

2010-2012

  
**batonrouge**  
COMMUNITY COLLEGE™



**student handbook**



# student handbook

## personal information

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NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_





**Baton Rouge Community College**

201 Community College Drive

Baton Rouge, LA 70806

Phone (225-216-8000) or (1-800-601-4558)

**www.mybrcc.edu**

**Louisiana Community and Technical College System**

265 South Foster Drive

Baton Rouge, LA 70806

Phone (225-922-1185)

**www.lctcs.edu**

**LCTCS System President**

Joe D. May, Ph.D., *System President* .....Baton Rouge

**LCTCS Board of Supervisors**

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## Message from the Chancellor

Dear Students:

On behalf of our faculty and staff, it is my pleasure to welcome you to Baton Rouge Community College! We are delighted that you have chosen our college as the place to pursue your academic, professional, and personal educational goals.

This handbook is presented as a supplement to the *BRCC* Catalog and is meant to provide you with information that will be of interest to you as a BRCC student. Important policies and procedures are discussed, as well as additional opportunities for you to take advantage of while attending our college.

As a regionally accredited institution, BRCC offers academic curricula and programs to meet the widely varying educational needs of a diverse student population. However, what will quickly become evident as you review this guide and attend our institution is that we strongly believe in learning that takes place *outside* the classroom as well. BRCC offers a strong variety of opportunities for you to engage in activities and programs designed to enrich college life and provide you with a more complete, well-rounded educational experience.

What will also become evident is that our faculty and staff make every effort to assist students in achieving their objectives. We strongly believe in the power of possibilities here at BRCC, and we are proud to provide an outstanding environment that fosters educational and personal growth for all our students.

I am excited that you have chosen BRCC. We encourage you to dive in, to explore, to get involved in the wide variety of programs, support services, and extracurricular activities we offer... in short, we encourage you to *imagine what you can do!*

Sincerely,  
Myrtle E. B. Dorsey, Ph.D.  
*Chancellor*



## **Message from the Vice Chancellor for Student Affairs**

Dear Students:

Welcome to Baton Rouge Community College! Your decision to attend our institution is the first step into a world of expanding possibilities, and we are delighted to be a part of your journey.

At BRCC, we have made the use of best practices and advanced learning resources a part of our educational philosophy, and we strive to meet that standard for educational opportunities outside the classroom, as well. Our college's outstanding academic curricula are supplemented by a strong variety of activities and programs that are offered to supplement classroom learning and enhance the overall college experience. Also, because we encourage our students to dream, we understand that sometimes a little help is needed in making those dreams a reality. Our college has an array of student support services to assist students with the various issues they may encounter on the road to achieving their goals.

At BRCC, we not only encourage involvement... we also welcome leadership. Through programs such as the Student Government Association, we offer students a voice in shaping the direction of the college's events and activities. We also provide opportunities to develop additional programs and activities to meet the varying interests of our diverse student body. As a student, you have the chance to not only utilize our services, but also shape them to better serve you, your fellow students, and future students as well.

We look forward to the contributions you have to offer to our community and your fellow students. We are excited to be a partner with you in your educational efforts, and we encourage you to get involved at BRCC!

Sincerely,  
Stephen L. Hilterbran, Ed.D.  
*Vice Chancellor for Student Affairs*

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# About this Handbook



This handbook was prepared by BRCC for students to use as a guide. While efforts are made to ensure the accuracy of the material stated herein, the college reserves the right to change any provision listed in this handbook without prior notice. The college will attempt to advise students of any changes.

Information concerning the academic requirements for graduation is available on campus or the BRCC Web site. Students are responsible for knowing the current graduation requirements for the degree programs in which they are enrolled.

# ••••• Did You Know?

## **Interesting Current Facts about Baton Rouge Community College**

**(based on the Fall 2009 student body)**

- The average age of BRCC students is 24 years old.
- More than 58% of the students at BRCC are women.
- Ninety-nine percent of the students attending BRCC are in-state.
- Students take part in planning and implementing student activities at BRCC.
- Students can participate in one or more of the 25 recognized clubs/organizations at BRCC.
- Fifty-five percent of BRCC students attend class full-time.
- There are a total of 283 full-time and part-time faculty members along with 119 full-time staff members.
- BRCC offers both academic and career education.
- BRCC promotes life-long learning.
- Over \$5.5 million in state, federal, and institutional aid was awarded to 43% of registered BRCC students.

# Frequently Asked Questions

## ***When is registration?***

Registration is ongoing. To learn about registration, students should review the *Schedule of Classes*, check the BRCC website, or visit the Office of Enrollment Services located in the Bienvenue Student Center.

## ***How long must an individual reside in Louisiana before being considered a resident?***

Individuals must reside and/or work in Louisiana for at least one year (365 days) immediately preceding the first official day of classes for the semester they wish to attend. Refer to the latest *BRCC College Catalog*.

## ***Do I have to take the BRCC Placement Test if I have ACT or SAT scores?***

Yes. *ACT* and *SAT* test scores do not always accurately indicate the proper course placement for a student, especially if the test scores are more than three years old. Therefore, BRCC administers the *COMPASS Placement Test*. All new students should take *COMPASS* after applying for admission and before being advised.

## ***I do not want to receive credit for classes. Am I required to complete an application?***

Yes, **ALL** students must complete an *Application for Admission* in order to register at BRCC. After completing the application process, a student can either enroll for or audit a class (see the "Glossary").

## ***How do I obtain a transcript for another institution or an employer?***

First, complete a *Transcript Request form* available in the Office of Enrollment Services, or print one from the Web site at **www.mybrcc.edu**. Also, a letter can be sent to Baton Rouge Community College, Office of Enrollment Services, 201 Community College Drive, Baton Rouge, LA 70806. The letter should include the student's name (printed), signature, social security number, and an address where a transcript can be mailed. Federal regulations require that a student's transcript be released only upon that student's written consent, which must bear the student's signature.

## ***Where should other institutions of higher education send transcript(s) and application materials?***

Other institutions should send transcripts to Baton Rouge Community College, Office of Enrollment Services, 201 Community College Drive, Baton Rouge, LA 70806.



***How do I register for online courses?***

Students can apply to take online courses the same way they apply to enroll in other college courses. Details are available in the *Schedule of Classes*.

***Where can I take online course tests?***

A prospective student should contact the Director of Dual, Online, Evening & Weekend Learning at 216-8076 or contact the instructor and make arrangements to take the test.

***How do I obtain a parking hangtag?***

Parking hangtags and maps of the BRCC campus are available in the Office of Public Safety, located in the Bienvenue Student Center.

***Does BRCC offer childcare for students' children?***

Currently, the college does not offer childcare services. However, there are qualified and reliable childcare facilities located in close proximity to the campus.

***Is it necessary to have a BRCC identification card?***

All students are required to carry a *BRCC ID Card* in order to gain entrance into the parking garage, check out books, print/copy, and use other services offered by the college. Some local merchants offer discounts to BRCC students; and to take advantage of the offers, a student ID card must be presented.

***How do I qualify for the Dean's List?***

To qualify for the *Dean's List*, a student must complete a minimum of twelve (12) or more credit hours and maintain a grade point average (GPA) of 3.5 or higher with no letter grade lower than a "C".

***How do I join a student club/organization?***

To join a club/organization, a student should complete an application for that club/organization in the Office of Student Programs and Resources (SPAR), located in the Bienvenue Student Center. The application will be forwarded to the club's advisor, who will contact the prospective member.



***Where do I obtain an application for federal financial aid (FAFSA)?***

To obtain an application, visit the Office of Financial Aid and Scholarships located in the Bienvenue Student Center, or go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

***What scholarships are available, and where can I apply?***

Scholarship awards are based on availability of funds. To obtain a complete list of the scholarships offered at BRCC and their qualifying requirements/criteria. Students should visit the BRCC Web site at [www.mybrcc.edu](http://www.mybrcc.edu) and click on the link for the Office of Financial Aid and Scholarships. Students can also download the scholarship application from this link, as well as at any of the student kiosks located in each building on campus.

# ••••• Academic and Student Support Services

BRCC is committed to helping students succeed. The College offers services that help students adjust to college life, excel in classes, and plan for the future. BRCC provides computer support, library resources and academic and career counseling.

## **Transfer Students**

Transfer students are asked to apply for admission and submit official transcripts at least one month prior to enrolling at BRCC. These documents provide the advisor with vital information needed to advise and register the student.

The Office of Enrollment Services accommodates transfer students who have not yet received an official copy of their transcripts. After a student is admitted, he/she is advised in the Center for Academic Success. In lieu of an original transcript, an advisor can use an unofficial transcript, a degree audit, or prior grade report to advise a student until an official transcript is received. Students entering BRCC from an out-of-state college/university should present a copy of the course descriptions or catalog from the college they previously attended.

An official transcript must be received in the Office of Enrollment Services within 30 days of enrollment at BRCC.

## **International Students**

International Services is part of Enrollment Services and is located in the Bienvenue Student Center. The Office of International Services addresses the needs and concerns of the college's international student community. The office provides:

- Admission applications and other documentation required by BRCC
- An International Student Advisor (ISA), who handles immigration matters and assists international students with concerns related to an *F-1* visa status
- Orientation, which eases the transition to BRCC and provides information on cultural and enrichment programs. Orientation is mandatory for all international students.

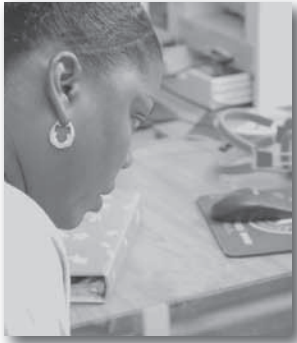


## **Maintaining F-1 Student Visa Status**

A student entering the United States on an *F-1* student visa agrees to adhere to certain immigration rules. Violations of these rules can result in deportation and could affect the student's ability to re-enter the United States. To maintain *F-1* student status:

- 1. International students must register for - and be enrolled in - a minimum of 12 credit hours (full-time status) for both fall and spring semesters.** International students can opt to enroll in the summer term and take fewer than 12 semester hours (unless the summer term is their first term of enrollment). There are no excused absences; international students should contact their instructor if they are going to miss a class. When an international student completes his/her program of study at BRCC, he/she can stay in the United States up to 60 days, or re-enroll and enter a new program of study at the college.
- 2. International students are only eligible to work for a maximum of 20 hours per week on campus.** To work off-campus, a student must obtain authorization from U.S. Citizenship and Immigration Services (USCIS). Working off-campus without prior USCIS authorization can result in revocation of a student's *F-1* visa classification.
- 3. A passport must be kept valid.** To renew an expiring passport, a student should contact the embassy of the country of origin, or the Office of International Services. The Office for International Services can assist the student in renewing a passport.
- 4. An *I-20* must be kept valid.** International students should check the "Completion of Studies Date" (item #5 on the *I-20*). If the *I-20* expires, a student should immediately contact the International Student Advisor in the Office of International Services. Attendance at BRCC requires that an *I-20* with a current completion date be presented at the Office of Enrollment Services at the time of enrollment.





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**5. BRCC requires that F-1 student visa holders maintain adequate health insurance.** The insurance protects students from the unexpected costs of an unforeseen accident or illness.

**6. An international student must report a change of address to the Office of International Services. Additionally, the Immigration and Nationality Act (INA) requires aliens residing in the United States**

**to report a change of address to USCIS within 10 days of the change.** BRCC's *Change of Address* form is available in the Office of Enrollment Services, located in the Bienvenue Student Center. To obtain the necessary forms for reporting a change of address to the USCIS, visit the website for U.S. Citizenship and Immigration Services at [www.uscis.gov](http://www.uscis.gov).

## **Traveling Outside of the United States**

The information below only outlines the general requirements for re-entry into the United States for F-1 student visa holders. Because individual circumstances vary, international students should consult BRCC's Office of International Services, their embassy, and/or their legal advisor before traveling. Travel plans should be discussed as soon as possible to allow sufficient time to obtain proper documentation.

- International students traveling outside of the United States must obtain a signed *SEVIS I-20* from BRCC's Office of International Services. Students should allow at least three business days for the request to be processed. A copy of the *SEVIS I-20* must be filed in the Office of International Services.
- Re-entry into the United States requires that an international student possess a passport that has been valid for at least six months prior to the date of re-entry.
- International students can stay in the United States on an expired F-1 visa as long as they maintain student status. However, international students visiting their home country (or traveling to a country



without revalidation agreements with the United States) must possess an updated/valid visa in order to re-enter.

- International students should be prepared to present updated financial information that shows that necessary funds are available to cover tuition and living expenses. A current copy of the student's BRCC transcript may also be necessary.

International students who are traveling to a country other than his/her home country should check the requirements of the country they will be visiting. Some countries require a visa. Students may also need an in-transit visa in countries where connecting flights are made. *Always check before you travel.* An international student who has questions about visa status should request a meeting with an advisor.

International students are encouraged to visit the following websites for additional information:

**[www.uscis.gov](http://www.uscis.gov)**  
**[usembassy.state.gov](http://usembassy.state.gov)**

**[www.unitedstatesvisas.gov](http://www.unitedstatesvisas.gov)**  
**[www.state.gov](http://www.state.gov)**

## **Veterans Educational Services**

Veterans Affairs, in conjunction with the U.S. Department of Veterans Affairs (VA), provides educational benefits to present and former members of the U.S. Armed Forces and students who are eligible to receive veterans' educational benefits. The office counsels, advises, and certifies enrollment of student veterans and submits necessary information to the VA.

**All paperwork must be submitted two weeks *before* the start of each semester. (paperwork received after that time will be considered late and payment of benefits may be delayed, in which case other payment arrangements may be necessary.)** Eligible students should be prepared to meet the initial costs of attending college as benefits may take six to eight weeks to be received.

The Post-9/11 G.I. Bill expanded the number of people who qualify for education support from the VA. It provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with



a service-connected disability after 30 days. Applicants must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. To see specific information about how this benefit compares to other education support bills, please visit the bill's webpage at the U.S. Department of Veterans Affairs' website: [www.gibill.va.gov](http://www.gibill.va.gov).

## **Learning Resources**

BRCC provides students with various services to enhance academic instruction and provide additional educational opportunities. The Learning Resources department is composed of the Magnolia Library; Dual, Online, and Evening/Weekend Learning; Media Services; the Archives; the Teaching and Learning Center, and the college's Open Computer Labs.

### **Magnolia Library**

Library services are available to BRCC students, faculty, staff, and the surrounding community. The library contains a variety of materials available to meet the information and research needs of students, faculty, and staff. It has a core collection of over 40,000 print and non-print items, including books, audio cassettes, VHS tapes, DVDs, CD-ROMs, art slides, pamphlets, maps, and reference/reserve items. In addition, the library subscribes to NetLibrary, a collection of 61,000 electronic books, which can be accessed outside of the library through an internet connection with the creation of an account. The library also subscribes to over 150 print serials, which includes magazines, newspapers, and journals.

Magnolia Library is a consortium member of both LALINC (Louisiana Academic Library Information Network Consortium) and LOUIS (Louisiana Online University Information System). LOUIS provides library users with access to both the BRCC online card catalog and the card catalogs of other Louisiana academic institutions. LOUIS also provides users access to a variety of electronic databases containing material from full-text journals, newspapers, and magazines. Databases include an EBSCOhost suite, OED online, GaleGroup, Lexis-Nexis, Sanborn Maps LA, Math SciNet, JSTOR, and the World Book suite. Visit the library's webpage on the BRCC website for additional information.



## **Library Hours of Operation**

### **Regular Library Hours**

#### **beginning Fall 2010 - Spring 2011**

Monday – Thursday, 7:30 a.m. – 7 p.m.

Friday, 7:30 a.m. - 5:00 p.m.

Saturday, 8:30 a.m. - 12:30 p.m.

### **(Summer)**

Monday – Thursday, 8 a.m. – 7 p.m.

Friday, 8:00 a.m. - 5:00 p.m.

Saturday–Sunday Closed

*Please check the library web page or call 216.8303.*

*Note: Hours are subject to change*

## **Library Reference Services**

Reference Services is committed to providing quality information service through one-on-one assistance, brochures, Blackboard modules, instructional sessions, courses, and workshops.

In order to provide an opportunity for faculty to better acquaint their students with library resources, Reference Services offers a library instruction series, which includes library tours and bibliographic instruction sessions. Bibliographic instruction sessions can be customized to meet the needs of a particular assignment upon request.

The Reference Services also offers two courses for college credit. Library Science 101 (LIBS 101) is a one-credit course which introduces students to the library and its resources. College Success Skills 101 (CSSK 101) is a three-credit course which provides students with an opportunity to acquire and reinforce strategies that promote success in college.

Students are encouraged to seek the assistance of Reference Librarians for their research needs. The Reference Desk is located on the 2<sup>nd</sup> floor of the library.

## **Library Circulation of Materials**

Circulation provides for the greatest possible use of all library material while ensuring the collection's security. Circulation is responsible for Reserves, Electronic Reserves, study room reservations, shelving, and stacks maintenance. To take advantage of available resources, a valid BRCC identification card



is required. Borrowers must abide by the policies and regulations set by the library; failure to comply will result in the loss of library privileges and access to services. Borrowed materials must be returned and fines paid by the end of each semester or final grades and transcripts will be withheld.

