activities and campus dining issues

LOUISIANA COLLEGE
FORMAL COMPLAINT FORM FOR STUDENTS

Name of Student Filing Complaint (Printed)

Date Complaint Filed

Signature of Student Filing Complaint

Student Phone Number

Student Mailing Address

Student E-mail Address

Student ID Number

Campus Location or Online Classes

DESCRIPTION OF COMPLAINT (Date, Place, Time, Who Was Involved, Who Witnessed the Event, Details)

ATTEMPTS MADE TO RESOLVE AS AN INFORMAL COMPLAINT:

STATEMENT OF DESIRED OUTCOME: _____

Administrator receiving complaint completes items below this line Date Received _____

ACTION TAKEN _____

Signature of Administrator Taking Action

Date Response Sent to Student

Signature of Area Vice President

Date Copy Sent to Area Vice President

Additional Information:

Adopted 03/15/2010
Revised 12/7/2016