



2007 - 2008

**BRCC**

# STUDENT HANDBOOK

State-of-the-Art  
Facilities

World-Class  
Learning

Diversity

**Personal Enrichment**

Challenging  
Classes

Exceptional  
Learning  
Resources

imagine what **you** can do.



# student handbook

## personal information

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

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

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

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



# 2007 - 2008 Calendars

2007																							
January	S	M	Tu	W	Th	F	Sa	February	S	M	Tu	W	Th	F	Sa	March	S	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6			4	5	6	7	8	9	10		4	5	6	7	8	9	10
	7	8	9	10	11	12	13		11	12	13	14	15	16	17		11	12	13	14	15	16	17
	14	15	16	17	18	19	20		18	19	20	21	22	23	24		18	19	20	21	22	23	24
21	22	23	24	25	26	27	25	26	27	28				25	26	27	28	29	30	31			
28	29	30	31																				
April	S	M	Tu	W	Th	F	Sa	May	S	M	Tu	W	Th	F	Sa	June	S	M	Tu	W	Th	F	Sa
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	8	9	10	11	12	13	14		6	7	8	9	10	11	12		10	11	12	13	14	15	16
	15	16	17	18	19	20	21		13	14	15	16	17	18	19		17	18	19	20	21	22	23
22	23	24	25	26	27	28	20	21	22	23	24	25	26	24	25	26	27	28	29	30			
29	30						27	28	29	30	31												
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	8	9	10	11	12	13	14		5	6	7	8	9	10	11		9	10	11	12	13	14	15
	15	16	17	18	19	20	21		12	13	14	15	16	17	18		16	17	18	19	20	21	22
22	23	24	25	26	27	28	19	20	21	22	23	24	25	23	24	25	26	27	28	29			
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	14	15	16	17	18	19	20		11	12	13	14	15	16	17		16	17	18	19	20	21	22
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2008																							
January	S	M	Tu	W	Th	F	Sa	February	S	M	Tu	W	Th	F	Sa	March	S	M	Tu	W	Th	F	Sa
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	6	7	8	9	10	11	12		10	11	12	13	14	15	16		9	10	11	12	13	14	15
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	6	7	8	9	10	11	12		11	12	13	14	15	16	17		8	9	10	11	12	13	14
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27	28	29	30											29	30								
July	S	M	Tu	W	Th	F	Sa	August	S	M	Tu	W	Th	F	Sa	September	S	M	Tu	W	Th	F	Sa
	1	2	3	4	5				1	2	3	4	5	6	1		2	3	4	5	6		
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	13	14	15	16	17	18	19		10	11	12	13	14	15	16		14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27			
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30							
31																							
October	S	M	Tu	W	Th	F	Sa	November	S	M	Tu	W	Th	F	Sa	December	S	M	Tu	W	Th	F	Sa
			1	2	3	4	5		1	2	3	4	5	6	1		2	3	4	5	6		
	5	6	7	8	9	10	11		2	3	4	5	6	7	8		7	8	9	10	11	12	13
	12	13	14	15	16	17	18		9	10	11	12	13	14	15		14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27			
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31						
							30																



Baton Rouge Community College  
5310 Florida Boulevard  
Baton Rouge, LA 70806  
225.216.-8700 1.800.601.4558  
[www.mybrcc.edu](http://www.mybrcc.edu)

Louisiana Community and Technical College System  
265 South Foster Drive  
Baton Rouge, LA 70806  
225.922.1185

### **LCTCS Board of Supervisors**

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



## Message from the Chancellor

Dear Students:

Welcome to Baton Rouge Community College (BRCC)! It is my pleasure to greet you on behalf of the Louisiana Community and Technical College Board of Supervisors, the President of the Louisiana Community and Technical College System, and the faculty and staff of BRCC.

BRCC is a regionally accredited community college providing educational opportunities for students throughout the State of Louisiana and the nation. You can pursue either an associate degree or professional certification. We continually develop programs of study and course offerings to ensure expanded educational options.

BRCC has a tradition of helping students succeed! The college prides itself on the dedication and responsiveness that faculty and staff provide to our students. BRCC provides an outstanding environment that fosters quality teaching and learning to every student.

I am excited that you have chosen BRCC. We encourage your involvement in the wide variety of programs, support services, and extracurricular activities we offer. I urge you to explore our programs and services, and use them to reach your goals and objectives.

Enjoy your college experience to the fullest...and the best of luck to you in the coming year.

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



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

Dear Students:

We welcome you to Baton Rouge Community College. Your presence here is an indication of your desire for a better quality of life and standard of living. BRCC can help you accomplish both goals.

Whether you are beginning your education, completing your education, brushing up on your skills, or just taking a course for enjoyment, the education you receive prepares you for the challenges ahead. BRCC's faculty, students, and staff have access to cutting edge technologies and learning resources. Our courses incorporate these resources for your continued use in the twenty-first century.

Our campus is a "safe harbor" where you can feel secure to explore the vast world of knowledge that you need in order to reach your desired destination. BRCC partners with you in your aspiration for an education and plans for the future. We are here for you...let us know how we can best serve you.

Your commitment to your education can turn your dreams into reality.

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



# Table of Contents

Calendars 2007-2008

About this Handbook

Academic Calendar Fall 2007-Summer 2008

Did You Know?

Frequently Asked Questions (FAQs)

Academic and Student Support Services

Open Computer Labs

Counseling, Advising, and Disability Services (CADS)

New Transfer Students

International Students

Veterans Educational Services

Learning Resource Center (LRC)

Academic Learning Center (ALC)

Distance Education/Electronic Learning

Teaching and Learning Center

Office of Student Technology

Honors

Dean's List

Honors Program

Honor Societies

Academic Offerings

Programs of Study

Academic Probation and Suspension

Grade Appeal

Suspension Appeals

Drops and Withdrawal

Financial Aid

Applying for Financial Aid

When to Apply

Completing the FAFSA

Renewal FAFSA

Satisfactory Academic Progress Policy (SAP)

Standards of Academic Progress





Financial Aid Appeals Process  
Reinstatement of Financial Aid Eligibility

Bookstore  
Refund Policy  
Textbook Buyback  
Old Editions

Affordability  
Expenses  
Fines

Student Policies  
Statement of Non-Discrimination  
Student Conduct Code  
Student Rights  
Student Regulations and Rules of Conduct  
Additional Rules of Conduct  
Disciplinary Sanctions  
Cheating/Plagiarism  
Standards of Conduct for Use of BRCC Computers  
Disciplinary Sanctions  
Blogging Policy  
Display of Non-College Publications  
Sales and Solicitation  
Free Expression Policy  
Student Assemblies  
Visitors on Campus

Graduation  
Requirements  
Honors  
Calculating Grade Point Average (GPA)

Student Programs and Resources  
Operation of Clubs/Organizations  
Service Clubs/Organizations and Honor Societies  
Student Publications

Protective Services  
Office of Public Safety  
Reporting Procedures for Emergencies



Owner Responsibilities/Vehicle Security  
Parking on Campus  
Traffic and Parking Violations  
Towing  
Special Restrictions  
Vehicle Security  
Federal Disclosure Requirements  
Identification Cards (IDs)  
Office of Environmental Safety  
Hazard, Incident, or Injury Reporting  
Emergency Procedures and Safety Plan  
Smoke-Free Campus

Glossary of Important Terms

Appendices

A – Student Discrimination Grievance Policy  
B – Sexual Harassment  
C – Sexual Assault  
D – Family Educational Rights and Privacy Act (FERPA)  
E – Academic Integrity  
F – Academic Suspension Appeal Policy and Procedures for  
the Student, Registrar, and the Appeals Committee  
G - Blogging  
H – Alcohol and Drug Policy  
I – Student Publications  
J– Academic Renewal Policy  
K – Student Organization Fundraising Projects Policy  
L – Club/Organization Advisor Guidelines

Index

Where to Go for Help

# About this Handbook



This handbook was prepared by BRCC for students to use as a guide and is not an official publication of the Board of Supervisors of Louisiana Community and Technical College System (LCTCS). In case of any divergence from or conflict with the official bylaws or policies of the LCTCS, the bylaws and policies of the LCTCS prevail.

The handbook is for informational purposes only and is not a contract between a student and this institution. 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.

