



## Student Handbook

Revised July 1, 2017

## ***Overview of the Student Handbook***

The Student Handbook is an official statement of L.E. Fletcher Technical Community College's policies and procedures governing the various areas of student life. It is consistent with the College Catalog, but it is, in some respects, a fuller statement of the students' rights and responsibilities. In those areas where it is more complete, the additions and clarifications of the student handbook must be regarded as binding. In those departments where a handbook for the department exists, the additions and clarifications of the departmental handbook must be regarded as binding. Since the programs, policies, and statements contained herein are subject to continuous review and evaluation, the College reserves the right to make changes at any time without notice.

**Enrollment in classes at L.E. Fletcher Technical Community College in any semester constitutes a student's acceptance of the provisions of this handbook.**

### **FLETCHER TECHNICAL COMMUNITY COLLEGE LOCATIONS**

#### **Web Site**

[www.fletcher.edu](http://www.fletcher.edu)

#### **Schriever Facility**

1407 Highway 311 Schriever, LA 70395  
Student Services Phone: (985) 448-7917  
Student Services Fax: (985) 448-7998

#### **Houma Facility**

310 St. Charles Street  
Houma, LA 70360  
Office: (985) 858-5700

#### **BP Integrated Production Technologies**

224 Weatherford Road  
Schriever, LA 70395  
(985) 448-7950

*A Member of the Louisiana Community and Technical College System*

L. E. Fletcher Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the status of L. E. Fletcher Technical Community College.

Questions regarding L.E. Fletcher Technical Community College's procedures, policies and operations should be directed to the Administration Office at 985-448-7900.

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## **MISSION**

Fletcher Technical Community College is an open-admission, two-year public institution of higher education dedicated to offering quality technical and academic programs to the citizens of South Louisiana for the purpose of preparing individuals for employment, career advancement, and lifelong learning.

## **VISION**

Fletcher assures that its programs are responsive to the needs of the citizens, business and industry, and other educational institutions of Louisiana.

## **CORE VALUES**

- Student Centered / Learning Centered
  - Quality
  - Responsiveness
    - Diversity
    - Flexibility
    - Innovation
- Collaboration with internal and external stakeholders

## **History of Fletcher Technical Community College**

Fletcher Technical Community College was originally established as South Louisiana Trade School by Legislative Act 69, May Session of 1948, 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 in July, 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, 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 a former director.

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 and 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. Mr. 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, L.E. Fletcher Technical Community College received Commission on Colleges Southern Association of Colleges and Schools Accreditation. On August 6, 2012, L.E. Fletcher Technical Community College opened the new campus on Highway 311 in Schriever, Louisiana. In June 2014, F. Travis Lavigne, Jr. retired and the LCTCS Board of Supervisors appointed Mr. Earl W. Meador, J. D. to serve as Interim Chancellor. Dr. Kristine Strickland was appointed Chancellor as of January 2016.

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## **Statement of Policy**

L. E. 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 this 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.
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### **Violations of the Law**

By enrolling at L. E. 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.

## *Getting Started at Fletcher Technical Community College*

### **Academics, Policies, and Procedures**

There are several departments on campus which are involved with students registering for classes. Each department has a vital function, but all have different roles and procedures. As a student at Fletcher Technical Community College (FTCC), it is advantageous for you to familiarize yourself with each department on campus to minimize future frustrations.

### **Registration**

After you have completed one semester at Fletcher, you will have the option to priority register for courses for the following semester. The priority registration period is usually near the end of each regular semester. Students are responsible for checking the current semester registration bulletin for the dates of priority registration. Meet with your advisor before registering to ensure you are scheduling the appropriate classes.

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 on line under the Current Student section of the website and is available to current student through their LoLA account.

### **Schedule Changes**

Once you have registered for classes, you may change your schedule by either adding or dropping courses, however, you can only make changes to your schedule during the designated add/drop days indicated in the registration bulletin. Instructions for dropping and/or adding courses are provided in the bulletin.

Refunds, during an identified refund period, are given for classes dropped and are prorated according to the date the drop was submitted. Specific dates which correlate with the College refund policy are listed in the Bulletin.

In addition, it is important to understand that failure to attend a scheduled class does not constitute a withdrawal. All computations for refunds will be based on the official withdrawal date as shown.

### **Change of Address Reporting**

Each student must keep the College informed of his or her current address. Failure to do so may cause you to miss important information for which you are held responsible.

If your address changes during the semester or summer session, the student is responsible for updating his/her information through LoLA.

The College will assume that all correspondence to a student has been delivered to the address currently on file unless it is returned to the College.

### **Certification of Enrollment**

The Registrar's Office handles requests for official notifications of enrollment status and loan deferments.

## **Transcripts**

Requests for official transcripts must be submitted in writing using the Transcript Request Form available on the College's website or through the student's LoLA account. Transcripts will be released only when all financial obligations to the College and to any other Louisiana Community and Technical College System institution have been fulfilled. Transcripts will be sent via escrip whenever possible. Official transcripts requested for mailing will be stamped, enclosed in a sealed envelope, and mailed directly to the indicated institution. Transcripts requested for pick up will be issued to the student. Transcripts that are opened by the student prior to being delivered to a third party may be considered unofficial by the receiving party.

## **Final Grades**

Final grades are available to the student through LoLA approximately five to seven business days after the end of each semester. The student should review the grades for accuracy. If the student feels there is an error, the student should contact the instructor no later than the end of the first week of the following semester. If the instructor indicates that the recorded grade is correct and the student wishes to appeal the grade, the student must complete the grade appeal procedure.

## **Grade Appeal Procedure**

Only final grades may be appealed or challenged. The student must complete a Grade Appeal Request Form and submit the completed form to the College Dean for the course for which the grade is being appealed. The appeal form must be submitted by the end of the third week of the semester following the semester in which the grade was earned. If the grade appeal is not granted, the student may then request a meeting with the Vice Chancellor of Academic Affairs.

## **Course Load Limit**

To be classified as full-time, undergraduate students must register for at least 12 credit hours of work in a regular semester or at least 6 credit hours in a summer term. To be classified as full-time, graduate students must register for at least 9 credit hours of work in a regular semester or in a summer term.

The maximum course load allowed for students in good academic standing for a fall/spring semester is 20 credit hours. The maximum course load allowed for students in good academic standing for a summer semester is 11 credit hours.

## *Financing College*

Students who are in need of assistance to attend Fletcher Technical Community College should visit the Office of Student Services. All forms of financial aid, such as loans, grants, and college work-study are processed through this office. For additional information regarding Financial Aid refer to the College Catalog.

