



2023-2024

STUDENT HANDBOOK

A navigation guide through your
community college academic career.

Overview

The Fletcher Technical Community College Student Handbook provides students with information about Fletcher Technical Community College services, policies, and procedures. This handbook outlines your rights, responsibilities, and conduct as a student and a member of our campus community. Students are responsible for knowing the information included in this handbook, the college catalog, and on the college website. If you have questions or concerns, feel free to contact the appropriate staff or faculty member. Enrollment in classes at Fletcher constitutes each student's acceptance of the provisions of this handbook.

Web Site

www.fletcher.edu

Career Magnet Center Facility

6419 LA-308
Lockport, LA 70374
Main Line: 985-448-7900

Schriever Campus

Main Building &
BP Integrated Production Technologies Building
1407 Highway 311 Schriever, LA 70395
Main Line: (985) 448-7900
Main Fax: (985) 446-3308

Houma-Dickson Road Facility

331 Dickson Road
Houma, LA 70364
Main Line: 985-44-7900

Houma-Equity Blvd. Facility

139 Equity Blvd.
Houma, LA 70360
Main Line: 985-448-7900

Thibodaux Facility

1425 Tiger Drive
Thibodaux, LA 70301
985-448-5921

L.E. Fletcher Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, certificates, and technical diplomas. Questions about the accreditation of L.E. Fletcher Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

For information on specific program accreditation, please visit: <http://www.fletcher.edu/about-us/accreditation>

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Our Mission, Vision, Value Statement and History

Mission

Fletcher Technical Community College is an open-admission, public institution of higher education awarding certificates, technical diplomas, and associate degrees. The College is dedicated to offering high-quality technical and academic programs to the community of South Louisiana and beyond. The College prepares individuals for employment, career and academic advancement, and lifelong learning.

Vision

Fletcher Technical Community College will serve a diverse population of individuals by providing pathways to higher education, workforce, lifelong learning, and personal enrichment. The College prepares students for success through technology-driven curriculum and a supportive environment utilizing academic practices that cultivate student success at the highest levels. The College actively engages business and industry to develop the workforce of South Louisiana and beyond.

Value Statement

Striving to produce responsible, lifelong learners who become resourceful, adaptive, independent, and productive members of their community, Fletcher Technical Community College values and actively promotes:

- Personalized instruction and service;
- Active learning and interaction;
- High standards of excellence;
- Increased student access;
- Diversity in staff, student body, and curriculum;
- Partnerships with businesses, schools, colleges and universities, governments, and community-based organizations; and
- Our cultural values of Transparency, Respect, People-Centered, Empowerment, Servant Leadership, Customer Service, Trust, and Innovation.

History

Fletcher Technical Community College was originally established as South Louisiana Trade School by Legislative Act 69, May Session of 1948, and House Bill 212. The late Honorable Earl K. Long, then Governor of Louisiana, signed the bill for establishment on June 23, 1948. The school was established for the purpose of providing vocational training for the populace of an area comprised of the following five parishes: Terrebonne, Lafourche, Assumption, St. James, and St. Charles.

South Louisiana Trade School opened on July 2, 1951, at 310 St. Charles Street in Houma, Louisiana. The facility was built on a seven-acre site owned by the Terrebonne Parish School Board. Harrell P. Willis was the first director of the school and served until 1968. Full-time day preparatory classes were offered in Office Occupations, Drafting, Auto Mechanics, Welding, Industrial Engines Mechanics, and Carpentry. A full-time related studies program supplemented the instructional programs. Immediate need for and acceptance of the program was evidenced by the fact that a total of 883 trainees were enrolled during the first year of operation. With the initial success of the trade preparatory program assured, extension classes were established to offer upgrading of skills to those persons already employed. Programs were offered both on and off-campus in Lafourche, Assumption, and St. Charles Parishes to give residents of these areas availability of training.

The school administration has endeavored to be responsive to the need for skill training and to provide training in emerging occupations by evaluating employment statistics. With changes in the mission and program offerings evolving over the years, so did the name of the school. In 1977, the name was changed to South Louisiana Vocational-Technical School; in 1990, to South Louisiana Regional Technical Institute; in 1995, to Louisiana Technical College - South Louisiana Campus. In 1999, the name was changed to Louisiana Technical College - L. E. Fletcher Campus to honor L. E. Fletcher, who served as director from 1968-1984.

The Louisiana Board of Regents (BoR), the coordinating board for all public higher education in Louisiana, at its meeting of June 26, 2003, granted approval for the request from the Board of Supervisors of the Louisiana Community & Technical College System (LCTCS) to recognize Louisiana Technical College - L. E. Fletcher Campus as a "Technical Community College" within the LCTCS. This action, effective July 1, 2003, required L.E. Fletcher to transition from its association as a campus of the Louisiana Technical College to a separate institution called L. E. Fletcher Technical Community College. F. Travis Lavigne, Jr., was named to serve as the Chancellor of this new independent technical community college within the Louisiana Community and Technical College System.

In 2007 through Senate Bill 337 (Act 391), Fletcher received the approval of \$21.3 million for the development of a new campus on Highway 311. In 2009, Fletcher Technical Community College received Commission on Colleges Southern Association of Colleges and Schools Accreditation. On August 6, 2012, Fletcher Technical Community College opened the new campus on Highway 311 in Schriever, Louisiana.

In June 2014, F. Travis Lavigne, Jr. retired. The LCTCS Board of Supervisors appointed Mr. Earl W. Meador, J. D. to serve as Interim Chancellor. Mr. Meador served in the Interim position until January 3, 2016. The LCTCS Board of Supervisors, at its December 2015 meeting appointed a new Chancellor, effective January 4, 2016, Kristine H. Strickland, Ph.D. Dr. Strickland currently serves as the Chancellor.

In July 2018, Fletcher Technical Community College acquired South Central Louisiana Technical College, adding a new location on Tiger Drive in Thibodaux, Louisiana expanding their reach into Lafourche Parish.

Statement of Policy

Fletcher Technical Community College is a community of individuals engaged in the task of learning and education. When a student enters the College, or when a person accepts a position on the faculty or staff of the institution, he/she relinquishes none of his/her rights of free inquiry and expression, freedom of association, participation in institutional decision making, and the procedures of due process. These rights are the privileges for all to enjoy as the citizens of a free and democratic society. It is the role of each individual, but, more especially, the Chancellor and administrators to protect and safeguard the exercise of these rights.

1. The College upholds and affirms the basic constitutional freedoms of religion, speech, press, peaceful assembly, and redress of grievances. Concomitant with these freedoms are responsibilities and obligations within the democratic structure. Any form of activity or behavior that interferes with the rights and freedoms of others must be considered a serious breach of these responsibilities and obligations. The academic community cannot accept coercion, harassment, verbal abuse, or violence as a viable means of dialogue or conflict resolution.
2. Students shall be free to organize and join associations to promote their own interests.
3. Students and all organizations shall be free to examine and discuss all questions of interest and to express opinions publicly and privately. It must be made very clear, however, that in any and every public expression or demonstration, students, faculty, and staff, as well as any organization, speak only

for themselves and not for the College. Institutional control should not be used as a means of censorship.

4. Students as members of the state and academic community enjoy the rights and privileges of such membership and are subject to the obligations which accrue to them by virtue of the membership. Institutional authority should never be used to duplicate the functions of civil law.

5. Free discussion, inquiry, and expression in every course are encouraged. Students are free to take reasoned exception to the information or views offered in any course. Student performance is to be evaluated solely on an academic basis, and students are responsible for learning the content of any course of study.

Violations of the Law

By enrolling at Fletcher Technical Community College, individuals give up neither their rights nor their responsibilities as citizens. Neither does a student acquire any sort of special status which exempts him or her from the requirement of all citizens to obey the laws of the land. In fact, a student is placed in a position of also accepting the rules and regulations of the institution in which he/she elects to enroll. Such rules and regulations as may be adopted by the College are for the benefit of an orderly academic community. There can be no conflict between College rules and regulations and law. A student who violates law, and at the same time is in violation of College rules and regulations, may expect to be dealt with by both civil authority and institutional authority, since each has its own jurisdiction and responsibilities.

Helpful Definitions

Enrollment Services– This office houses admissions, advising, financial aid, scholarships, student worker applications, and all other enrollment services.

Enrollment Specialist – an Enrollment Specialist assists students with the enrollment process – which includes assistance with admissions, advising, financial aid, and registration.

LoLA – Log on Louisiana – This is your student portal for registration, change of phone number, email address, and physical address, accessing your unofficial transcript, view your financial aid status and any documents needed, view your advisor’s name, apply to graduate, view your test scores, and view your course catalog.

Canvas – Canvas is our learning management system used to deliver course content. Students log into Canvas with their Lola login information. Students can access Canvas with by visiting <http://fletcher.instructure.com>. If you need Canvas assistance, please email our Canvas support system at canvas@fletcher.edu

Enrollment and Advising

The enrollment process begins once you complete an admissions application to the school. Admissions applications can be completed at www.fletcher.edu/admissions/apply. Once you chose your program, you will be assigned an Enrollment Specialist that will assist you in the admissions, advising, and financial aid process. You can find out who your Enrollment Specialist (or academic advisor for continuing students) is through your LOLA account under ADVISOR. If you do not have an advisor listed, please contact us at enrollment@fletcher.edu

If you are unsure of what you want to choose as a major or what career path you want to take, you can consult with your Enrollment Specialist or a member of the faculty.

Scheduling Classes

An Enrollment Specialist or Faculty Advisor is assigned to you each semester and can be found in your Student Profile in LoLA by selecting the term using the dropdown menu in your profile.

Continuing student registration and advising occurs each semester for continuing students. Enrollment Specialists and faculty gather in the Schriever Atrium (the open area when you walk into the main entrance on campus) to advise and assist with registration. Registration events at other facilities are also scheduled during registration season.

Walk-in advising and registration continue in Enrollment Services - Suite 100 until registration closes at the beginning of the semester. Online registration is also available. The Schedule of Classes, which provides a list of all courses being offered, times the classes meet, and days of the week the classes meet, is available online under the [Catalog](#) section of the website and is available to you through your LoLA account.