## **Dual, Online, and Evening/Weekend Learning**

The Dual, Online and Evening/Weekend Learning offers an alternative approach to earning an associate degree/certificate. It allows students to complete a degree/certificate during evenings and weekends instead of taking day classes.

The program is designed for:

- working adults who need flexibility while earning a degree
- working adults who must acquire a degree for career advancement
- anyone interested in acquiring a degree within a short time frame
- individuals who assume multiple life roles such as parents, spouses/partners, caregivers, veterans, or homemakers.

## **Dual Enrollment**

The Dual Enrollment Program offers high school students the opportunity to earn college credit while earning *Carnegie units* in high school; in essence, the program enables a high school student to graduate from high school with college credit. However, it is vital to understand that a high school student registrant is expected to adhere to all college, course, and instructor requirements. The program is designed for students who:

- are serious about their education,
- want to understand what it is like to attend college,
- want to earn a college degree,
- desire to start college education where there is a smaller student to teacher ratio, and
- wish to get an early start on completing their college education.

For additional information on the program, visit the BRCC web page, or call 225.216.8076.

## **Online Learning**

Distance/Electronic Learning offers certain degrees and college-



credit courses in a variety of disciplines. Although this is an electronic program, classes adhere to the same course objectives, content, rigor, and transferability.

Students taking online courses must meet the same testing, prerequisite, and corequisite requirements as any traditionally taught (face-to-face) student at BRCC. In order to succeed in an online course, students must have access to a computer with an internet connection and an e-mail account, have version 6.0 or higher of either *Netscape Navigator* or *Internet Explorer*, and be proficient in the use of the computer. Students using a Apple Macintosh should have *Safari 3.0* or higher. In some instances, additional software packages are required. For more information, visit the BRCC web page and click on for the Dual, Online and Evening/Weekend Learning.

### **The Teaching and Learning Center**

The Teaching and Learning Center (TLC) is located on the third floor of the Magnolia Building. The center enhances instructional programs by providing free support to BRCC faculty members.

### **Open Computer Labs**

BRCC provides open computer labs in every academic building and technology-based learning solutions such as software and hardware that academically support both students and faculty. These technologies allow BRCC to stay current with national trends, innovations, and best practices in order to provide a relevant educational experience for students. The open computer labs are networked, with internet access and printing capabilities. The assessed Student Technology Fee allows the college to maintain and upgrade systems, add new resources, and provide computer support for students inside and outside of the classroom. A valid BRCC Student Identification Card must be presented to use computer labs.

### **Media Services**

The Media Services Department, located on the second floor of the Magnolia Library and Performing Arts Pavilion, provides educational technology support to faculty, staff, and students.



Patrons can listen to or view media on DVDs, CDs, video tapes, or other storage devices in the Media Center.

## **The Center for Academic Success**

The Center for Academic Success provides a variety of support services to assist students at BRCC. It is located in the north and south areas of the Magnolia Library and Performing Arts Pavilion's first floor, with over 15,000 square feet of facility. This unique, comprehensive array of programs, resources, and services is designed to help ensure success for students in their goals toward degree completion and successful transfer.

### **Magnolia North**

Magnolia North contains programs and services to assist students in achieving academic, vocational, and professional growth. Here students will find BRCC's Quality Enhancement Plan program, Service Learning, and STARS Gate (Title III). Math/Science and Writing Centers, active-learning classrooms, and one-on-one tutoring are also available, either through appointment or on a walk-in basis

### **Quality Enhancement Plan (QEP)/"First Class"**

BRCC's "First Class" program is a seminar for new students which meets as a regular course with an assigned instructor. The seminar orients new students to the institution and its programs, and teaches them important academic survival skills. The course also engages students in the learning process and equips them with the requisite knowledge, skills, and behaviors needed to succeed throughout their matriculation at the college.

### **Service Learning**

Service Learning works with students, encouraged by faculty/staff advisors, who wish to earn extra credit for their participation. Students volunteer to work for agencies located throughout the city of Baton Rouge; in turn, they use what they have learned to benefit the community.

### **STARS Gate**

"STARS Gate"(Students Toward Achievement, Retention, and Success) serves first-year students who enroll in one or more



developmental courses (English, reading, and mathematics). Students are introduced to academic support strategies to assist in the timely completion of the developmental course sequence and the expansion of academic and personal skills needed to successfully complete an associate degree.

## **Magnolia South**

The programs in Magnolia South are designed to enhance “the total student” and further empower them in being responsible for their own academic progress. Academic advising, personal counseling, and Disability Services are available, in addition to a Mathematics Classroom with computer-based learning, Testing Center, and Open-Computer Lab.

## **Advising**

The advising staff helps students successfully reach their academic goals. At BRCC, academic advising is a shared responsibility between advisor and the student. Correct initial course placement is critical, so placement test scores and any prior transcripts help the advisor to properly place a student in the correct class at the correct academic level. Students who are seeking degree course credits, diplomas, or certificates in credit programs must take the COMPASS Placement Test. If a student desires to transfer to another institution, an advisor can assist in selecting classes for that purpose. Students must meet with an advisor each semester to select classes, remove the advisor holds, and enable their PINs.

All continuing students are assigned to a professor/faculty advisor who teaches courses in the student’s major field of study. Generally, this professor/ faculty advisor guides the student throughout his/her time of study at BRCC. Faculty advisors direct students toward specific goals and are knowledgeable about student programs of study, career advising, and available post-graduate programs.





## **New Student Orientation**

Student orientation prepares students to enter BRCC and instruct them on how to use the available services at the college. The Center for Academic Success also facilitates the Parent and Friends Café, a session offered for parents, spouses, or other members of the student's support system which prepares them to make timely suggestions to students at critical points in the semester.

## **Counseling**

A student needing immediate personal counseling should report to the Center for Academic Success located in Magnolia South. Short-term personal counseling and crisis intervention are available. For long-term care or in-depth therapy, students should contact one of the local counseling specialists. Counseling services offered include individual and group sessions, as well as seminars on anger management, career planning, conflict resolution, career decision-making, stress/anxiety management, and other counseling topics.

## **Disability Services**

Disability Services provides and coordinates support services for students identified as having a documented disability/impairment. Special accommodations are available to students who require assistance while attending the college. Students need only apply at Disability Services to obtain accommodation. Documentation is required from a board-certified physician or psychologist directed to the college that states that the student is disabled and requires accommodation while attending BRCC. The doctor should also recommend the type of accommodation the student will need. **Requests for special accommodations/ services should be made at least 4 weeks prior to the first official day of classes each semester.**

## **Career Services**

Career Services assists students in making career decisions, improving job-seeking skills, and finding full- or part-time work. Students can take advantage of e-Discover, an online career test, at no cost to the student.



Career Services posts and updates full- and part-time job opportunities, and hosts Career Day, when companies are invited to campus to recruit BRCC students for employment. Students are encouraged to use the materials found in the Career Center to help them decide on a career.

## **Honors**

### ***Dean's List***

The *Dean's List* honors high-achieving students. At the end of each semester, students who complete 12 or more credit hours and earn a minimum grade point average of 3.5 or higher are placed on the *Dean's List*.

### **Honors Program**

The Honors Program recognizes and promotes academic excellence. The program is offered to graduating high school students with a GPA of 3.0 or better and a minimum ACT score of 23. Students currently enrolled at BRCC and transfer students can also join; they must have completed 12 or more semester credit hours with a minimum GPA of 3.25. The program features intellectually stimulating courses taught by dedicated faculty, provides social interaction with other honors students, and offers opportunities for recognition and service.

### **Phi Theta Kappa Honor Society**

Phi Theta Kappa, the international honor society for two-year colleges, recognizes and promotes outstanding academic achievement. Membership in Phi Theta Kappa at BRCC (*Beta Mu Omicron* chapter) is offered to students who have completed 12 or more semester credit-hours at BRCC with an earned GPA of 3.25 or higher. Chapter activities encourage both fellowship and scholastic excellence. Students are invited to join each semester.

## **Academic Offerings**

BRCC offers programs and classes that fit any schedule. In addition to traditional classroom-based courses, students can earn credit through online courses, examinations, and course exemptions.



## **Programs of Study**

Baton Rouge Community College offers the following degrees and certificates:

- Accounting Technology Associate of Applied Science (AAS)
- Business Associate of Science (AS)
- Business Technology Associate of Applied Science (AAS)
- Business Technology Certificate
- Computer Information Systems Associate of Science (AS)
- Construction Management Associate of Applied Science (AAS)
- Criminal Justice Associate of Science (AS)
- Emergency Management Certificate
- Entertainment Technology Associate of Applied Science (AAS)
- General Science Associate of Science (AS)
  - General Science Landscape Management Concentration
  - General Science Natural Sciences Concentration
- General Studies Certificate
- Liberal Arts Associate of Arts (AA)
  - Liberal Arts Global Studies Concentration
  - Liberal Arts Studio Arts Concentration
- Nursing Associate of Science (AS)
- Process Technology Associate of Applied Science (AAS)
- Science Technology Associate of Applied Science (AAS)
  - Environmental Technology Concentration
  - Engineering Technology Concentration
- Teaching Associate of Science (AST)

*\* For updates, check the College Catalog on the BRCC Website*

## **Student Academic Appeals**

The Appeals and Exceptions Quality Team provides an avenue for students to invoke their right to appeal. Reviews of student-related issues and/or grievances are conducted upon the student's request. The Appeals and Exceptions Quality Team will review all information provided by the student, faculty, and staff. This process ensures students a fair and unbiased response to his/her grievance. The decision of the committee is final.



## **Appeals and Exceptions Requests**

The following is a list of various valid reasons for requesting an appeal or exception:

- Academic Bankruptcy/Renewal (removal of academic records from previous semesters). *This procedure applies to BRCC transcripts only, and only while the student remains at BRCC: all grades remain on a student's official transcript when transfer to another institution occurs.*
- Academic Integrity Violation
- Change of Grade
- Expungement of Financial Record
- Out-of-State Tuition Waiver
- Readmit from Academic Suspension
- Removal of Hold on Account
- Tuition Refund

## **Student Grade Appeals**

***All grade appeals must be made within forty-five (45) days after the end of the semester in which the grade is received.***

If a student believes that he/she has been awarded an incorrect grade or that a grade has been recorded in error, that student's grade appeal begins with the instructor who reported the grade. If the appeal is not resolved, the student can then contact the Department Chair first, followed by the Academic Dean of the Department. At each level, the student must provide the person hearing the grievance with a written statement that explains the nature of the grievance, lists pertinent facts, presents his/her views, and offers other supporting documentation.

If the issue cannot be resolved with the instructor, Department Chair, or Dean, the student can make a final appeal to the Appeals and Exceptions Quality Team.

## **Academic Probation and Suspension**

In considering the requirements for academic standing, academic probation, and suspension, the understanding of two concepts is vital: *overall GPA*, which is the GPA of a student's *total course hours*, and *semester GPA*, which is the GPA of a student's *courses taken during a given semester*.



BRCC students must maintain an overall GPA of 2.00 or above to be considered “in good academic standing.” When a student falls below good academic standing, the following occurs:



- A student with an overall GPA below 2.00 is placed on academic probation for the following semester(s) to improve their overall GPA to the required 2.00.
- Students on probation *must earn a minimum semester-GPA of 2.00* each semester until their overall GPA also reaches 2.00.
- A student on probation *who fails to earn a minimum semester-GPA of 2.00* during any semester will be *suspended for one semester*. Students may appeal suspensions to the Appeals and Exceptions Quality Team.
- A student who has been suspended may re-enter BRCC after the suspension period. *Suspended students are re-admitted to BRCC on probationary status*: they must earn a minimum semester-GPA of 2.00 each semester until their overall GPA reaches 2.00 or higher.
- A student who receives a *second* academic suspension is *suspended for one full academic year* (fall and spring).
- A student who has been suspended may attend summer sessions... however, they must earn a 2.00 GPA or higher for that session. *Failure to earn a 2.00 GPA for the session will cause them to receive a second academic suspension*. If the student earns a minimum 2.00 GPA for the summer session, they can re-enter BRCC in the fall semester on academic probation (even if their overall GPA is still below a 2.00).
- A student who receives two consecutive academic suspensions for failing to earn a semester-GPA of 2.00 is not eligible to appeal his/her suspension.

### **Appeals Procedure for Students**

Students may appeal academic and financial matters. All appeals must be submitted on the Appeals Form (obtained from the Office of Enrollment Services) and placed in the red drop box located on the wall near the Campus Police Office in the Student Center. Students are encouraged to include a letter of explanation. The Appeals and Exceptions Quality Team meets the first week of each month. All appeals must be received ten (10) days prior to the monthly meeting.



The following procedure for filing appeals must be followed:

1. **Obtain a copy of the appeal form from Enrollment Services.** The form must be typed or printed, and must be fully completed. Incomplete applications will not be reviewed.
2. **Prepare a personal letter detailing the following:**
  - Student identification number (not Social Security Number)
  - Current address
  - Telephone number(s)
  - E-mail address
  - Specific courses involved (include CRN numbers)
  - The reasons for the appeal and any efforts you have made to resolve the issue
  - *Attach all relevant supporting documentation:* physician's statement on letterhead (not a bill), accident report, obituary from newspaper with your name and relationship, death certificate, letter from the court, etc.
3. **Submit the appeal form and letter, along with all documentation, in an envelope by placing it in the red drop box located next to the Office of Public Safety in the Bienvenue Student Center.**

## **Drops and Withdrawals from Classes**

A student can **drop** a course(s) only during the add/drop-period. Courses dropped in this manner are removed from the student's academic schedule and will not appear on the student's transcript.

After the add/drop period, students can **withdraw** from a course before the withdrawal deadline by using a withdrawal form. Classes dropped in this manner will result in a "W" grade for the course on the transcript. Before withdrawing, a student should consult with their advisor. Advisors can help students consider alternatives to withdrawing. No late withdrawals are allowed after the Withdrawal Deadline each semester; students remaining on a course roster after that date and will receive the grade earned for the course.

*Students receiving financial aid and seeking to withdraw from the college must contact the Financial Aid and Scholarships Office.*

# Financial Aid

The Office of Financial Aid and Scholarships assists BRCC students in meeting the cost of their education. The College participates in federal and state financial aid programs that offer institutional, private, and other types of scholarships, awards, and loans. Students are encouraged to file a *Free Application for Federal Student Aid* (FAFSA) application for financial aid. Eligibility is determined from the information provided on the FAFSA. Applications are available in the Financial Aid and Scholarships Office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Applications completed online are processed faster than those sent by mail.

## Eligible Students

### **Qualifications:**

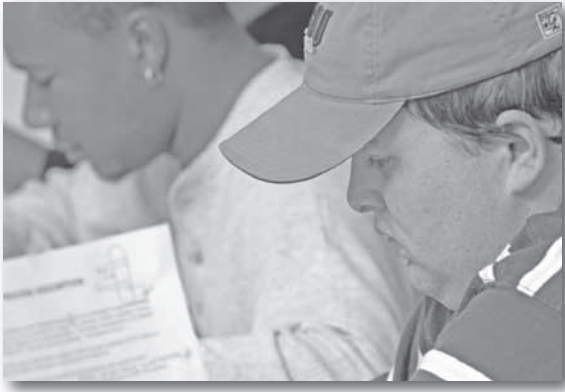
To be eligible for financial aid, a student must meet the following requirements:

- Possess a high school diploma or *General Education Development (GED)* certificate, or an Ability to Benefit.
- Demonstrate financial need.
- Possess a valid social security number.
- Males age 18 and over must be registered with Selective Service.
- Complete a *Free Application for Federal Financial Aid (FAFSA)*.
- Enroll (or be accepted for enrollment) as a standard admit student in a degree seeking program.
- Make satisfactory academic progress (SAP).

## Applying for Financial Aid

Generally, a student needs to complete only one financial aid application (FAFSA) **each year** to be considered for financial aid. To apply:

- Complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) free of charge (students who have previously received financial aid need to complete a FAFSA Renewal Application).
- List BRCC's official school code (037303) on the FAFSA.
- Students using the internet to apply should sign electronically using a Personal Identification Number (PIN) that can be obtained from the website; otherwise, they must print, sign, and mail the signature page to the Department of Education.
- Students will receive a Student Aid Report (SAR) via mail or email. Once the SAR is received, students should verify the printed information.



- BRCC students must provide signed copies of their Federal 1040 tax return (or their parent's tax return, if they are a dependent student under the age of 24, to the Office of Financial Aid and Scholarships. Students must also complete a *Verification Worksheet* and a *Verification Procedure Cover sheet* which can be obtained from the Office of Financial Aid and Scholarships or printed from the BRCC Web site listed under Financial Aid Forms & Worksheets. For additional information, students may contact the Office of Financial Aid and Scholarships.

Students should respond immediately to all correspondence in reference to their application for student financial aid. Once the Office of Financial Aid and Scholarships receives the data electronically, a counselor determines whether the additional information is needed at the time of verification. The earlier the information is provided, the sooner the eligibility of the financial aid can be determined. Financial aid or scholarships cannot be awarded until the verification process is complete.