### **How to Apply for Financial Aid**

All students seeking Financial Assistance should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and enter Fletcher's school code, 013580, on the application. This should be done early to ensure that you will 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.

It should be noted that students must reapply for financial aid every academic year.

### **Federal College Work Study Program**

In addition to grants and loans, the Office of Student Services offers students job opportunities through the Federal College Work-Study Program for students who qualify. The Federal College Work-Study Program is funded by the federal government. This means that you must first apply for financial aid to determine your eligibility to participate in the program. Once you have been determined eligible please see the Office of Financial Aid to check on job availability.

### **Scholarships**

The administration of scholarships is handled through the Office of Student Services. There are numerous scholarships awarded to students. For additional information regarding Scholarships refer to the College Catalog and Financial Aid on Fletcher's website.

### **Career Placement**

Students who are interested in off-campus jobs to help offset college tuition can get assistance through Career Services. Resume critiques, mock interviews, and job search assistance are other services available to students. All job postings can be reviewed on the job boards outside of Student Services or can be found by visiting Fletcher's home page, >current students> and >career services.> Students can create an account through College Central Network to view job openings in the area.

### **Financial Obligations**

When a student registers for any class at Fletcher Technical Community College or receives any service from Fletcher Technical Community College, he/she is making a financial commitment to pay all tuition, fees and other associated charges assessed as a result of enrollment and/or receipt of service. The student's registration and acceptance of these term constitutes a promissory note agreement [i.e., a financial obligation in the form of an education loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)] in which Fletcher Technical Community College is providing the student educational services, deferring some or all of the student's payment obligation for those services, and the student promises to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

If the student drops or withdraws from some or all of the classes for which he/she registered, the student is responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule located in the College Catalog and/or Student Handbook. The student accepts the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. The student's failure to attend class or receive a bill does not absolve the student of financial responsibility as described above.

The following Terms and Conditions, in addition to the disclosures provided above, outline the Registration Agreement with Fletcher Technical Community College. Before registering, students must accept the Financial Responsibility Agreement.

1. Once a student formally registers for classes, the student assumes the responsibility for understanding all Fletcher Technical Community College's official policies as described in the current Fletcher Technical Community College Catalog and Student Handbook, which include but are not limited to policies concerning schedule changes, satisfactory academic progress and the financial policies of the College.
2. Withholding of services: If a student has any outstanding obligations with any college in the Louisiana Technical and Community College System, Fletcher Technical Community College reserves the right to withhold future services including but not limited to registration, transcript requests, issuing diplomas, use of facilities, and other services as deemed appropriate by the College.
3. It is the student's responsibility to check his/her Fletcher Technical Community College email address daily and maintain current contact information including telephone number, email and postal address to ensure receipt of all College correspondence.
4. The student consents to receive email notifications to his/her Fletcher Technical Community College email address regarding the availability of an E-Bill (Electronic Billing Statement) and consents to review billing statement information on Fletcher Technical Community College's web payment system.
5. Registration constitutes a financial agreement between the student and Fletcher Technical Community College. Tuition, fees and other charges the student incurs, including but not limited to testing charges, course specific fees, fines and bookstore charges shall be added to the student's account. Administrative, clerical, or technical billing errors do not absolve the student of the financial responsibility to pay the correct amount of tuition, fees and other financial obligations assessed.
6. Fletcher Technical Community College accepts payment via student financial aid and third-party sponsorship, but the responsibility for payment remains with the student. It is the student's responsibility to monitor his/her accounts balance and any funding sources. If financial aid is not granted or if third party sponsors do not pay within a reasonable period, the student will be required to pay the full amount due.
7. Charges left unpaid for prior terms may result in disenrollment from the student's current semester/session's courses unless payment arrangements are made prior to payment deadlines.

8. Failure to pay outstanding student account balances by the stated due dates may result in late payment fees as outlined in the Student Handbook.
9. In the event the student becomes delinquent in paying charges or defaults in repaying charges, the debts may be transferred to the State of Louisiana Attorney General's Office, the Louisiana Office of Debt Recovery, or another external agency for collection and may be reported to one or more of the national credit bureaus. All collection fees incurred shall be at the expense of the student which may be based on a percentage at a maximum of 33-1/3%.
10. If Fletcher Technical Community College prevails in a lawsuit to collect on the student's financial obligation, the student will be responsible to pay Fletcher Technical Community College's court costs, collection fees and attorney's fees in an amount the court finds to be reasonable.

### **Provisional Enrollment**

A student is not considered officially enrolled until tuition and fees are paid in full or a deferred payment plan has been completed or financial aid has been verified, and all required admission documents have been received by Student Services. In cases where payment is made by deferred payment plan, the student's registration shall be provisional until tuition and fees are paid in full from the plan. The college reserves the right to remove a student from classes during the provisional enrollment in the event of an insufficient payment that is not settled with the school immediately.

### **Tuition and Fees**

To secure schedules, registered students must have paid in full, enrolled in a tuition payment plan if available, or have financial aid verified by the semester payment deadline dates. Schedules that are unsecured by the established due dates published in the semester bulletin are subject to deletion for nonpayment. **Refer to the semester calendar and/or bulletin on Fletcher's website for payment deadlines.**

FAFSAs must be completed, all required documentation must be received and verified, AND financial aid awarded at Fletcher by the priority deadline dates published in the College Registration Bulletin (calendar section) each semester to qualify for a tuition deferment. Students whose FAFSAs and required documentation are not verified and who have not been awarded aid by the priority date will be required to pay in full at registration or initiate a payment plan through CASHNet.

The Business Office located at the Schriever campus accepts cash or money orders for payment. Online payments can be made via credit/debit card or electronic check through CASHNet accessed through the student's LoLA account. Visit [www.fletcher.edu](http://www.fletcher.edu) >Tuition and Fees> for more information on online payments.

For a current listing of tuition and fees, payment deadlines, and refund schedules refer to the semester calendar, bulletin, or the catalog posted on the College's website at [www.fletcher.edu](http://www.fletcher.edu).