Orientation

Each student that applies to Fletcher will go through an in-person or online orientation. After registering for classes, you should receive an email to attend online orientation via Canvas or attend in person at the Schriever campus. You can enroll in the online course [here](#).

Student ID Cards

All students can obtain a student ID card from the Enrollment Services office. Students who attend in-person orientation events will receive an ID at the event. If you have lost your student ID, please contact enrollment@fletcher.edu.

Schedule Changes

Dropping and adding classes continues through the first few days of each semester (check the [academic calendar](#)). However, you can withdraw from a course until the last day to withdraw which is posted in your course syllabus and on the website under [Calendar](#). It is highly encouraged that students consult with their Enrollment Specialist or Faculty Advisor before dropping any courses since Satisfactory Academic Progress (SAP) is an important factor in securing your Financial Aid and/or scholarships, and you may risk owing money. The [refund schedule](#) is found on our website under Admissions.

If a course you registered for is cancelled, you will be notified by the College and should consult with an Enrollment Specialist or Faculty Advisor to find a replacement course. Failure to attend or log into a course via Canvas can cause you to be dropped from the course by your instructor. In addition, it is important to understand that failure to attend a scheduled class does not constitute a withdrawal.

Accommodations and Disability Services

Disability Services provides testing and classroom accommodations and referrals for on-campus and off-campus resources that will ensure students with disabilities have the opportunity to receive appropriate accommodations.

To view the full policy for students with disabilities or for more information, click [here](#).

Keeping your addresses up to date

You must keep the College informed of your current email and physical addresses. Failure to do so may cause you to miss important information for which you are held responsible. If your address changes during your enrollment, you are responsible for updating your information through LoLA. The College will assume that all correspondence to you has been delivered to the address currently on file unless it is returned to the College.

Parking – Vehicle Registration

All vehicles parked on campus must be registered and have a current Fletcher parking permit attached to the rearview mirror on the front windshield. The parking permit number must be readable from the outside. The permit is valid from August 1 through July 31. Each student is required to register their vehicle with the college [here](#). Failure to register your vehicle or use of an expired tag is a violation of policy and will result in a fine. **Once your vehicle is registered, you can pick up your parking permit at the Business Office Cashier Window.**

Safety and parking enforcement are the purview of Security under the supervision of the Director of Facility Services. The rules and regulations can be found [here](#).

WorkReadyU Adult Basic Education

Our Adult Education program prepares students to attain their high school equivalency diploma, upgrade reading and math skills for career/job advancements, earn an industry-based credential, test reading and math skills for funding sources through the LA Workforce Commission, test for the Lafourche Parish substitute teacher certification, learn English as a second language, and prepare for the U.S. citizenship test.

You can now register online! Visit [here](#) to apply!

Students can attain their high school equivalency by passing the High School Equivalency Test (HiSET/GED). Any Louisiana resident over the age of 18 can also obtain their high school equivalency diploma using ACT or ACCUPLACER scores. Find out more here: <https://lahse.lctcs.edu/>

Financial Aid

We are here to help you understand the financial aid application and process. If you are eligible for aid, know that we will work with you throughout the process to ensure you receive all of the aid that you can. Over half of Fletcher's students depend on some type of financial aid to assist them in paying for their educational costs. All students are encouraged to apply for aid especially those who are unable to meet the cost of their education with personal or family resources.

Fletcher financial assistance is available in the form of grants, scholarships, and employment opportunities. Remember, we encourage all students to apply for aid; some students who believe they are ineligible for assistance learn that they are eligible.

How to Apply for Financial Aid

If you're seeking financial assistance, complete the [Free Application for Federal Student Aid \(FAFSA\)](#) online at www.studentaid.gov/sa/fafsa and enter Fletcher's school code, 013580, on the application. This should be done early to ensure that you meet the priority deadlines. The school should have the FAFSA within 10-14 business days once you submit it. You must submit all corresponding documentation in order to complete your financial aid file. Aid cannot be processed until the file is complete. You must reapply for financial aid every academic year.

Online Learning

Fletcher Technical Community College offers online courses designed for you to conveniently earn credits or complete a degree(s). This section is intended to provide students of online courses, new and experienced, with a ready-reference guide to online instruction policies and procedures. Students enrolled in online courses have access to all support services available. Many of these services are provided online.

Online learning courses are designed for students who desire flexibility and convenience in their studies. Courses offered online are equivalent to courses offered in a traditional classroom setting. Fletcher's online courses are not self-paced or correspondence courses.

Fletcher uses Canvas as its primary online Learning Management System (LMS). All classes will maintain a minimum presence in Canvas. For example, each class gradebook and attendance are kept in Canvas. To login, into Canvas, use your LoLA credentials (username and password). Students can access Fletcher's Canvas login page using this [Canvas link](#).

If you have trouble with logging into our LMS, you should refer to the [Student Resource Guide](#). If you continue to have issues logging into our LMS, please put in a [Canvas help desk ticket](#). If you can log into the LMS but are experiencing other problems, you should contact your instructor first.

Types of Online Courses

Web Hybrid: Hybrid courses are taught partially in the classroom and partially online. Students complete a portion of the course online using the course management system and then meet on campus on designated days. These days are designated in the [Registration Bulletin](#).

Online: Online courses are taught completely online. However, some courses may require the student to attend campus to take a proctored examination.

HyFlex: Starting Fall 2021, Fletcher will pilot offering some course sections in a HyFlex format. HyFlex is a hybrid course with flexible participation. At this time, you are not able to select a course with a HyFlex delivery mode. Your instructor will let you know if the course is offered as HyFlex. Courses delivered in the HyFlex format permit you to choose to attend the course fully online or fully in-person on a weekly or topic-based schedule. Lessons delivered fully online, or in-person align to the same goals and objectives and are considered equivalent.

Basic Computer Specifications Needed

Canvas

This is a list of basic computer system requirements to use Canvas. It is always recommended to use the most up-to-date versions and better connections. Canvas will still run with the minimum specifications, but you may experience slower loading times.

Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements. In addition, Canvas provides a mobile app. Using a smartphone or tablet exclusively for online learning is, at

best, not an optimal learning experience. At worst, you will not be able to complete required activities and assessments using a mobile device.

Computer Requirements

For the best performance, you should access Canvas with a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer with at least 1GB of RAM.

Internet Speed

- Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.
- Minimum of 512kbps
- You can use an internet website to check your [internet speed](#).

Browser Requirements

- **Chrome** 112 and 113
- **Firefox** 112 and 113 ([Extended Releases](#) are not supported*)
- **Edge** 111 and 112
- **Respondus Lockdown Browser** (supporting the latest [system requirements](#))
- **Safari** 15 and 16 (Macintosh only)

Screen Readers

- [JAWS](#) (latest version for Chrome/Firefox on Windows)
- [NVDA](#) (latest version for Chrome/Firefox on Windows)
- [VoiceOver](#) (latest version for Safari/Chrome on Macintosh and iOS mobile)
- [Talkback](#) (latest version for Android mobile)

Note: JavaScript and Cookies must be enabled on your browser. Pop-ups must be allowed for the following sites:

- fletcher.edu
- fletcher.instructure.com

Software Requirements

Microsoft Word, Apple Pages, Google Docs or another word processing program capable of saving files in RTF (Rich Text Format). Check with your instructor on course software requirements before downloading any programs.

Your course may require special (free) plug-ins to access streaming media, PDF files, or other web components. If this is the case, you will learn more about these specific requirements from the instructor.

Students may also have to purchase a code for some courses to access additional course material (i.e., Lumen - Waymaker, Knewton, FlatWorld, etc.)

Antivirus software is highly recommended. Once installed, anti-virus software must be kept up-to-date.

ConexED

ConexED is a cloud-based platform for virtual student services and learning. It's where students go to connect and engage with Enrollment Services, advising, tutoring, faculty, academic support staff, and each other.

Computer Requirements

PC Specs

- Windows 8.1 and newer
- Mac OSX 10.6 and newer
- Linux - Chrome OS
- Chromebook - Chrome OS
- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor

Apple Specs

- OS: OSX 10 or higher/iOS will be active with the latest version of Safari. Release date November 2018.

Linux/Android Specs

- Any version of Linux that supports the latest Firefox or Chrome build
- Bandwidth: 1 Mbps or higher
- Browser: Latest version of Chrome or Firefox
 - Webcam: (optional)
 - Microphone: (optional)
 - Headset / Earbuds: (optional)

If you are experiencing **technical issues with ConexED**, please put in a ticket with ConexED.

- [ConexED's tech support](#).

Other Resources

- [How to use ConexED?](#)

Proctored Examinations

Respondus Monitor

Many online assessments require observation by the instructor or an outside service. Observed exams are referred to as proctored exams.

Online Proctored Exams: Respondus Lockdown Browser and Monitor is an online proctoring software. The software is installed as a Chrome Extension or embedded into exam content. This system offers two important benefits:

- It allows you to continue taking exams anywhere online
- It helps to protect the academic integrity of the course by verifying your identity and ensuring that exams are completed honestly by all students.

Respondus is a virtual proctor for online exams. Students who are taking exams with Respondus must read and agree to the Respondus Terms of Service and Privacy Policy. Students must also read and agree to their school's code of academic integrity. [Respondus Privacy Policy](#)

You do not need to create an account, download software, or schedule an appointment in advance. Respondus is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection. To get started, you will need Google Chrome to download the Respondus. You can download the [extension here](#).

When you are ready to take a test, log into Canvas, go to your course, and click on your exam. Clicking "Launch Respondus" will begin the Respondus authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Respondus will be recording your exam session by webcam as well as recording your screen. Students can access [Respondus student guides](#).

Computer Requirements

- **Windows:** 11 and 10 [Details](#)
- **Mac:** macOS 10.13 to 13.0+
- **iOS:** 11.0+ (iPad only). Must have a compatible LMS integration. [Details](#)
- Chromebook: [Details](#)
- Web camera (internal or external) & microphone
- A broadband internet connection

Student Videos

- How to use [Respondus Student Video](#)
- Respondus support is available 24/7/365. If you encounter any issues, you may contact them by [live chat](#) or by submitting a [support ticket](#).