Students *must* maintain current personal information (name, address, telephone number, etc.) in the Office of Financial Aid and Scholarships and Enrollment Services. After financial aid is awarded, the funds received can be used to pay tuition and fees or other educational expenses. If financial aid is not sufficient to cover tuition and fees the student is responsible for paying the remaining balance. Tuition and





fees are due at the time of registration. If the financial aid eligibility or award exceeds the cost of the direct charges, refunds for the difference are issued to the student after class attendance has been verified. Each student must choose a refund option: checking account, savings account, or BRCC Direct Card.

### **When to Apply**

Students should complete and submit the *FAFSA* as early as possible but, no later than April 15<sup>th</sup> **each year**.

### **Completing the FAFSA**

Students (or parents/ legal guardians, for dependent students) should complete their income tax form prior to completing the FAFSA. The FAFSA requires the following information:

1. Income tax return(s)
2. W-2 forms and any records indicating money earned
3. Records of untaxed income
4. Parent (s) Social Security Number and Date of Birth
5. Current bank statements
6. Current mortgage information
7. Business and/or farm records
8. Records of investment
9. The student's driver's license
10. The student's Social Security Card

Students applying should answer all questions and can list up to four colleges/ universities on the paper application and 10 online that they are considering attending. The information on the FAFSA is electronically sent to BRCC once the BRCC school code, 037303, has been included on the application. Students should review the responses, correct inaccurate information, and answer any remaining questions.

### **Financial Aid Academic Progress Policy (SAP)**

Federal regulations require institutions to develop a policy that monitors a student's progression. The Satisfactory Academic Progress (SAP) policy fulfills this requirement for both full-time and part-time students receiving financial aid. Financial aid students' academic records are



reviewed each semester and SAP requirements may be checked before awards are made. Failure to maintain SAP requirements will result in the cancellation of Federal Financial Aid. However, students may continue enrollment using their own monetary resources.

### **Required Standards of Academic Progress**

BRCC's SAP policy evaluates the following parameters, including all transfer hours and total hours attempted:

1) *A student's minimum cumulative grade point average*

**Hours Attempted Minimum GPA**

6 – 29 hours	1.50 GPA
30 – 96 hours	2.00 GPA

2) *Progression towards a degree*

Students must complete a minimum percentage of all courses attempted. The minimum percentage ranges from 50% to 67% *of all hours attempted*, depending on a student's total number of hours attempted. Contact the Financial Aid Office for additional information .

Completed courses are courses in which grades of 'A', 'B', 'C', or 'D' are given. Attempted courses include courses with grades of 'A', 'B', 'C', 'D', 'F', 'W' or 'I'.

3) *Total hours attempted and the 150% Rule*

- BRCC degrees require completion of approximately 65 hours to graduate. All courses attempted are used in calculating GPA, However, some courses do not count towards a degree and are not included in calculating your GPA (i.e., developmental education courses). The maximum number of semester credit hours that a student can attempt (excluding developmental courses) and still be eligible to receive federal and state financial aid is **96 credit hours** (150% of 65). The nursing degree requires more hours, and therefore has slightly higher limits... contact the Financial Aid and Scholarships Office for details.
- The Department of Education allows students receiving financial aid to take a maximum of 30 semester credit



hours of developmental courses *and* 30 semester credit hours of English as a Second Language (ESL).

- Students pursuing a second associate degree can request their eligibility be extended to a maximum of 120 attempted hours. Additional courses beyond the first degree are limited to courses required for the second degree. If a student takes courses that are not required for the first or second degree, the student may be required to repay the financial aid received while enrolled in an ineligible course or program.

Transfer hours are considered in all SAP computations. Transfer students will be evaluated on their transfer hours in addition to their BRCC hours.

***Failure to meet any of the minimum requirements listed above will result in suspension of Federal Financial Aid. Students receiving financial aid are responsible for knowing the College's SAP policy and monitoring their performance for compliance.***

### **Financial Aid Appeals Process**

Students may appeal for reinstatement of financial aid. To appeal, students must complete a BRCC Financial Aid Appeal Form and submit it, along with the required documentation, to Financial Aid. The student must explain and document the reasons why SAP standards were not met and how academic progress will be maintained in the future. If the appeal is approved, specific obligations will be required in order to retain financial eligibility. If a student fails to meet the SAP and cannot present valid extenuating reasons why conditions were not met, the student may have financial aid reinstated by completing at least 6 hours towards a degree with a grade of "C" or better in each class (unless any of those courses are considered "excessive hours" under SAP Policy). Once the student meets these requirements, he/she must submit an appeal form along with a final grade report. When the appeal form is received, reviewed, and the student's grades are verified, the student may be awarded financial aid on a semester-by-semester basis on a probationary status. While on financial aid probation, students must complete all courses attempted with a grade of "C" or better, until minimum SAP requirements are met or the maximum number of hours to be attempted is reached.

# Bookstore



Texas Bookstore offers students the opportunity to purchase textbooks, supplies, gift items, and equipment for classroom and laboratory work. The bookstore makes special orders, re-purchases usable textbooks, and resells discounted used textbooks. The hours of operation, refund policies, and policies regarding buying/selling used textbooks are posted in the bookstore.

## **Refund Policy**

Refunds are made only during the period(s) posted in the bookstore, at the discretion of Texas Bookstore. A cash register receipt and current student ID are required to receive a refund. The guidelines are:

1. Textbooks must be returned within 15 calendar days of the beginning of the regular semester, within five days of the beginning of the summer semester, and within two days of the beginning of a mini-mester. Books must be in good, as-purchased condition.
2. Workbooks in new condition are refundable. No refunds are given on study aids.
3. Defective books and supplies are exchanged at any time if the sales slip is presented.
4. Non-required books returned in the condition in which they were purchased are refundable within 72 hours of the purchase.
5. Refunds for supplies are made within 72 hours of the purchase if the sales slip is presented. The item(s) must be in original, unopened condition.
6. Charges for custom-printed materials, special orders, loose materials, or shrink-wrapped packets are not refundable.
7. No exchanges or refunds are made for uniforms or computer media.
8. Exchanges are made for electronic instruments or supplies only if the sales slip is presented, and the instruments/supplies are defective or the items are returned within 72 hours of the purchase in an unopened package.



## **Textbook Buyback**

The money received from selling books back to the bookstore can be used towards the purchase of books for a successive semester. Several factors determine the value of used books:

### **1. Condition**

Books sold back should be in good condition – binding, covers, and pages intact. Excessive highlighting, underlining, or other markings decrease the buyback value.

### **2. Course-Material Orders**

If an instructor requests that a current textbook be used again the following semester, then the book's value increases. This is sometimes worth up to 50% of the original purchase price. Generally, textbooks are repurchased until the bookstore reaches its shelf stock limit.

### **3. Overstocks and Current Editions Not Being Used on Campus**

Once the shelf stock limit is reached on a particular textbook that is to be used next term, or if the book is a current addition but has not been requested for next term, the bookstore pays the highest market price towards the repurchase of the book.

### **Old Editions**

Publishers frequently issue new editions of textbooks. Ordinarily when a new edition is available, old editions retain little or no market value. Students can check with the bookstore for the most current market value of a book.

# Affordability and Cost of Attendance

The cost of attending BRCC is explained in the following section. By planning carefully, students can meet most expenses.

## **Expenses**

Students are required to pay tuition and fees each semester at the time of registration. These costs are set annually and support the costs of student activities, parking, technology, etc. Registration is incomplete until all tuition and fees are paid. Payment can be made in cash, by check, or with a credit card. The college reserves the right to approve/ revoke enrollment of students who do not pay tuitions and fees.

**Tuition and fees are subject to change without prior notice.**

### **Academic Enhancement Fee**

All students pay this fee which provides for instructional and academic enhancements (\$2.00/credit hour).

### **Academic Excellence Fee**

A \$7.00 per credit hour fee is used to promote academic excellence by supporting instructional programs.

### **Application Fee**

A \$7.00 non-refundable application fee is assessed at the time of enrollment for processing the *Application for Admission*.

### **Athletic Fee**

A \$2.00 per credit-hour fee is assessed at the time of enrollment for supporting the development of the athletic program at BRCC.

### **Building Use Fee**

All students pay this fee which provides for repairs and maintenance of the infrastructures on campus (\$.75/credit hour).

### **Deferment Processing Fee**

A \$25.00 non-refundable administrative fee is paid by students who choose to defer payment of tuition/fees over the course of the semester.

**Registration Service Fee**

All students pay this fee which supports the functional areas of the college that are involved in the registration process (\$.75/credit hour).

**Student Government Association Fee**

All students pay this fee which supports the student activities sponsored by the SGA (\$4.00/credit hour).

**Technology Fee**

All students pay this fee which supports existing technological resources on campus and provides for upgrades and improvements (\$5.00/credit hour).

**Transportation Fee**

All students pay this non-refundable fee each semester. It finances repairs and helps maintain parking, sidewalks, lighting, and grounds security (\$15.00/semester).

**Fines**

Library fines are set by Learning Resources. The fines cover the costs of delinquent or damaged library books, materials, and equipment. Library fine amounts are posted in the library.

**Non-Sufficient Funds (NSF)**

A \$25.00 fine is assessed for each unpaid check returned to BRCC for non-sufficient funds (NSF) by the issuing financial institution. BRCC uses a check processing service, Telecheck, which processes all checks and collects on NSF checks returned by a bank.

# Athletics



Athletic activities serve to further the educational goals and learning of all students at BRCC. Students are encouraged to achieve their personal, academic, health, and wellness goals while attending the college. BRCC takes pride in its athletic programs and competes at the state, regional, and national level in the following sports:

- Baseball
- Fast Pitch Softball (2010)
- Men's Basketball
- Women's Basketball

For further information, contact the Athletic Director located in the Bonne Santé Wellness Center, or check the BRCC website.



# ••••• Student Policies

## **Statement of Non-Discrimination**

BRCC supports the Civil Rights Act of 1964, "Executive Order #11246, Title IX" of the Educational Amendments of 1972, "Section 504" of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity of the college on the basis of age, race, religion, color, sex, national origin, or disability. Any student who has a grievance related to discrimination should contact the Vice Chancellor for Student Affairs.



## **Student Code of Conduct**

Students, as members of the BRCC college community, are afforded certain rights; but in turn, they are expected to meet certain responsibilities. Students should understand and exercise their rights, meet their responsibilities, and allow other students to enjoy the same privileges. The college maintains an academic environment for all without denying opportunities to any, and being unfamiliar with BRCC policies and procedures does not excuse a student from acting responsibly.

### **A. Student Rights**

1. Students have the right to be heard in matters that affect their rights and responsibilities.
2. Students have the right to examine and discuss issues of importance, and legally support popular/unpopular causes in an orderly manner. However, students do not have the right to disrupt college operations or interfere with the rights of others. To obtain a permit for holding a peaceful demonstration, A student (or group of students) must first complete a *Student Activity Request Form* and submit it to the Office of Student Programs and Resources (SPAR) at least 72 hours prior to the event. The location must be approved by SPAR.
3. Student publications and communications are guaranteed "freedom of the press." Individual students and student clubs/organizations have the right to publish, distribute, and



broadcast items to the college community, provided that the materials are identified with the name of the student/student club/organization. All publications/broadcasts should adhere to the canons of responsible journalism, including avoidance of defamation, indecency/obscenity, undocumented allegations, plagiarism, and harassment. All publications must be approved by the SPAR prior to distribution.

4. Students have the right to form and participate in student clubs/organizations that provide educational and social enrichment. Student clubs/organizations duly registered with SPAR are allowed to meet in rooms and spaces located on the college campus provided that reservations are made prior to each meeting, and the meeting proceeds in accordance with established rules and regulations. Students/student groups may not make room/space reservations at BRCC in their names for use by outside groups/organizations.
5. Student clubs/organizations registered with SPAR have the right to invite a speaker to their meeting at the college. If there is clear evidence that the event could disrupt the orderly operation of the college, the Vice Chancellor for Student Affairs has the right to cancel a speaker's invitation. The sponsoring organization will be notified of the cancellation at the earliest possible time.
6. Student academic records are confidential and subject to existing law. Official records kept at BRCC do not indicate political affiliations, activities, or beliefs and are not available to unauthorized persons within or outside the institution without the express written, legal consent of the student involved.
7. Students are afforded due process when accused of any violation(s) of the regulations of the *BRCC Student Code of Conduct*. Due process is based on Student Life Policies and administrative procedures. For violations resulting in suspension/expulsion, students have the right to:
  - i. a notice in writing of any charges.
  - ii. admit to the alleged violation, waive an appeal, and accept the college's action(s).
  - iii. admit to the alleged violation and request an appeal.
  - iv. deny that the alleged violation occurred and request an appeal.



- v. a fair appeal heard before an impartial committee.
- vi. appear in person, or not appear at an appeal with the assurance that failure to do so is not an admission of guilt.
- vii. select an advisor who will attend the appeal along with the student.
- viii. call witnesses and present evidence.
- ix. receive a list of witnesses who are to testify against the accused student.
- x. confront and cross-examine witnesses and/or accusers.
- xi. request a copy of any records or tape recordings used during the course of an appeal if the offense involves possible suspension/expulsion.
- xii. appeal to the Vice Chancellor for Student Affairs; and if no resolution occurs, directly to the Chancellor of the College.

## **B. Student Regulations and Rules of Conduct**

It is the basic and fundamental responsibility of the college to maintain order using the defined policies and procedures. The filing of a *BRCC Application for Admission* is regarded as an applicant's intention to abide by the standards and regulations set forth by BRCC. A student forfeits the right to remain enrolled if he/she fails to abide by these rules. The following lists the regulations and responsibilities of students, individually and collectively. Additional rules or regulations can be enacted during the year as set forth by the established procedures of the college.

1. Firearms, explosives, fireworks, or weapons of any kind are strictly prohibited on or near the college campus or at college-sponsored events except when previously authorized.
2. The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on or near campus and at institutionally approved events on-campus/off-campus is strictly prohibited. See Appendix H.
3. No person is allowed to physically abuse, threaten, or intimidate any member of the faculty, staff, student body, or an official visitor to the college.
4. Taking, damaging, or maliciously/willfully destroying property owned by the college, a visitor to the college, or a member of the college community is strictly prohibited.
5. People are not allowed to assemble on campus for the purpose of rioting or instigating disorderly, disruptive conduct that



interferes with the educational processes of the college. BRCC recognizes the right to peacefully assemble.

6. Gambling on campus is prohibited.
7. No person shall interfere with, fail to cooperate with, or not identify himself/herself to a properly identified administrator, staff member, or security personnel while the employee is performing his/her duties.
8. Unauthorized entry into or damage to any college facility is prohibited.
9. Falsification, alteration, fabrication, or misuse of college forms, documents, records, identification cards, or documents that are submitted to the college for official purposes is prohibited.
10. Clubs/organizations that are not properly registered with SPAR are prohibited from meeting or conducting business anywhere on campus.
11. Publications that do not bear the name of the originator or do not adhere to BRCC publication standards cannot be distributed on the BRCC campus.
12. Students who defraud, deceive, coerce, or mislead an instructor into assigning other than an honest grade will be duly reprimanded and/or disciplined.
13. Hazing is not allowed. Hazing violations are abusive rites used to initiate pledges that are to be inducted into a club/organization.
14. The unauthorized use of college property/services is strictly prohibited.
15. Disruptive behavior that interferes with learning on campus is not permitted.
16. The viewing or public display of pornography using BRCC equipment is prohibited.

Students accused of violating the *Student Code of Conduct* are guaranteed due process through a prescribed set of administrative procedures. Violations of the code are adjudicated in an informal appeal, or an appeal hearing conducted by an academic dean or the Vice Chancellor for Student Affairs.

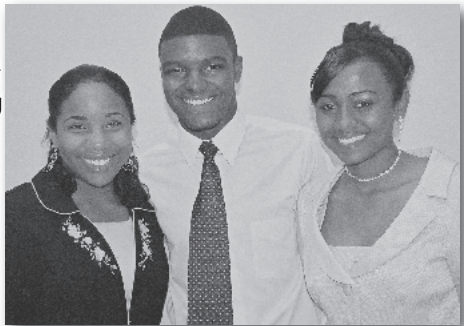
An informal hearing is a meeting between the accuser, the accused and the academic dean or the Vice Chancellor for Student Affairs, who con-



ducts a hearing whenever the involved parties voluntarily agree to attempt resolution of a complaint. The hearing may result in the accused student receiving sanctions or disciplinary action. If a resolution is not agreed upon, the case is referred to the Vice Chancellor for Student Affairs, who makes a final determination.

## **C. Additional Rules of Conduct**

1. An extreme, unusual, distracting, or disturbing appearance that upsets the learning environment at BRCC is not tolerated. In certain technical labs, student dress must meet all safety codes/standards.
2. Telephone and mail service are not available to students. Students who have an emergency should call through the BRCC main phone line, 225.216.8000. A student should use this number in cases of emergency that involve critical illness or the death of a family member. The Office of Public Safety should be contacted for on-campus emergencies. Students should use the red emergency phones located in strategic areas around campus. Students should never use the college address as a home address.
3. The use of tobacco/  
tobacco products is prohibited in all buildings at BRCC. Smoking is permitted only in designated areas and at least 25 yards from the doorways of any campus building.
4. Food, drinks, and children are not allowed in the academic classrooms. Students, faculty, and staff may bring food/beverages into the lobbies, halls, and designated areas in each building.
5. All electronic devices should be turned off and placed under the desk, along with any books before and during classes.