## Mandatory Fee Descriptions

<b>Academic Excellence</b>	Mandatory charged to all students	Promotes academic excellence by enhancing institutional programs. Approved by the State Legislature in 2003, <i>House Bill 1786</i>
<b>Operational</b>	Mandatory charged to all students	Effective Fall 2004, State of Louisiana Legislators ( <i>House Bill 1062</i> ) and the LCTCS approved an operational fee to be assessed at all state colleges and universities to cover operational expenses no longer covered by the State.
<b>Student Services</b>	Mandatory charged to all students	Effective Fall 2011, the Board of Supervisors for the Louisiana Community and Technical College System approved a student services fee at all LCTCS colleges.
<b>Enterprise Resource Planning</b>	Mandatory charged to all students	Effective Fall 2010, the Board of Supervisors for the Louisiana Community and Technical College System approved a fee to support the implementation and continued operation of the Enterprise Resource Planning (ERP) system.
<b>Building Use Fee</b>	Mandatory charged to all students	Effective Fall 2013, <i>House Bill 671</i> approved by the State Legislature in 2013. Approved to construct, repair, maintain, operate or improve the facilities and physical infrastructure of colleges.
<b>Other Charge</b>	Mandatory charged to all students	Effective Fall 2015, The GRAD Act ( <i>Act 741</i> ) was approved by the legislature in 2010 and allows for an annual increase in tuition and fees if the institution has met annual performance targets. The tuition portion of the increase that is funded by the Louisiana Office of Student Financial Assistance Taylor Opportunity Program for Students (TOPS) has been separated from the total increase allowed per the GRAD Act with the difference included as an Other Charge.
<b>Excess Credit Hour Fee</b>	Mandatory charged to students with 16 or more campus based credit hours	Effective Fall 2016, the Board of Supervisors for the Louisiana Community and Technical College System approved an Excess Credit Hour Fee assessed on all students registered with 16 or more campus based credit hours. The fee is \$150.96 per credit hour for the 16th credit hour and each additional hour.



<b>Technology</b>	Self-assessed student fee charged to all students	Effective Fall 2010, Approved by the State Legislature and ratified by the Student Government Associations in 1997, <i>Legislative Act 1450</i> . The proceeds are for the purposes of “implementing, replacing, improving, and expanding technologies to benefit student life and learning.”
<b>Student Government Association</b>	Self-assessed student fee charged to all students	Student activities fund

### **Refund Preference**

Fletcher Technical Community College has partnered with BankMobile to deliver refunds to students. Upon the first semester of enrollment, students will receive a bright green envelope in the mail from BankMobile containing the Refund Selection Kit. The kit will contain a unique Personal Code to use to select a refund preference. The refund choices include opening up a BankMobile Vibe Banking Account or having the funds deposited electronically to an existing checking or savings account. More information can be found at RefundSelection.com.

### **Appeal for Tuition Refund**

It is the responsibility of our students at Fletcher Technical Community College to be aware of the refund policy as stated in the college catalog. Drop deadlines can also be found in the Semester Bulletins or at [www.fletcher.edu](http://www.fletcher.edu) as well as in the Student Services office.

Students may appeal a refund received or request a partial refund after the published deadlines for documented extenuating circumstances. The Tuition Appeal Form should be submitted within six months after the semester has ended for the semester you are appealing. Appeals must be for courses previously dropped. Tuition refund appeals will not be granted for circumstances relating to grades or if a grade was received for the course. Extenuating circumstances may include student illness during the semester, death of immediate family member during the semester, employment changes, or military deployment/reactivation. The Appeals Committee requires the following:

1. Completed Tuition Refund Appeal Form
2. A written explanation of the circumstances for requesting the appeal
3. Attached supporting documentation to substantiate your request (i.e., medical documentation completed by a physician, letter on company letterhead from employer, death notice, a copy of official deployment/reactivation notice, etc.)

**NOTE: Incomplete or undocumented requests will not be reviewed. Approval of your request for an appeal may not relieve you of your financial obligations and may affect your financial aid or veteran’s benefit.**

All items must be attached to the Refund Exception Appeal Form and submitted to the Director of Financial Aid in Student Services at the main campus or mailed to the same at Fletcher Technical Community College, 1407 Highway 311, Schriever, LA 70395. Please allow up to four weeks for appeals to be reviewed and processed. You will receive written notification of the committee’s decision.

### **Delinquent Accounts**

In the event the student becomes delinquent in paying charges or defaults in repaying charges, the debts may be transferred to the State of Louisiana Attorney General's Office, the Louisiana Office of Debt Recovery, or another external agency for collection and may be reported to one or more of the national credit bureaus. All collection fees incurred shall be at the expense of the student which may be based on a percentage at a maximum of 33-1/3%. Holds that restrict registration from all LCTCS institutions, viewing of grades, and/or graduation will be placed on accounts with outstanding balances.

### **Campus Parking**

All vehicles parked on any Fletcher campus must be registered and have a current Fletcher parking permit hanging from the rearview mirror with the permit number viewable, facing the front glass. Parking permits are \$30/academic year. The fee is assessed each fall semester or the semester of first enrollment for the year. The permit is valid from August 1 through July 31st. Each fall a new permit is required. Vehicles must be registered by going to [www.fletcher.edu](http://www.fletcher.edu), Click on **CURRENT STUDENTS** then go to the **VEHICLE REGISTRATION FORM** under Vehicle Registration. Students can pick up their permit at the cashier window 24 hours after vehicle is registered and payment is made. Any student not bringing a vehicle on campus can go to the cashier window to have the charge removed from their account. For more information refer to the parking policy on Fletcher's website.

## ***Assisting Your Development: Student Services and Programs***

The Student Services Office has as its goal the development of the entire person. Identification of and response to the emotional, physical, social, and personal needs of all students are its explicit responsibilities. The Office seeks to effectively communicate the needs of the students to other areas of the College community.

The Office oversees all types of student services, including the following:

### **Books**

The Fletcher Campus Bookstore is operated by Follett Higher Education Group and is located in Room 132 of the Schriever campus. The bookstore offers the added convenience of an online ordering system. Our bookstore sells required textbooks, study aids, supplies, and the latest Fletcher clothing and accessories. The bookstore accepts cash, checks, and all major credit cards.

### **Bulletin Boards/Plasma Screens**

Information concerning student services, student activities, and academic notices are posted on bulletin boards in various areas throughout the College. Students should be familiar with these and with the information contained on the bulletin boards.

Individuals wishing to post non-academic handouts or other publicity must seek approval from the Office of Student Services.

Plasma screens are managed according to the campus where they are displayed. A shared slide show is created by the Director of Counseling and Advising, and each campus edits according to the needs of the students attending that campus.

### **Career Planning and Placement**

The Office provides a broad range of career planning services. These services include individual, academic, career and occupational counseling. The Office also has several resource items that are available to students to assist them in their career exploration.