Tuition and Fees for Online Courses

The Board of Supervisors for the Louisiana Community and Technical College System (LCTCS) approved equalizing and standardizing tuition and registration fees for online credit courses offered by all LCTCS institutions. The tuition and fee schedule for online courses is posted on Fletcher's website under *Admissions and Aid/Tuition and Fees* or it can be accessed through the [Schedule of Tuition and Fees link](#). Online tuition costs are not capped at 12-credit hours. Web hybrid courses have the same tuition and fee schedule as the campus-based courses. Tuition information is also available in the Business Office and Enrollment Services.

Tutoring for Online Courses

Fletcher offers tutoring services at the main campus free-of-charge to assist students in achieving their academic goals. ConexED and Fletcher's course management system are used to conduct live online class sessions for our online courses.

Tutoring Services are a vital part of a student's college experience. Fletcher employs professional tutors educated and trained in the disciplines in which they tutor. We also use an online academic learning center management software called ConexED. This allows students to book appointments for tutoring.

- Tutoring is a free service offered to all students enrolled in courses at Fletcher.
- Online tutoring is offered through ConexED for math, science and English.
- Appointments can be booked from any computer or mobile device with tutors using ConexED.

Use the Links below to Access Tutoring Resources

- [Make appointments here!](#)
- [Instructor Tutoring](#)
- [Want to Volunteer](#)

Library Services for Online Courses

The library at Fletcher exists to support the mission and goals of the College. The library provides students, faculty, and staff with the materials, resources, and instructional services necessary for teaching and learning.

There is special emphasis in purchasing resources that are available 24/7 through electronic means. The library utilizes a proxy for authentication, allowing easy access to these resources off-campus – ideal for online students. Most of these resources replicate many of the physical services and resources available on-campus. This includes eBooks and subscription databases, offering thousands of scholarly and popular journals, reports, maps, photographs, streaming videos, dissertations, anatomy models, and other reference material. Resources physically available in the library may be provided on an as-needed basis if the material cannot be supplied electronically or through other borrowing agreements.

When resources are not available, Fletcher students can request them through either Interlibrary Loan or at other Louisiana academic libraries using a LOUIS Card. Information and links to these services are available on the [library website](#).

In addition to academic resources, the library provides student support in the form of research assistance. Library staff are available for research appointments through chat, email, virtual meeting software, and phone during all library open hours. For after-hours questions, students may consult various resources related to our most frequently asked questions on the library website.

Other efforts made to provide access to online students include embedding subject and class specific library resources inside Fletcher’s Learning Management System. Students can access this through the library link in their course.

Library staff are available to answer questions during Library open hours. The library staff can be reached by calling 985-448-7910 or [email](#).

Campus Notifications

Students should register with Fletcher’s Emergency Notification system, [SmartNotice](#), to be notified of any unforeseen circumstances due to weather, emergency situations, etc. Please use the SmartNotice hyper link above to register for this service.

Frequently Asked Questions

You should contact your instructor when

- You have questions or need clarification regarding your assignments and/or course content.
- You have questions regarding your grades or plagiarism.
- You would like to verify your instructor's policy for submitting an assignment after the assigned date.

You should contact your Enrollment Specialist or academic advisor when

- You have questions regarding your schedule or your degree progress.
- You would like to make changes to your course schedule.
- You would like to make any changes to your current major.

Other helpful resources for Canvas, Respondus, ConexED, and information on Digital Literacy

- [eLearning Resource Guide](#)

If you have trouble with logging into our LMS, you should refer to the [eLearning Resource Guide](#). If you continue to have issues logging into our LMS, please put in a [Canvas help desk ticket](#). If you can log into the LMS but are experiencing other problems, you should contact your instructor first.

If you have trouble with accessing your student email account, you should submit a student help ticket [here](#) or call 985-448-7934.

Academic Support Services

Academic Complaints and Appeal Procedures

If a student needs to make a complaint that is related to academics (a course, an instructor, and/or grades), they should follow the reporting chain of command. The chain of command is listed below:

- Instructor
- Department Head of the program or Director of Student Affairs
- Dean of the program

The student should attempt to resolve any issues with the instructor directly if they feel comfortable. If the student is not comfortable addressing any issues with the instructor, then they should report to the next level in the chain of command. Dean and Department Head information can be found at <https://www.fletcher.edu/programs/index>. Click on the heading under which your program falls (Nursing and Allied Health, Technical Education, Business, Educations, Arts, and Math, and Marine Avionics, Energy Production, and Science).

If a student would like to appeal a final grade received in any course, they should complete the Final Grade Appeal Form by clicking [here](#).

If assistance is needed filing an academic complaint or appeal, please contact the Office of Academic Affairs academicaffairs@fletcher.edu.

Academic Calendar

The Academic Calendar is an important reference for students and details all of the important dates for the academic year. It is the student's responsibility to familiarize themselves with the Academic Calendar. The Academic Calendar for the 23-24 year can be found [here](#).

Library Services

The library at Fletcher exists to support the mission and goals of the College. The library provides students with the materials, resources, and instructional services necessary for learning. Resources available to students includes eBooks and subscription databases, offering thousands of scholarly and popular journals, reports, maps, photographs, streaming videos, dissertations, anatomy models, and other reference material. Resources physically available in the library may be limited based on demand.

When physical resources are not available, Fletcher students can request them through either Interlibrary Loan or at other Louisiana academic libraries using a LOUIS Card. Information and links to these services are available on the [library website](#).

In addition to academic resources, the library provides student support in the form of research assistance. Library staff are available for research appointments through chat, email, virtual meeting software, and phone during all library open hours. For after-hours questions, students may consult various resources related to our most frequently asked questions on the library website.

Library staff are available to answer questions during Library open hours. The library staff can be reached by calling 985-448-7910 or [email](#).

Testing

The testing center is available to students to fulfill a variety of testing needs including placement exams, entrance exams, certification exams, HiSet testing, and accommodated testing. The testing center also offers proctoring services for Fletcher and non-Fletcher students. It is the responsibility of the student to organize all accommodated and proctored testing.

There are fees for certain testing services. The testing center has a no refund policy on testing fees. If you are unable to attend a scheduled test and contact the Testing Coordinator at least 24 business hours prior to your scheduled test, you can reschedule your test on a date and time when the Testing Coordinator is available.

For specific information about available testing options, testing fees, and testing policy and procedures please click [here](#) or contact the Testing Coordinator at 985-448-7912.

Textbooks

Textbooks and course materials can be found by searching for your class on the Fletcher bookstore website. The bookstore has gone virtual and can be accessed by visiting: <https://www.bkstr.com/fletcherstore>

If you have any issues and need assistance, please call 1-800-381-5151 or click [here](#).

Tutoring

Fletcher offers in-person tutoring services at the main campus free-of-charge to assist students in achieving their academic goals. Tutoring services are available for a variety of subjects and are held in room 126. Fletcher employs professional tutors educated and trained in the disciplines in which they tutor. We also use an online academic learning center management software called ConexED. This allows students to book appointments for tutoring.

- Tutoring is a free service offered to all students enrolled in courses at Fletcher.
- Appointments can be booked from any computer or mobile device with tutors using ConexED.
- Walk-ins are allowed, but appointments are preferred to decrease student wait times.

Use the Links below to Access Tutoring Resources

- [Make appointments here!](#)
- [Instructor Tutoring](#)
- [Want to Volunteer](#)

Student Support Services

Fletcher Technical Community College does not discriminate on the basis of race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. The Office of Student Affairs contributes to and enhances the College's educational mission by cultivating meaningful, student-centered programs, services, and skills that champion holistic student success and well-being.

The Office of Student Affairs believes that the entire campus community is part of the learning process. For more information about student services, please visit <https://www.fletcher.edu/student-services/index>

Student Complaints and Other Reporting Forms

The Office of Student Affairs is committed to ensuring that each student has an exceptional experience while enrolled at Fletcher. To uphold this commitment, we encourage students to fill out our student complaint form that can be completed [here](#). Student complaints will be reviewed and responded to within 24-48 hours of receipt.

If you witness any incident or you are a part of an incident that has occurred on campus, please use the incident reporting form that can be completed [here](#). Incident reports will be reviewed and responded to within 24-48 hours of receipt.

If your complaint is related to academics (a course, an instructor, and/or grades), please follow the reporting chain of command. The chain of command is listed below:

- Instructor
- Department Head or Director of Student Affairs
- Dean of the Program

The student should attempt to resolve any issues with the instructor directly if they feel comfortable. If the student is uncomfortable addressing any issues with the instructor, then they should report to the next level in the chain of command. Dean and Department Head information can be found at <https://www.fletcher.edu/programs/index>. Click on the heading under which your program falls (Nursing and Allied Health, Technical Education, Business, Educations, Arts, and Math, and Marine Avionics, Energy Production, and Science).

If assistance is needed filing a complaint, please contact the Office of Student Affairs at 985-448-7994 or studentaffairs@fletcher.edu.

Title IX

Title IX of the Education Amendment Act of 1972 prohibits discrimination on the basis of sex in all areas of education programs and activities.

Sexual harassment, which includes acts of sexual violence and sexual assault, is a form of sex discrimination prohibited by Title IX. Fletcher is committed to ensuring all students feel safe and have the opportunity to benefit fully from educational programs and activities.

Fletcher has adopted policies and procedures to ensure compliance with the federal and state requirements related to the Title IX Act, the VAWA Act and the SaVE Act.

Title IX Confidential Advisors are defined below and are available for students needing Title IX assistance:

- Confidential Advisors are not investigators or victims' rights advocates; they are a source of information and support, a liaison through the process for victims or the accused.
- Confidential Advisors are familiar with campus and legal processes and medical facilities.

To report a Title IX incident, please visit

https://cm.maxient.com/reportingform.php?LouisianaCTCS&layout_id=29

For more information about Title IX and coordinator contact information, please visit

<https://www.fletcher.edu/title-ix/>

Career Services

The Director of Job Placement works with our students and employers one-on-one providing comprehensive services. The Director works with students to review resumes and to assist with job placement. Students may reach the Director by emailing jobplacement@fletcher.edu. Our Director will focus on connecting students with employers by facilitating interviews, matching students to internship sites, and assisting with all job placement activities. The Director will provide support to students, including information and guidance about requirements of specific occupations, job market trends, work habits, and techniques for competing jobs, including soft skills. The Director will serve as a liaison for our students between the college, employers, and community regarding job opportunities.