# Academic Calendar



## Fall Semester 2007 (August 20-December 14)

### AUGUST

Payment due date..... August 1..... Wed

College remains open for 24-hour registration August 10-11 ..Fri-Sat (noon)

Late enrollment begins (Late fee assessed)..... August 15-18..... Wed-Sat

Last day to enroll for Fall Semester and..... August 18..... Sat (noon)

#### 1st 8-Week Semester

100% refund for classes dropped .....August 18..... Sat (noon)

**CLASSES BEGIN FOR FALL SEMESTER AND ..... August 20..... Mon**

#### 1st 8-WEEK SEMESTER

75% refund for classes dropped ..... August 20-21 ..... Mon-Tue

50% refund for classes dropped ..... August 22-24 ..... Wed-Fri

Final date to add/drop classes .....August 27 .....Mon

Withdrawal period ..... August 28-November 16 ..... Tue-Fri

### SEPTEMBER

College closed for Labor Day holiday .....September 3..... Mon

### OCTOBER

Mid-semester examinations ..... October 6-12..... Sat-Fri

Final day to apply for Fall Commencement .....October 8..... Mon

Last day to enroll for Fall 2nd 8-Week Semester .October 12..... Fri

Mid-semester grades due.....October 15..Mon (midnight)

### NOVEMBER

Enrollment for Spring and Summer Semester ..November 5..... Mon  
begins for continuing students

Enrollment for Spring and Summer Semester November 12..... Mon  
begins for new students

Thanksgiving holiday (students) .....November 21-24..... Wed- Sat

College closed for Thanksgiving holiday.. November 22-24..... Thu - Sat

### DECEMBER

Classes end..... December 7..... Fri

Final examinations ..... December 8 - 14..... Sat-Fri

Final grades due.....December 17 Mon (midnight)

College closed for Winter Break ..... December 24-January 1..... Mon-Tue



## Fall 1st 8-Week Semester 2007 (August 20-October 11)

### AUGUST

Payment due date..... August 1..... Wed  
Late enrollment begins (Late fee assessed)..... August 15-18 Wed-Sat (noon)  
College remains open for 24-hour registration August 17-18 ...Fri-Sat (noon)  
Last day to enroll for Fall 1st 8-Week Semester ... August 18..... Sat (noon)  
100% refund for classes dropped .....August 18..... Sat (noon)  
**CLASSES BEGIN FOR FALL 1st 8-WEEK SEMESTER August 20..... Mon**  
75% refund for classes dropped ..... August 20-21 ..... Mon-Tue  
50% refund for classes dropped ..... August 22-24 ..... Wed-Fri  
Final date to add/drop classes .....August 22 .....Wed  
Withdrawal period .....August 23-September 21 .....Thu-Fri

### SEPTEMBER

College closed for Labor Day holiday .....September 3..... Mon

### OCTOBER

Final day to apply for Fall Commencement .....October 8..... Mon  
Classes end .....October 9..... Tue  
Final examinations ..... October 10-11..... Wed-Thu  
Final grades due.....October 15 Mon (midnight)

## Fall 2nd 8-Week Semester 2007 (October 15-December 14)

### SEPTEMBER

College closed for Labor Day holiday .....September 3..... Mon

### OCTOBER

Late enrollment begins(Late fee assessed) ..... October 10-12..... Wed-Fri  
Last day to enroll for Fall 2nd 8-Week Semester ..... October 12..... Fri  
100% refund for classes dropped.....October 12.....Fri  
**CLASSES BEGIN FOR FALL ..... October 15.....Mon**  
**2nd 8-WEEK SEMESTER**  
75% refund for classes dropped ..... October 15-16 ..... Mon-Tue  
50% refund for classes dropped ..... October 17-19 ..... Wed-Fri  
Final date to add/drop classes.....October 17 .....Wed  
Withdrawal period .....October 18-November 16 ..... Thur-Fri



## **NOVEMBER**

Thanksgiving holiday (students) ..... November 21-24..... Wed-Sat  
**College closed for Thanksgiving holiday... November 22-24..... Thu-Sat**

## **DECEMBER**

**Classes end ..... December 7..... Fri**  
**Final examinations .....December 8-14..... Sat-Fri**  
Final grades due..... December 17 Mon (midnight)  
**College closed for Winter Break ..... December 24-January 1..... Mon-Tue**

# **Spring Semester 2008**

## **(January 14 – May 16)**

## **JANUARY**

**Payment due date ..... January 2..... Wed**  
**College remains open for 24-hour registration January 4-5.. Fri-Sat (noon)**  
**Late enrollment begins (Late fee assessed)..... January 9-11..... Wed-Fri**  
**Last day to enroll for Spring Semester .....January 11..... Fri**  
100% refund for classes dropped..... January 11 .....Fri  
**CLASSES BEGIN FOR SPRING SEMESTER AND .....January 14..... Mon**  
**SPRING 1st 8-WEEK SEMESTER**  
75% refund for classes dropped .....January 14-15 ..... Mon-Tue  
50% refund for classes dropped .....January 16-18..... Wed-Fri  
**College closed for Martin Luther King holiday ...January 21..... Mon**  
Final date to add/drop classes..... January 22 .....Tue  
Withdrawal period ..... January 23-April 4 ..... Wed-Fri

## **FEBRUARY**

Mardi Gras holiday (students/faculty).....February 4-6 ..... Mon-Wed  
**College closed for Mardi Gras holiday ..... February 5..... Tue**

## **MARCH**

**Final day to apply for May Commencement..... March 3..... Mon**  
**Mid-semester examinations .....March 1-7..... Sat-Fri**  
Mid-semester grades due.....March 10 Mon (midnight)  
**Spring Break (students)..... March 17-22..... Mon-Sat**  
**College closed for Good Friday holiday .....March 21..... Fri**



## **APRIL**

**Enrollment for Fall Semester ..... April 7..... Mon  
begins for continuing students**

**Enrollment for Fall Semester ..... April 14..... Mon  
begins for new students**

## **MAY**

**Classes end ..... May 9..... Fri**

**Final examinations ..... May 10-16..... Sat-Fri**

**Commencement..... May 15..... Thu**

**Final grades due..... May 19 Mon (midnight)**

# **Spring 1st 8- Week Semester 2008**

## **(January 14 – March 7)**

## **JANUARY**

**Payment due date ..... January 2..... Wed**

**College remains open for 24-hour registration ... January 4-5... Fri-Sat (noon)**

**Late enrollment begins (Late fee assessed)..... January 9-11..... Wed-Fri**

**Last day to enroll for Spring Semester ..... January 11..... Fri**

**100% refund for classes dropped..... January 11 ..... Fri**

**CLASSES BEGIN FOR SPRING ..... January 14..... Mon**

### **1st 8-WEEK SEMESTER**

**75% refund for classes dropped ..... January 14-15 ..... Mon-Tue**

**50% refund for classes dropped ..... January 16-18 ..... Wed-Fri**

**Final date to add/drop classes..... January 16 ..... Wed**

**Withdrawal period ..... January 17-February 29 ..... Thu-Fri**

**College closed for Martin Luther King holiday ... January 21..... Mon**

## **FEBRUARY**

**Mardi Gras holiday (students/faculty)..... February 4-6..... Mon-Wed**

**College closed for Mardi Gras holiday ..... February 5..... Tue**

## **MARCH**

**Final day to apply for May Commencement..... March 3..... Mon**

**Classes end ..... March 7..... Fri**

**Final examinations ..... March 6-7..... Thu-Fri**



## Spring 2nd 8- Week Semester 2008 (March 10 – May 16)

### MARCH

Payment due date..... March 5..... Wed

Late enrollment begins (Late fee assessed)..... March 5-7..... Wed-Fri

Last day to enroll for ..... March 7..... Fri

#### Spring 2nd 8-Week Semester

100% refund for classes dropped..... March 7..... Fri

**CLASSES BEGIN FOR ..... March 10..... Mo**

#### SPRING 2nd 8-WEEK SEMESTER

75% refund for classes dropped ..... March 10-11 ..... Mon-Tue

50% refund for classes dropped ..... March 12-14..... Wed-Fri

Final date to add/drop classes..... March 12..... Wed

Withdrawal period ..... March 13-April 11 ..... Thu-Fri

**Spring Break (students) ..... March 17-22..... Mon-Sat**

**College Closed for Good Friday holiday ..... March 21..... Fri**

### MAY

Classes end..... May 9..... Fri

Final examinations ..... May 10-16..... Sat-Fri

Commencement..... May 15..... Thu

## Maymester 2008 (May 27 -June 13)

### MAY

Payment due date..... May 7..... Wed

Late enrollment begins (Late fee assessed)..... May 21-23..... Wed-Fri

Last day to enroll for Maymester..... May 23..... Fri

100% refund for classes dropped ..... May 23..... Fri

**CLASSES BEGIN FOR MAYMESTER ..... May 26..... Mon**

75% refund for classes dropped ..... May 26..... Mon

50% refund for classes dropped ..... May 27..... Tue

Final date to add/drop classes..... May 27..... Tue

Withdrawal period ..... May 28-June 5..... Wed-Thu

### JUNE

Classes end/Final examinations ..... June 13..... Fri





## Summer I Semester 2008 (May 27 -Aug 1)

### MAY

**Payment due date**..... May 7..... Wed  
**Late enrollment begins** (Late fee assessed).....May 21-23..... Wed-Fri  
**Last day to enroll in Summer I Semester** ..... May 23..... Fri  
100% refund for classes dropped .....May 23 .....Fri  
**CLASSES BEGIN FOR SUMMER I SEMESTER** ..... May 26..... Mon  
75% refund for classes dropped ..... May 26-27 ..... Mon-Tue  
50% refund for classes dropped ..... May 28-June 2 ..... Wed-Mon  
Final date to add/drop classes.....May 30.....Fri