Upon application and entrance examination, applicants are provided test results and specific information regarding occupational training programs offered at the College to ensure each student is placed in an occupational program/academic class compatible with individual aptitude and interest, and one that will lead to successful completion.

Additionally, the Office provides workshops on career planning, résumé writing, and successful interview techniques. Career fairs are held throughout the academic year.

The career planning service also provides postings of available jobs in the area. These job postings include both full-time and part-time job and both paid and unpaid internships.

### **Counseling Services**

Counseling Services are available to all Fletcher students. All counseling sessions are confidential. Appointments can be made in the Office of Student Services.

### **Food Services**

Quick preparation food items are available at the Schriever Facility and the Houma Facility. Vending machines are located in the Student Center at the Schriever Facility and the student lounge at the Houma Facility.

### **Student ID Card**

During registration and throughout the semester, the Office of Student Services issues permanent photo identification cards for students.

Any College official has the right to request that a student show the ID card for identification purposes. Upon such a request by a College official, students are required to comply.

If a card is lost or stolen, the student should report this immediately to the Office of Student Services. Replacement cards are issued at a cost of \$10.

### **Lost and Found**

The Student Services Office houses a lost and found service for the College community. All items found on campus should be brought to the Office of Student Services.

### **New Student Orientation**

The Office of Student Services plans and coordinates new student orientation for the fall, spring, and summer semesters. Orientation is accessible through Canvas for students. Some instructors may conduct a program-specific orientation session on or before the first day of class.

### **Student Organizations**

Campus life at Fletcher can be characterized by a diverse schedule of cultural, social, intellectual, and recreational events. The Office of Student Services is responsible for monitoring student organizations and special programs and encourages all students to get involved in student life. More information regarding student organizations is provided later in the Student Handbook.

### **Americans with Disabilities Act**

Fletcher adheres to the Americans with Disabilities Act, and the campus will make reasonable alterations in facilities, services, policies, and practices in order that qualified individuals with disabilities may have access to both employment and training. Students should contact the Office of Student Services to request these services before attending classes.

Educational accommodations are set up through the Office of Counseling and Advising. Guidelines for receiving accommodations are listed on the Fletcher website under Current Students/Student Services/Accommodations and Disability.

### **Placement**

The placement of students graduating or exiting from the College is handled through the Office of Student Services in cooperation with the instructional staff. The College does not guarantee placement; however, the Office of Student Services and faculty members work constantly and cooperatively with industry and business

in order to be aware of current employment needs and opportunities. Company representatives are invited and are always welcome to visit the campus to interview students.

### **Post-Exit Tracking**

Fletcher performs routine tracking of students. The data is used to indicate the success of a program and the employment success of students. For this reason, students are asked to inform their instructors or the Student Services Office of employment obtained during enrollment or following withdrawal from the College. Periodically, the Office of Student Services will attempt to contact those students who have resigned from school to determine placement information. Employers of former students who have been employed in a field related to their training are also contacted through a survey questionnaire for the purpose of evaluating occupational programs.

## ***Student Organizations Policies and Procedures***

The Office of Student Services is directly responsible for governing, supervising, and coordinating student activities on campus. It is the intention of the Office that the out-of-class activities and programs lend themselves to the total educational environment of the College and the “holistic” development of the individual. Additionally, it is the intention of the Office to provide a wide range of activities and programs to meet the needs and interests of all students.

Organizations on campus become recognized upon application of the interested group and the approval of the Associate Vice Chancellor of Student Services in consultation with College administration.

### **Organizations Seeking and Retaining Official College Recognition**

The following must be presented to Associate Vice Chancellor of Student Services to apply for College recognition:

1. A typed alphabetical list of at least five members including their names, addresses, and telephone numbers;
2. A typed constitution and by-laws;
3. A proposed slate of officers;
4. A completed faculty advisor form;
5. If affiliation with an outside group is contemplated, a copy of the purpose and constitution of the group;
6. Compliance with any additional guidelines set forth by the Office of Student Services;
7. A proposed budget for the semester.

The Associate Vice Chancellor of Student Services will review the materials submitted and notify the group of the action taken. When an organization is approved for recognition, a letter will be written to the advisor and 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 L.E. Fletcher Technical Community College. The constitutions of organizations must also include a statement requiring students selected as officers to maintain at least a 2.0 GPA.

### **Funding Official Organizations**

L.E. Fletcher Technical Community College will attempt to partially fund clubs and organizations that have official College recognition through the Student Government Association. Each organization should submit a proposed budget for activities planned per semester to the President of the Student Government Association and the Associate Vice Chancellor of Student Services. Funding for each organization on campus may vary based on funds available, and the role of the organization on campus.

New clubs and organizations forming on campus must follow the procedure listed under “Organizations Seeking and Retaining Official College Recognition” for one academic year before SGA funds can be available. It is the responsibility of the President of a new organization to inform the Associate Vice Chancellor of Student Services that the organization will be requesting funds for the next academic year. This notification must be in writing, and must be received on or before February 28.

All activities must be approved by the Associate Vice Chancellor of Student Services to receive funding. Organizations must host one fund-raising event, one social event, and one educational event each semester to

receive funding. Required paperwork must be submitted to the Office of Student Services within the first three weeks of each semester to receive funding for that semester. The Office of Student Services 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 moderator 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, and 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.

### **Moderator**

Each organization must have an advisor who is a member of the College faculty or professional staff. Organizations select their moderator and should make certain that prospective advisors are sincerely interested in the goals and objectives of the organization. The advisor must be present at the majority of meetings, and events (educational, social, and fund-raising), and acts as a liaison between the College and the organization as needed. 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, and planned activities should be supervised by the 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 Associate Vice Chancellor of Student Services will recommend disciplinary action.

### **Officially Recognized Organizations**

#### **Professional Organizations**

American Design Drafting Organization (ADDA)

#### **Service Organizations**

Computer Club

Fletcher Gay-Straight Alliance (FGSA)

Future Leaders of the Oil and Gas Workforce (FLOW)

Martial Arts Club

Phi Theta Kappa (PTK)

Speech and Debate

Student Government Association (SGA)

TheOne College Campus Outreach

Women Honoring and Empowering Women (WHEW!)

### **How to get more Information about an Organization on Campus**

Individuals seeking information from an organization should request information by submitting a request to the Associate Vice Chancellor of Student Services.