Student Organizations

Developing your leadership skills during your college is an important step to furthering your career. So, get involved! Whether you are someone who likes to lead or is a great team player, there is a place for you in Student Government and other student organizations. If you have a passion or cause you feel strongly about, here is the opportunity to start a new student organization and leave a legacy of advocacy and service for yourself and those who come after you with shared interests.

Student Affairs is directly responsible for governing, supervising, and coordinating student activities on campus. We want to make sure you have opportunities to develop your leadership skills, community service, civic awareness, and team participation skills while pursuing your academic career.

The following sections provide a basic overview of student organization policies and procedures. There is a separate Recognized Student Organization Manual that can be found at

<https://www.fletcher.edu/student-services/student-organizations/index> or by reaching out to the Office of Student Affairs at studentaffairs@fletcher.edu.

Student Organizations Policies and Procedures

Out-of-class activities and programs should lend themselves to the educational environment of the College and the “holistic” development of the individual. Additionally, it is our intention to provide a wide range of activities and programs to meet the needs and interests of all students.

Organizations on campus become recognized by the College upon application of the interested group and the approval of the Director of Student Affairs in consultation with College administration.

Organizations Seeking and Retaining Official College Recognition

The following must be presented to the Director of Student Affairs to apply for College recognition:

- A. A completed new student organization application including:
 - a. A typed alphabetical list of at least ten members including their names, addresses, and telephone numbers;
 - b. A typed constitution and by-laws;
 - c. A proposed slate of officers;
 - d. Identification of an advisor;
 - e. If affiliation with an external group is desired, a copy of the purpose and constitution of the external group;
 - f. A proposed budget and schedule of events.

You can find detailed information on the Student Organizations webpage [here](#).

The Director of Student Affairs will review the application packet and will notify the group of the college’s decision. When an organization is approved for recognition, a letter will be sent to the advisor and the President of the organization. The organization is then considered an official student organization and is entitled to function as a regular part of the College community. In addition, the constitutions of all organizations must contain a statement that the organization and its members agree to uphold and abide by the rules and regulations of Fletcher Technical Community College. The constitutions of organizations must also include a statement requiring that students selected as officers to maintain at least a 2.0 GPA.

Responsibilities and Standards of Behavior for Student Organizations and Members

Student organizations, including SGA, are entities of the college/campus and therefore expected to abide by the policies and procedures outlined in the college/campus catalog, student handbook, and other college related publications. In addition, student organizations, including their members, visitors and invitees are held to LCTCS Standards. Offenses are listed below:

1. Hazing by subjecting students to unnecessary and excessive abuse, humiliation, physical danger or by committing any action or causing any situation that recklessly or intentionally endangers the mental or physical health of an individual(s) or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.
2. Interference, coercion, or disruption that impedes, impairs, or disrupts the college mission, processes or functions.
3. Any activity or behavior that interferes with the rights of others on college property, or the rights of registered student organization.
3. Conduct that is disorderly, abusive, drunken, violent or excessively noisy.
4. Discrimination against any person due to race, color, national origin, age marital status, sex, sexual orientation, political or religious affiliation or belief, except when the expressed and legitimate purposes of the organization require limitation as to sex or religion.

5. Knowingly electing, appointing or retaining as an elected or appointed officer or committee chairperson, any student on academic probation or under any disciplinary sanction.
6. Organizing, sponsoring, implementing or conducting programs or activities that are disorderly or that are violations of law or college regulations.
7. Distributing obscene matter or knowingly organizing, sponsoring, implementing or conducting programs or activities that contain indecent or obscene behavior.
8. Recurrent financial over-obligation and non-payment of debts.
9. Any violation of college rules or policies that apply to registered student organizations.
10. Any behavior, actions, or activities that would bring public disrespect, contempt, or ridicule upon the LCTCS or College/campus.
11. Any violation of confidentiality with respect to information afforded to the organization or members based on official representation of the LCTCS or affiliated college/campus.

Funding Official Organizations

1. Student Organizations may request funding from the College after completing a one-year probationary period. In addition, student organizations may request funding for events from the Student Activity Fee through the Student Government Association.
2. Student organizations with official College recognition must plan at least one of the following per academic semester (not including summer):
 - a. One community service program/activity
 - b. One social program/activity
 - c. One educational program/activity
3. Student organizations will be required to submit a renewal packet annually to continue to receive College recognition.
4. The Office of Student Affairs reserves the right to conduct periodic audits of organizations to determine compliance with all regulations set forth in this handbook.

Lines of Authority for Clubs and Organizations

The President and the faculty/staff advisor of each organization serve as the official representatives of that organization. These two individuals are responsible for ensuring that all College guidelines and regulations are followed all while serving as representatives of the organization before the College administration. Members of an organization should channel their concerns through the President and advisor of the organization. The Director of Student Affairs will act as a liaison to each organization.

Organization Advisors

Each organization must have an advisor who is a member of the full-time College faculty or staff. Organizations should make certain that prospective advisors are sincerely interested in the goals and objectives of the organization. The advisor must be present at a minimum of two meetings, and events (educational, social, and community service), and acts as a liaison between the College and the organization. The advisor should also be aware of planned activities and all financial matters involving the organization. Additionally, the advisor of each organization shall be responsible for motivating the respective organization to function effectively in keeping with its own constitution and with the philosophy of the College.

Conduct at Activities

The sponsoring organization is responsible for the conduct of those attending its activities. Organizations may be suspended for misconduct. All activities must be supervised by your organization's advisor and/or other College officials. Whenever a student organization violates any provision of its constitution or by-laws or the regulations of the College, the Director of Student Affairs will recommend disciplinary action.

Officially Recognized Student Organizations at Fletcher

A list of officially recognized student organizations can be found [here](#).

Waiver and Release Forms

If you plan to participate in planned off-campus activities (i.e., intramural programs, field trips, retreats etc.), you will need to complete a Waiver and Release Form. This form must also be completed for on-campus activities (i.e. space walks). It is the responsibility of the person planning the activity (i.e., President of the club or the instructor of the class) to get all participating students to complete the Waiver and Release Form. All completed forms must be forwarded to [Student Affairs](#) with an attached note describing the activity. Waiver and Release Forms and Driving Forms are available in the Office of Student Affairs.

Reference: LCTCS Policy 2.005 Student Organizations and SGA

Campus Event Calendar

Refer to the Events page on the Fletcher App for a list of upcoming events! You can download the Fletcher App by visiting <https://apps.apple.com/us/app/fletcher-tech-comm-college/id1619674347>

Students Sitting on College Committees

Students play an integral part in institutional decision and policy making. Several students hold membership in the committee structure of the College. Students interested in sitting on College committees should notify an SGA representative. Committee chairpersons will contact the SGA to appoint student representatives and alternates to serve on committees. It is the responsibility of the appointed student to notify the alternate representative when he or she is unable to attend meetings. It is the responsibility of the committee chairperson to monitor student attendance and participation in the committee.

Veterans Resource Center

Our mission is to provide Fletcher's veteran student population with a college experience that promotes togetherness as a student type, offers access to information on education benefits and resources, encourages networking with classmates and instructors, and prepares them for a professional working environment.

For more information, please visit the Veterans Resource Center webpage:

<https://www.fletcher.edu/student-services/veterans-resource-center> or email vetcenter@fletcher.edu

Counseling Services

Counseling Services at Fletcher are available to all Fletcher students, faculty and staff. The changes that come with college life can at times be difficult to navigate through without assistance. This free service provides an opportunity to discuss personal, academic and career issues with a qualified on-staff counselor. The College offers free screenings for Depression, Eating Disorders, and other challenging issues students might face. The counselor, once your needs are assessed, can refer you for further assistance within the community or vicinity. You can make an appointment on any campus by emailing studentaffairs@fletcher.edu.

Fletcher Food Locker/Consignment Shop

The College partners with the *Terrebonne Churches United/Good Samaritan Food Bank* to provide food to students in need. Students can select small items to help immediately, larger quantities to support a student for one week, and if the student needs to provide for a family, receive a month's supply of food to take home. Food distribution days are posted to social media.

Located at the Schriever campus, students may also help themselves of the Consignment Shop. Clothing and miscellaneous houseware items are distributed to all members of the Fletcher community.

Supporting Breastfeeding Students

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, Fletcher Technical Community College provides a supportive environment. To view the policy in place, please click [here](#). To utilize the room, please contact the Director of Student Affairs at 985-448-7994 for information and access to the key.

Community Resources

National Suicide Prevention Lifeline

1.800.273.8255 or
Text NAMI to 741-741

Terrebonne Addictive Disorders Clinic

521 Legion Avenue
(985) 857-3612

Domestic Violence Crisis Line

800.915.0045

Sexual Assault Crisis Line

800.777.8868

South Central Louisiana Human Services Authority

Helping People, Changing Lives

Crisis Assist Link Line

1-877-500-9997

The Haven

<http://www.havenhelps.org/>

Serving Survivors of Domestic Violence and Sexual Assault
Serving Terrebonne, Lafourche and Assumption Parish

Lost and Found

If you find something or lose something, go to Enrollment Services - Suite 100 on the Schriever campus and the main desk at Fletcher's other locations. Items will be collected and held in one central location.

Student Conduct

Fletcher Technical Community College (Fletcher) is a community of individuals engaged in the task of learning and the advancement of knowledge. Acceptance of admission to the College carries with it an obligation to the welfare of the community. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas, and for the law.

All individuals and/or groups of the College community are expected to speak and act with scrupulous respect for the human dignity of others, both within and outside it, as well as at social

and recreation activities.

Fletcher will not tolerate any form of harassment, intimidation or bullying, including but not limited to sexual, racial, religious, age, or other forms of discrimination. Nor will it tolerate acts of hazing against individuals or groups solely because they express different points of view. The College encourages the free exchange of ideas and opinions but insists that the free expression of views be made with respect for human dignity and freedom of others.

By accepting admission to Fletcher, a student accepts responsibility to conform to all regulations that the College established. Any student who fails to meet this responsibility shall be subject to disciplinary sanction, including, but not limited to, the imposition of reasonable fines, warning, probation, suspension, or expulsion.