### JUNE

Withdrawal period ..... June 3-July 3 ..... Tue-Thu

### JULY

**College closed for Independence Day holiday** .....July 4..... Fri  
**Classes end** .....July 25..... Fri  
**Final examinations** ..... July 28 – Aug 1..... Mon-Fri

## Summer II Semester 2008 (June 16 -Aug 1)

### JUNE

**Payment due date**.....June 4..... Wed  
**Late enrollment begins** (Late fee assessed).....June 11-13..... Wed-Fri  
**Last day to enroll in Summer II Semester** ..... June 13..... Fri  
100% refund for classes dropped.....June 13 .....Fri  
**CLASSES BEGIN FOR SUMMER II SEMESTER** ..... June 16..... Mon  
75% refund for classes dropped ..... June 16-17 ..... Mon-Tue  
Final date to add/drop classes.....June 18 .....Wed  
50% refund for classes dropped ..... June 18-20 ..... Wed-Fri  
Withdrawal period ..... June 23-July 11 ..... Mon-Fri  
**Final day to apply for Summer Commencement**..... June 30..... Mon

### JULY

**College Closed for Independence Day holiday** .....July 4..... Fri  
**Classes end**.....July 25..... Fri  
**Final examinations** ..... July 28 – Aug 1..... Mon-Fri

# Did You Know?



## Interesting Current Facts about Baton Rouge Community College

- The average age of BRCC students is 24.
- More than 56% of the students are female.
- Ninety-nine percent of students are Louisiana residents.
- Students take an average of 15 credit hours per semester at BRCC.
- Students can participate in 100+ organizations at BRCC.
- BRCC has students from 48 states, and 18 foreign countries.
- Fifty-five percent of BRCC students are employed.
- There are a total of 100+ programs offered at BRCC.
- BRCC offers both academic and career programs.
- BRCC promotes life-long learning.
- Over \$5.5 million in grants are 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*, search the BRCC Web site, 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 he/she is 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, 5310 Florida Boulevard, 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?***

Send them to Baton Rouge Community College, Office of Enrollment Services, 5310 Florida Boulevard, Baton Rouge, LA 70806.



***How do I register for distance education courses?***

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

***Where can I take distance education course tests or telecourse tests?***

A prospective student should 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 Environmental and 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 within 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 the availability of funds. To obtain a complete list of the scholarships offered at BRCC and learn their qualifying requirements/criteria, a student should visit the Office of Financial Aid and Scholarships link on the BRCC Web site at **[www.mybrcc.edu](http://www.mybrcc.edu)**. Students can also download the scholarship application from this link.

# 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.

## **Open Computer Labs**

BRCC provides open computer labs and computer classrooms that academically support both students and faculty. The open labs are networked and connected to the Internet. A Student Technology Fee is assessed to every student upon enrollment; the fee allows the College to upgrade systems, add new resources, and provide computer support for students inside and outside of the classroom.

## **Counseling, Advising and Disability Services**

The Center for Counseling, Advising, and Disability Services (CADS) assists new, returning, continuing, and prospective students in achieving their academic, personal, and/or vocational goals. CADS provides five basic entry-level services: orientation, advising, career planning, counseling/mentoring, and disability services.

CADS provides personal orientation to students, in addition to participating in New Student Orientation, which all new students entering BRCC are required to attend. Orientation helps familiarize incoming students with BRCC, as well as essential policies and procedures, available programs and services, and basic tips on academics and general college life. CADS offers orientation in person and online through the BRCC Web site. CADS also participates in the weekly BRCC Open House which introduces prospective students to BRCC.

CADS is responsible for advising new BRCC students who have never attended a college/university, as well as those who have taken some college-level work at another institution of higher education. After enrolling at BRCC, each student is assigned a faculty member who serves as their academic advisor. Students must meet with their academic advisor before they are allowed to schedule courses each semester.

The Career Planning Center 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 which



CADS offers at no cost. The Center posts and updates full- and part-time job opportunities and hosts Career Day, when companies are invited to campus to recruit BRCC students as employees. Students are encouraged to use the materials found in the Career Center to help them decide on a career.

Personal Counseling/Mentoring services are provided to BRCC students by CADS' Licensed Professional Counselors (LPCs). Counselors provide confidential assistance to individuals and small groups. A student is allowed three sessions per semester to resolve a particular issue; if the issue remains unresolved, the counselor will assist the student in finding off-campus assistance. CADS provides mentoring to students with questions and concerns, and offers assistance to first-generation college students.

The Office of Disability Services provides and coordinates support services for students identified as having a documented disability/impairment as specified in "Section 504" of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The college does not discriminate in admitting any qualified applicant who is disabled. Special accommodations are provided that enable a student to progress academically with minimum difficulty. Accommodations can be obtained by applying in the Office of Disability Services prior to enrolling at BRCC. To qualify, a student must present documentation from a board-certified physician directed to the college that states the student is disabled. Once eligible, a student can apply for services/accommodations, such as note-takers, specialized advisors, classroom modifications, etc. Voice-synthesized and voice-activated computers, portable reading machines, CCTVs, TDDs, and assistive listening devices are also available. BRCC provides no equipment, accommodations, or services for personal use.

## **New 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 CADS. In lieu of an original transcript, the CADS 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 BRCC'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 instruc-





tor 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 the Immigration and Naturalization Service (INS). Working off-campus without prior INS 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.
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 the Immigration and Naturalization Service (INS) 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 INS, 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 a 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 only 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:

<a href="http://www.uscis.gov">www.uscis.gov</a>	<a href="http://www.unitedstatesvisas.gov">www.unitedstatesvisas.gov</a>
<a href="http://usembassy.state.gov">usembassy.state.gov</a>	<a href="http://www.state.gov">www.state.gov</a>

## Veterans' Educational Services

The Office of Veterans Affairs (VA), in conjunction with the Veterans Administration Office, provides educational benefits to present and former service personnel and students who are eligible to receive veterans' educational benefits. The office counsels, advises and certifies enrollment of a student and submits it to the VA. Eligible students should prepare to meet the initial costs of attending college as benefits may take six to eight weeks to be received.

# THE LEARNING RESOURCES CENTER (LRC)

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The Learning Resource Center is a global learning center for the college, composed of several distinct units: BRCC's Magnolia Library, which provides reference resources and materials; the Academic Learning Center, which offers learning support for students; and the Teaching and Learning Center, which provides teaching and instructional resources for faculty. In addition, the LRC has Open Computer Labs, and Electronic and Distance Learning. BRCC students, faculty, and staff can take advantage of these services. Members of the surrounding community may use these services if it does not interfere with the college's educational mission.

## **Magnolia Library**

The BRCC Library provides services as part of the College's educational program and is staffed by professional librarians, library specialists, and student assistants. In addition, the library offers access to computers, accessible seating space, study rooms, and carrels.

The library has an extensive inventory of media equipment that it loans to faculty, staff, and students. Available equipment includes slide projectors, overhead projectors, 35mm cameras, camcorders, digital cameras, video recorders, CD players, and televisions/VCRs. An open-use copier and printer are available for use at a nominal charge. Bibliographic instruction (which can be tailored to individual/class needs) and library tours are also available.

## **Reference Learning Materials**

BRCC, in collaboration with 91 other academic and public libraries around the state, provides students, faculty, and staff with a wide variety of research materials and instructional resources. The Magnolia Library has a core collection of more than 89,000 items, which include:

- BRCC's print collection of books, supplemented by netLibrary, an electronic book collection boasting over 50,000 volumes accessible over the Internet.
- Over 150 print serials of magazines, newspapers, and journals
- Visual and audio media (cassettes, CDs, art slides, VHS tapes, DVD)
- A diverse assortment of print material and reference items (pamphlets, maps, etc.)



The Library has Internet capability, with access to a variety of online databases such as EBSCO, OED online, GaleGroup, Lexis-Nexis, Sanborn Maps LA, Math SciNet, JSTOR, and CSA. The library also offers workshops and personal assistance with projects.

The BRCC Library is a member of the Louisiana Library Network (LLN) and the Louisiana Online University Information System (LOUIS). LLN and LOUIS provide access to both local online catalogs and the catalogs of surrounding institutions. Inter-library loan privileges for students are provided through the Louisiana Academic Library Information Network Consortium (LALINC).

To take advantage of the available resources or use interlibrary loan privileges, a valid BRCC identification card is required. Borrowers must abide by the policies and regulations set by the library; failure to comply results in the loss of library privileges and services. Students must return borrowed materials to the library and pay all fines before the end of each semester to prevent their official transcripts from being withheld and any future enrollment suspended. For a detailed description of the services provided by the library, and a copy of the library policies and regulations, visit the Library's page at BRCC's website: [www.mybrcc.edu/library](http://www.mybrcc.edu/library).

### **The Academic Learning Center (ALC)**

The Academic Learning Center (ALC) is a learning assistance center that offers students free services, supports faculty instruction, supplements coursework, and aids in personal development. Located on the first floor of the Magnolia Library and Performing Arts Pavilion, the ALC provides peer and professional tutoring, writing assistance, academic consultation, and referral services. Students have access to learning software, videotapes, audiocassettes, instructional Web sites, and print materials.