## **Disciplinary Sanctions**

Students/student leaders/clubs/organizations who fail to follow the *Code of Conduct* are subject to disciplinary actions/sanctions authorized by the Vice Chancellor for Student Affairs. These include:

1. An oral admonition/statement.
2. An official written reprimand, warning, or notice that continuation/repetition of wrongful conduct can result in harsher action.
3. Educational sanctions that include fines, public service, participation in selected programs, and/or the assignment of a research project. The student is responsible for the payment of any fees related to the extra programs or research project.
4. Disciplinary probation/exclusion from privileges and extracurricular activities.
5. Restitution/reimbursement for any damage(s) or loss(es) to property or person(s).
6. Forfeiture of academic credit.
7. Suspension/exclusion from classes and privileges for a defined period of time.
8. Expulsion/termination of the club/organizations/student(s).
9. Sanctions as deemed necessary by the Vice Chancellor for Student Affairs.

All disciplinary actions are reviewed by the Vice Chancellor for Student Affairs.

Unusual circumstances (i.e., threat of personal safety, physical danger, repeated violations, etc.) may result in dispositions decided on through informal hearings. Such dispositions may result in suspension, exclusion from classes, or expulsion/termination of the student's status at BRCC.

Students on disciplinary suspension, exclusion, or expulsion are forbidden to use college facilities during the term of the sanction. A student or student club/organization facing disciplinary sanctions may receive temporary sanctions from the Vice Chancellor for Student Affairs. These include suspension pending the final disposition of the case, or temporary suspensions imposed in order to maintain the orderly operation of the college.



## **Cheating and Plagiarism**

Cheating includes an attempt to defraud, deceive, or mislead either by means of using unauthorized notes, books, cell phones or other electronic devices; coercion; or misleading the instructor when grades are assigned. All electronic devices must be turned “off” prior to entering the classroom and then placed, along with books and other course materials, under the desk.

Plagiarism is a form of cheating that involves presenting work of another as one’s own work. Students are informed of the cheating policy in course syllabi and this handbook. The policy insures due process for alleged cheating or plagiarism. See Appendix D (Academic Integrity).

## **Standards of Conduct for Use of BRCC Computers**

Users of the BRCC computer system must adhere to state and federal laws which refers to computer fraud, software piracy, etc., and refrain from

1. dishonestly using BRCC computers in activities such as blogging
2. the disruption/destruction of computer facilities or equipment
3. the violation of licenses and copyright agreements, BRCC policy and state/federal laws
4. visiting pornographic sites

Academic dishonesty is defined in the BRCC Student Life Policies. Examples of academic dishonesty include, but are not limited to:

1. submitting the programs/program documentation of another as one’s own work
2. obtaining or attempting to obtain unauthorized access to information stored in electronic form
3. submitting false results of a program’s output for a class assignment or falsifying the results from a program execution for the purpose of obtaining a passing grade

The Computer Systems Protection Act outlaws certain accesses, alterations, damages, or destruction of a computer, computer systems, computer networks, or computer software/data. All BRCC computer users are subject to the terms of the law. Under these terms, academic computing, administrative computing, and network services departments are responsible for reporting violations to the proper authorities.



Disruptive/Destructive computer behavior includes:

1. entering a pornographic site/display of pornographic material
2. damaging/stealing college-owned equipment or software
3. the creation and/or display of false system messages
4. maliciously causing system slow-downs or rendering a system inoperable
5. gaining/attempting to gain access to accounts without proper authorization
6. introducing viruses/worms into a system



BRCC adheres to EDUCOM copyright policies.

Most software used on BRCC computers is covered by copyright, license, or non-disclosure agreements. For committing these violations BRCC and the offending student would be likely be assessed civil penalties. Violations include, but are not limited to:

1. making copies of copyrighted/licensed software without first obtaining proper authorization
2. using software in violation of copyright, license or non-disclosure agreements
3. using college computers for unauthorized private or commercial purposes

### **Internet**

It is acceptable to use the Internet for research and educational objectives. Access to the Internet does not provide automatic access to any system connected to the Internet. Unauthorized access to any Internet-connected system is prohibited, and unauthorized access will result in termination of Internet access privileges.

### **Social Media Policy**

Students of Baton Rouge Community College are expected to demonstrate courtesy, civility, and respect when interacting with fellow students and BRCC faculty and staff through online and electronic communication. Students should adhere to the [Student Code of Conduct](#) (page 37-47 of this handbook) when utilizing social media and





online environments (such as Facebook, MySpace, Twitter, Second Life, YouTube, and any new or emerging online environments) accessed or created using a BRCC email account.

### **Weblog (Blogging) Policy**

Baton Rouge Community College recognizes the use of weblogs (blogs) as a means of public communication, and understands its use as a tool for students and faculty to communicate about academic life and assignments. Blogs are encouraged at BRCC as long as they are used for positive legitimate communication and/or educational purposes.

BRCC also understands the potential for using blogs to compromise the academic integrity of a course and the institution by encouraging cheating on assignments, providing confidential information between students, and plagiarizing materials. Students who use blogs in this manner will be disciplined according to the policies outlined in this handbook. Any individual using a weblog for the specific purpose of cheating on an assignment, plagiarizing material, or providing information deemed confidential is in violation of the *Student Code of Conduct*, and will be dealt with according to the disciplinary process defined in the *Code of Conduct* found in this handbook.

### **Display of Non-College Publications**

BRCC is a “free marketplace of ideas” that guarantees the display of non-college publications on campus. BRCC does not approve, disapprove, support, or fail to support the content of the publications. This policy assists BRCC in managing the display and distribution of non-college publications.

#### **Procedure for posting Non-College Publications**

1. An *Agreement for Display of Non-college Publications* must be completed and filed in the SPAR office. Agreements are renewed annually; however BRCC can cancel an agreement at any time by issuing a two-week notice to the vendor.
2. SPAR assigns display locations, and assignments are made solely at the discretion of BRCC.
3. Display racks must be provided and used by the vendor to display publications.



4. Publications that are primarily used for advertisement are subject to the *BRCC Sales and Solicitation Policy*. The policy must be followed, or the publication will be classified as an advertisement. It will then be removed and discarded, and the agreement with the vendor is cancelled.
5. Each publisher must keep its rack(s) clean and in good order. Only current issues should be displayed. Outdated materials are to be removed and discarded.
6. BRCC display racks are for *BRCC Today*, registration information, college forms, etc. and are not to be used for any other purpose.
7. BRCC retains the right to modify these regulations, particularly with regard to:
  - Removing outdated issues of a publication
  - Changing display locations
  - Canceling agreements
8. Postings that violate the *Display of Non-college Publications* policy are discarded.



## **Sales and Solicitation**

BRCC does not permit the operation of private business enterprises on campus, unless the business is under contract to the college. As specified by related procedures, all private business interests on the BRCC campus are only operated as auxiliaries to the business, and are under the direct management, control, and supervision of the college's chief business officer.

### **Procedures for Students/Student Organizations**

Students can place notices of items for sale on the "Campus Advertising Board." Posting of sales notices must first be approved by SPAR. Students can solicit business by advertising in:

1. *BRCC Today*
2. Auxiliary services (bookstore, food service, vending, etc.)

### **Procedures for non-Students/Businesses**

Persons who are not students/businesses can solicit for the sale of items/services on campus by advertising in:



1. BRCC Today,
2. auxiliary services (bookstore, food service, vending, etc.)
3. athletic team programs

Flyers, handbills, and leaflets advertising the sale or solicitation of items, services, or other information cannot be distributed to BRCC faculty, staff, or students without prior approval by SPAR. Placement of literature and solicitations are regulated by the SPAR Office. Signs or posters cannot be displayed on buildings, trees, sidewalks, handrails or grounds unless approved by the SPAR Office.

## **Free Expression Policy**

BRCC supports free expression as denoted in the *First Amendment* of the *United States Constitution*. The college in no way supports, fails to support, agrees, or disagrees with ideas that are voiced in the Free Expression Area; but the college makes provisions for the expression of diverse viewpoints in an academic setting.

### **Procedure**

1. BRCC has arranged for an area on campus to be set aside as a Free Expression Area; SPAR has designated the location in front of the Bienvenue Student Center for this purpose.
2. The Free Expression Area can be used during the following times:  
Monday through Thursday 11:00 a.m. – 1:00 p.m. and 5:30 p.m. – 7:30 p.m. and Friday 11:00 a.m. – 1:00 p.m.
3. Student, academic, and administrative activities are given priority when scheduling events, .
4. Individuals and/or groups wishing to use the Free Expression Area must complete and submit a *Free Expression Area Application* to SPAR at least three working days prior to using the area.
5. All applications/publicity must be approved by SPAR. Once approved, SPAR will provide copies of the application form and proposed activity to the Vice Chancellor for Student Affairs, the Director for Environmental and Public Safety, and the applicant.
6. Individuals using the Free Expression Area should carry a copy of the approved *Free Expression Area Application* during the time the area is being used.
7. Persons utilizing the Free Expression Area are not allowed to impede the free flow of pedestrian traffic or interfere with the ingress/ egress of individuals moving to and from the buildings on campus.



8. Interruption of classes or other college activities is prohibited.
9. Commercial solicitations, campus sales, or fundraising activities are not allowed in the Free Expression Area.
10. The person filing the *Free Expression Area Application* is responsible for cleaning the area after the event has concluded.
11. The individuals or club/organization using the area must supply the required tables, chairs, etc. Sound amplification devices are never allowed in the area.

## **Student Assemblies**

Students, who need to utilize campus facilities for an event, must first reserve the facilities through SPAR. Whenever an activity, held in the name of the college, includes a speaker, the Vice Chancellor for Student Affairs or the Director of SPAR must officially approve the speaker and coordinate the event with the BRCC Office of Facility Services.

## **Visitors on Campus**

Visitors on campus are expected to comply with the rules and policies of the college, including traffic and parking regulations. No visitors, including children, are permitted in classrooms during regular class hours.

# ••••• Graduation

Students must fulfill all academic requirements before applying to graduate. Students earning an associate degree increase their chances of being accepted to a senior institution or entering the workforce.

## **Graduation Requirements**

A degree audit must be completed and an *Application for Graduation* must be submitted to the Office of Enrollment Services before a student is allowed to graduate. Students should meet with an academic advisor on a regular basis to ensure that they are meeting all graduation requirements. After 45 semester hours of coursework are completed, students should request an **official degree audit**. The audit identifies courses that the student must complete before being allowed to graduate, and answers questions about the awarding of a degree. After a degree audit is completed, the student should apply for graduation during his/her final semester. The deadlines to apply for graduation are listed in the "Academic Calendar." A \$25 one-time, non-refundable graduation fee must be paid at the Bursar's Office, located in the Bienvenue Student Center, before the graduation application can be completed. The fee is good for one year beginning at the time of application.

Commencement exercises are held in May. Students completing programs in fall or summer terms are encouraged to take part in the ceremony. Summer graduates who would like their names included in the commencement program must submit an *Application for Graduation* no later than the spring graduation application deadline. Refer to the "Academic Calendar" for graduation application dates:

Diplomas are made available to graduates when the final semester grades are recorded and all college coursework is evaluated. If graduation requirements are not met, the student will be required to complete any deficiencies prior to a diploma being awarded.

### *Associate Degree Graduation Requirements*

Candidates for an Associate of Arts (AA), Associate of Science (AS), Associate in General Studies (AGS), and/or Associate of Applied Science (AAS) degrees must:

- apply for graduation prior to the deadline shown in the "Academic Calendar."



- complete all required coursework, as defined in the program of study shown in the governing catalog.
- complete BRCC General Education Core requirements.
- complete ENGL 101 and ENGL 102 with a letter grade of “C” or better.
- complete a minimum of 25% of required program coursework at BRCC.
- earn 12 of the final 15 credits at BRCC (Students in Process Technology must earn 12 of the last 15 process technology credit hours at BRCC).
- receive a cumulative grade point average (GPA) of 2.00 or better.
- fulfill all financial obligations to BRCC.
- if receiving financial aid, attend an exit interview in the Office of Financial Aid and Scholarships.

### Certificate Requirements

Candidates who are eligible to receive certificates must:

- apply for graduation prior to the deadline shown in the “Academic Calendar.”
- complete all required coursework, as defined in the program of study shown in the governing catalog.
- complete ENGL 101 with a letter grade of “C” or better.
- complete a minimum of 25% of required program coursework at BRCC.
- earn 12 of the final 15 credits at BRCC.
- receive a cumulative grade point average (GPA) of 2.00 or better.
- fulfill all financial obligations to BRCC.
  - if receiving financial aid, attend an exit interview in the Office of Financial Aid and Scholarships.

### **Graduation Honors**

Students who graduate from BRCC with the following grade point averages (GPAs) are recognized with the following honors at graduation:

Chancellor’s Honors 3.85-4.00 GPA

Dean’s Honors 3.50-3.84 GPA

Honors 3.00-3.49 GPA

# Calculating the Grade Point Average (GPA)

Students should learn and understand the evaluation and grading systems used to calculate the GPA. At the beginning of each term, the course professor discusses how grades are awarded and publishes this information in a course syllabus. A student should discuss questions, concerns, or academic progress with his/her instructor.



A final letter grade for a course is assigned by the instructor at the end of the semester. The grade indicates the success/failure of the student. If a student believes he/she has been assigned an incorrect letter grade for the course, the issue should be discussed with the course instructor no later than 45 days after the grade is posted. After the 45-day period has expired, grades will be changed only for unusual circumstances. Letter grades are used to determine a grade point average. The sole exception is developmental coursework, which is not used to compute GPA or determine progress in fulfilling degree requirements. The cumulative grade point average is an indicator of academic status and/or eligibility to remain in college. Each earned letter grade is converted to quality points assigned per semester credit hour. Grading symbols and quality point designations are:

<b>Grade</b>	<b>Rating</b>	<b>Quality Points per Hour</b>
A	Exceptional	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0
P	Pass	0
Au	Audit	0

Use the following steps to calculate an overall grade point average. Do not use developmental courses and courses where a grade of "Au," "I," "P," or "W" was given.



- For each course taken, multiply the course's credit hours by the quality points of the grade earned to obtain the total number of quality points earned for that course.
- Add the total quality points for all courses.
- Add the total earned credit hours for all courses.
- Divide the total number of quality points by the total number of attempted credit hours.

This sample schedule illustrates how to determine an overall GPA:

Course	Hours	Earned	Quality Points	Earned Hours	Quality
			Number	Credit Hours	Grade Hours
			Earned Points		Earned Points
ENGL 101	3	A	$3 \times 4 = 12$		
HIST 102	3	B	$3 \times 3 = 9$		
BIOL 210	4	C	$4 \times 2 = 8$		
COMP 101	3	F	$3 \times 0 = 0$		
SPCH 120	3	D	$3 \times 1 = 3$		
ART 111	3	W	$3 \times 0 = 0$		
	16		32		<u>2.00 GPA</u>
Total Grade Point Average (GPA)		16 hours	29 Quality Points	16 / 32	
32 Quality Points divided by 16 hours = a 2.00 GPA.					

The student in the example has achieved satisfactory academic progress (a GPA of 2.00 or above), and therefore will not be placed on probation next term.

A grade point average is computed for all work that a student completes except work in developmental courses and courses where letter grades of "P," "W," or "Au" are given. "I" ("Incomplete") is a temporary letter grade that has no grade value. The letter grade that replaces the "I" will be used to calculate the GPA. If the course is not completed within 90 days after an "I" grade is recorded, the "I" grade is automatically converted to "F."



# ••••• Student Programs and Resources (SPAR)

## **Student Government Association (SGA)**

The Student Government Association is composed of elected representatives from the student body. Collectively, they are the voice of the students and promote campus activities that enhance the intellectual, physical, social, and cultural atmosphere of BRCC. Students can make recommendations directly to the SGA. The Student Government Association considers matters presented from the student body and coordinates co-curricular programs.

## **Starting or Organizing Student Clubs/Organizations**

The following are procedures for operating clubs/organizations:

### **Starting a Club/Organization**

1. Students, faculty, or staff who are interested in starting/advising a club/organization must complete a *Prospective Student Organization Form* to register the club/organization with the Office of Student Programs and Resources.
2. The SPAR Director will assist members of a new club/organization in writing a constitution.
3. The SPAR Director and the Vice Chancellor for Student Affairs will sign the constitution and *Prospective Student Organization Form*. Club members and advisors agree to follow club/organization guidelines and contribute to updating the SPAR section of the *Student Handbook*.

### **Club/Organization Advisors**

Each Club/Organization has a faculty/staff member as an advisor. The advisor assists students with club business and activities, mentors members of the club/organization, and provides guidance as necessary. Club/Organization advisors are required to attend mandatory meetings at the beginning of the fall and spring semesters. An advisor that is unable to attend should contact and make an appointment to meet with the SPAR Director prior to initiating any club/organization activities. Club/Organization advisors should keep their *Club Advisors Application* current, and a copy should be kept on file in the Office of Student Programs and Resources.