### **Waiver and Release**

All individuals participating in planned off-campus activities (i.e., intramural programs, field trips, retreats etc.) are required to complete a Waiver and Release Form. 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 the Student Services Office with an attached note describing the activity. Waiver and Release Forms and Driving Forms are available in the Office of Student Services.

### **Student Sitting on College Committee**

Students at FTCC play an integral part in institutional decision and policy making. Several students hold membership in the committee structure of the College. Students sit on various standing committees.

Students interested in sitting on College committees should notify an SGA representative. 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 chairperson to monitor student attendance and participation in the committee.

### **Campus Event Calendar**

All College constituents should refer to the Campus Event Calendar on the website for upcoming events. The calendar is updated by the Office of Student Services. Any official student organization requesting information to be posted on the calendar should submit the information in writing to the Office of Student Services.



## ***Grievance Policy***

The grievance policy for students is as follows:

### **Informal Procedure for Grievances**

A sincere attempt shall be made to resolve any grievance by scheduling a meeting between the grievant and the appropriate College personnel within five (5) school days of a report being filed. If the grievance involves discrimination on the basis of sex, race, or handicap, then the grievant shall go to the coordinator for Title IX, Title VI, and Section 504 for an oral discussion of the grievance, which will occur within five (5) school days of a report being filed. The coordinator for these titles is the Director of Counseling and Advising. If the grievance involves a student and instructor, an oral discussion shall be arranged between the student and instructor within five (5) school days of a report being filed. If this informal procedure offers no solution, then the student shall request and receive an appointment with the appropriate departmental coordinator or Dean within five (5) school days after the informal procedure. If the matter is still not resolved, then the student shall request and receive an appointment with the Associate Vice Chancellor of Student Services. If the grievance is not resolved at this level, then and only then can formal proceedings be initiated.

### **Formal Procedure for Grievances**

All formal procedures shall be initiated by a written grievance presented to the Associate Vice Chancellor of Student Services within five (5) school days following the end of the informal grievance proceeding. Each formal statement must contain the following:

- the statement of facts
- the specific policy or policies violated or a general statement that is in contention (where applicable)
- the names of all parties to be present at the hearing as witnesses or representatives of the aggrieved party

All grievances thus formally initiated must bear the signature of the aggrieved party; no evidence shall be introduced other than evidence relevant to the facts and issues formally presented and contained in the written application for formal hearing.

### **Composition of Board of Review and Administrative Hearings**

Every student who files a grievance has the right to a hearing before the Board of Review. The Board of Review consists of two professional staff members and two faculty members. One of the faculty members acts as chair of the committee. All proceedings of the hearings are recorded, except for executive sessions.

Once the committee reaches a decision, it is forwarded to the Associate Vice Chancellor of Student Services with a recommendation for sanctions.

In reviewing student grievances relating to academic matters and all other issues, the Associate Vice Chancellor of Student Services will attempt to resolve disputes through a process of conciliation of the parties involved rather than through a process of assertion of legal rights. If the grievance cannot be solved through conciliation, the Board of Review will be called to hear conduct proceeding on hearing the case.

Administrative hearings are only conducted when the following conditions are met:

- The Associate Vice Chancellor of Student Services agrees to hear the case.
- The student, the person bringing the charge(s), and the Associate Vice Chancellor of Student Services agree to the sanction imposed. The administrative hearing will usually consist of the

Associate Vice Chancellor of Student Services, the student (who may be accompanied by an adviser), the person bringing the charge(s), and the Chairperson/Dean of the Academic Department.

Whenever the Board of Review cannot be convened, the Associate Vice Chancellor of Student Services may choose to hear a grievance in an administrative hearing. The Associate Vice Chancellor of Student Services may conduct administrative hearings during vacation periods or in emergency situations which may arise during the school year and whenever a student's behavior or activity endangers the safety of the College community, student group, or others.

When administrative hearings are called, the Associate Vice Chancellor of Student Services shall meet with the person who filed the grievance and the defendant (s) separately and/or jointly to discuss the charges or allegations and receive evidence to be considered in the hearing. After meeting with the parties involved and reviewing the evidence, the Associate Vice Chancellor of Student Services will decide that the charges are either invalid or valid. If the charges are valid, the Associate Vice Chancellor of Student Services may impose appropriate disciplinary sanctions. The student who filed the grievance and others involved will be notified within (5) school days of the conclusion of administrative hearings regarding the outcome(s).

Any decision reached as a result of an administrative hearing can be appealed to the Board of Review within five (5) school days of the conclusion of the administrative hearings. However, sanctions against the student will remain intact until an appeal is requested, heard, and settled by the Board of Review.

Prior to, during and following any hearing board or administrative hearing all communications and evidence is to be kept strictly confidential by all parties involved.

### **Grievance Procedures**

- A. Grievances may be reported to the Associate Vice Chancellor of Student Services by faculty and students for consideration and referral of such matters to appropriate channels.
- B. The College distinguishes its responsibility for student conduct which is in violation of law as cases of separate jurisdiction. When a student or a group of students stands in violation of law, they may be subject to College disciplinary action.
- C. The Associate Vice Chancellor of Student Services shall ensure that the best interests of any students are secured by making use of appropriate counseling, professional services, and administrative offices.
- D. In those cases of student grievance involving psychological or mental disturbance or other unusual circumstances, the Associate Vice Chancellor of Student Services may take action other than the initiation of judicial proceedings.
- E. If information indicates that the grievance is valid, the following procedures shall be initiated:
  - a. The Associate Vice Chancellor of Student Services will conduct an investigation of the grievance and ascertain all pertinent facts. In the course of the investigation, parties involved shall be advised of the purpose of the investigation and invited to assist in its resolution. The parties involved will be afforded an opportunity to state his or her case informally, or present information in support of his or her position, including mitigating circumstances.
  - b. If it is determined that original grievance should rest with other administrative units, the case may then be referred directly for investigation.
  - c. If it is determined that grievance is valid, all parties shall be advised in writing of the findings and all parties involved are afforded an opportunity to offer information that might be relevant to the necessity and extent of disciplinary action within (5) days of the administrative hearing.

## **Procedural Due Process Principles**

L.E. Fletcher Technical Community College, in exercising its disciplinary power, is committed to the principle of procedural due process. Procedural due process requires that a grievance procedure be established for determining the validity of the grievance and that the procedures utilized meet the test of fairness and reasonableness.