The ALC's learning assistance professionals provide workshops for both students and faculty; design self-paced, individualized courses; and administer the Tutor Development Program, which certifies participants with the College Reading and Learning Association (CRLA).

Students are encouraged to acquaint themselves with the ALC early in their first semester and learn how to take advantage of its free services and resources. For additional information, the ALC Web page can be found online at the BRCC Web site.



## **Distance Education/Electronic Learning**

BRCC's Distance Education/Electronic Learning department offers college-credit classes in a variety of subjects; the courses are equivalent to BRCC's regularly scheduled classes in terms of objective, content, rigor, and transferability. Baton Rouge Community College's Distance Education classes enhance student learning and improve teaching skills. Requirements for testing, pre-requisites and co-requisites for online classes are the same as for the traditional, face-to-face classes offered at BRCC.

Students taking electronic Web-based Internet courses must possess proficient computer skills and have access to a computer, an Internet connection, an e-mail account, and a current version of *Netscape Navigator* or *Internet Explorer*. In some instances, additional software packages are required.

For students who wish to take electronically delivered courses, the Electronic Learning Center in collaboration with the *Blackboard* administrator and the Open Student Computer Labs provides online tutorials and *Blackboard* assistance.

## **The Teaching and Learning Center (TLC)**

The Teaching and Learning Center (TLC) helps BRCC faculty members enhance their instructional skills and deliver quality education to students. The TLC is a comfortable and pleasant learning environment that allows faculty to meet in small groups for technical training, discussion on topics such as innovation in curriculum development, book talks, new strategies and techniques in teaching, and tips on creating learning environments where students can excel. The Center also offers computer software, reading materials, and other informational resources for instructors.

## **Office of Student Technology**

The Office of Student Technology is supported by the Student Technology Fee collected from every individual who enrolls at BRCC. The Office of Student Technology manages BRCC's open computer labs, including the Computer Commons area in the LRC.

Computer labs are located in every building on campus. These labs provide workspaces and environments that are conducive for studying and learning, offering the latest in computers, software, and technology.



To use the computer equipment, a valid BRCC identification Card must be presented. Assistance and support is free. Additional information regarding the Computer Commons area can be found on the BRCC Web site.

## **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, with no semester letter grade below a "C," are placed on the *Dean's List*.

### **Honors Program**

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

### **Honor Societies**

#### **Phi Theta Kappa**

Phi Theta Kappa, the international honor society for two-year colleges, recognizes and promotes outstanding academic achievement. Membership is offered to students who have completed 12 or more semester credit-hours and have earned a GPA of 3.25 or better. Chapter activities encourage both fellowship and scholastic excellence. Students are invited to join each semester.

#### **Who's Who Among Students in American Junior Colleges**

Who's Who Among Students in American Junior Colleges recognizes outstanding achievement among two-year college students. Membership is selective, based on scholarship, leadership, participation in extracurricular activities, and general citizenship. Selections are made annually, and members are chosen from enrolled college sophomore students.

# ACADEMIC OFFERINGS



BRCC offers programs and classes that fit any schedule. In addition to traditional classroom-based courses, students can earn credit through telephone courses, distance education/electronic courses, examinations, and course exemptions. Some students can choose to take classes offered in BRCC's Workforce, Corporate, and Continuing Education programs. Form more information, refer to the latest *BRCC Catalog*.

## Programs of Study

Baton Rouge Community College offers the following degrees and certificates:

- Business Technology Associate of Applied Science (AAS)
- Business Technology Certificate of Applied Science
- General Science Associate of Science (AS)
- General Studies Associate in General Studies (AGS)
- Liberal Arts Associate of Arts (AA)
- Process Technology Associate of Applied Science (AAS)

## Academic Probation and Suspension

BRCC students are expected to adhere to scholastic standards. Students who maintain a semester GPA of 2.00 or above are considered to be in "good standing." The following consequences apply to students who fail to remain in good standing:

- A student earning a GPA below 2.00 on total semester credit hours attempted is placed on academic probation for the following semester(s) until an overall 2.00 GPA is achieved.
- Failure to earn a minimum 2.00 GPA during a probationary semester results in suspension for one semester. Students may appeal a suspension to the Appeals and Exceptions Quality Team.
- A student on suspension may re-enter BRCC; but first must remain out for one semester. He/She will be re-admitted to the college in a probationary status. During that time, the student must maintain a 2.00 overall GPA.
- A student who receives a second suspension is suspended for one academic year.



- A student who has been suspended may attend summer sessions. The student must earn and maintain a 2.00 GPA, or he/she will be placed on suspension a second time. If the student earns and maintains a 2.00 GPA during the summer term, but fails to earn an overall minimum 2.00 GPA, he/she can re-enter BRCC for the fall semester, but he/she will be placed on academic probation.
- A student who is suspended for two consecutive semesters without earning and maintaining a 2.00 GPA are not eligible to appeal his/her suspension.

## Grade Appeal

If a student believes that he/she has been awarded an incorrect grade or that a grade has been recorded in error, he/she should contact the instructor, and then the dean if necessary. If no resolution is reached, an appeal should be filed. An error(s) can be corrected or a request for change of a grade(s) made as long as the student initiates a grade appeal **within forty-five (45) days after the end of the semester in which the grade is received.**

### Procedure

Unless otherwise specified, a student's grade appeal begins with the person(s) whose decision is being appealed. If the appeal is not resolved, the matter should be pursued through the appropriate chain of authority, beginning with the immediate supervisor of the person who rendered the initial decision. Appeals must be submitted in writing. The appropriate form is located on the BRCC Web site.

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. The student will receive a written response within seven class days after the committee/person meets to review the appeal/grievance. A response to an appeal may:

1. decide in favor of the student.
2. support the original action.
3. offer a statement of compromise to all involved parties. All parties must sign the compromise.
4. make a recommendation to the initial decision maker's immediate supervisor, with a copy of the recommendation sent to the student.





5. explain the delay of a decision, and extend the deadline for a response an additional five class days

If a satisfactory resolution of the grievance is reached at any level, the process is concluded and no further action is taken. If an administrator fails to respond, or the grievance is not resolved, the student can submit the grievance(s) to a person at the next immediate administrative level. If no resolution can be reached, the student can make a final appeal to the Appeals and Exceptions Quality Team. The grievance must be presented to the committee in writing. The Team will issue recommendations for the final disposition of the matter no later than 30 class days after receiving the grievance.

## **Suspension Appeals**

First-time suspensions can be appealed directly to the Appeals and Exceptions Quality Team. Students should provide:

- 1) proof, in writing, from a board certified physician, that a serious illness occurred during the semester of suspension
- 2) proof of the death of an immediate family member (mother, father, guardian, sibling, grandparents or a family member residing in the student's home), during the semester of suspension. A death certificate, an affidavit attesting to the relationship of the deceased to the student, and the last residence of the deceased must be provided to the Appeals and Exceptions Quality Team
- 3) with written orders activating the student for military duty.

## **Drops and Withdrawals**

A student can drop a course(s) during the first week of classes online on the BRCC Web site. Dropped courses are removed from the student's academic schedule for that semester, and will not appear on the student's transcript.

After the first week of classes, students can withdraw from a course before the deadline published in the Academic Calendar for that semester. When considering withdrawing from a course(s), a student should consult with an academic/faculty advisor, or any advisor working in the Center for Counseling, Advising, and Disability Services (CADS). Advisors can provide logical alternatives to withdrawing. Students withdrawing from



a class should obtain a *Withdrawal Form* from the Office of Enrollment Services. Successful withdrawal from a class results in a letter grade of “W” for that course, which will appear on the student’s transcript.

A student may elect to withdraw from the college. Students receiving financial aid and seeking to withdraw from the college must contact the Office of Financial Aid and Scholarships. When withdrawing from the college, the following rules apply:

- Withdrawal from the college should occur before the published deadline for withdrawals listed in the *Academic Calendar*. Students who successfully withdraw from the college before the deadline will receive a letter grade of “W” for all courses attempted during the semester.
- Students withdrawing from the college must also withdraw from each class being taken. If a student fails to officially withdraw from a class when withdrawing from the college, a letter grade of “F” will be assigned for that class.
- If a student withdraws from college after the published deadline for withdrawals, a letter grade of “F” will be assigned for all courses attempted during the semester.

In each of the above cases, the grade(s) assigned will appear on the student’s transcript.

## **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 and awards.

Students are encouraged to file an application for financial aid. Eligibility is determined from the information provided on the Free Application for Federal Student Aid (FAFSA). Financial aid forms are obtained in the Office of Financial Aid and Scholarships or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Applications done online are processed faster than those sent by mail.

### **Qualifications:**

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



- Demonstrate financial need, or show an ability to benefit.
- Possess a high school diploma or *General Education Development (GED)* certificate.
- 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 regular student working in a degree program.
- Make satisfactory academic progress (SAP).