## **Scheduling Activities and Meetings**

Student activities require prior approval from the Office of Student Programs and Resources (SPAR). Whenever any campus room or facility is used for club/organization activities, the club/organization sponsoring the event is responsible for cleaning the area and restoring it to presentable condition.

To schedule an activity/meeting:

1. The club/organization must complete a *Student Activity Request Form*. The form must be signed by the organization's president and/or advisor, and submitted to SPAR at least three weeks prior to the proposed activity. Clubs/Organizations must also fill out a *Program Proposal and Evaluation Form*. The "Program Proposal" section is to be completed prior to the event.
2. The SPAR Director, the Vice Chancellor for Student Affairs, and the Director of Facility Services must approve the use of space for the event, and sign the request form.
3. After the event, the club/organization should complete the *Program Proposal and Evaluation Form* by filling out the "Evaluation" section.

## **Posting Regulations**

The SPAR Office is available to assist students in creating flyers, banners, and posters for club/organization events. Each club is allowed one of the following per week: 15 color flyers, 4 small color posters, 3 large color posters, or 3 banners. Requests for assistance in creating these items must be made at least 48 hours prior to the day that the publications need to be posted/distributed. Only SPAR can approve postings. No printed item is approved until a *Student Activity Request Form* is completed and submitted to SPAR. Unauthorized postings will be removed. Any other information that needs to be disseminated can be placed in *BRCC Today*, the BRCC student newsletter.

## **Communication and Representation**

1. A representative from each club/organization should check for club/organization mail at least twice a week in the SPAR Office.
2. Clubs/organizations can appoint a club senator to serve in the Student Government Association. To serve, a student must maintain a 2.0 GPA and complete at least eight hours of course work. SGA's meeting schedule is maintained in SPAR.



3. A complete roster of current members is due to SPAR no later than the third week of classes each semester. Additions to the roster can be made at any time. A club/organization that does not have a completed roster loses its organizational rights until a roster is submitted to SPAR.
4. A student interested in joining of a club/organization must complete a *Club Membership Semester Academic Application* at the beginning of each semester. This allows members and advisors to maintain an accurate roster/directory of its members.
5. A sign-in sheet must be completed for each meeting/activity and submitted to SPAR after the meeting/activity concludes.
6. Clubs/organizations must provide a constitution to SPAR.
7. Students who wish to attend conferences/activities that conflict with their class schedules must complete a *Club/Organization Conference/Activity Excuse Form* and submit it to the instructor whose class is to be missed. **Students are not allowed to attend/ participate in any event unless a completed Club/Organization Conference/Activity Excuse Form is submitted to SPAR at the beginning of each fall semester.**
8. Clubs/Organizations taking students to an off-campus event must have each student sign a waiver of liability form prior to the event. Waiver of liability forms can be obtained from the SPAR office.

## **Current Clubs/Organizations**

Baton Rouge Community College students can join the following service clubs/organizations and honor societies:

**25-Plus Society**

**50-Plus Society**

**Afrikids**

**Alpha Rho Theta (ART) Art Club**

**Anime and Gaming Club (AGC)**

**Alumni Association**

**BRCC Today**

**Christian Students Association (CSA)**

**Computer Science**

**C.R.A.S.H. Club**

**Criminal Justice Club**

**Film Club**

**French Club**

**Future Educators Club**



**Gospel Choir**  
**Hip Hop Coalition**  
**Honey Bears Dance Team**  
**International Student Club**  
**I, Too America Club**  
**Jazz Ensemble**  
**Library Club**  
**Mathematics Club**  
**National Institute of Science**  
**Notations Jazz Club**  
**Outright Club**  
**Phi Theta Kappa (by invitation only)**  
**Process Technology Club (PTEC)**  
**Rotaract Club**  
**Self-Esteem Club**  
**Sigma Kappa Delta**  
**Spanish Club**  
**STEM Club**  
**Student Nurses Association**  
**Student Government Association (SGA)**  
**Theatre Club**  
**Veterans Club**

## **Student Publications**

Student publications showcase student writing/artistic talents, and allow them to exhibit those talents while providing them with experience in the skills necessary to produce a publication. *BRCC Today*, Baton Rouge Community College's student newspaper, is published entirely by a staff of students. The student staff learns to work in a newsroom environment by writing, editing, contributing photographs and using desktop publishing to produce printed copy. Student members are also responsible for advertising sales and publication distribution. Students interested in serving on the *BRCC Today* staff should contact the SPAR Director. See "Appendix H."

Students may also submit their work to be considered for inclusion in *Black and Rouge*, the BRCC English Department's literary journal. Published annually, *Black and Rouge* showcases writings of a unique, distinctive nature from various literary genres, all written by BRCC students, faculty, and staff. For additional information on *Black and Rouge* and its submission/publication process, contact the Liberal Arts Division.

## ••••• **TRIO Programs**

### **Upward Bound Program**

Upward Bound provides support to participants in their preparation for entry into college. The program is funded by the U.S. Department of Education and provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves first-generation college students and/or low income students attending one of BRCC's target high schools. Tutoring and mentoring opportunities also exist for college students; interested students may contact the Upward Bound Program for more information.

# Protective Services



## Office of Public Safety

The Office of Public Safety is responsible for providing a safe and secure educational environment for the entire BRCC community. The Chief of Public Safety is the administrator of the office, and he/she works with the Vice Chancellor

for Administration and Finance to ensure that security for the college is maintained. Guests to the campus are welcome to visit the Office of Public Safety at its location in the Bienvenue Student Center.

The Baton Rouge Community College Public Safety Department employs commissioned police officers along with non-commissioned support staff. **BRCC police officers are vested with all of the powers, authority, and responsibilities granted to any police officer of the state while on property owned by the University, including adjacent public streets. BRCC Police authority is derived from Section 17:1805 of the Louisiana Revised Statutes.** BRCC's Department of Public Safety cooperates fully with federal, state, and local law enforcement agencies in cases which involve both on-campus and off-campus jurisdiction, or when the resources of another agency can be used to facilitate the resolution of an investigation.

Regular patrols and other law enforcement services are provided by the Office of Public Safety. Department personnel provide security for special events/functions held at the campus. To maintain traffic flow and crowd control, on-duty officers will also respond to requests for assistance from owners whose vehicles are on campus property. However, safety officers cannot change tires or unlock vehicles due to the mandates of the college's insurance carrier.

The Office of Public Safety is also the campus repository for lost and found items. All items turned over to the office are documented and inventoried for accurate return.



**Emergency Telephone Number**  
**225.216.8888**

**BRCC Public Safety Department**  
**225.216.8001**

**Report Suspicious Activity**  
**216.8001**

**Emergency Text Messaging System**  
***Sign Up BRCC Campus Notification System e2Campus***

## **Reporting Procedures for Emergencies**

1. Officers are on-duty throughout BRCC's hours of operation and can be contacted at the emergency number. The number is posted throughout campus and on all student identification cards.
2. Red phones mounted inside campus buildings and every classroom automatically dial the emergency number. Students need only lift the receiver and wait for an officer to answer - there is no dial tone or ring tone. Blue-light phones, located throughout the campus grounds and on each level of the parking garage, can also be used – students only need to push the button and wait for an officer to answer.
3. Faculty, staff, and students are encouraged to report suspicious or criminal activity. Security issues and emergencies should be reported directly to the Office of Public Safety.

On-campus crimes should be reported promptly to Baton Rouge Community College to ensure inclusion in annual crime statistics and to aid in providing timely warnings to the community when appropriate.

## **Owner Responsibilities/Vehicle Security**

The Office of Public Safety makes every effort to protect owners' vehicles/personal property at the college. However, **BRCC is not responsible for the theft/vandalism of any vehicles or personal property** while the owner is visiting the campus.



## **Parking on Campus**

Faculty, staff, and students are responsible for registering their vehicles and obtaining a parking hang tag through the Office of Public Safety. By the start of the first official day of classes, a BRCC parking hang tag must be properly displayed on the vehicles of students, faculty, and staff at all times while driving or parking on campus. Faculty, staff, students and visitors are encouraged to utilize our parking garage to avoid parking in restricted or reserve areas, such as handicap, loading zones, or walkways. Our parking garage has emergency phones located on all five levels. The parking garage is also equipped with video cameras on all levels, an elevator, and three stairwell entries for your convenience. The parking garage is under video surveillance and monitored at all times.

Owners who drive/park vehicles on campus and do not properly display a BRCC hang tag may be issued a ticket, have their vehicle towed, or be assessed a fine. Fines must be paid by the end of each semester at the Bursar's Office. **Students must present a copy of a paid fee bill, a vehicle license plate number, and their B number to obtain a hang tag.** For a detailed list of traffic and parking regulations, visit the Office of Public Safety located in the Bienville Student Center.

## **Traffic and Parking Violations**

BRCC Traffic and Parking regulations allow vehicle movement and parking on-campus to flow more safely. Regulations apply to faculty, staff, students, and campus guests. Once a person enrolls as a student and obtains a parking permit, he/she is obligated to park in designated student parking areas only.

Examples of traffic/parking violations include (but are not limited to) the following:

- Parking in a restricted/reserved space such as a handicapped space, reserved space, or a 15 minute commercial loading zone
- Parking illegally, such as parking on a curb, lawn, or walkway; or parking in a space specifically marked to indicate "no parking"
- Blocking a driveway or wheelchair ramp, or occupying more than one parking space;
- vehicle registration violations, such as not displaying a parking hang tag, or displaying an expired hang tag or expired visitor's permit





- Failure to comply with traffic control measures, such as exceeding the posted campus speed limit or driving the wrong way.

Fines for parking and traffic violations range from \$5 to \$50. Until all fines are paid, the college places a hold on a student's grades, registration, records, transcripts, and diplomas. Payment of fines is made directly to the Bursar's Office. Consideration of an appeal requires a student to complete an *Application for Appeal* and submit it to the Office of Public Safety during posted business hours and within seven days after the violation allegedly occurred. Any and all fines must be paid before an appeal can be submitted.

An appeal is reviewed by the Director of the Office of Public Safety. If an appeal is not resolved, it is referred to the Traffic Appeals Committee, composed of faculty, staff, and students. The student making an appeal is notified, in writing, of the committee's decision.

### **Towing**

The college reserves the right to impound any vehicle parked in a manner that endangers or impedes vehicular or pedestrian traffic, or is in violation of college traffic regulations. The owner of a towed vehicle is responsible for paying the costs of removal, impoundment, and storage of the vehicle. BRCC will attempt to identify and contact the owner of the vehicle before the vehicle is towed.

### **Special Restrictions**

On special occasions or in emergencies, temporary parking restrictions are enacted by BRCC safety officers. In some instances, special parking may be approved for designated BRCC employees.

### **Federal Disclosure Requirements**

BRCC's *Annual Security Report* provides statistics regarding crimes that have occurred on campus, in campus buildings owned and managed by BRCC, and on public property adjacent and accessible to the campus for the past three years. The report offers information and institutional policy in regards to campus security when dealing with alcohol and drug use; preventing crimes; and the reporting of crimes such as sexual assault and other criminal matters. A copy of the report is available on the website.



## **Identification Cards (IDs)**

*Campus Access ID Cards* are issued to all faculty, staff, and students.

ID services are available at all times and can be obtained from the Office of Public Safety in the Bienvenue Student Center. For safety reasons, individuals on the campus may be required to present a current ID card upon request by personnel from the Office of Public Safety in the performance of their duties. Failure to follow instructions or comply with Public Safety personnel may result in disciplinary actions, up to and including a referral to the Vice Chancellor of Student Affairs, removal from campus, and/or an official arrest. A \$5.00 fee is assessed for replacing an ID card; the fee is paid at the Bursar's Office.



# ••••• Office of Environmental Safety

## **Hazard, Incident, or Injury Reporting**

Anyone can report unsafe behavior/conditions to the Director of Environmental Safety in the Bienvenue Student Center, room 313. Report any urgent incident and/or severe injury *immediately*.

## **Emergency Procedures and Safety Plan**

Information about the college's *Emergency Procedures* and *Safety Plan* may be obtained from the Director of Environmental Safety. Services offered include safety orientation, assistance on class projects, and safety and health information.

## **Smoke-Free Campus**

**BRCC is a smoke-free campus and abides by state policy regarding second-hand smoke.** Smoking is strictly prohibited inside any building on campus and within a radius of at least 25 feet from all access doors and major entry ways of campus buildings.

# Appendices

## **Appendix A – Student Discrimination Grievance Policy**

Discrimination means treating another person(s) adversely because of race, color, gender, religion, creed, national origin, age, disability or veteran status; and/or implementing policies or practices that adversely impact a person(s) for these same reasons.

Discrimination is a major concern at BRCC. The college's policies and procedures dealing with discrimination are designed to protect all individuals, while at the same time ensuring academic freedom to teach, learn, and work. This Discrimination Grievance policy complies with the policies set forth by the Louisiana Community and Technical Colleges System (LCTCS).

Confidentiality is maintained as long as it does not interfere with the college's legal obligation or ability to investigate allegations of misconduct. The college takes corrective action whenever discrimination is proven to have occurred.

Throughout the process, efforts are made to protect the complainant from reprisals and the accused from irresponsible, secondary complaints. The Student Discrimination Grievance procedure provides guidelines for an informal resolution of disputes by promoting communication between the parties involved.

### **General Information**

An aggrieved student can take action(s), or voice grievance(s) about college personnel who are believed to discriminate and be heard in an unbiased manner. BRCC encourages the informal resolution of disputes by the parties involved. In fact, no written grievance is considered and no hearing granted by the Grievance Committee unless the aggrieved parties can show that they are making efforts to informally resolve the dispute.

When a student appeals a grade on the basis of discrimination, the student must choose to present the allegations through the College Appeal procedure or the Student Discrimination Grievance Procedure. Both procedures cannot be used to resolve same appeal.



**All proceedings are confidentially conducted.**

Time limitations are set for conducting the various stages of an appeal, which cannot exceed the number of actual working days specified.

**Duties of the Grievance Committee**

**A. Notice of Hearing**

Within 10 working days of receiving the complaint, the appointment of a committee by the Vice Chancellor for Student Affairs, the chair will issue a written notice to the aggrieved student and any involved parties. The notice will set the date, time, and place of the hearing, the issue(s) to be discussed, as understood by the committee, and a statement that the parties attending the hearing are responsible for presenting witnesses and documented evidence.

**B. Hearing Procedure**

Involved parties are not allowed representation by attorneys, but a BRCC advisor(s) can be present at the hearing for the purpose of giving advice during the course of the hearing. The burden of proof rests with the aggrieved student. The aggrieved student has the first opportunity to present his/her case. The case can be presented using narrative, testimony of a witness(es), and/or presentation of documented evidence. The party to whom the grievance is directed can then present his/her case in the same manner. All testimony is given under oath, administered by the chair of the Grievance Committee. Both parties have the right to cross-exam a witness. Any documentation, evidence, or sworn statements from witnesses become part of the official record.

The committee hears all relevant evidence, but it is not legally bound by the evidence presented, as is the evidence that is heard in actual judicial cases. The chair of the committee rules on the admissibility of the evidence presented, as well as to any objections made during the course of the hearing.

**C. Determination of the Committee**

Within five working days of the conclusion of the hearing, the committee, through its chair, will present a written disposi-



tion of the hearing to the Vice Chancellor for Student Affairs. The determination will include the specific findings of facts based on the evidence presented, and recommend alternative courses of action. If the committee members are unable to reach a consensus, the determination can include a dissenting opinion(s). The Vice Chancellor for Student Affairs will report the results of the hearing, in writing or in person, to the involved parties. Upon receipt of the results of the hearing, the involved party may appeal to the Vice Chancellor for Student Affairs for a review of the committee's decision.



#### • **Appeal to the Vice Chancellor for Student Affairs**

Within five working days after the receipt of an appeal, the Vice Chancellor for Student Affairs will issue a decision based on a review of the record. The decision will be made in writing, and will reference the determination of the committee. The Vice Chancellor for Student Affairs will advise the parties that they have the right to appeal the determination directly to the Chancellor of BRCC.

#### • **Appeal to the Chancellor**

If an involved party is not satisfied with the decision made by the Vice Chancellor for Student Affairs, he/she may appeal the decision directly to the Chancellor of BRCC. The appeal must be received by the Chancellor's Office within five working days after the date that the involved parties received the decision from the Vice Chancellor for Student Affairs. The appeal is to be submitted in writing and based on the review of the record. It should list the date and specifics of the appeal. The college attorney may assist the Chancellor with the final appeal process.

#### • **Final Decisions**

The Chancellor will render a final decision, and the parties will be notified of the decision in a reasonable amount of time.



## **Appendix B – Sexual Harassment Policy and Procedure**

Sexually harassing behavior, as in other forms of discrimination, is prohibited by law and strictly forbidden at Baton Rouge Community College. The college's policy complies with the policies set forth by the Louisiana Community and Technical Colleges System (LCTCS).