In all grievance matters referred to the Board of Review, the all parties involved shall have the following rights:

1. To be given notice in writing of the situation.
2. To be allowed adequate time in which to prepare for the administrative hearing. This is normally interpreted to be at least 72 hours from the time of notification of the administrative hearing. Circumstances can justify a shorter period.
3. To have the grievance considered by the Board of Review. The student may waive this right and accept the judgment of the Associate Vice Chancellor of Student Services.
4. To be given information on the nature of the evidence on which the grievance is based. If written or video documents are to be introduced as evidence, the student has a right to receive copies of the documents at least 72 hours before the hearing. The student is also entitled to receive a list of all the witnesses who will be participating. If, however, the student wishes to cross-examine any College witnesses, he or she must submit a written request containing the names of the witnesses to the Associate Vice Chancellor of Student Services.
5. To have a separate hearing before the Board of Review. When two or more students are involved in the grievance with the same circumstances, one or more of the students may make a written request for a joint hearing. The decision on a joint hearing will be made by the committee chair on the merits of each situation. Thus, the written request should show why a joint hearing will help ensure a fair and reasonable due process hearing for the grievance.
6. To be presumed innocent until proven guilty and to have the Board of Review decide guilt solely on the basis of clear and convincing evidence presented during the hearing, with the College bearing the burden of proof of guilt.
7. To retain all rights as a College student while the charges are being considered and, if found guilty, all rights of appeal have been exhausted as established in this code.
8. To appeal decisions and recommendations of the Board of Review or of the administrative officer who hears the case. This must occur within five (5) days of the decision.

## **Due Process and Appeal Procedures**

1. The student shall be notified in writing of the fault or grievance for which he or she is subject to judicial processes in ample time to prepare a defense.
2. When sanctions or other administrative actions are instituted, the student shall be informed in writing.
3. The student shall be informed of the right to have the alleged violation and imposed sanctions/actions come before the Board of Review.
4. The student has (5) five calendar days from notification to request a hearing. Such a hearing must commence no less than 10 calendar days or more than 15 calendar days from the date of request.
5. The Board of Review may:
  - Affirm with the grievance.
  - Reduce or modify the action.
  - Dismiss the grievance if determination is made that action was taken on grounds not supported by substantial evidence.
  - Return case to original office for further consideration.

6. One is assumed innocent until proven guilty. The burden of proof must rest upon the member of the academic community bringing the charge. Sufficient evidence must be presented to sustain the burden of proof so that a reasonable mind might draw an adequate conclusion.

One must be given an opportunity to testify and to present evidence and witnesses. All parties involved have the right to cross examine.

7. The decision must be based solely on the evidence introduced during the proceedings.
8. In the absence of a transcript, there should be a tape recording of the hearing. This record is to be preserved by the Associate Vice Chancellor of Student Services until final disposition of the case.
9. The principals in a hearing must be present and may be represented by advisor(s) of their choice.
10. One who is found culpable of the allegations, either through his or her own admission or by a decision of the Board of Review, has the right to establish mitigating circumstances through his or her own testimony or that of a competent witness.
11. In the interests of confidentiality, all administrative or appellate hearings are closed to the general public.
12. The Board of Review shall establish its own internal operating procedures consistent with due process.
13. The appellate decision of the Board of Review shall be final. The student may, however, appeal the decision of the Board of Review to the Chancellor within five (5) calendar days of notification of Board of Review action when there is:
  - a. A question concerning procedural due process and/or
  - b. A desire on the part of the student to introduce new information.
14. After the review, the student will be informed of the final decision no later than ten (10) school days after the decision. The grievant shall have ten (10) days after receipt of the written disposition from the Chancellor to appeal the disposition to the Louisiana Community and Technical College System (LCTCS) Board of Supervisors. All documents and copies must be forwarded simultaneously to the Chancellor involved and to the LCTCS Board of Supervisors through the Chancellor via certified mail.

### **Non-Discrimination Statement**

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. This form can also be found on the Fletcher website.

## ***Standards of Student Conduct***

L.E. Fletcher Technical Community College 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 the classroom and outside it, as well as at social and recreation activities.

L.E. Fletcher Technical Community College will not tolerate any form of harassment or intimidations, 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 must be made with respect for human dignity and freedom of others.

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

The Office of Student Services will make reasonable efforts to make regulations available, but students are responsible for becoming familiar with such regulations and are held accountable for misconduct even in the absence of such familiarity.

### **Source and Lines of Authority Regarding Student Conduct**

The authority over student behavior, academic and non-academic, whether involving individuals or group, rests with the Louisiana Community and Technical College System Board of Supervisors and is delegated by them to the Chancellor of the College. The Chancellor delegates his authority as follows:

For all academic activities, the authority for control rests with the Vice Chancellor of Academics. The Vice Chancellor of Academics delegates his authority to the appropriate academic Chairpersons and other academic personnel.

In all other areas, the Chancellor of the College delegates authority in matters of conduct to the Vice Chancellor of Academics and to the Associate Vice Chancellor of Student Services. The Associate Vice Chancellor of Student Services is responsible for formulating appropriate procedures and regulations concerning student conduct and discipline.

A Board of Review receives its authority from the academic community through the Associate Vice Chancellor of Student Services. The board is impaneled to review administrative decisions and/or sanctions related to discipline, grievance, and/or judicial process. The Board of Review shall be called to hear any appeal of decisions and/or sanctions arrived at through proper administrative channels. All individuals involved with disciplinary matters have a primary responsibility at each level for ensuring that all members of the College community are treated fairly and justly.

### **Student Rights and Responsibilities**

Upon enrolling at L.E. Fletcher Technical Community College, the student neither loses the rights, nor escapes the duties and responsibilities of a citizen. As beneficiary of great opportunities, partially at the

expense of the state of Louisiana, the student-citizen has a responsibility to himself or herself, to fellow students, to the laws of the land, and to the institution in which, by individual choice, he or she has enrolled. The College holds the rights and responsibilities of students to include:

#### Rights

1. The right to expect a quality education.
2. The right to develop their potential to the best of their ability.
3. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students. This right is best exercised through the use of appropriate channels provided by the SGA and campus officials.
4. The right to a fair hearing and appeal when a disciplinary action is applied to them as an individual or as a group member.

#### Responsibilities

1. The responsibility to be fully acquainted with regulations published in the College Catalog, Student Handbook, and other publications and to comply with them in the interests of an orderly and productive academic community.
2. The responsibility to know that student conduct reflects not only upon the student involved, but also upon the institution and the faculty, staff, and other students.
3. The responsibility to follow tenets of common decency and behavior expected of any citizen in a Democratic society, particularly in view of the aspirations implied by a College education.
4. The responsibility to accept fully the consequences of any action which might be detrimental to the student involved, to the institution, faculty, staff, and other students, and to society in general.