### **Applying for Financial Aid**

Generally, a student needs to complete only one financial aid application (FAFSA) yearly to be considered for a grant, scholarship, or student employment. To apply:

- Complete the FAFSA. The FAFSA can be completed online at the U. S. Department of Education Web site ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) free of charge. Students can also obtain an application from a high school counselor or college financial aid office. Students who have previously received financial aid need to request a FAFSA Renewal Application.
- List BRCC's name and official school code ( 037303 ) on the FAFSA. For the fastest processing time, 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. Students mailing their application in should use the envelope that came with the FAFSA.
- Students will receive a Student Aid Report (SAR) in two to four weeks after the FAFSA is processed. Once a student receives the SAR, he/she should verify the printed information, make corrections directly on the SAR, and return the SAR to the processor.
- Read and act on any special instructions. BRCC students must provide signed copies of their 1040 tax return (or their parent's tax return, if they are a dependent) to the Office of Financial Aid and Scholarships. Students must also complete a Verification Worksheet which can be obtained from the Office of Financial Aid and Scholarships or printed from the BRCC Web site. For additional information, students can contact a Financial Aid Counselor.



Students should respond immediately to all correspondence received in reference to their application for student financial aid. Once the Office of Financial Aid and Scholarships receives the SAR, a counselor determines whether the student needs to provide additional information. The earlier information is provided, the sooner the eligibility of the student can be determined.



The verification process must be completed no later than 60 days after the last date of enrollment or July 30th, whichever comes first. The Office of Financial Aid and Scholarships cannot award financial aid until the verification process is complete.

Students should maintain current personal information (name, address, telephone number, etc.) on file in the Office of Financial Aid and Scholarships. After financial aid is awarded, the monies 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 financial aid exceeds the cost of the direct charges, refunds for the difference are issued to the student approximately 14 days after the date that the aid was posted to the student's account. 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 after January 1st. It is best to file a *FAFSA* during tax season.

### **Completing the FAFSA**

Students (or parents/guardians, for dependent students) should complete their income tax form prior to completing the *FAFSA*. Filling out the *FAFSA* is similar to completing an income tax form: much of the same information is needed. 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. Current bank statements
5. Current mortgage information
6. Business and/or farm records
7. Records of investment
8. The student's driver's license
9. The student's Social Security Card

Applying students should answer all questions and list at least six colleges/universities that they are considering attending. The information on the FAFSA is automatically sent to BRCC whenever the BRCC school code, 037303, is included on the application. After receiving the final paperwork, the student's signature is required to finalize the FAFSA.

### **Renewal of FAFSA**

If a student completed a FAFSA the previous year, then he/she should complete the Renewal FAFSA for the current year. A Renewal FAFSA is automatically mailed to all students who completed a FAFSA/Renewal FAFSA the previous year; it will include preprinted responses from the preceding year's application. Students should review the responses, correct inaccurate information, and answer any remaining questions. If a student expecting a Renewal FAFSA does not receive one by February 15th; he/she should visit [www.fafsa.edu.gov](http://www.fafsa.edu.gov) to request a Renewal FAFSA.

### **BRCC's Satisfactory Academic Progress Policy (SAP)**

Federal regulations require that institutions develop a policy that monitors a student's progress towards graduating. BRCC's satisfactory academic progress (SAP) policy fulfills this requirement; it applies to both full-time and part-time students receiving financial aid. Each financial-aid student's entire academic record is reviewed *after the spring semester of each academic year*, as required by federal regulations, before awards for the next academic year are made. Failure to maintain SAP standards will result in the cancellation of a student's Federal financial aid, but does not prohibit the student from continuing enrollment with his/her own resources or with non-Federal financial aid.

### **Standards of Academic Progress**

BRCC's SAP policy encompasses the following factors: 1) a student's cumulative grade point average, 2) the percentage of hours completed from those hours attempted, and 3) the total hours attempted. Transfer hours are considered in all SAP computations; therefore, transfer students will be evaluated on their transfer hours in addition to their BRCC hours.



1) *Minimum Cumulative Grade Point Average*

Students are required to maintain a minimum Cumulative Grade Point Average (CGPA), which is based on the total number of hours a student has attempted. If a student's CGPA falls below the minimum CGPA listed, that student is no longer eligible for financial aid.

<b>Hours Attempted</b>	<b>Minimum GPA</b>
6 – 29	1.50
30 – 90	2.00

2) *Progression during Matriculation*

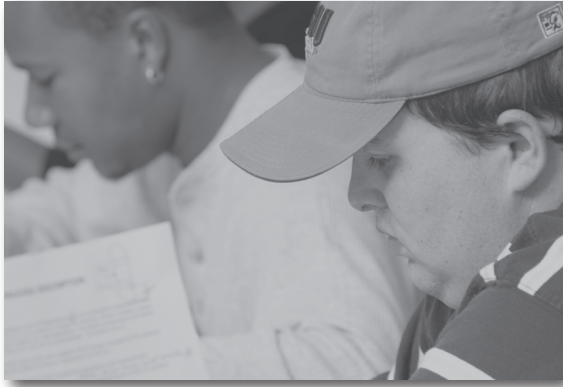
Students must demonstrate progression during matriculation by completing a minimum percentage of all courses attempted. The minimum percentage ranges from 50% to 67%, depending on a student's total number of hours attempted...for an exact figure, contact the Office of Financial Aid. Courses completed include any courses where a grade of 'A,' 'B,' 'C,' or 'D' is given. Courses attempted include any course in which grades of 'A,' 'B,' 'C,' 'D,' 'F,' 'W' or 'I' is given.

3) *The 150% Rule*

BRCC offers two-year degrees that require students to successfully complete approximately 60 hours in order to be eligible for graduation. While all courses attempted become part of a student's academic record and are used in calculating CGPA, some courses do not count towards earning a degree. The maximum number of semester credit hours that a student can attempt at BRCC and still be eligible to receive federal and state financial aid is 90 credit hours (150% of 60).

FAFSA allows a student 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) courses. Once the maximum number of hours allotted to developmental/ESL courses is reached, the student is no longer eligible to receive financial aid. Developmental/ESL courses are *not* counted towards the maximum number of hours required to receive a degree (the 150% rule)...however, they *are* counted in the calculations for a minimum completion percentage of courses attempted (progression during matriculation).

A student who wishes to earn a second associate degree can request that his/her eligibility be extended to a maximum of 120 attempted semester credit hours, or 90 earned hours. The student must present a



written statement from his/her division dean confirming that the student has met the requirements for a first degree. 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.

**Students receiving financial aid are responsible for knowing the College's SAP policy and monitoring their performance for compliance.**

### **Financial Aid Appeals Process**

A student can appeal a financial aid suspension. To appeal, a student is required to complete a BRCC Financial Aid Appeal Form and submit it, along with the required documentation, to the Office of Financial Aid and Scholarships. The student must explain – with supporting documentation - the reasons why he/she cannot meet SAP standards and address how academic progress is to be managed in the future. If the appeal is approved, it will indicate the specific requirements that the student must meet in order to retain financial eligibility.

### **Reinstatement of Financial Aid Eligibility**

If a student fails to meet the standards of academic progress and cannot present logical reasons as to why he/she did not meet the conditions of the appeal, the student may have his/her financial aid reinstated by:



1. Enrolling in and completing at least 6 semester credit hours of courses that are required for entrance into a degree program.
2. Not using financial aid to pay tuition and fees.
3. Completing all courses attempted with a letter grade of at least "C" or better.

Once the student meets these requirements, he/she must submit an Appeal Form along with a current grade report. When the appeal form is received, reviewed, and the student's grades are verified, the student will be awarded financial aid on a semester-by-semester basis. As long as the student completes all courses attempted with a letter grade of "C" or better, he/she remains eligible for financial aid.

## **The Bookstore**

The BRCC Bookstore offers students the opportunity to purchase textbooks, supplies, gift items, and equipment for classroom and laboratory work on-site at BRCC. 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 the manager. 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**

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).

### **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). Refer to the "Environmental and Public Safety" section of this handbook for a complete listing of traffic and parking regulations.

### **Fines**

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

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.

# 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 on campus or campus events is not permitted.



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 conducts 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 Environmental and 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.





## 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.

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

Baton Rouge Community College recognizes the use of weblogs (blogs) as a means of public communication, and understands that it is a useful tool for students and faculty to communicate about academic life and assignments. BRCC also understands the potential for using blogs to compromise the academic integrity of a course and the institution. Therefore, 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 (see Appendix G).



## 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.

## **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 persons, 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** from the degree custodian. 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 complete, the student should apply for graduation during the his/her final semester. The deadlines to apply for graduation are listed in the "Academic Calendar." A \$25 one-time graduation fee must be paid to the Bursar's Office, located in the Bienvenue Student Center, prior to the student's graduation date. The fee is good for one year beginning at the time that application is made.