The Student Code of Conduct (the “Code”) is made available to students via the College website and in the Student Handbook. Students are responsible for becoming familiar with such regulations and are held accountable for misconduct, even in the absence of their awareness or familiarity with those regulations. Students are expected to read and to adhere to all pertinent materials so that they may make informed choices about their actions. Ignorance of policies and procedures are not acceptable excuses for violating them.

The College reserves the right to modify this Code from time to time when, in its discretion, such action will serve the best interests of the College or its students. The provisions of the Code shall not be construed to replace or supersede any state, federal or local laws that also may apply to students or others.

Purpose of the Student Code of Conduct

The Student Code of Conduct (the “Code”) is intended to provide the framework for an orderly and stable environment. The Code obligates students to, both within the classroom and outside it, respect the rights and privileges and property of other members of the College community and visitors to the campus. Students are expected to refrain from actions which would interfere with College functions or endanger the health, welfare or safety of other persons, practice high standards of academic and professional honesty and integrity, and comply with the rules and regulations of the College and its departments.

In general, the Code sets forth duties owed by students to each other and to the College. It also sets forth administrative procedures whereby students accused of violating College rules are afforded due process and, if the preponderance of evidence warrants, receive fair discipline. Finally, this Code specifies procedures by which a student may exercise the appeal process for certain decisions.

Jurisdiction

The Code will apply to and govern all conduct, henceforth referred to as “Prohibited,” which: (1) occurs on College property; (2) occurs at a College sponsored, sanctioned or supervised class, activity, contest, conference, meeting or other function regardless of location and is inclusive of travel, lodging and unscheduled time in between; or (3) in any manner, on or off campus, is associated with the College or is otherwise deemed to affect the operation of the College.

A student who engages in Prohibited Conduct that is prohibited by this Code shall be subject to discipline. This Code, as well as other College rules and regulations governing student conduct, shall apply to the Prohibited Conduct of all individuals who are matriculated or otherwise enrolled to attend class full or part-time at Fletcher. A student withdrawal does not negate a conduct hearing or conduct sanctions being imposed.

Right to Restrict Non-Members of the College Community

The College reserves the right to restrict or prohibit the presence of a person who is not a member of the College Community from being on College property or attending College events whenever that individual's presence is considered detrimental to the welfare of the College.

Expectations of Students

Students are expected to:

1. Be accountable for information contained in the College Catalog, Student Handbook, The Student Code of Conduct and any other published regulations relating to student responsibilities.
2. Be respectful of the rights of others.
3. Comply with the verbal and written directions of College officials and public authority.
4. Respect and comply with all the laws and rights of good citizenship.
5. Respect the freedom to teach and the freedom to learn.
6. In all academic settings including, science and technical labs, student dress is required to meet all safety codes/standards.
7. Personal telephone and mail service are not available to students. Students should never use the college address as a home or mailing address.
8. Students who have an emergency that involves critical illness or the death of a family member should call the Fletcher main phone line.
9. Assistance animals are allowed in the academic class room with prior approval.
10. All electronic devices should be turned off and placed securely in belongings, along with any other personal materials before and during classes.

Student Rights

Fletcher students have the following rights:

1. The right to be heard in matters that affect their rights and responsibilities.
2. The right to expect a quality education.
3. The right to develop their potential to the best of their ability.
4. The right to examine and discuss issues of importance, legally support popular/unpopular causes in an orderly manner, and recommend improvements in policies, regulations, and procedures affecting the welfare of students. It is critical that students understand they do not have the right to disrupt College operations or interfere with the rights of others. Students are encouraged to exercise this right through the use of appropriate channels provided by the SGA and campus officials.
5. The right to a fair hearing and appeal when disciplinary action is applied to them as an individual or a member of a group.
6. The right to "freedom of the press" in student publications and communications. 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 and/or club or 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 prior to distribution.

7. The right to form and participate in student clubs/organizations that provide educational and social enrichment. Student clubs/organizations duly registered with the College are allowed to meet in rooms and spaces located on campus, provided that reservations are made prior to each meeting and the meeting proceeds in accordance with established rules and regulations. Students, clubs/organizations, or student groups may not make room/space reservations at Fletcher in their names for use by outside groups/organizations.

8. 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 Enrollment and Student Development and/or designee has the right to cancel a speaker's invitation. The sponsoring organization will be notified of any such cancellation at the earliest possible time.

9. The right to confidentiality with regard to their student academic records, as subject to existing law. Official records kept at Fletcher 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.

10. The right to due process when accused of any violation(s) of the regulations of the Fletcher.

Student Code of Conduct

Due process is based on Student Affairs Policies and administrative procedures. For violations resulting in suspension/expulsion, students have the right to:

- a) a notice, in writing, of any charges.
- b) admit to the alleged violation, waive an appeal, and accept the College's action(s).
- c) admit to the alleged violation and request an appeal.
- d) deny that the alleged violation occurred and request an appeal.
- e) a fair hearing before an impartial committee.
- f) appear in person, or not appear at an appeal with the assurance that failure to do so is not an admission of guilt.
- g) select an advisor who may attend the appeal along with the student.
- h) call witnesses and present evidence.
- i) receive a list of witnesses who are to testify against the accused student.
- j) confront and cross-examine witnesses and/or accusers.
- k) request a copy of any records or tape recordings used during the course of an appeal if the offense involves possible suspension/expulsion.
- l) appeal to the Vice Chancellor for Enrollment and Student Development and/or designee; and if no resolution occurs, directly to the Chancellor of the College.
- m) appeal to the Louisiana Community and Technical College System office in accordance with LCTCS Policy #2.004.

Prohibited Conduct

Fletcher Technical Community College expects its students to be accountable for their conduct and to represent the College in a positive, responsible manner. The Code exists to provide parameters

for students and their behavior as they represent the College during the entirety of their Fletcher experience. A student forfeits the right to remain enrolled if he/she fails to abide by these rules. Conduct that violates student rights and freedoms and is subject to disciplinary action. This list is not meant to be comprehensive: additional rules or regulations can be enacted during the year as set forth by the established procedures of the College.

Prohibited conduct includes, but is not limited to, the following:

Academic Misconduct

§ Plagiarism, cheating, academic dishonesty, fabrication, misuse of academic resources, misrepresentation, violation of class rules, complicity, software fraud, multiple submission of work, unsanctioned collaboration, or other forms of dishonesty in College-related affairs. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Code.

Disruptive Behavior

§ Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting) or disrupts the general operation of the College. This includes, but is not limited to, disorderly, lewd, indecent, or obscene conduct, expressions, or acts which interfere with or adversely affect the normal functioning of the College, or which injures or endangers the welfare of any member of the College community or visitor on College-owned/controlled property or at College-approved/supervised functions. Any extreme, unusual, distracting, or disturbing appearance which disrupts the learning environment.

Deceptive Acts

§ Engaging in deceptive acts, including, but not limited to, forgery, falsification, alteration, fabrication, or misuse of College forms, misrepresentation, non-disclosure, misuse of College documents, forms, records, identification cards and/or educational materials documents that are submitted to the College for official/unofficial purposes; Theft of services/property from the College, a member of the College community, or of a campus visitor, to include the possession, sale, or attempted sales of said services/property.

§ Submitting false, forged, or fraudulent documents, forms, reports, transcripts, records, certificates, tests, identification, legal, and/or written statements; making false statements to a College official; and/or misrepresenting eligibility, qualification, status, achievement, and/or standing to or within the College.

§ Defrauding, deceiving, coercing, or misleading an instructor into assigning other than an honest grade.

§ The unauthorized use of College property/services.

Conduct that is Detrimental to College or Campus Safety

§ Obstruction, disruption, or unauthorized interruption of teaching, research, administration, disciplinary procedures, or other College activities (including its public service function) or of other authorized activities on College premises.

§ Disobeying any law or safety personnel on the College campus.

§ The College bans the possession and prohibits the use of hover boards (also known as self-balancing scooters or smart boards), skateboards and unmanned aircraft system (drones) on

College campus grounds.

Physical & Non-Physical Abuse

§ Any form of verbal or physical abuse of any member or visitor of the College community, or conduct which threatens or endangers the health or safety of any such person.

§ Participation in hazing, bullying, acts which are degrading or injurious, or acts in which another is held against his or her will. Hazing refers to an act that endangers the mental or physical health or safety of a student, or acts to be considered as any abusive rights for the purpose of initiation, admission into, affiliation with, or as a condition of membership in a group/organization. Bullying is defined as the use of force or coercion to abuse or intimidate others.

§ Hate Crime: Any criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim based on the victim's race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

Harassment and/or Discrimination

§ Participation in hazing, bullying, acts which are degrading or injurious, or acts in which another is held against his or her will. Hazing refers to an act that endangers the mental or physical health or safety of a student, or acts to be considered as any abusive rights for the purpose of initiation, admission into, affiliation with, or as a condition of membership in a group/organization. Bullying is defined as the use of force or coercion to abuse or intimidate others.

Sexual Misconduct

§ Sexual harassment, defined as unwelcomed sexual encouragement, requests for sexual favors, and/or other verbal/physical conduct of sexual temperament when

- a. submission to such conduct is made, whether explicitly or implicitly, a term or condition of employment or academic evaluation;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting an individual; and/or
- c. such conduct has the purpose or effect of substantially interfering with one's work or academic performance, or of creating an intimidating, hostile, or offensive working/learning environment.
- d. Some sexual and/or relationships, misconduct may constitute further criminal violations of college policy.

§ Stalking, which is defined as repeatedly contacting another person without a legitimate purpose when

- a. the contacting person knows or should know that the contact is unwanted by the other person.
- b. it is reasonable for the other person in that situation to have been alarmed or coerced by the contact. (As used in this subsection, "contacting" includes, but is not limited to, coming into the visual or physical presence of the other person, following another person, and sending written communication of any form to the other person, either by themselves or through a third party.)

§ Any verbal or physical conduct by an individual based on another individual's age, ability, national origin, race, marital status, religion, sex, or sexual orientation that interferes with or prevents the person from conducting his or her customary or usual affairs, puts the person in

reasonable fear of his or her safety, or causes the person to suffer actual physical injury.

§ Conduct less than a physical attack or interference with a person, such as hazing or threatening action, which is intended to subject another person to offensive physical contact, physical injury, or property damage, such as making threatening phone calls, sending or posting (electronically or otherwise) threatening letters, or the vandalism or misappropriation of a person's property.