#### **Standards of Behavior**

Listed below are some examples of behavior that are unacceptable and not in keeping with the educational aims, mission, and philosophy of L.E. Fletcher Technical Community College and which will subject student(s) to disciplinary action:

1. Plagiarism, cheating, academic dishonesty, or other forms of dishonesty in College-related affairs.
2. Forgery, alteration, destruction, or misuse of College documents, records, or other College property.
3. Provision or submission of false, forged, or fraudulent information to any College official or office on an official College form or on false, forged, or fraudulent documents, forms, reports, transcripts, records, certificates, tests, identification, legal, and/or written statements; by making false statements to a College official; and/or as a means of misrepresenting eligibility, qualification, status, achievement, and/or standing to or within the College.
4. Obstruction, disruption, or unauthorized interruption of teaching, research, administration, disciplinary procedures, or other College activities, including its public service functions, or of other authorized activities on College premises.
5. Physical abuse of any member of the College community, or conduct which threatens or endangers the health or safety of any such person.
6. Any verbal abuse of any member of the College community, or conduct which threatens or endangers the health or safety of any such person.
7. Theft of College services; theft of or damage to property of the College, of a member of the College community, or of a campus visitor including possession, sale, or attempted sales of stolen property of the College community.

8. Behavior that constitutes vandalism, misuse, or destruction to property that the College owns, controls, or uses.
9. Unauthorized use of computer account(s), computer data files and/or computer facilities.
10. Unauthorized use of or entry into College facilities.
11. Use, possession, distribution, or being under the influence of narcotics or drugs, except as required for verifiable medical reasons permitted by law, while on College property or at College-sponsored, approved, or supervised activities.
12. Disorderly conduct or lewd, indecent, or obscene conduct or expression on College-owned or controlled property or at College-approved or supervised functions.
13. Any act which interferes with or adversely affects 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 or controlled property.
14. Unauthorized possession or use of keys to College facilities, including buildings, offices, desks, files or equipment.
15. 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.
16. Failure to respond to a request to report to a College administrative office.
17. Failure to comply with directions of College officials acting in the performance of their duties.
18. Violation of College policies and regulations as stipulated in this and other official College publications or as promulgated and announced by authorized personnel.
19. Incurring obligations or debts in the name of the College, including long distance telephone calls.
20. Distribution of unauthorized literature, handbills, posters, or other printed matter.
21. Participation in hazing, acts which are degrading or injurious, or acts in which another is held against his or her will.
22. Unwelcome sexual encouragement, requests for sexual favors, and other verbal and/or physical conduct of a sexual temperament comprises sexual harassment when submission to such conduct is made, whether explicitly or implicitly, a term or condition of employment or academic evaluation; 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, 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.
23. Stalking, 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, by themselves or through a third party).
24. 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 or prevents the person from conducting his or her customary or usual affairs, puts the person in fear of his or her safety, or causes the person to suffer actual physical injury
  - a. 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, property damage, or cause physical impact, such as making threatening phone calls, sending or posting (electronically or otherwise) threatening letters, or the vandalism or misappropriation of a person's property.
25. Tampering with the election of any student organization or group.

26. 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 “unwanted” or without consent if no clear consent is freely given, if inflicted through force, threat of force, coercion, or if inflicted upon a person who is unconscious or otherwise without 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.
27. Violations of the College’s Alcohol and Drug Policy.
28. Smoking is prohibited in all indoor and outdoor facilities and in all state-owned vehicles.
29. Public indecency defined as exposing the genitals of the person while in a public place or a place visible from a public place on College-owned or College-controlled property.
30. 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 student’s legitimate educational activities and interests.
31. 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.
32. Abuse of the College judicial program as outlined in the 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.
33. Any unlawful distribution of copyrighted material, including peer-to-peer file sharing.

### **Group Offenses**

Student clubs, groups, and organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the College. Such responsibilities include:

1. Compliance with campus regulations.
2. Taking reasonable steps, as a group, to prevent violations of law or campus regulations by its members.
3. A willingness to deal individually with those members of the group whose behavior reflects unfavorably upon the group or upon the College.

Failure to accept the responsibilities of group membership may subject the organization to permanent or temporary withdrawal of College recognition and/or support, social probation, denial of use of College facilities, or other appropriate action. The Associate Vice Chancellor of Student Services has responsibility of initiating and expediting disciplinary action in group offense cases. In order to ensure the safety of persons and property and to prevent any disruption of the educational and service functions of the campus, all assemblies, demonstrations, marches, rallies, or other events on the campus must be registered with and approved by the Associate Vice Chancellor of Student Services.

Sponsoring groups or organizations and their officers or moderator(s) will be responsible for the conduct of such events, including arrangements for adequate safeguards. In the case of individual students not acting in the name of an organization, the student(s) registering and/or organizing the event will be held primarily



responsible for the activities of the event and for the behavior of participants. Additionally, individual students will bear responsibility for their own behavior.

### **Use of Technology Resources Policy Statement**

Fletcher Technical Community College acquires, develops, and maintains computers, computer systems, and networks intended for educational-related purposes. These purposes include direct and indirect support of instruction, research and service missions, administrative functions, student activities, and free exchange of ideas within the College's educational community. This policy applies to all users of Fletcher Technical Community College's computing resources, whether affiliated with the institution or not, and to all uses of those resources, whether on campus or from a remote location. Fletcher Technical Community College management adheres to the Security Policy & Software License Compliance Policy #7.007 for the Louisiana Community and Technical College System (LCTCS) Information Systems.

#### Scope and Applicability

This policy applies to all users of Fletcher Technical Community College's computing resources, whether affiliated with the College or not, and to all uses of those resources, whether on campus or from a remote location.

#### Definitions

For purposes of the Policy Statement, the following definitions shall apply:

- Computing resources: Computers, printers, related hardware, licensed software, communications such as e-mail, Internet access, video, and any other technologies owned by Fletcher.
- User: Any person, employee or student that uses any technology resource at Fletcher.