College commencement exercises are held in May, at the end of the spring semester. Participation is voluntary. 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 mailed 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**

The following requirements are for candidates who are to receive an Associate of Arts (AA), Associate of Science (AS), Associate in General Studies (AGS), or Associate of Applied Science (AAS) degrees:

- Apply for graduation prior to the deadline published in the "Academic Calendar."
- Complete required coursework which is defined in the program of study listed in the governing catalog.
- Complete English 101 and 102 with a letter grade of "C" or better.
- Complete a minimum of 25% of the required program coursework at BRCC.
- Maintain 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**

Requirements for candidates who are to receive a certificate are:

- Apply for graduation prior to the deadline published in the "Academic Calendar."
- Complete required coursework which is defined in the program of study listed in the governing catalog.
- Complete English 101 with a letter grade of "C" or better.
- Complete a minimum of 25% of the required program coursework at BRCC.
- Maintain 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 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. Ignore 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:

<b>Course Number</b>	<b>Attempted Credit Hours</b>	<b>Earned Grade</b>	<b>Earned Hours</b>	<b>Hours Earned</b>	<b>Quality Points</b>
ENGL 101	3	A	3	3	12
HIST 102	3	B	3	3	9
BIOL 210	4	C	4	4	8
COMP 101	3	F	3	0	0
SPCH 120	3	W	0	0	0
	16		13	10	29

Although the student in the sample schedule above attempted five courses (16 semester credit hours), he/she withdrew from one course prior to the withdrawal deadline; therefore, the course indicated with a "W" is not included in the overall calculation. The student has a total of 29 quality points from a total of 13 credit hours earned...including the failed course, in which the student earned zero quality points. The student should divide the 29 quality points by the 13 hours in order to calculate a 2.23 GPA. In this example, the student has earned three passing letter grades, but has one failing grade which lowers the student's overall average. However, the student in the example has achieved satisfactory academic progress (a GPA of 2.0 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



## **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.

## **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.

## Clubs/Organizations

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

### **African-American Culture Club**

The African-American Culture Club (AACC) promotes fellowship among students, faculty, and community. The club celebrates African-American heritage through social and educational activities. Meetings are held twice a month. During meetings, the club discusses and schedules monthly activities. The club helps host the campus-wide celebration of *Black History Month*.

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

The Art Club is for students interested in the visual arts. ART sponsors social activities, trips to exhibits and museums, competitions and other activities. Membership is open to all BRCC students.



### **Athletic Student Association (ASA)**

The Athletic Student Association (ASA) schedules several athletic events for BRCC students, faculty, and staff. The club encourages fitness, promotes enjoyment of sports, and provides BRCC students with opportunities to participate in both competitive, non-competitive, organized, and informal sports and fitness activities.

### ***BRCC Today***

***BRCC Today*** is the college-wide student newsletter. It is printed monthly during the regular spring and fall semesters, and provides valuable information to students, faculty, and staff regarding college activities. Editor and writer positions are available throughout the year to cover on-campus and off-campus events.

### **Campus Activities Board (CAB)**

The Campus Activities Board involves BRCC students in the planning and implementation of student activities and gives them experience in campus life. All BRCC students are invited to become members.

### **Christian Students Association (CSA)**

The Christian Student Association encourages fellowship and provides a Christian perspective for BRCC students, faculty, and staff. CSA promotes spirituality and the overall well being of students. The organization is non-denominational and open to all members of the BRCC community.

### **Circle K International**

Circle K International members are involved in community service. With support from Kiwanis International, students contribute their time and energy to a variety of social causes. BRCC Circle K International is sponsored by the South Baton Rouge Kiwanis and Audubon Kiwanis.

### **Dance Team**

The BRCC Dance Team promotes school spirit at intraschool functions and community activities. To become a member, a student must audition. Each member is responsible for purchasing their own uniforms/equipment. The team promotes the continual development of students interested in dance.



### **Golf Club**

The BRCC Golf Club promotes student interest in golf. New players learn and develop skills through sponsored instruction and short golf classes provided by BREC.

### **Gospel Choir**

The BRCC Gospel Choir performs on and off campus. Members spread the gospel through praise and worship in song. Practice is held weekly.

### **International Student Association (ISA)**

The International Students Association is the official representative body of ethnic and international students at BRCC, and is funded through the remittance of fees by its members. The association showcases diversity. Members develop activities that introduce students to an authentic cultural experience. While the ISA promotes fun and diversity, it also sponsors and co-sponsors multicultural programs that display cultural talent, educates about different cultures, and teaches understanding and appreciation of cultural differences.

### **Library Club**

The Library Club is a service organization that promotes library awareness and expands cultural and social awareness through literary subjects. The club encourages students to promote and improve the campus libraries.

### **Martin Luther King, Jr. Peace Center**

The MLK Peace Center was formed to honor Dr. Martin Luther King, Jr. by continuing the work that he started and promoting his ideas of nonviolence and peaceful demonstration to change society. The club focuses on service to the college and community. Annually, it co-sponsors and participates in the *MLK Unity Celebration* along with Louisiana State University and Southern University, and hosts college events during *Black History Month*.

### **Math Club**

The Math Club recruits and prepares participants for academic advancement and competition in mathematics.

### **Out Right**

Out Right works to open and maintain avenues of communication between the gay, lesbian, bisexual, transgender, and heterosexual communities at BRCC.



### **Peer Advisors and Leaders (PALS)**

PALS are specially selected students who are trained to be ambassadors for BRCC. Members also serve in the SGA, and assist with orientation and other scheduled campus activities.

### **Phi Theta Kappa**

Phi Theta Kappa is the nationally recognized community college scholastic honor society. Chapter activities promote fellowship and scholarship. To be eligible for membership, students must complete at least 30 semester credit hours towards a degree and academically rank in the upper ten percent of the student body. Students must maintain a GPA of 3.5 or higher. Members are selected on the basis of character, citizenship, and scholarship.

### **PTEC Club**

The PTEC Club is for students enrolled or interested in Process Technology. The organization introduces students to the rigorous study of the common operating processes used by the petro-chemical industry. It prepares students to enter the job market as entry-level process operators.

### **Science Club**

The Science Club promotes interest in and knowledge of the sciences through events such as community service activities, field trips, and local/national science conferences. The organization also provides information on science-related careers.

### **Sigma Eta Alpha**

Sigma Eta Alpha organizes health-related activities at BRCC, such as the health fairs during *Fall Fest*, *Spring Fling*, and *Big Bang*.

### **Strategic Games Club**

The Strategic Games Club promotes competition through games such as pool, chess, ping-pong, etc. The organization hosts tournaments throughout the regular semester.

### **Student Advocates Association (SAA)**

The Student Advocates Association (SAA) helps plan and implement student activities. All BRCC students are invited to become members.





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

The SGA is the student governing body at BRCC, and student representatives are elected/appointed to serve their fellow students, the college and the community. SGA is student-driven. The club sponsors co-curricular activities that contribute to individual student development, promote social interaction, and provide recreational activities for BRCC students, faculty, and staff.

### **Student Writers Association**

The Student Writers Association provides a forum for student writers. It encourages collaboration and the sharing of literary work with the BRCC community. The organization hosts campus-wide *Open Mic Nights* which allow students to express themselves in front of an audience.

### **Veterans Club**

This club is for students who are on active-duty, in the reserves, or discharged from military service. Students who are re-enlisting in one of the branches of the military are also welcome to join.

## **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 I."

# 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 Director of Public Safety is the administrator of the office, and he/she works with the Vice Chancellor of Administration and Finance to ensure that security for the college is maintained. Guests to the BRCC campus are welcome to visit the Office of Public Safety at its location in the Bienvenue Student Center.

Regular patrols and other protective 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 BRCC's insurance carrier.

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

### Reporting Procedures for Emergencies

**Emergency Telephone  
Number 225.216.8888**

1. A safety officer is on-duty at all times and can be contacted at the emergency number. The number is posted throughout campus and on all student identification cards.
2. The red phones mounted inside campus buildings 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.
3. All 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.

### Owner Responsibilities/Vehicle Security

While the Office of Public Safety makes every effort to protect owners' vehicles/personal property at the college, **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 hang tag through the Office of Public Safety. By the start of the first official day of classes, a BRCC hang tag must be properly displayed on the vehicles of students, faculty, and staff at all times while driving or parking on campus.

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. To obtain a hang tag, students must present a copy of a paid fee bill, a vehicle license plate number, and their B number. A student who attends BRCC and receives aid from a deferred payment program should inform the issuing officer when registering a car. 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, 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 way 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 BRCC Web site.



### **Identification Cards (IDs)**

BRCC issues *Campus Access ID Cards* to all faculty, staff, and students. An ID card can be obtained at The ID Card counter in The Document Source, located within the Bienvenue Student Center. ID services are available at all times. For safety

reasons, individuals on the BRCC campus may be required to present a current ID card upon request by personnel from the Office of Public Safety. 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 at 225.216.8222, or in-person directly to the Director's office in the Bienvenue Student Center, room 313. Report any urgent incident and/or severe injury *immediately* by phoning 225.216.8888.

### **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.

# GLOSSARY OF IMPORTANT TERMS



## **Academic Status**

While attending BRCC, a student must remain in good standing. Students not on academic/disciplinary probation or suspension are in good standing. Students in good standing are can participate in clubs/organizations and athletics.

## **Associate of Applied Science (AAS) (Degrees/Certificates)**

The Associate of Applied Science (AAS) degree prepares a student to enter a vocational field upon graduation with no further study required. Required General Education courses may articulate with other colleges/universities, but completion of an AAS degree will not necessarily provide full transfer to a four-year institution.