§ Sexual assault, which includes, but is not limited to:

a. Rape

b. Sexual misconduct

c. Unwanted sexual contact of any kind or threat of such contact. Sexual contact shall be considered unwelcomed or without consent if no clear consent is freely given; if such contact is inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or otherwise lacks the physical or mental capacity to consent. If sexual contact is inflicted on someone who is intoxicated or impaired in the exercise of their judgment by alcohol or drugs, it will be considered without consent.

§ Public indecency, defined as exposing one's genitals while in a public place or a place visible from a public place on College-owned or College-controlled property.

Weapons

§ Firearms, explosives, fireworks, hover boards or other electrical devices or weapons of any kind are strictly prohibited on or near the college campus or at college-sponsored events.

Tobacco/Drugs/Alcohol

§ The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs, as well as being under the influence of narcotics or drugs (except as required for verifiable medical reasons permitted by law and use poses no danger to the college community) while on College property or near campus or at College sponsored, approved, or supervised activities.

§ The use of tobacco products is prohibited on any property leased or controlled by FLETCHER (Facilities Policy 9.1011, Tobacco (Smoke) Free Campus). The Louisiana Community and Technical College (LCTCS) Board of Supervisors, in response to Act 211 (an update to the Louisiana Smoke-Free Air Act of 2007) signed into Louisiana law on June 10, 2013, created the Smoke-Free Environment Policy (Policy #6.024), which required all LCTCS campuses to adopt smoke-free campus policies. The Fletcher policy is available on the College's website. The use of electronic smoking devices is prohibited.

§ Smoking is defined as the lighting, burning or use of tobacco or any other material in any type of smoking device or equipment.

§ Smoking or inhaling any substance, by any method, including but not limited to tobacco products, e-cigarettes, and aromatic smoking products, such as clove cigarettes, herbal cigarettes, etc., and using/consuming any type of tobacco products, including but not limited to chewing tobacco and snuff, is prohibited inside all college-owned and managed facilities including parking garages, covered walkways, temporary enclosed structures, trailers and tents as well as structures placed on college property by contractors and vendors.

§ Tobacco includes but is not limited to smoking tobacco, chew, snuff, and dipping tobacco. This policy also prohibits the use of lit or unlit cigarettes, electronic cigarettes, clove cigarettes, cigars, pipes, hookahs, bidis, blunts, cigarillos, smokeless tobacco or any item that stimulates any of the previously mentioned products.

Appropriate Dress Attire

§ Students are expected to dress in a manner representative of a higher education institution.

Integrity in appearance and personal cleanliness are most important.

§ Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the College may be sanctioned and/or reprimanded.

Leaving Children Unattended

§ Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities is prohibited. The College assumes no responsibility for the supervision of children.

Violation of Laws, Directives, and Signage

§ Violation, or alleged violation, of any federal or state law, city or local ordinance, or College security when such violation interferes with or is detrimental to the mission of the College, or interferes with other students' legitimate educational activities and interests.

§ Conviction of a felony or misdemeanor under circumstances where it is reasonable to conclude that the presence of the person at the College would constitute a danger to health, personal safety, or property; or where the offense occurred on College-owned or College-controlled property or at College-sponsored or College-supervised activities.

Gambling

§ Gambling while on campus, college owned or college-controlled property is prohibited.

Unauthorized Entry and/or Unauthorized Possession

§ Unauthorized possession or use of keys to College facilities, including buildings, offices, desks, files, or equipment.

§ Violation of properly constituted rules and regulations governing the use of motor vehicles on College owned or controlled property, including theft, sale, possession, and/or display of a lost, stolen or unauthorized parking decal.

§ Behavior that constitutes vandalism, misuse, or destruction to property that the College owns, controls, or uses.

§ Unauthorized entry into or damage to any College facility.

Unacceptable Use of College Equipment, Network, or System

§ Unauthorized use of computer account(s), computer data files and/or computer facilities.

§ The viewing or public display of pornography on College property; at College-sponsored, approved, or supervised activities; or while using FLETCHER equipment on or off-campus.

§ Any unlawful distribution of copyrighted material, including peer-to-peer file sharing.

Unauthorized Pets/Animals

§ All pets are prohibited from FLETCHER campuses, except for service animals specifically trained to perform work or tasks for a person with a disability (see Service Animal Policy - No. 5.533).

Comfort animals are not permitted on campus. While on FLETCHER property, animals must be attended and restrained at all times.

Tampering with Student Organization, Election, or Vote

§ Tampering with any form or phase of the election of any student organization or group.

Group or Organization Conduct

§ Clubs/organizations that are not officially registered with SPAR are prohibited from meeting or gathering in unison for the purpose of conducting business on campus

Violation of College Policies, Rules, or Regulations

§ Assembling on campus for the purpose of rioting or instigating disorderly, disruptive conduct that interferes with the educational processes of the college (FLETCHER recognizes the right to peacefully assemble).

§ Distribution of unauthorized literature, handbills, posters, or other printed matter. Publications that do not bear the name of the originator or do not adhere to FLETCHER publication standards cannot be distributed on the FLETCHER campus. Prior approval must be granted from the SPAR office for any material distributed.

§ Failure to respond to a request to report to a College administrative office or to comply with directions of College officials acting in the performance of their duties.

§ Violation of College policies and regulations as stipulated in this and other official College publications, or as promulgated and announced by authorized personnel.

§ Abuse of the College judicial program as outlined in this Code including, but not limited to:

- a. Falsification, distortion, or misrepresentation of information before any judicial body.
- b. Knowingly initiating any judicial proceedings without cause.
- c. Attempting to discourage an individual's participation in, or use of, any judicial system.
- d. Influencing or attempting to influence another person to commit an abuse of any judicial system.
- e. Failure to comply with the sanctions imposed under the Code.

Failure to Comply with College or Civil Authority

§ Failure to comply with legitimate directives of authorized college officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

Recording of Images without Knowledge

§ Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation is prohibited. This includes, but is not limited to, taking video or photographic images in the classrooms, hallways, sidewalks, and/or restrooms etc. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

Off Campus Behavior

The College reserves the right to take disciplinary action against a student for off-campus conduct when such conduct adversely affects the College Community, poses a threat of harm to the College Community; interferes with the College's pursuit of its objectives and mission, and/or if a student is charged with a violation of state or federal law. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

ADJUDICATION PROCESS

Philosophy

From the students/community members' perspective, the adjudication process at Fletcher is designed to provide a learning experience that encourages growth and personal understanding of one's responsibilities and privileges within the College environment. From the College's perspective, the goal of the adjudication process is to balance an understanding and knowledge of students/community members and their needs, with the needs of other students and the college community.

The aim of the college adjudication proceedings is to arrive at decisions that ensure that individuals assume full responsibility for their actions and that ensure the rights, freedom, and safety of all members of the college community.

Corrective and punitive actions by the College may be required when a student violates certain rules of conduct or if his or her actions may endanger the property or well-being of individuals or organizations. The college takes corrective actions so as to reorient students while protecting the college community.

The authority of the college to discipline students for violations of its regulations differs from the power of civil authority to deal with violations of criminal law. Adjudication proceedings in the college community are administrative rather than criminal in nature. The standard used in determining whether a violation occurred is “preponderance of information,” which means it appears “more probable than not” that the incident occurred as alleged.

Students/community members may be held independently accountable to both civil authority and to the college for acts that constitute violations of law and/or violations of college policies, regulations, or procedures. Disciplinary action will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are in process.

Adjudication Records

Any student records or files produced or acquired during adjudication process become the property of Fletcher. They are maintained by the Office of Student Affairs and are not available to persons other than the student, except as provided by the Family Educational Rights and Privacy Act and Louisiana Open Records Law.

Campus Adjudication Process

The process, in brief, consists of (1) a reported incident; complaint, concern or alleged student misconduct (2) contact and notification of alleged involvement; (3) discussion between the accused student and Fletcher staff (4) examination of all relevant information; (5) decision determining involvement; (6) determination of action needed, either an informal or formal resolution, as outlined below; and (7) application of sanctions, as appropriate.

1. Reported Incident/Complaint, Concern or Alleged Student Misconduct

Any student, faculty or staff member may report an alleged violation of policy. The Fletcher Technical Community College Incident Report Form, which is available on the College website is the most common method. Police Reports are also acceptable.

2. Contact and Notification

The Fletcher Conduct Officer, after reviewing an incident report form, may determine that a meeting is required. In this case, student(s) involved in the incident will be contacted to schedule a meeting. Failure to comply with a request for a meeting may be considered, in itself a violation of the Code.

3. Discussion/Informal Meeting

Whenever possible, decisions will be made by the Conduct Officer having the closest jurisdiction to the student(s) involved and area of concern. The Vice Chancellor for Enrollment and Student Development has final determination pertaining to jurisdiction.

4. Examination of Information

During the hearing/discussion, the student should be aware of his/her rights in the adjudication process. Students are ensured the following:

- a. Written notice to the student regarding the nature of the alleged charges;
- b. The right to have the allegations settled informally.
- f. The right to a fair and timely hearing before Hearing Officer;
- c. The right to present witnesses on their behalf;
- d. The right to the assistance of any person of their choosing**
- e. The right to appeal.

The Conduct Officer will ask the accused to provide a written statement and discuss his/her involvement in the incident in question. The intent of the discussion is to allow the Conduct Officer to gather enough information to make a decision as to the student's involvement in the matter and the level of responsibility.

In most circumstances, enough relevant information is available to allow the Conduct Officer to render a fair decision. In the event that an incident is complex or involves other students, additional meetings may be necessary to gather sufficient information.

** The student will be allowed to bring an advisor, advocate or observer of his/her choice and expense. Such advisor may be an attorney. The advisor is limited to counseling the student. The advisor may not act as a representative of the student or speak on the student's behalf, or be permitted to take an active role in either in investigation or hearing process. The student will be allowed to utilize the same advisor, advocate or observer throughout the entire process.

5. Decision

Decisions regarding incidents and/or involvement will be based on a preponderance of information available, even if the student involved chooses not to attend the hearing. Once all relevant information has been presented, the school official will render a decision regarding whether it is more probable than not that the student violated the Student Code of Conduct. The Conduct Officer will notify the student of the decision or the course of action in writing within five (5) business days of the hearing/discussion. Any decisions or sanctions are in effect once the student is notified either in person or in writing.