### **1. Sexually Harassing Behavior**

Sexual harassment is

- sexual conduct of any nature which is unwelcome and not freely or mutually agreed upon by the involved parties;
- sexual communication of a verbal, written, or pictorial nature, which is unwelcome and made with the intent to intimidate; or
- solicitous sexual conduct of any nature that, when submitted to or rejected, is intended to implicitly impose favorable or adverse terms and conditions of employment or academic standing.

### **2. Unwelcome Sexual Advances, Requests for Sexual Favors, and Other Verbal/Physical Conduct of a Sexual Nature That May Constitute Sexual Harassment**

- Submission to conduct made explicitly or implicitly on terms/ conditions of an individual's academic good standing, etc.
- Submission to/rejection of conduct used as a basis for determining a student's academic good standing, etc.
- Conduct that interferes with an individual's academic performance or creates an intimidating, hostile, or offensive environment.

### **3. Informal Procedures**

Students who have problems, questions, and grievances can discuss these with a BRCC counselor in the Center for Academic Success. Some college officials or faculty members can assist in counseling for sexual harassment problems. Throughout the counseling process, information divulged is held in the strictest confidence and no information is released unless the complainant agrees to inform a third party who can facilitate a solution.



Any students inquiring about a complaint or concern can seek the advice of a BRCC faculty/staff member, and the faculty/staff member can accompany the student to discussions with the designated officer, advisor, or counselor. A formal charge is not made by merely discussing the complaint, and no repercussions/reprimands are issued for initiating a complaint. However, the college is also obliged to protect the rights of a person(s) against whom a complaint is lodged. Efforts are made to resolve issues in a reasonable amount of time.

#### **4. Formal Procedures**

Anyone who believes that he/she is the object of sexual harassment can initially seek resolution by consulting an officer, an advisor, or a counselor. The following is the formal procedure which may result in the accused being disciplined.

- Formal charges should be brought within a reasonable amount of time, usually 30 working days after the alleged occurrence. Written charges are made by sworn affidavit and signed by the complainant. The accused has the right to review the complaint.
- Preliminary investigation of the allegations is completed by the Vice Chancellor for Student Affairs.
- The Vice Chancellor for Student Affairs meets with the complainant, the person named in the complaint, and others who may be involved or who can offer information regarding the incident.
- The Vice Chancellor for Student Affairs can request affidavits from the person named in the complaint and other parties/witnesses.
- The Vice Chancellor for Student Affairs compiles a report of the findings, with any and all recommendations for resolution of the grievance.
- The college protects the privacy of the individuals who are involved or named in the complaint as much as possible.
- Internal procedures do not forego subsequent legal actions. The proceedings conducted by BRCC differ from those used in a court of law, and the presence of legal counsel is not permitted during course of the BRCC hearings. The strict rules which govern the presentation of legal evidence





do not apply in BRCC hearings.

- A permanent, written record of the formal complaint and the outcome is retained by the Vice Chancellor for Student Affairs.
- During the process, every effort is made to protect the complainant from reprisals and the accused from unwarranted retaliation.

## **5. Appeal**

- To obtain a hearing with the Chancellor, a student must submit a written request within 10 days after the report from the Vice Chancellor for Student Affairs is rendered.
- Once the Chancellor receives a request for a hearing, he/she appoints a chairperson to head the Committee of Review. Two members are also selected for the committee in the following manner:
  - The complainant selects one committee member; and
  - The person named in the complaint selects a member.
- Only full-time, permanent employees can serve on the Committee of Review. The composition of the Committee of Review may include faculty, staff, or a combination of both.
- Committee of Review thoroughly investigates the complaint of sexual harassment and conducts a hearing. Involved parties are informed of the date and time of the hearing by certified mail, return receipt requested, at least three days prior to the scheduled hearing. An accused faculty member is given notice pursuant to "Section 212" of the *Policy Manual* and relevant sections of the *Policy Manual* and BRCC statutes.
- Hearing is conducted pursuant to procedures established by the Committee of Review and in compliance with the policy.
- Committee presents its findings, along with any pertinent information, to the Chancellor for further dispensation, which usually takes place within 10 working days after the conclusion of the hearing.
- The Chancellor renders a final decision and notifies the involved parties within a reasonable period of time.



## **6. Penalties**

Any person found in violation of the policies and procedures of BRCC is subject to dismissal and/or other sanctions deemed appropriate.



## **Appendix C – Sexual Assault Policy**

### **Emergency Telephone Number 225-216-8888**

When reporting a sexual assault, confidentiality is vital. Sexual assault - an act of violence in which a person subjects a victim to contact of a sexual nature against the victim's will - is an illegal act on the BRCC campus. Sexual assault includes rape, assault to commit rape, sexual battery, aggravated sexual battery, object rape, statutory rape, sodomy, aggravated sodomy, public indecency, and stalking. Sexual assault, in its various forms, is defined under Louisiana law.

### **Procedures**

1. **Students should immediately report incidents of sexual assault** to the BRCC Office of Public Safety.
2. The Office of Public Safety will write an incident report and notify the Vice Chancellor for Student Affairs.
3. Students will be assisted in seeking counseling and follow-up medical care, addressing academic concerns, and reporting incident(s) to the appropriate authorities. **It is crucial that a victim receive prompt medical attention.** For medical and counseling services, contact the Baton Rouge Crisis Intervention Center's 24-hour crisis line at 225.924.3900
4. A victim of sexual assault should preserve any evidence that can be used to prove an occurrence of sexual assault. Victims are advised to consult law enforcement officials before showering, bathing, changing, or laundering clothing worn during an assault. Even if a victim bathes, showers, or somehow compromises evidence, the victim should report the assault. Valuable information can still be obtained and an investigation conducted from remaining evidence taken from a victim's person.
5. After a sexual assault is reported, campus personnel should take reasonable and necessary steps to secure the crime scene and protect the victim.



### **Rights and Responsibilities of the Victim**

1. A report of sexual assault is treated seriously and the victim treated with dignity. Campus organizations/personnel who deal with sexual assaults should be contacted to assist the victim.
2. A victim has the right to have the alleged sexual assault(s) investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental jurisdiction where the alleged incident(s) occurred; and to full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. Campus disciplinary proceedings are held in addition to these procedures.
3. Campus personnel are prohibited from pressuring a victim to 1) not report the crime(s) to civil/criminal investigating authorities, campus law enforcement personnel, or disciplinary authorities, or 2) report the crimes less than what actually occurred.
4. BRCC offers a victim advice, assistance, or representation at campus disciplinary proceedings, the same as offered to the accused.
5. A victim is notified of the outcome of the disciplinary proceedings.
6. Campus personnel should cooperate in obtaining, securing, and maintaining evidence (including medical examination documentation) required to prove the occurrence of criminal sexual assault for subsequent legal proceedings.
7. BRCC personnel are to contact and exercise the option(s) provided by state and federal laws and regulations regarding mandatory testing of a sexual assault suspect(s) for communicable diseases and in notifying a victim of the results of the testing.
8. A victim is provided information regarding counseling.

### **Rights of the Accused**

1. The accused has the right to have the alleged sexual assault(s) investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental jurisdiction where the



alleged incident(s) occurred; and to full and prompt cooperation and assistance of campus personnel in notifying the proper authorities and in providing any exculpatory information. Campus disciplinary proceedings are held in addition to these procedures.

2. BRCC offers a victim advice, assistance, or representation at campus disciplinary proceedings, the same as offered to the accuser.
3. The accused is notified of the outcome of the disciplinary proceedings.
4. The accused receives full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence that may disprove the occurrence of criminal sexual assault in subsequent legal proceedings.
5. The accused is provided information regarding counseling.





## **Appendix D – Federal Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) guarantees students the following rights in respect to personal educational records:

1. The right to request access to personal educational records for inspection and review within 45 days after the date that the college receives the request. A student should submit a written request to the Executive Director of Enrollment Services that identifies the records that the student wishes to review. This college official arranges for the student to inspect the records and notifies him/her of a time and place to review them. If student records are maintained by a person other than the Executive Director of Enrollment Services, the student is advised which college official the student should contact.
2. The right to request that one's educational record be amended, if a student believes that his/her records are inaccurate. The student should submit a written request to the college official responsible for maintaining student records and clearly identify the part of his/her record that needs to be modified and state the reasons why. If the college does not amend the record as requested, the college is obligated to notify the student of the decision and advise the student of his/her right to a hearing. Information regarding hearing procedures is provided at the time the student is notified that a hearing has been scheduled.
3. The right to consent to disclosures of personal information contained in educational records, unless FERPA has previously authorized a disclosure without consent. FERPA permits disclosure of information to school officials who have legitimate educational interests. A school official, according to FERPA, is defined as A) a person employed by the college in an administrative, supervisory, academic, or research position, or a support staff member (including personnel in the Office of Environmental and Public Safety); B) a person or company with whom the college is contracted (an attorney, an auditor, or a collection agent); C) a person serving on the Louisiana Board of Regents; D) or a student serving on a committee in an official capacity such as a disciplinary or grievance committee, or assisting a school official in performing his/her official duties.



A school official has a legitimate educational interest if he/she needs to review an educational record in order to perform his/her professional responsibilities.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

### **Directory Information**

The following information can be legitimately used in the BRCC Directory:

1. Student's current enrollment status, full- or part-time
2. Dates of attendance at BRCC
3. Types of degrees/certificates received
4. Field of study
5. Height and weight of athletes
6. Most recent high school attended
7. Photograph(s)
8. Participation in officially recognized BRCC activities/sports

The college can legally disclose this information without prior written consent from a student or parent, unless the student or parent has previously notified the college, in writing, that he/she does not want this information disseminated or published.

Students who do not want personal information included in the directory should complete a Deletion Request in the Office of Enrollment Services located in the Bienvenue Student Center. BRCC only distributes student information as defined in the FERPA guidelines.



## **Appendix E – Academic Integrity Policy**

Baton Rouge Community College expects the highest standards of academic integrity from its students and faculty. Academic integrity is essential for equitable learning and assessment. Faculty and students share equal responsibility in maintaining academic honesty. Students must adhere to academic rules and regulations set by the college. All aspects of cheating, fabrication, plagiarism, misuse of academic resources, misrepresentation, violation of class rules, and complicity constitute academic misconduct; and disciplinary action will be taken by the college.



### **Categories and Definitions of Academic Dishonesty**

*Cheating* is the intentional use of inappropriate and unauthorized assistance, information, materials, or study aids; submitting multiple information on the same or part of the same work to different instructors for different assignments in the same semester or different semesters; receipt of unauthorized assistance, information, or materials over a cellular telephone, electronic device, or other source for tests, quizzes, papers, projects, or other academic assignments; and committing an act of conspiracy for the purpose of defrauding.

*Fabrication* is the misrepresentation of a signature or document as an original and/or authentic copy. It is the contrivance of any part of an individual or group assignment; falsification of an official document of the college or an outside agency such as *Add/Drop* or *Excused Absence* slips; the submission of false medical documentation; the fabrication or alteration of data/results; the presentation of someone else's results in experiments or laboratory assignments; or the citation of sources that are not used or have not been consulted.

*Plagiarism* is using another's idea(s), words, data, arguments, or sentence structure in academic assignments and claiming them as one's own without proper documentation or citation.

*Misuse of Academic Resources* prohibits students, faculty or staff from





rendering print or electronic resources unavailable, altering such resources in a manner that renders them useless from their original form or purpose, using computer accounts without receiving authorization, altering passwords, violating library procedures, or intentionally misusing educational materials.

*Misrepresentation* is intentionally presenting oneself as someone else; intentionally representing a condition/situation as more or less than what actually is in order to gain credit; or making concessions on individual/group work including make-up tests, projects, and class assignments.

*Violation of class rules* is the intentional failure to follow class rules as referenced in an instructor's course syllabus with regards to academic assignments and class behavior.

*Complicity* is willing involvement with another in academic misconduct.

*Software fraud* is the unlawful downloading and copying of copyrighted computer software and using it to complete academic work.

*Multiple submissions* are submissions of academic work previously completed and submitted by someone else.

*Unsanctioned collaboration* occurs when a student is assigned to work independently on an out-of-class project; and he/she solicits outside help.

### **Academic Offenses and Sanctions**

A student found guilty of academic dishonesty or misconduct receives discipline commensurate with the violation committed. Discipline is based on the a) nature of the violation, b) number of times the student violated the policies of BRCC, and c) the contribution of facts submitted by the instructor. Violations are classified into three levels. For each level, a corresponding disciplinary action is assigned.

#### **Level I Violations**

Level I violations occur because the student is inexperienced or lacks the knowledge regarding the principles of academic integrity. The violation usually occurs on a fraction of the total coursework, is not extensive, and/or occurs on a minor assignment. Examples of this type of violation



are unsanctioned collaboration on academic work or failure to give proper acknowledgement in a portion of an assignment. Sanction: Loss of a percentage of credit or an “F” on the assignment.

### **Level II Violations**

Level II violations occur in a greater portion of coursework. An example of this violation is plagiarism in a large portion of work or in submitting someone else’s work as one’s own. Sanction: a reduced grade or an “F” for the course.

### **Level III Violations**

Level III violations are the most serious violations of academic honesty and involve a major portion of academic work that the student completes in meeting course requirements. Examples are collaborating before an examination for the exchange of information obtained from illegitimate sources, or purchasing term papers or other similar materials. Sanction: An “F” in the affected course, action recorded as academic misconduct on the student’s permanent record, academic probation, and/or expulsion from BRCC.

### **Additional Consequences of Violating the Academic Honesty Policy**

BRCC faculty, staff, and administrators are obligated to report overt acts of academic misconduct and dishonesty. A student who commits academic misconduct/dishonesty not only faces college censure or expulsion, but jeopardizes his/her future educational and occupational opportunities. Prospective employers and educational institutions frequently request recommendation(s) from the college regarding an individual’s moral or ethical behavior, and faculty/administrators are obligated to report any acts of academic misconduct/dishonesty to a potential employer.

### **Policy Oversight**

The BRCC Appeals and Exceptions Quality Team acts as an appellate board for hearing cases of academic misconduct/dishonesty. The team reviews appeals once a month.

### **Procedures**

The class instructor initiates the procedure by providing evidence of academic misconduct/dishonesty. He/She counsels the involved student and gives the Appeals and Exceptions Quality Team details of the incident,



along with documentation proving that misconduct/dishonesty occurred.

The instructor forwards the documentation to the academic dean of the division, who maintains a record of the incident and includes other documentation related to the incident. The academic dean forwards a copy of the documentation to the Vice Chancellor for Student Affairs.



If the student disagrees with the instructor's decision, he/she should petition, in writing, the academic dean of the division within three business days following the receipt of the decision to request a review. he dean must reply, in writing, within five business days after receiving the request.

After reviewing the request, the academic dean informs the involved faculty member of his/her decision. Should the instructor disagree with the decision of the dean, the instructor should respond, in writing, pointing out additional facts/documentation of the incident. The academic dean will render a final decision and issue a decision, in writing, within five business days.

If the academic dean upholds the instructor's decision, and the student disagrees, the student can complete an Appeal Form, which can be obtained in the Office of Enrollment Services located in the Bienvenue Student Center. Along with the Appeal Form, the student must include a copy of the dean's written response, and any documentation related to the student's claim. The completed form should be forwarded to the chairperson of the Appeals and Exceptions Quality Team within three business days after receiving the dean's response.

The Appeals and Exceptions Quality Team reviews each appeal fairly and without bias. A decision will be rendered based on the facts of the submitted documentation and according to the policies set forth by the college. The original file will be forwarded to the Vice Chancellor for Student Affairs. The decision of the team is final and cannot be appealed.



## **Appendix F – Academic Suspension Appeal Policy and Procedures - Student, Registrar, and Appeals Committee**

Students on academic suspension for the first or second time can appeal.

1. Enrollment Services will place a suspension notice on student's transcript that can be electronically viewed as part of the student's grades
2. Students can appeal their suspension.
3. Students can obtain an Appeal Form in the Office of Enrollment Services, or they can print a copy directly from the BRCC Web site/Enrollment Services/Forms.
4. Students should write a short piece of correspondence that details the appeal. A student should include any extenuating circumstances to support the appeal.
5. The Appeals Committee usually meets during the first two weeks of each month. Additional meetings are conducted on an as need basis.
6. An appeal must be submitted at least 10 working days prior to the committee's meeting, or the appeal will be heard the following month.
7. Students are notified by letter of the approval or denial of the appeal.
8. Any change to the student's status is made by the student's major department once the Appeals Committee sends approved documentation of the result of the appeal.

The chairperson completes an appeal approval/denial for each appeal submitted for review. One copy is retained in the Office of Enrollment Services for processing and filing and another copy is sent to the Vice Chancellor for Student Affairs to be placed in the academic suspension files.



## **Appendix G – Alcohol and Drug Policy**

### **Drug Free Schools and Communities Act**

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

1. standards of conduct concerning the unlawful possession, use, or distribution of drugs; and the illegal use of alcohol by students and employees on college property or at any college activity
2. a description of the legal sanctions for violating the law
3. a clear statement of the college's sanctions issued for the commission of these types of violations
4. a description of any drug and alcohol counseling, treatment, or rehabilitation services offered at BRCC
5. a description of the health risks associated with the use of illicit drugs and abuse of alcohol.