## **Associate of Arts in Liberal Arts (AA)**

The Liberal Arts Associate of Arts (AA) degree is specifically designed for those students who plan to transfer to a senior college/university. Emphasis is placed on General Education courses which are required by most senior institutions. The degree also allows students to experience a variety of subjects while deciding on a major. Students develop a foundation for self-fulfillment and knowledge for use in the workplace.

## **Associate of Science in General Science (AS)**

The General Science Associate of Science (AS) offers three concentrations that allow students to transfer to baccalaureate degree-granting institutions in sciences, engineering, healthcare professions, or pre-professional areas of the medical field. Students may choose a Natural/Physical Sciences Concentration, Chemistry Concentration or Landscape Management Concentration. The curricula provide students not planning to transfer to a senior institution with a foundation of courses that can lead to employment in one of the health or science fields, health-related para-professions, or green industry.

## **Associated of General Studies (AGS)**

The General Studies Associate (AGS) is a flexible degree program designed to help students pursue both educational and occupational goals. As a transfer program, students can explore various educational fields before choosing a major. Students may concentrate in Business, Criminal Justice, Entertainment Technologies, Global Studies, Liberal Arts, Studio Arts, or Teacher Education, and select enrichment blocks



from Arts and Humanities, Natural/Physical Sciences/Mathematics, Social Sciences, Applied Science, and Education. Students can design a curriculum with a specific career or occupational goal in mind. Pursuing the General Studies program allows a student to develop a strong, yet flexible academic base. The enrichment blocks and concentration components also enable students to select coursework that focuses on individual interests.

### **Auditing**

Students who audit a course attend class, but are not required to fulfill all course prerequisites. No course credit is earned for audited courses; they are shown on the student's transcript with a grade of "Au." Students must register for the course(s) they intend to audit and pay the required fees.

### **College Catalog**

The College Catalog includes general information about BRCC and its admissions policies, academic support services, and programs of study.

### **College-Level Examination Program (CLEP)**

CLEP is a program of credit by examination. CLEP exams enable a student to bypass subjects already mastered/completed and enroll in more advanced courses. Refer to the latest College Catalog.

### **Co-requisites**

Co-requisites are required courses that must be taken with or prior to a companion course(s). These courses are listed in the course descriptions of the latest *College Catalog*.

### **Credit Hour, Semester**

The credit hour is a unit of measure assigned to college credit course work. A semester credit hour corresponds to one hour of class instruction. Most courses earn three to four semester credit hours. For more information, consult an advisor in the Office of Counseling, Advising and Disability Services (CADS) located in the Bienvenue Student Center.

### **Electives**

Electives are courses taken in addition to required general education courses. Elective courses usually relate to the student's major. For more information, consult a CADS advisor.



### **General Education Core**

The General Education Core is a key series of courses in the humanities, fine arts, mathematics, natural sciences, and social sciences that freshmen and sophomores are required to take in order to receive a baccalaureate degree. Refer to the latest *College Catalog*.

### **Grade Point Average (GPA)**

GPA is used to measure scholastic standing. The GPA is determined by dividing the total number of grade points earned by the total semester credit hours attempted. Developmental and certain other courses are excluded. Refer to the "Grading Section" of this handbook.

### **Grade Points**

Grade points are numerical values assigned to each letter grade for the purpose of computing the grade point average (GPA). Refer to the "Grading Section" of this handbook.

### **Pre-requisites**

Pre-requisites are required courses. Students seeking to take a course or enter a program of study with pre-requisites must first pass the pre-requisite courses with a letter grade of "C" or better. Refer to the latest College Catalog.

### **Semester Hour**

Refer to "Semester Credit Hour" in this handbook.

### **Telecourse**

A telecourse is a combination of televised lessons, readings in study guides and textbooks, faculty interactions with the student, and testing, all providing an alternative to traditional classroom instruction.

### **Transcript**

A transcript is the student's official record of academic standing, including biographical and test data. Transcripts are obtained upon request from the student to the Office of Enrollment Services.



# 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 disposition 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 alterna-



tive 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 Office of Counseling, Advising, and Disability Services (CADS) located in the Bienvenue Student Center. 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 in CADS; or it can be resolved by the following formal procedure which may result in the accused being disciplined.

- A written, formal charge of sexual harassment is filed with the BRCC Vice Chancellor for Student Affairs. 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.
- A preliminary investigation of the allegations is made by the Vice Chancellor for Student Affairs. Then, the Vice Chancellor determines whether the complaint can be informally resolved.
- The Vice Chancellor meets with the complainant, the person named in the complaint, and others who may be involved or who can offer information regarding the incident. This helps the Vice Chancellor ascertain pertinent facts of 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 reports the findings to the BRCC Chancellor and the involved parties. The report will contain recommendations for a formal resolution of the grievance.
- 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 presented.
- 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.
- The 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.
- A hearing is conducted pursuant to procedures established by the Committee of Review and in compliance with the policy.
- The committee presents its findings, along with any pertinent information, to the Chancellor for further dispensa-





tion, 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.
- The college protects the privacy of the individuals who are involved or named in the complaint. Every effort is made to confidentially follow procedures as long as the legal obligations of the college, the ability to investigate the allegations of misconduct, and the ability to take corrective or disciplinary actions are not hindered.
- Prompt reporting is important in gathering the facts of an incident(s). Formal complaints should be brought within 30 days after the occurrence of the incident(s).
- Internal procedures do not forego subsequent legal actions. Complainants have the right to consult or obtain legal advice. 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. Complainants can opt to discuss and seek the advice of a member of the college faculty/staff regarding the complaint.
- A permanent, written record of the formal complaint process and the outcome is retained by the Vice Chancellor for Student Affairs.
- Throughout the complaint process, an effort is made to protect the complainant from reprisals and the accused from unwarranted verbal/physical retaliation.



## 5. Penalties

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



## APENDIX C

### Sexual Assault Policy

### Emergency Telephone Number

**216.8888**

When reporting a sexual assault, confidentiality is vital. Sexual assault is an illegal act on the BRCC campus. Sexual assault - act of violence in which a person subjects another person to contact of a sexual nature against the attacked's will. 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 Environmental and Public Safety.
2. The Office of Environmental and 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; thus, faculty and students share equal responsibility in maintaining academic honesty. Students must adhere to the 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 copy (authentic). 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 viola-



tion 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/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 is responsible for monitoring the Policy on Academic Integrity and 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. The 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 for the Student, the Registrar, and the 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 submitted Appeal Form. 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**

### **Blogging**

Blogs are encouraged at BRCC as long as they are used for legitimate communication and/or educational purposes. Blogging can be used in a positive manner by faculty and students for communication about required courses and/or assignments.

Blogs have the potential to threaten and compromise the academic integrity of the college 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.





## **APPENDIX H**

### **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 than \$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.

### **Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol**

- Alcohol
- birth defects
- impairment of kidney function
- damage to pancreas and liver
- hypertension
- impairment of immune system
- alteration of hormone balance
- interference in sexual performance in males



**Drugs (anabolic steroids, marijuana, cannabis, tetrahydrocannabinol (THC), hash, and hash oil)**

acceleration of heart rate  
rapid mood changes  
sudden anxiety/panic  
reduction in ability to concentrate  
impairment of short-term memory

**Depressants (chloral hydrate, barbiturates, methaqualone, gluthethimide, phencyclidine, gamma-hydroxy butyrate (GHB), rohypnol (date rape drug), and Oxycontin)**

death from overdose  
addiction, convulsion, death as a result of withdrawal

**Hallucinogens (LSD, mescaline, peyote, phencyclidine (PCP), MDMA (Ecstasy), and Analog)**

brain damage  
chromosomal breakdown  
long term use: "flashbacks", periodic distortion of vision/time perception  
emotional imbalance  
dream-like states while awake

**Narcotics (heroin, Morphine, Codeine, opium, hydromorphone (Dilaudid), meperidine (Demerol), and methadone (Dolophine))**

death from overdose  
mental deterioration  
Destruction of brain/liver  
hepatitis  
embolisms  
slowed breathing  
increased risk of infection – AIDS, hepatitis, etc.

**Stimulants (cocaine, amphetamines, phenmetrazine, methylpheniclate, and ephedrine)**

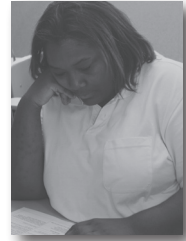
death from overdose  
hallucinations  
heart palpitation – chronic to cause death by heart attack



lung damage/respiratory problems  
irreversible brain damage  
birth defects  
depression  
suicide/suicidal episodes/ suicidal tendencies  
epileptic seizure  
unpredictable behavior



Tobacco (nicotine)  
increased heart rate  
increased blood pressure  
emphysema  
lung cancer  
heart disease  
death



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

#### **On Campus**

BRCC Office of Counseling, Advising and Disability Services, Bienvenue Student Center, 225.216.8019.

Resources identified in the Baton Rouge metropolitan area for student assistance.