6. Determination of Appropriate Resolution Process: Informal or Formal

When possible, incidents are resolved informally. In such cases, the student meets with a Conduct Officer and is provided an opportunity to respond to allegations before any conduct action is taken. The student waives any rights to an informal meeting by his/her failure to attend. In cases where the Conduct Officer determines that the student may be subject to other than an Informal Resolution agreement, a Formal Conduct Hearing will be scheduled and will proceed as described in the Resolution Process section below.

7. Application of Sanctions

If the student has admitted to or has been found guilty of violating college policies, the Conduct Officer will also determine which sanctions are appropriate for that behavior (see Code of Conduct Sanctions). Students are advised that violations are cumulative in nature. The Conduct Officer may impose a wide range of sanctions that may be applied in cases where

the student has been determined in violation of the Code or College policy. Sanctions may be assigned individually or in combination with other sanctions. Failure to comply with certain conditions, guidelines, or requirements may result in more severe disciplinary action.

Any record of prior conduct will be taken into consideration in determining sanctions. Sanctions are in effect from the time of notification, either in person or in writing. All college-imposed sanctions shall be confirmed in writing. An official document signed and witnessed by the student, Conduct Officer, and a witness.

Temporary Injunction

In certain situations, it may be necessary to issue a temporary injunction against an individual alleged to have violated one or more provisions of this Code, particularly when the Code violation involves a potentially dangerous or damaging situation. Pending resolution of alleged charges, the Conduct Officer may issue an order to the student prohibiting any future conduct specified in the order.

Issuance of a temporary injunction shall not be deemed an indication or ruling on the merits as to whether the student did or did not engage in conduct in violation of this Code. A temporary injunction may be issued in one of the following forms:

Cease and Desist Order: The student is issued an official verbal warning and is ordered to refrain from provoking or participating in any incident involving further violation of the Code. A student may be issued a Cease and Desist order at the discretion of the Conduct Officer and may also receive a sanction at a subsequent Conduct meeting, whether informal or a formal Conduct Hearing.

Interim Suspension: A student receiving an interim suspension will immediately be required to vacate College property and shall be restricted from all College activities. An interim suspension may be imposed if the Vice Chancellor for Enrollment and Student Development or designee determines that the continued presence of the student presents a real or potential danger to himself or herself, any other person, to property or to the campus and/or college. An interim suspension shall remain in effect only until a conduct meeting can be held.

The College cannot guarantee that arrangements can be made for the continuance of academic study when an Interim Suspension is imposed. When reasonable, the College will make arrangements.

Resolution Process

Once an Incident Report is received, the Conduct Officer will determine the appropriate resolution process. Once the appropriate course of action has been determined, either an informal or formal resolution is obtained following the procedures below:

Informal Resolution

A meeting between a Conduct Officer and a student(s) or organization who has/have allegedly violated the Code of Conduct. The informal process is for students who have taken responsibility for their actions and are not disputing the facts of what occurred. Informal resolutions are mutually agreed upon decisions, and as such, are not appealable. If a mutual decision cannot be reached by

the conclusion of the informal resolution, the case will transfer to the formal resolution process.

During the informal meeting, the student must be provided the following information:

- The alleged misconduct and the reasons for the College's belief that the student engaged in the misconduct.
- The specific section(s) of the Code allegedly violated.
- An order or document agreeing to have alleged violation resolved informally.

Based on the findings of an informal meeting, the Conduct Officer shall enter in writing one of the following orders:

- An order dismissing the conduct proceedings if it appears there has been no misconduct;
- An order imposing an informal resolution agreement between the student and the Conduct Officer;
- An order referring the matter to a Formal Conduct Hearing. This referral shall occur whenever it appears that other than a resolution agreement may be warranted. In such situations, the formal conduct process must be used.

Failure to comply and complete the informal resolution agreement will result in restrictions being placed on the student, such as a hold being placed on the student account, and/or possible escalation requiring a formal resolution.

Formal Resolution

A formal meeting between Fletcher Disciplinary Committee and the student (s) and/or organization that has been accused of violating the Code of Conduct. The process allows the students (s) and/or organization the opportunity to respond to the concern to contest the information within the reports' if applicable, and to appeal the outcome of the hearing under certain criteria.

Notice of Formal Conduct Hearing

In accordance with the principles of due process, the Conduct Officer will give written notice of the time, date and location of the Formal Conduct Hearing. The form will describe the alleged misconduct, the Code provisions allegedly violated, and the potential sanctions. The hearing notice, plus a copy of the Code, shall be provided to the student accused of misconduct no less than four (4) workdays prior to the hearing.

The notice will also inform the student that he or she has the option to waive the Formal Conduct Hearing and accept sanctions imposed from the Conduct Hearing Officer based on the file documentation.

Access to the Case File

The student, by appropriate request, shall have reasonable access to the case file and relevant evidence that may be used at the Formal Conduct Hearing. Note that access will not be inclusive of the privilege of reviewing the personal conduct files or other records of any other individual student.

Procedures for the Formal Conduct Hearing

The Conduct Hearing Officer is not required to adhere to the formal rules of evidence used in criminal proceedings. The formal Conduct Hearing will be conducted as follows:

- The Conduct Hearing Officer will convene a Disciplinary Hearing Board consisting of 2 faculty, 2 staff/administration, and one student to hear the alleged charge(s). Members of the Board may not be from the student's discipline of study.
 - The Conduct Hearing Officer reads the alleged charge(s) against the student.
 - The student shall each be permitted to make a brief opening statement.
 - The Disciplinary Hearing Chair instruct the Hearing Board to review the evidence, witness statements, and interview witnesses to substantiate the charges. The student shall be permitted to ask questions of any witness presented to the Disciplinary Hearing Board.
 - The student shall next present evidence, witness statements, or witnesses to defend against the charges. Disciplinary Hearing Board shall be permitted to ask questions of any witness presented by the student.
 - If the student or Disciplinary Hearing Board desires to read from or submit a written statement or document, copies of the statement or document must be provided to the Conduct Hearing Officer and the other party.
 - The student shall be permitted to make a brief closing statement.
 - Following the presentation of evidence and closing statements, the Disciplinary Hearing Board will, following any private deliberations deemed necessary, reach a decision on the matter by determining whether the College administration has demonstrated that it is more likely than not that a violation of the Code has occurred. If so, an appropriate disciplinary sanction will be imposed. A copy of a written decision rendered by the Disciplinary Hearing Board shall be presented to the student within ten (10) days of the hearing.

Non-Attendance

If the student does not attend the Formal Conduct Hearing, the Conduct Hearing Officer may proceed with the Hearing in the student's absence and impose a sanction, probation, suspension, or expulsion if warranted by the evidence.

Student Waiver of the Formal Conduct Hearing

Whenever a student is faced with the prospect of being subjected to a Formal Conduct Hearing the student has the option to waive the hearing and accept sanctions for the misconduct, warranted by the evidence, by the Hearing Officer and committee. This option is available to a student at any time up to the actual commencement of a Formal Conduct Hearing.

An informal meeting with the Hearing Officer to review the notification of the Formal Conduct Hearing will be scheduled. During this meeting the student will be apprised of the alleged violations of the Fletcher Code of Conduct, formal hearing date, time and location, sanctions being recommended by the Conduct Officer. The student will also be informed of his/her Rights and Responsibilities before, during and after the Formal Conduct Hearing.

If the student decides to waive his/her rights to the Formal Conduct Hearing, the student will be presented with the document entitled "Students Agreement" and will be allowed to sign it. The Conduct Officer will have ten (10) days from signature of the "Student Agreement" to adjudicate the case and give a copy of the formal conduct decision letter to the student.

In accordance with the Family Educational Rights and Privacy Act of 1974 ("FERPA"), upon case resolution, the Hearing Officer may communicate his/her findings to College personnel. Additionally, the final results of a Formal Hearing involving a crime of violence may be released

to appropriate persons, including any victim of the crime, including the name of the alleged perpetrator, the charge, and the sanction.

Who May Attend the Formal Conduct Hearing

In addition to the Fletcher Disciplinary Committee members, the accused student, an Advisor to the student, witnesses called by the student, and College legal counsel (if called) are the only individuals permitted to attend the Formal Conduct Hearing.

Exceptions to this rule are permitted at the sole discretion of the Conduct Hearing Officer and may include the following: the parent(s) of a minor student; a language interpreter; or an Advisor. These individuals permitted by the Conduct Hearing Officer to attend cannot participate in the actual hearing process. Prior to the hearing, the student and the Chair of the Disciplinary Committee shall each furnish to the Conduct Hearing Officer a written list of the names of witnesses each intends to call. All witnesses shall be excluded from the hearing room except when testifying.

Option for Student to have Advisor at Formal Conduct Hearing

A student who is subject to a Formal Conduct Hearing has the right to bring to that hearing a person who may assist the student in his or her defense. The Advisor to the student may not actively participate in the Formal Conduct Hearing by actions such as making statements, questioning witnesses, etc. The Advisor may provide advice to the student during the hearing in a manner deemed non-disruptive by the Disciplinary Hearing Board. If the Advisor to the student is an attorney, the student must inform the Hearing Officer not less than two (2) working days before the hearing that an attorney will be present at the hearing.

Requirement of Substantial Compliance

Technical errors made by the College or any employee or administrator thereof in the application of this Code that do not prejudice the student shall not be grounds for invalidating discipline that has been imposed.

DISCIPLINE AND HEARING RECORDS

A discipline record is maintained for each student in the Office of Vice Chancellor for Enrollment and Student Development or designee and contains information concerning that student's disciplinary history. A taped and/or digitized record of the formal conduct hearing(s) may be made and, at the discretion of the College, may be transcribed. Any taped and/or digitized record of the hearing, documentary evidence or other exhibits, case records, and other information pertinent to the hearing, with the exception of bulky exhibits, will become the property of the College and will be maintained as part of the student's discipline record. The digital record is to provide a record of the disciplinary proceedings by the Conduct Hearing Officers. At no time will a digital recording become part of a student's permanent College record unless it is related to a case involving sexual misconduct. No digital recording will be released, reproduced, or removed from the office except in compliance with a valid subpoena, court order, or the Federal Educational Rights and Privacy Act of 1974 as amended. Upon request, the student will be permitted to listen any digital recording produced during the disciplinary process in the office in which it is maintained. All digital recordings remain the property of the College and will remain confidential until destroyed. The digital record will be destroyed in accordance with the Fletcher records retention procedures. The record is maintained for at least five (5) years or so long as deemed

necessary. The right to examine a discipline record is limited to the affected student or individuals approved by the student or the Vice Chancellor for Enrollment and Student Development or designee(s) in accordance with limitations imposed by FERPA and College procedures.