The information below complies with the requirements of the act.

### **Statement of Purpose**

Alcohol abuse is a major issue in the community and on college campuses. Use of alcohol or drugs can lead to physical abuse, date rape, auto accidents, violence, health issues and other self-destructive behaviors.

Baton Rouge Community College complies with state, federal, and local laws pertaining to alcohol and enforces underage drinking laws. BRCC policy prohibits the consumption, possession, or distribution of alcoholic beverages and disciplines individuals under the influence of any controlled substance while on college property or participating in college-sponsored trips or activities.

The use, possession, or distribution of illegal drugs or being under the influence of a controlled substance is strictly prohibited on college property or while participating in college-sponsored events.



### **College Sanctions**

Disciplinary actions are taken for the commission of violations pertaining to the BRCC drug policy by any student, faculty, or staff. Depending on the nature of the offense, disciplinary action takes the form of a written reprimand, a suspension, a demotion, a reduction in pay, or termination of affiliation with BRCC. Disciplinary actions for students are issued in accordance to school policies. Examples of sanctions include warnings, probation, exclusion, restitution, suspension of privileges, community service, termination of employment and/or expulsion/suspension from the college.

### **Legal Sanctions**

It is unlawful in Louisiana to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines. The *Criminal Code of Louisiana* carries specific penalties for the possession and use of illegal drugs. It is also unlawful in Louisiana for anyone under 21 years of age to purchase/possess alcoholic beverages for any reason or anywhere open to the public.

### **Controlled Dangerous Substances Sch I –Sch IV (R.S. 40:981.3)**

It is unlawful to possess, sell, distribute, or manufacture drugs listed in the statute. The drugs include, but are not limited to, marijuana, cocaine, “crack” cocaine, methamphetamines, heroine, “rush” LSD, “ruthies,” and prescription drugs without having obtained a prescription from a licensed physician. Persons found guilty of one of these drug violations are subject to a fine of not less then \$500, may be imprisoned at hard labor for up to 30 years or; if found selling illegal drugs on campus, can be imprisoned at hard labor for up to 45 years.



## **Area Programs Available for Drug/Alcohol Counseling/ Treatment/ Rehabilitation/Support Services**

### **On Campus**

The Center for Academic Success, Magnolia South, 225-216-8019.

### Baton Rouge Metropolitan Area Resources for Student Assistance.

<b>Concern</b>	<b>Agency</b>	<b>Location</b>	<b>Phone</b>
<b>AIDS / HIV</b>	Our Lady of the Lake	5000 Hennesey Blvd.	225.765.8917
	Regional Medical Center	Baton Rouge, LA 70808	
	Friends for Life - Capital Area HIV/AIDS Services, Inc.	4521 Jamestown Ave., Ste. 13 Baton Rouge, LA 70808	225.923.2277
<b>Battered Women's Program</b>	North Baton Rouge Women's Help Baton Rouge, LA 70874	7515 Scenic Hwy.	225.359.9001
<b>Baton Rouge City Police</b>			225.389.3800
<b>B.R. Sheriff's Dept</b>			225.389.8000
	<b>BRCC Police</b>		225.216.8888
<b>Cancer</b>	American Cancer Society Baton Rouge, LA 70806	4848 North Blvd.	225.927.0782
<b>Crisis/Suicide</b>	Baton Rouge Crisis Intervention Center		225.924.3900
	LA Department of Health and Hospitals Health Center	3843 Harding Blvd. Baton Rouge, LA 70807	225.359.9315
	Margaret Dumas Mental		
<b>Eating Disorders</b>	LSU Psychological Services Center Baton Rouge, LA 70803	236 Audubon Hall	225.578.1494
<b>Elderly and Disabled</b>	Advocate Center for the Elderly and Disabled		225.925.8884
<b>Gambling Problem</b>	Gambling Anonymous Baton Rouge, LA 70816	3151 Dena Lynn Ave	225.924.3900
<b>Gay Concerns</b>	National Lesbian, Gay, and Bisexual Youth	LAMBDA Group, Inc.	225.383.0777



<b>Hospitals</b>	B.R.General Hospital		225.387.7600
	Our Lady of the Lake Regional Medical Center		225.765.8826
	Earl K. Long Medical Center of Baton Rouge		225.358.1162
	225.775.4858		
	Baton Rouge General (Mid City)		225.387.7000
<b>Mental Health</b>	TAU Center Referral/COPE line		225.767.1320
	Our Lady of the Lake		225.767.8900
	Regional Medical Center		
	Baton Rouge Mental Health	Referral/COPE line	225.925.1906
	Alcohol & Drug Abuse Council of	1801 Florida Blvd.	225.343.8330
	Greater Baton Rouge	Baton Rouge, LA 70802	
	Narcotics Anonymous	P.O. Box 1663	225.381.9609
	Baton Rouge, LA 70821		
	Detoxification Center	1819 Florida Blvd.	225.389.3325
	Baton Rouge, LA 70802		
<b>Planned Parenthood</b>	Planned Parenthood	4727 Revere Ave.	225.924.0123
	Baton Rouge, LA 70808		
<b>Pregnancy</b>	Pregnancy Problem Center	4724 Jamestown Ave.	225.924.1400
	Baton Rouge, LA 70808		
<b>Rape</b>	Rape Treatment Center	1885 Wooddale Blvd., Rm.708	225.925.4437
	Crime Victims Reparations Board	Baton Rouge, LA 70806	
	E.B.R. Parish District Attorney's	233 St. Ferdinand St.	225.389.3456
	Office Stop Rape Crisis Center	Baton Rouge, LA 70802	
<b>Sexual Abuse</b>	Child Sexual Abuse, Incest	2351 Energy Dr. Ste. 1010	225.925.9520
	Counseling and Referrals	Baton Rouge, LA 70808	
	LA Council on Child Abuse		
<b>Sexually Transmitted Diseases</b>	LA Dept. of Health & Hospitals/	Office of Public Health	225.342.1799
	Sexually Transmitted	950 E. Washington St.	
	Disease Clinic	Baton Rouge, LA 70802	
<b>United Way</b>	United Way Information Line		225.923.2114
	The Phone		225.924.3900

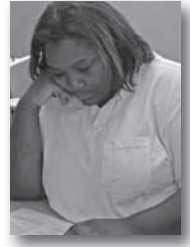




## **Appendix H – Student Publications**

### **Freedom of the Press Statement**

Officially recognized BRCC student publications are free from censorship, and student editors are permitted to develop editorial policies and determine the coverage and content of the publications. On campus, students are afforded freedom of the press and speech, as guaranteed in the *First Amendment* to the *Constitution of the United States*. These rights will not be impinged upon by the college or any of its agencies, faculty, staff, or administrators.



Student journalists can report on and editorialize about controversial issues that might affect the college, community, nation, and the world. However, when reporting, the BRCC student press is expected to practice responsible journalism. Student journalists should never use obscene material, write libelous articles, or incorporate material that intentionally interferes or disrupts the educational process. Though BRCC does not review student written materials prior to printing, student editors should be reminded that they are legally liable for publishing and distributing materials which might include damaging information.

### **Definitions of Unprotected Speech**

1. Students should never print, publish, or distribute obscene material. Obscene materials - sexually explicit material that offensively describes/depicts lewd images of the genitals and/or promotes a prurient interest in sex; or similarly offensive, indecent material lacking any serious literary, artistic, political, or scientific value.
2. Students are forbidden from publishing or distributing libelous material. Libelous statements - false statements willfully or negligently published that can injure an individual's or business' reputation in the community. Typically, it must be proven that a statement is libelous and was published without forethought or with malice; that there was a reckless disregard for truth, and the editor purposefully did not check the accuracy of the statement prior to printing/distributing it.



Under the “fair comment rule,” a student is free to express an opinion on any matter of public interest. Students may criticize college policy and the performance of faculty, staff, or administrators as long as the criticism is not libelous.

3. Students cannot publish or distribute publications at BRCC that cause disruption of the educational process. However, college officials are obligated to protect those who support unpopular views.
4. Disruption - student rioting; unlawful seizures of property; destruction of property; or substantial student participation in a college boycott, sit-in, or walkout; or other types of civil disobedience. Materials containing racial, religious or ethnic slurs, though distasteful; and materials that stimulate heated discussions or debate are not considered disruptive. Publications are disruptive if the context of the message is inflammatory.

### ***BRCC Today***

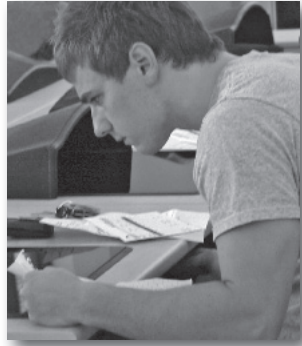
*BRCC Today* is the official publication created, written, and edited by BRCC students. It informs, educates, entertains, and provides the college community with an objective and timely reported publication in an open forum free of administrative censorship. The student staff follows accepted journalistic standards and local, state and federal laws that govern free expression.





## **Appendix I – Academic Renewal Policy**

BRCC provides students who, after dropping out or being suspended because of failure to meet the college's required academic standards, an opportunity to matriculate in an educational environment again.



1. At least two (2) semesters must elapse from the end of the semester in which the student was last registered for credit at any college/university and the time in which the student can reapply and register at BRCC.
2. A student must submit an *Application for Academic Amnesty* to the Office of Enrollment Services in the semester in which the student intends to register at BRCC.
3. The Office of Enrollment Services evaluates each application and only recommends those who satisfy the academic requirements and indicate the potential for a successful completion of studies. Applying for academic amnesty does not ensure that a student will be approved for amnesty.
4. No prior academic credit carries forward from a degree program; however, the prior academic activity remains part of the student's overall academic record.
5. If academic amnesty is granted, the re-entry date to the college is entered on the student's transcript, and the student is given/sent a statement explaining that the use of any previously earned credits and quality points is prohibited. This helps the student 1) meet degree requirements, 2) compute an accurate GPA which determines the student's ability to earn an undergraduate certificate/degree, and 3) determine his/her graduation status.
6. Upon receiving academic amnesty, the student becomes a first-time student and begins with a new record that shows no semester credit hours attempted, no quality points earned, and no prior suspensions.
7. A student demonstrating competency in a given field is admitted in advanced standing (without credit) or with a waiver of requirements, just as for an entering first-time student.



8. BRCC accepts academic amnesty transferred from another institution. However, academic amnesty may be granted only once, regardless of the number of institutions the student has attended.
9. Students in the program are cautioned that some two-year, four-year, and graduate/professional schools compute the undergraduate GPA on *all* semester credit hours attempted when applications are considered for admissions.
10. All hours will continue to be used to determine Satisfactory Academic Progress in order to satisfy requirements needed for the Office of Financial Aid and Scholarships.



## **Appendix J – Student Organization and Fundraising Projects Policy**

Fundraising, as pertaining to student organizations, is the seeking of funds/support by a student group from sources other than from its members, including procurement of supplies and other forms of support; the selling/distribution of items, materials, products, or services; and the sponsorship of events.

Only officially registered student clubs/organizations at BRCC are authorized to conduct fundraising activities.

1. Student clubs/organizations considering a fundraising project must obtain a *Fundraising Proposal Application* from the Office of External Resources or the Office of Student Programs and Resources (SPAR). The proposal must be submitted at least two weeks prior to the planned activity. The Directors of External Resources or of SPAR may approve, modify, or deny proposals.
2. Projects that interfere with academic programs or functions, college-operated services, contracts, or college development (fundraising) activities; or competition for products or services available through existing college contracts of a commercial vendor are not approved.
3. Fundraising activities are to be assigned to specific geographic areas on campus.
4. Clubs/Organizations are responsible for paying postage associated with fundraising. Services from the campus postal service cannot be used by any clubs/organizations for fundraising activities.
5. Advertising must comply with the campus policies for the posting of flyers, banners, etc.
6. Collection of monies must comply with campus policies; and in order to be properly process, funds must be maintained in an account in the Bursar's Office.
7. BRCC does not accept responsibility for any financial liability with reference to student fundraising. All financial expenditures are necessary to projects underwritten as conditions for their approval. College funds are not to be utilized to initiate, sustain, or make affirmative the fundraising activities of a student club/organization.



8. All fundraising items must be purchased and paid for by the club/organization upon receipt of the invoiced merchandise. If funds are not available to cover the entire invoice amount prior to delivery, clubs/organizations are prohibited from entering into contracts with companies who require payment after the sale. Exception: When a contracted company has specific guidelines which stipulate the division of the profit between the club/organization and the contracted company.
9. All fundraising activities must abide by local, state, and federal laws and regulations.





## **Appendix K – Club/Organization Advisor Guidelines**

Rules and guidelines for club/organization advisors:

1. The Office of Student Programs and Resources (SPAR) must approve every activity sponsored by a club/organization, and the activity must be approved by SPAR at least one week prior to the event.
2. At least one advisor's signature is required on each *Student Activity Request Form*.
3. Every activity must have at least one advisor present for the duration of the event. The SPAR Office approves exceptions to this rule.
4. Advisors are responsible for ensuring that regular meetings of the club/organization and its executive committee are held.
5. Any money collected by a student club/organization must be deposited into a registered campus account in the name of the club/organization at the Office of Accounting and Finance.
6. Advisors must be familiar with the *Student Code of Conduct*.
7. The main advisor for each club/organization must maintain an accurate roster of the club/organization members, a copy of the constitution, and the names and contact information of any other club advisors. This information is filed with SPAR.
8. The main advisor should know each club/organization member's current academic status and maintain an accurate record of this information in SPAR.
9. Club/Organization advisors are required to attend a mandatory club/organization advisor meeting at the beginning of each semester. The spring meeting is held for new advisors only. Current or returning advisors will receive an update of operating rules and procedures in the spring.
10. Assistance or technical support is provided by the Director of SPAR.



## **Appendix L – Default Prevention and Management**

### **A Plan for Student and School Success**

#### ***Overview***

#### ***Section I- Early Stages of Enrollment***

#### ***Section II- Late Stages of Enrollment***

#### ***Section III- After Students Leave School***

#### ***Section IV- Enhanced Entrance and Exit Counseling***

#### ***Section V- Tools and Activities for Schools***



### **Overview**

BRCC is committed to promoting student success by helping our students learn, graduate, obtain employment, and demonstrate financial responsibility through repayment of the funds they borrow to finance their education. An in-depth plan, structured with the student in mind, is key to ensuring that the college's default prevention and management goals are met. These are the measures and the tools used to promote student and school success by increasing retention and reducing student loan delinquency/default. There are five facets of the plan.



1. Early Stages of Enrollment
2. Late Stages of Enrollment
3. After Students Leave School
4. Enhanced Entrance and Exit Counseling
5. Tools and Activities for Schools



### **Section I- Early Stages of Enrollment**

#### **Entrance Counseling**

BRCC requires first time borrowers of the William D. Ford Direct Loan program to participate in entrance counseling. During online entrance counseling, students receive information explaining how the master promissory note works, emphasizing the importance of repaying the loan, describing the consequences of default, and showing borrowers sample monthly repayment amounts based on their program of study. BRCC entrance counseling includes financial literacy to ensure

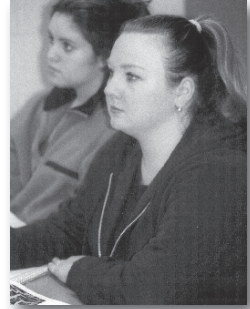




that borrowers thoroughly understand all information. The college collects as much contact information about borrowers as possible during entrance counseling to facilitate future contact if needed. These activities will help make students more knowledgeable and responsible borrowers, and will result in fewer defaulters as well.

### **Financial Literacy for Borrowers**

BRCC provides borrowers with information concerning the income potential of occupations relevant to their course of study, counseling at various stages of enrollment, interactive tools to manage debt, repayment options, and school contact information. BRCC offers this information through a variety of media such as video counseling, college success skills classes, publications, e-tutorials, electronic newsletters to email accounts, insertion of information in award letters, or a combination of these methods. BRCC does not allow credit card companies on the campus. We also provide borrowers with entrance counseling material and the following resources, at minimum, at enrollment and following graduation or withdrawal:



- Estimate of required monthly payments on the borrower's loan balance,
- Loan servicer contact information,
- Contact information for delinquency and default prevention assistance on campus,
- Introduction to NSLDS for Students,
- *Repaying Your Student Loans* publication.

### **Early Identification and Counseling for Students at-Risk**

Students at-risk are generally considered to be borrowers who withdraw prematurely from their educational programs, borrowers who do not meet standards of satisfactory academic progress, or both. BRCC identifies and counsels at-risk borrowers, focusing on the causes of withdrawal or unsatisfactory academic progress and solutions to resolve these matters. The end result of working with at-risk students will be more borrowers completing their educational programs, equating to a higher retention rate for the school and lower numbers of defaulted borrowers.



### **Communication Across Campus**

Communication of information relevant to the prevention and management of defaults is a school-wide effort.