<b>Concern</b>	<b>Agency</b>	<b>Location</b>	<b>Phone</b>
<b>AIDS</b>	Our Lady of the Lake Regional Medical Center	5000 Hennesey Blvd. Baton Rouge, LA 70808	225.765.8917
	Friends for Life - Capital Area HIV/AIDS Services, Inc.	4521 Jamestown Ave., Ste. 13 Baton Rouge, LA 70808	225.923.2277
<b>Sexually Transmitted Diseases</b>	LA Dept. of Health & Hospitals/ Office of Public Health		225.342.1799
	Sexually Transmitted Disease Clinic	950 E. Washington St. Baton Rouge, LA 70802	
<b>Gay Concerns</b>	National Lesbian, Gay, and Bisexual Youth	LAMBDA Group, Inc.	225.383.0777
<b>Sexual Abuse</b>	Child Sexual Abuse, Incest Counseling and Referrals LA Council on Child Abuse	2351 Energy Dr. Ste. 1010 Baton Rouge, LA 70808	225.925.9520
<b>Rape</b>	Rape Treatment Center Crime Victims Reparations Board	1885 Wooddale Blvd., Rm.708 Baton Rouge, LA 70806	225.925.4437
	E.B.R. Parish District Attorney's Office Stop Rape Crisis Center	233 St. Ferdinand St. Baton Rouge, LA 70802	225.389.3456
<b>Mental Health</b>	TAU Center Our Lady of the Lake Regional Medical Center	Referral/COPE line	225.767.1320 225.767.8900
	Baton Rouge Mental Health	Referral/COPE line	225.925.1906
	Alcohol & Drug Abuse Council of Greater Baton Rouge	1801 Florida Blvd. Baton Rouge, LA 70802	225.343.8330
	Narcotics Anonymous	P.O. Box 1663 Baton Rouge, LA 70821	225.381.9609
	Detoxification Center Baton Rouge, LA 70802	1819 Florida Blvd.	225.389.3325



<b>Concern</b>	<b>Agency</b>	<b>Location</b>	<b>Phone</b>
<b>Planned Parenthood</b>	Planned Parenthood Baton Rouge, LA 70808	4727 Revere Ave.	225.924.0123
<b>Pregnancy</b>	Pregnancy Problem Center	4724 Jamestown Ave., Ste. 3 Baton Rouge, LA 70808	225.924.1400
<b>United Way</b>	United Way Information Line		225.923.2114
	The Phone		225.924.3900
<b>Cancer</b>	American Cancer Society	4848 North Blvd. Baton Rouge, LA 70806	225.927.0782
<b>Eating Disorders</b>	LSU Psychological Services Center	236 Audubon Hall Baton Rouge, LA 70803	225.578.1494
<b>Battered Women's Program</b>	North Baton Rouge Women's Help	7515 Scenic Hwy. Center Baton Rouge, LA 70874	225.359.9001
<b>Crisis/Suicide</b>	Baton Rouge Crisis Intervention Center		225.924.3900
	LA Department of Health and Hospitals Health Center Margaret Dumas Mental	3843 Harding Blvd. Baton Rouge, LA 70807	225.359.9315
<b>Gambling Problem</b>	Gambling Anonymous	3151 Dena Lynn Ave Baton Rouge, LA 70816	225.924.3900
<b>Elderly and Disabled</b>	Advocate Center for the Elderly and Disabled		225.925.8884
	Police	Baton Rouge Sheriff's Dept	225.389.8000
		Baton Rouge City Police	225.389.3800
		BRCC Police	225.216.8888
	Hospitals	Baton Rouge General Hospital Mid-city	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





## **APPENDIX I**

### **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.

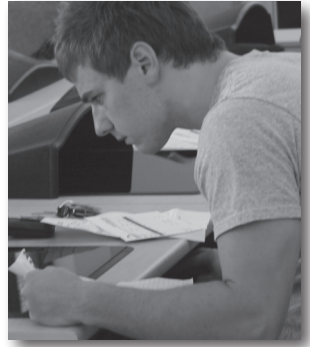
Under the "fair comment rule," a student is free to express an opinion on any matter of public interest.

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.

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 J

### 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.

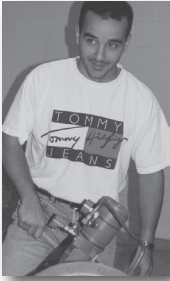
1. At least two (2) semesters must elapse from the end of the semester in which the student was last registered for credit at any college/university and the time in which the student can reapply and register at BRCC.
2. A student must submit an *Application for Academic Amnesty* to the Office of Enrollment 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 K



### **Student Organization 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.

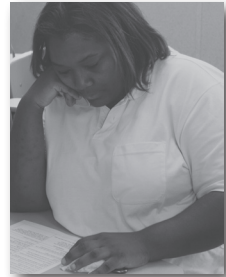
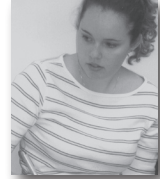


## APPENDIX L

### 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.



# INDEX



2007-2008 Calendars  
Academic Calendar  
Academic Learning Center  
Academic Offerings  
Academic Probation and Suspension  
Academic Renewal  
Additional Rules of Conduct  
Affordability  
Appendices  
Bookstore  
*BRCC Today*  
Calculating Grade Point Average  
Cheating and Plagiarism  
Clubs/Organizations  
Club/Organization Advisor Guidelines  
Computer Standards of Conduct  
Counseling, Advising and Disability Services  
Dean's List  
Disability Services  
Disciplinary Sanctions  
Display of Non-College Publications  
Distance Education/Electronic Learning  
Drops and Withdrawals  
Emergency Procedures and Safety Plan  
Expenses  
Frequently Asked Questions  
F-1 Visa Status  
Family Educational Rights and Privacy Act  
Federal Disclosure Requirements  
Financial Aid  
Fines  
Free Expression Policy  
Glossary of Important Terms  
Grade Point Average (GPA)  
Graduation  
Graduation Honors  
Graduation Requirements  
Hazard, Incident, or Injury Reporting  
Honors  
Honors Program  
Honor Societies







Identification Cards  
International Students



Learning Resource Center  
Magnolia Library  
New Transfer Students  
Office of Environmental Safety  
Office of Public Safety  
Office of Student Technology  
Open Computer Labs  
Parking on Campus  
Programs of Study

Protective Services  
Reporting Emergencies  
Sales and Solicitation  
Satisfactory Academic Progress Policy  
Sexual Assault  
Sexual Harassment  
Smoke-Free Campus  
Standards of Conduct for Use of Computers  
Statement of Non-discrimination  
Student Assemblies  
Operating Student Clubs/Organizations  
Special Restrictions  
Student Code of Conduct  
Student Government Association (SGA)  
Student Organizations  
Student Policies  
Student Programs and Resources (SPAR)  
Student Publications  
Student Regulations and Rules of Conduct  
Suspension Appeals  
Teaching and Learning Center  
Towing  
Traffic and Parking Violations  
Veterans' Educational Services  
Visitors on Campus  
Where to go for Help

# 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
Academic Learning Center .....	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 Counseling.....	225.216.8019
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
Environmental and Public Safety.....	225.216.6888
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 Resource Center .....	225.216.8300
Liberal Arts.....	225.216.8165
Library.....	225.216.8303
Main Informational Desk .....	225.216.8000
Math and Science .....	225.216.6800
Parking .....	225.268.4011
Payroll.....	225.216.8064
Registration .....	225.216.8700
Student Accounts.....	225.216.8606
Student Government Association (SGA).....	225.216.8044

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

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Student Programs and Resources (SPAR) .....	225.216.8004
Student Life .....	225.216.8004
Student Publications.....	225.216.8004
Student Records .....	225.216.8700
Study Skills.....	225.216.8300
Telecourses .....	225.216.8303
Testing Center.....	225.216.8073
Transferring to another institution .....	225.216.8700
Transcripts.....	225.216.8700
Tutoring .....	225.216.8300
Veterans Administration.....	225.216.6902
Workforce, Corporate and Continuing Education (WCCE) ...	225.219.0445

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

Academic Appeals .....	Academic Appeal Committee
Course Overrides .....	Academic Deans
Deferred Payments .....	Bursar's Office
Disability Accommodations .....	Disability Services
Disciplinary Actions.....	Vice Chancellor for Student Affairs
Dual Enrollment .....	Enrollment Services
FERPA (Privacy Act) .....	Vice Chancellor for Student Affairs
Financial Aid.....	Financial Aid
Scholarships .....	Financial Aid
Residency Appeal.....	Enrollment Services
Suspension/Probation .....	Enrollment Services
Traffic Appeals .....	Environmental and Public Safety
Transcript Questions .....	Enrollment Services
Transfer Student Questions .....	Counseling, Advising and Disability Services
Tuition/Fees .....	Bursar's Office
In-state Residency.....	Enrollment Services
Withdrawal .....	Enrollment Services



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

Baton Rouge Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404.679.4501) to award Associate Degrees and Certificates.

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, 5310 Florida Boulevard, Baton Rouge, Louisiana 70806 – 225.216.8040.

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.

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)

Baton Rouge Community College is an Equal Opportunity/Equal Access Employer