SANCTIONS FOR MISCONDUCT

Fletcher Technical Community College seeks to ensure fair and equal treatment of students and recognized student organizations subject to disciplinary or academic sanctions and to impose similar sanctions under similar circumstances. Any record of prior conduct will be taken into consideration in determining sanctions. All college-imposed sanctions shall be confirmed in writing. Imposed sanctions are applicable to all Fletcher campuses. The charge of the misconduct by a student will remain an allegation until a decision is reached.

Disciplinary sanctions are intended as corrective measures for growth and development of the individual involved, as well as a deterrent to future violations of academic or other misconduct. In determining appropriate sanctions, consideration may be given to:

- § the nature of, severity of, and circumstances surrounding the violation;
- § the student's acceptance of responsibility;
- § conduct history of the student and;
- § the impact of a sanction on a student.

The following sanctions, singularly or in combination, may be imposed upon any student found to have violated the Code. Violations of the terms of any sanctions may be subject to more severe disciplinary actions.

ADMINISTRATIVE SANCTIONS

- Admonition: an oral caution or reprimand to the student offender that he or she has violated College regulations.
- Formal Warning: an official written reprimand, warning, or notice to the student indicating that certain behavior is unacceptable, and that improvement is expected or additional disciplinary action (specified or in general) will be taken.
- Suspension: a fixed period of time during which the student is physically separated from the College and must leave campus. Students with disciplinary suspensions cannot return to campus and cannot use College facilities for the duration of the suspension. Disciplinary suspensions become part of a student's permanent academic and personal records. All students who have been suspended from the College for disciplinary reasons must be cleared for readmission by the Vice Chancellor for Enrollment and Student Development and/or designee.
- Expulsion: permanent termination or separation of a student from the college. Students who are expelled from Fletcher cannot be readmitted, cannot return to campus, and cannot use College facilities/resources. Expelled students may be barred from campus following their expulsion. Expulsion becomes part of a student's permanent academic and personal records.
- Probation: a period of restriction whereby the student remains enrolled in the College, but under the stated conditions as outlined in the notification of probation, for the duration of the period. Disciplinary probation can involve exclusion from privileges and specific/all extracurricular activities.
- Interim Suspension: A student receiving an interim suspension will immediately be required to vacate College property and shall be restricted from all College activities. An

interim suspension may be imposed if the Vice Chancellor for Enrollment and Student Development or designee, determines that the continued presence of the student presents a real or potential danger to himself or herself, any other person, to property or to the campus and/or college. An interim suspension shall remain in effect only until a Conduct meeting can be held.

- **Dismissal:** a separation of the student from the institution. A dismissed student will be removed from all classes and not permitted to re-enroll while the dismissal is in effect. Dismissal may either be definite, for a specific period of time, such as a number of semesters or indefinite, the dismissal in effect until certain conditions are met by the student that allow for readmission. The dismissed student may be barred from campus and/or from utilizing campus services during the term of their suspension.
- **Conduct Probation:** formal recognition that the student is not currently in good disciplinary standing with the College. Probation may impact the student's eligibility to participate in certain programs (i.e.: student organizations, leadership roles, campus events) or services. Probation may either be definite, for a specific period of time, such as a number of semesters or indefinite, the probation is in effect until certain conditions are met by the student that allow for conduct probation removal
- **Written Reprimand:** a notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action and future misconduct may lead to a more severe penalty.

EDUCATIONAL SANCTIONS

- **Educational Sanctions:** required participation in community/public service, selected educational programs, and/or the completion of a research project. The student is responsible for the payment of any fees related to the extra programs or research project.
- **Fine:** a payment as penalty for violating College regulations or standards of academic/student conduct.
- **Restitution:** an order to provide compensation or reimbursement for damage to property, and/or appropriate corrective action for a grievance caused to a member of the academic community.
- **Ejection:** the removal of a student from a particular course or other educational program for the term. A student may also be barred from any further participation in certain educational/academic activities. Students who are ejected from a course may either have that course purged from their records or be assigned a grade, as individual circumstances warrant and as approved by the Vice Chancellor for Enrollment and Student Development or designee.
- **Forfeiture of Academic Credit:** certain actions of academic or other misconduct may warrant the forfeiture of any academic credit awarded, particularly if the credit was earned in a manner inconsistent with standards of academic integrity. Forfeiture of Academic Credit due to violations of academic integrity may become part of a student's permanent academic record, as circumstances warrant.
- **Warning:** a notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.
- **Loss of Privileges:** denial of specified privileges for a designated period of time. This sanction may include, for example, denial of the right to represent the College in such things as student leadership capacities or sports teams, denial of the use of campus facilities, or denial of parking privileges, or loss of privileges to participate in

organizations, activities, or events.

- Restriction/Relocation: prohibited from entering a building without prior authorization.
- No Contact Order: prohibition against having any form of contact with another student for a defined period of time. Such contact includes in person communications, telephone calls, e-mails, or sending messages through a third party, etc.
- Mandated Administrative Tasks: completion of a specific number of hours of administrative tasks. Typically, this service is to the college community.
- Educational Projects/Initiatives: projects, classes or assignments designated to educate a student in connection with the effects of his/her behavior.
- Meeting with a Professional Counseling Staff Member: The student will meet with a professional counseling staff member to discuss their choices and behavior related to the incident.
- Letter of Apology: Student must write a letter of apology to whomever was affected negatively by their behavior.
- Other Sanctions: other sanctions as deemed appropriate by a hearing board/conduct officer.

GENERAL SANCTIONS

- General Sanctions: any appropriate action whereby the sanction imposed is related to the offense but does not include probation, suspension, or expulsion. The action may include loss of privileges, inability to participate or hold office in student organizations, loss of scholarship money, or any other sanction that the Vice Chancellor for Enrollment and Student Development or designee approves.

The College reserves the right to place a hold on the diploma, degree certification, official transcripts, or registration of the respondent even though he or she may have completed all academic requirements. The diploma, degree certification, official transcripts, or registration may be withheld until any allegations of misconduct are resolved and/or sanctions as well as other conduct obligations completed.

A student (or student club/organization) facing disciplinary action may receive temporary sanctions from the Vice Chancellor for Enrollment and Student Development or designee, such as provisional non-disciplinary suspension pending the final disposition of the case, which may be imposed to maintain the orderly operation of the college.

Appeal Procedures

A student is entitled to appeal the decision rendered in an adjudication action. If an appeal is requested, suspension and/or expulsion shall not be imposed until the appeal procedures below have been completed unless an immediate suspension has been imposed. Other mandated sanctions remain in effect during the appeal process and until such time as they may be reversed or modified. All appeals must be submitted in writing, and must be submitted to the appropriate school official within the specified timeframe.

The student must submit the appeal form and any additional supporting material to the Vice Chancellor for Enrollment and Student Development within five (5) business days after receipt of the decision of the Appeals Committee. If not filed within this defined timeframe, the student will forfeit his or her appeal opportunity.

The written appeal petition must clearly explain, in detail, the basis for the appeal. Basis for the appeal must address one or more of the following:

- Whether appropriate adjudication procedures were followed.
- Whether the sanction(s) imposed is (are) appropriate, reasonable, and just.
- Whether the decision was supported by the evidence.
- Whether all relevant information was available at the time of the original hearing.

The Vice Chancellor for Enrollment and Student Development or their designee will serve as the Judicial Board. If the student fails to follow through with the above outlined process, the appeal opportunity will be forfeited.

A Student may subsequently appeal the decision of the Vice Chancellor for Enrollment and Student Development (or designee) by submitting a written appeal petition to the Chancellor of the College. The appeal should outline the aforementioned information.

A final appeal may be made to the Louisiana Community and Technical College System office in accordance with LCTCS Policy #2.004.

Clery Act

The following policies have been adopted to comply with the requirements of the Campus Security Act (PL101-542) referred to as the [Clery Act](#):

The Clery Act requires higher education institutions to collect and post Campus Crime Statistics. Statistics noted represent actual reporting to the United States Department of Education, Office of Postsecondary Education. These statistics are for on-campus incidents only. They do not reflect occurrences at locations considered non-campus or public property. Non-campus locations are defined as any building or property owned or controlled by the College that is not within the same reasonable contiguous area, is used in direct support of or in relation to the College's educational purpose and is frequently used by the students. Public property includes thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus. Statistics will also be maintained of any illegal acts that occur during off-campus College-sponsored activities.

The College utilizes a number of crime prevention strategies including video surveillance and local law enforcement agencies for security services and emergencies.

In the event that students, faculty or staff members witness or discover a criminal/illegal activity, they should first notify administration, who will then contact local law enforcement authorities.

In compliance with the student's right to know and the Campus Security Act of 1979, the crime statistics for Fletcher are available by following the link: <http://ope.ed.gov/security/index.aspx>. Click on the "Get data for one institution/campus" link on the right side then follow the report entry instructions. Crime statistics for Fletcher are also posted on various public bulletin boards at each campus/site location.

FletcherSafe & COVID-19 updates

Fletcher wants you to feel safe and confident, regardless of where you are attending our classes. The College offers three types of classes: face-to-face, online, and hybrid (a combination of online and face-to-face). Above all, Fletcher wants everyone to be safe, and we want you to enjoy your time with us as you learn.

Please review the materials and documents pertaining to our COVID-19 protocols. To view those documents, visit <https://www.fletcher.edu/covid-19>.

Campus Notifications

Students should register with Fletcher's Emergency Notification system, [SmartNotice](#), to be notified of any unforeseen circumstances due to weather, emergency situations, etc. Please use the SmartNotice hyper link above to register for this service.