Information regarding borrowers' academic progress and enrollment status are components of the data received by all relevant offices across campus, including the Bursar's Office. Accurate and timely communication among school entities and the Department ensure that the right aid is getting to the right student...it also enables us to comply with regulations regarding standards of administrative capabilities, accurate and timely reporting of borrowers' enrollment status, and satisfactory academic progress.



### **Default Prevention and Retention Staff**

BRCC provides a dedicated staff to establish working relationships with borrowers from early in the students' experience through repayment. The staff will also help with student retention activities which is a key to school and student success, as well as default reduction.

## **Section II-Late Stages of Enrollment**

During the later stages of enrollment and after students have left school, there are several default prevention and management activities employed to help reduce defaults and ensure borrower and school success.

### **Exit Counseling**

BRCC requires exit counseling for borrowers upon graduation or transfer. Exit counseling is an effective way to prevent defaults and is often the last opportunity that borrowers have to work with someone at BRCC regarding their loans. The counseling focuses on fully explaining repayment plans and choices that fit the borrowers' needs. BRCC uses exit counseling as an opportunity to clear up any misconceptions students may have about their loan obligations and re-emphasize the consequences of default.

### **Withdrawals**

Many borrowers who default on their loans are borrowers who withdrew from school prior to completing their academic programs. These borrowers, who are at the highest risk of default, can often be identified while still on campus. Early identification and timely



intervention improve student retention and reduce the number of defaulted loans. In addition to the regulatory requirement of providing exit counseling to students, BRCC will attempt to work with students even after they have left school by encouraging them to complete their programs of study and helping them resolve the issue(s) that prompted their withdrawal.

### **Timely and Accurate Enrollment Reporting**

BRCC reports enrollment accurately and in a timely manner. This activity ensures that borrowers receive their full grace period and that contacts from the loan servicer, such as correspondence and telephone calls, occur in the appropriate timing and sequence. BRCC uses a monthly schedule of reporting enrollment status changes, which helps to ensure the accuracy of the data submitted.

## **Section III- After Students Leave School**

BRCC utilizes simple and effective default prevention and management activities that help borrowers during repayment.

### **NSLDS Date Entered Repayment (DER) Report**

Twice each month, BRCC compares loan and attendance reports to institutional records, and makes any necessary corrections to the borrowers' status. This results in more accurate data that helps borrowers with entering repayment in the correct cohort year and enables BRCC to receive accurate default rates.

### **Early Stage Delinquency Assistance (ESDA)**

ESDA begins at the time of separation or early in the grace period. ESDA is a highly focused effort by lenders, guarantors, and schools to assist particular borrowers with preparing for entry into loan repayment. Certain borrowers, such as those who have failed to complete their academic program or share certain characteristics (for example, specific academic or related experiences), may be more likely to encounter difficulties initiating and maintaining timely loan repayments. ESDA activities afford lenders, guarantors, and schools an opportunity to provide focused, enhanced loan counseling, borrower education, and personal support during the grace period, and in so doing help decrease the chances of later loan default. In addition to ESDA, BRCC will utilize default aversion assistance offered by guarantors, when



applicable, and similar assistance from the Direct Loan Servicer for borrowers who are at least 60 days delinquent.

### **Late Stage Delinquency Assistance (LSDA)**

BRCC will help to re-establish critical communication during the late stages of delinquency, serving as a liaison between delinquent borrowers and staff experienced in borrower assistance. LSDA techniques will enable BRCC to rescue severely delinquent borrowers (borrowers who are more than 240 but less than 361 days delinquent) from default. Several telephone calls a month let the most delinquent borrowers know that they have options and that help is available.

### **Maintaining Contact with Former Students**

By collecting ample reference information including cell phone numbers and e-mail addresses, BRCC will have the resources to maintain contact with former students. Allowing borrowers to continue to use school e-mail accounts after they have left campus is convenient to borrowers and is also a quick, easy, and effective method of contacting them after they have left school. Contacting borrowers is an essential activity upon which successful default prevention and management can be built. Contact from the school is an effective technique to save a borrower from the negative consequences of default.

### **Loan Record Detail Report (LRDR) Data Review**

BRCC, borrowers, and the loan program benefit from examination of both draft and official CDR data to ensure that the rates are accurate and that the correct borrowers and loans are included. BRCC will challenge all incorrect data reflected in the CDR, request an adjustment if needed, and/or submit an appeal of inaccurate data as reflected in the official CDR, when applicable.

## **Section IV-Enhanced Entrance and Exit Counseling**

Entrance and exit counseling will include the following:

### **Requests for Borrower Information**

- During entrance and exit counseling, information is obtained from borrowers regarding references and family members beyond those requested on the loan application, and cell phone numbers and email addresses are requested for borrowers and for family members;



- During exit counseling, updated information is obtained from borrowers including their addresses, cell phone numbers, email addresses, and the addresses of their references and various family members.

### **Information Provided about Repaying the Loan**

- Estimated balance of loan(s) when the borrower completes the program;
- Interest rate on the borrower's loan(s);
- Name, address and telephone number for the borrower's lender;
- A sample loan repayment schedule (during exit counseling), based on the borrower's total loan indebtedness;
- Estimated monthly income that the borrower can reasonably expect to receive in his or her first year of employment based on the education received;
- Estimated date of the borrower's first scheduled payment.

### **Reminders about Personal Financial Management and Title IV Loans**

- BRCC will provide financial literacy resources to borrowers at enrollment, throughout attendance, and following graduation or withdrawal;
- Students should borrow only what is needed, and can cancel or return any funds in excess of what is needed;
- Borrowers must inform their lenders immediately of any change of name, address, telephone number, or social security number;
- If a borrower is unable to make a scheduled payment, he or she should contact the lender before the payments due date to discuss a change in repayment plan or other repayment options;
- General information will be provided about:
  - Repayment options; and
  - The sale of loans by lenders and the use by lenders of outside contractors to service loans



## **Section V- Tools and Activities for Schools**

The following links are tools BRCC staff and students can use to ensure data accuracy and employ effective loan counseling and default prevention and management techniques to aid students.

### **Where do I begin?**

FSA Assessments for Default Prevention and Management

<http://www.ifap.ed.gov/qamodule/DefaultManagement/DefaultManagement.html>

### **Loan Counseling**

Students and Counselors

<http://www.studentaid.ed.gov>

*The Student Guide* and NSLDS for Students

<http://www.studentaid.ed.gov>

How much will it cost?

<http://nces.ed.gov/ipeds/cool/>

<http://www.dlssonline.com/tools/search.asp> (for *Direct Loan Borrowers*)

How will I pay for it?

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

Will I make enough money in my chosen occupation to repay student loans I receive?

<http://www.bls.gov/search/ooh.asp?ct=OOH>

<http://data.bls.gov/PDQ/outside.jsp?survey=nc>

*Repaying Your Student Loans*

[http://www.studentaid.ed.gov/students/publications/repaying\\_loans/index.html](http://www.studentaid.ed.gov/students/publications/repaying_loans/index.html)

Ombudsman Office

<http://www.ombudsman.ed.gov>

*Ensuring Student Loan Repayment Best Practices for Schools*

<http://www.ifap.ed.gov/eannouncements/0119stuhbkbestpractice.html>

SFA Assessments for Schools

<http://www.ifap.ed.gov/IFAPWebApp/qualityassurance/SFAAssessment.jsp>

Mapping Your Future

<http://www.mapping-your-future.org>

Jump Start Coalition for Personal Financial Literacy

<http://www.jumpstart.org>

### **Enrollment Reporting and Data Accuracy**

*NSLDS Enrollment Reporting Guide*, formerly SSCR User's Guide

<http://www.ifap.ed.gov/nsldsmaterials/010904NSLDSEnrollRepGuide.html>

NSLDS Date Entered Repayment Report, School Repayment Information

Loan Detail Report, and Enrollment Reporting Summary Report

<https://www.nsldsfap.ed.gov>

NSLDS Reports, requesting and formatting questions

<https://www.nsldsfap.ed.gov> (Reports Tab) NSLDS User ID

CPS/WAN Technical Support 1-800-330-5947



NSLDS Customer Support 1-800-999-8219  
*Cohort Default Rate Guide* for information on challenges, adjustments, and appeals  
<http://ifap.ed.gov/DefaultManagement/DefaultManagement.html>

## **Default Prevention**

FSA Assessments

<http://www.ifap.ed.gov/qamodule/DefaultManagement/DefaultManagement.html>

*Ensuring Student Loan Repayment Best Practices*

<http://www.ifap.ed.gov/eannouncements/0119stuhbkbestprectice.html>

NSLDS Reports and Exit Counseling

<https://www.nslsdfap.ed.gov>

NSLDS Reports, requesting and formatting questions

<https://www.nslsdfap.ed.gov> (Reports Tab) NSLDS User ID

CPS/WAN Technical Support 1-800-330-5947

NSLDS Customer Support 1-800-999-8219

*Late Stage Delinquency Assistance (LSDA) Guide:*

For Direct Loan Schools, Direct Loan Servicing/Schools website, accessed via COD website

<http://www.cod.ed.gov>

For FFEL Schools, Default Prevention Strategies

<http://www.ifap.ed.gov/qamodule/DefaultManagement/DefaultManagement.html> or contact your guaranty agency

## **General Connections/Publications**

Information for Financial aid Professionals (IFAP) Library with publications, training, tools, references, laws, etc.

<http://www.ifap.ed.gov>

The Office of Federal Student Aid

<http://www.ed.gov/about/offices/list/fsa/index.html>

*The Student Guide*

<http://www.studentaid.ed.gov>

NSLDS

<https://www.nslsdfap.ed.gov> or <https://www.nslsdfap.ed.gov/secure/login.asp>

ED Pubs, the Department of Education Online Publication Ordering System, helps you identify and order free publications from the Department.

Examples of resources available at ED Pubs include the following:

- *Repaying Your Student Loans* (in English and Spanish)
- *The Student Guide*
- *Getting Ready to Pay for College*
- *Counselors and Mentors Handbook*

[www.edpubs.org](http://www.edpubs.org)

1-877-4ED-Pubs or [edpubs@inet.ed.gov](mailto:edpubs@inet.ed.gov)

# Where to go for Help

The following chart is designed to help you find assistance. If a contact cannot be found on the chart, call the main number at 225.216.8000.

<b>In need of help with . . .</b>	<b>Then call</b>
Academic Affairs . . . . .	225.216.8068
Center for Academic Success . . . . .	225.216.8300
Advising . . . . .	225.216.8019
Affirmative Action. . . . .	225.216.8601
Applications for Admission . . . . .	225.216.8700
Alumni Association . . . . .	225.216.8268
Bookstore . . . . .	225.216.8012
BRCC Foundation . . . . .	225.216.8268
BRCC Today . . . . .	225.216.8004
Bursar's Office. . . . .	225.216.8606
Business and Technology. . . . .	225.216.8154
Career and Job Placement Center. . . . .	225.216.8244
COMPASS Testing . . . . .	225.216.8073
Computer Labs . . . . .	225.216.8113
Developmental Education. . . . .	225.216.8300
Disability Services. . . . .	225.216.8503
Distance Learning. . . . .	225.216.8303
Dual Enrollment . . . . .	225.216.8700
English as a Second Language. . . . .	225.216.8700
Economic Development. . . . .	225.216.8068
Environmental Safety . . . . .	225.216.6888
Public Safety. . . . .	225.216.8888
Dual, Online, and Evening/Weekend College. . . . .	225.216.8303
Federal Work Study . . . . .	225.216.8005
Financial Aid . . . . .	225.216.8005
G.E.D . . . . .	225.216.8300
Honors Program . . . . .	225.216.6805
Human Resources. . . . .	225.216.8603
Identification Cards . . . . .	225.216.8000
International Students . . . . .	225.216.6902
Learning Resources . . . . .	225.216.8300
Liberal Arts . . . . .	225.216.8165
Library. . . . .	225.216.8303
Main Informational Desk . . . . .	225.216.8000
Math and Science . . . . .	225.216.6800
Online Learning . . . . .	225.216.8303
Parking . . . . .	225.268.4011
Payroll . . . . .	225.216.8064
Registration. . . . .	225.216.8700
Service Learning . . . . .	225.216.8661
Student Accounts. . . . .	225.216.8606





Student Government Association (SGA).....225.216.8248

**In need of help with ... Then call**

Student Programs and Resources (SPAR).....225.216.8652  
Student Life.....225.216.8652  
Student Publications.....225.216.8652  
Student Records.....225.216.8000  
Study Skills.....225.216.8300  
Telecourses.....225.216.8303  
Transferring to another institution.....225.216.8700  
Transcripts.....225.216.8700  
Tutoring.....225.216.8300  
Upward Bound.....225-216-8135  
Veterans Administration.....225.216.8641

**In need of help ... Then see**

Academic Appeals.....Enrollment Services Student Center  
Activities for Students..... SPAR Student Center  
Apply for Admission.....Enrollment Services Student Center or BRCC Website  
Books.....Bookstore Student Center  
Course Overrides.....Academic Deans Offices  
Deferred Payments.....Bursar's Office Student Center  
Disability Accommodations.....Disability Services Magnolia South  
Disciplinary Actions.....Vice Chancellor for Student Affairs, Governor's Building  
Dual Enrollment.....Enrollment Services Student Center  
Dropping a Class.....Enrollment Services Student Center  
Enroll in Classes.....Student Center or BRCC Website  
FERPA (Privacy Act).....Vice Chancellor for Student Affairs, Governor's Office  
Financial Aid.....Financial Aid Office Student Center  
FINANCIAL AID APPEALS.....FINANCIAL AID Office Student Center  
Pay Tuition.....Bursar's Office Student Center or BRCC Website  
Scholarships.....Financial Aid Office Student Center  
Residency Appeal.....Enrollment Services Student Center  
Suspension/Probation.....Enrollment Services Student Center  
Traffic Appeals.....Public Safety Student Center  
Transcript Questions.....Enrollment Services Student Center  
Transfer Student Questions.....Advising & Counseling, Magnolia South  
Tuition/Fees.....Bursar's Office Student Center  
Veterans Administration.....Veteran's Office Student Center  
IDs for Students & Staff.....Student Center  
In-state Residency.....Enrollment Services Student Center  
Withdrawal.....Enrollment Services Student Center

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Baton Rouge Community College

**FREE SPEECH STUDENT APPLICATION**

*All activities must be scheduled at least three days in advanced.*

Date Submitted: \_\_\_\_\_

\*Requested Date/Time of Activity: \_\_\_\_\_

**\*Monday-Thursday 11:00 a.m.-1:00 p.m. and 5:30 p.m. - 7:30 p.m. and Friday 11:00 a.m.-1:00 p.m.**

Submitted by: \_\_\_\_\_ B#: \_\_\_\_\_

Contact Student: \_\_\_\_\_ B#: \_\_\_\_\_

Contact Student Primary Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternative Telephone: \_\_\_\_\_

Alternative Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Organization: \_\_\_\_\_

Anticipated Number of Activity Participants: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Briefly describe event/activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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

Members only     Student body

Faculty/staff     General public

Will a speaker participate in this activity?:    Yes  No

If yes, name of speaker \_\_\_\_\_

Requestors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SPAR Director Approval:    Yes  No

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

V.C. Student Affairs Approval:    Yes  No

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

***Free Speech Disclaimer ----- All information and content of the "Free Speech Zone" is for informational and educational purposes only. All information expressed by the individual or organization using the Baton Rouge Community College "Free Speech Student Zone" is particular to the individual/organization, and is not in any way expressing a belief of Baton Rouge Community College in whole or part.***

***Note: Requests are processed in the order in which they are received. If the same location is requested by two different student groups, the first received is given priority. Carry an approved copy of this application to the activity. Should it be determined that the activity is in violation of the Free Expression Policy and/or college regulations, the activity may be cancelled at any time.***

Baton Rouge Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Baton Rouge Community College.

Baton Rouge Community College is accredited by the Association of Collegiate Business Schools and Programs to offer the following business degrees: Associate of Applied Science in Business Technology and Associate of Science in Business.

Baton Rouge Community College is accredited by the Association of Technology, Management, and Applied Engineering to offer the following technology degree: Associate of Applied Science in Process Technology.

Educational and employment opportunities are offered by the Baton Rouge Community College without regard to race, color, age, national origin, religion, gender, or disability.

The Director of Disability Services has been designated as the college's 504/ADA Compliance Officer. Any person with a disability who needs assistance should contact the Director at 225.216.8503. TDD 225.216.8702. Located on campus in the Magnolia Performings Arts Pavilion & Theatre.

Baton Rouge Community College does not discriminate on the basis of gender in admission to or employment in its education programs or activities. Title IX Coordinator is Dr. Stephen Hilterbran, Vice Chancellor for Student Affairs, 201 Community College Drive, Baton Rouge, Louisiana, 70806 - 225.216.8068.

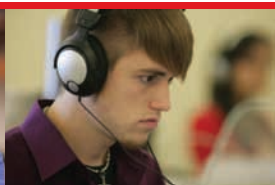
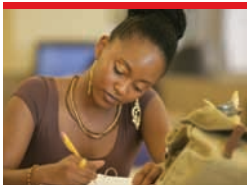
The Family Educational Rights and Privacy Act of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

A Member of the Louisiana Community and Technical College System (LCTCS)

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