#### General Policy

- Users of the institutions computing resources must comply with Fletcher Technical Community College's rules and policies and with federal and state laws including but not limited to copyright, trademark, Computer Fraud and Abuse Act which prohibits "hacking" and similar activities.
- Users are responsible for obtaining the necessary authorizations before using the institution's computing resources.
- Users are responsible for any activity originating from their accounts. Accounts and passwords may not be used by persons other than those to whom they have been assigned by the Information Technology Department.
- Users must not use computing resources to gain unauthorized access to remote computers or to impair or damage the operations of Fletcher's computers or networks, terminals or peripherals. This includes but is not limited to, blocking communication lines, intercepting or sniffing communications, and running, installing or sharing virus programs.
- Users shall not obtain or use another's logon id or password, or otherwise access computing resources to which authorization has not been validly given.
- Users shall not copy, install or use any software, data files or other technology that violates a copyright or license agreement. Please reference LCTCS Policy #7.007
- Users shall not monopolize or disproportionately use shared computing resources, overload systems or networks with endless loops interfere with others' authorized use, degrade services or otherwise waste computer time, connection time, disk space, printer paper or similar resources.
- Users shall not modify or reconfigure any component of computing resources without proper authorization.
- Users shall not accept payments, discounts, free merchandise or services in exchange for any services provided through use of the computing resources.

- Users shall not endanger the security of any computing resources or attempt to circumvent any established security measures, such as using a computer program to attempt password decoding.
- Users shall not transmit personal comments or statements or post information to newsgroups or Usenet that may be mistaken as the position of Fletcher.
- Users shall not utilize computing resources to develop, perform and/or perpetuate any unlawful act or to improperly disclose confidential information.
- Users shall not install, store or download software from the Internet or e-mail to Fletcher's computing resources unless such conduct is consistent with the College's academic, educational, and administrative policies or otherwise properly approved by Fletcher. Please reference LCTCS Policy #7.007
- Users shall not copy, impair or remove any software located on any computing resources or install any software on any computing resources that impairs the function, operation and/or efficiency of any computing resources. Please reference LCTCS Policy #7.007
- Any user that has sensitive data located on a mobile device must encrypt this data for security purposes.
- Anyone granted access through Fletcher's Information Systems is deemed an employee or student for the purposes of this security statement and policy only.
- If you are unsure whether an action details a security violation, you should report it and discuss with Information Systems Personnel.
- Each employee and/or student is responsible for the security of Fletcher's Information Systems.
- Each employee, student, or person accessing LCTCS' or Fletcher's Information Systems is bound by the procedures, such as password and account logon procedures, detailed in the Security Policy.
- Each employee should lock his/her workstation by a form of screensaver password, or logout, when they are away from their workstation.
- Each employee should be aware of social engineering, the manipulation of employees to gain information for the purpose of perpetrating fraud or damage to the system.
- Each employee and/or student should be aware that LCTCS or Fletcher personnel may monitor any and all activities without his/her direct consent or knowledge.
- Software inventory will be performed by the IT department annually in the month of January to ensure there is no unapproved software installed by users.

#### E-mail

All students will be issued a Fletcher e-mail account, which can be accessed from the Fletcher website, [www.fletcher.edu](http://www.fletcher.edu), or from Google's partner page, <https://mail.google.com/a/my.fletcher.edu>

- Users shall not transmit or participate in chain letters, hoaxes, scams, misguided warnings, pyramid schemes or any other fraudulent or unlawful schemes.
- Users shall not utilize computing resources, including the Internet and/or E-mail, to access, create, transmit, print or download material that is defamatory, obscene, fraudulent, harassing (including uninvited amorous or sexual messages), threatening, incites violence, or is offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs or to access, send, receive, or solicit sexually oriented messages or images or any other communication prohibited by law or other directive.
- Users shall not send unsolicited mass mailings or "spamming." Mass mailings to clearly identified groups for official purpose (for example, disseminating administrative announcements, notifying students of educational opportunities, or FLETCHER organizations sending announcements to their members) are allowed.

Google Apps is used as the official e-mail for students. Google's policy for using their product can be found at <http://www.google.com/intl/en/privacypolicy.html>

## Wireless

- Fletcher Technical Community College provides students with free wireless internet within the building for use with their personal computers. This wireless is unsecured and users are encouraged to use some type of encryption.

## Student Printing

- Each semester students will received a Free Quota Balance of 120 pages = \$12.00 credit. Once the quota is reached students a financially responsible for printing costs.
- Printing costs 10¢ a page. Any funds that a student adds will be carried over each semester. The Free Quota balance will not carry over and will reset each semester.
- Students can pay via credit/debit card online or may pay cash at Fletcher's cashier windows located at the Schriever campus.
- Student printing is located at both library locations.
- FAQ on student printing can be found online at Fletcher's website under FalconNet or directly at this link <http://www.fletcher.edu/index.cfm?md=pagebuilder&tmp=home&pid=716>

## Personal Devices

- Users are responsible for their personal devices/computers/phones. Fletcher's Information Technology Department does not support or work on users' personal devices/computers/phones.

## Abuse of This Policy

The use of Fletcher's computing resources is a privilege, not a right. Fletcher reviews and monitors its computing resources for compliance with policies, applicable laws and related directives, and discloses transactions to investigating authorities and others as warranted. Users should not have any expectation of privacy when using and storing information on Fletcher's computing resources, and Fletcher specifically reserves the right to review and copy any data or other information stored on any computing resources, without notice to any User, by use of forensic computers or otherwise. Violations of this policy may result in penalties, such as terminating access to computing resources, Fletcher disciplinary action, civil liability and/or criminal sanctions. LCTCS and/or Fletcher may monitor all usage of the Internet on or through computing resources and all other use of Fletcher's computing resources, including, without limitation, reviewing a list of any and all sites accessed by any User and all E-mails transmitted and/or received on any computing resources.

## Proprietary Rights and Licenses

Except as may specifically be agreed otherwise by Fletcher, any and all software and materials contained on any Fletcher computing resources is solely owned by Fletcher, except to the extent that any such materials are licensed to Fletcher by a third party vendor. Users are forbidden from taking any action that would be in violation of any standard license agreement for any software licensed to Fletcher and contained on any Fletcher computing resources, including without limitation, making any unauthorized copies of any such software. Fletcher management adheres to the Security Policy for the Louisiana Community and Technical College System Information Systems.

## ***Judicial System***

The primary purpose of the L.E. Fletcher Technical Community College Judicial System is to help govern the College community by regulating student conduct and by enforcing the Standards of Behavior, consistent with the Mission of the College and with the principles of due process of law applicable to Colleges and universities.

The Office of Student Services has administrative responsibility for the Judicial System on campus. The system consists of a Board of Review and a College Appeals Board. The Appeals Board hears appeals from the College Judiciary Committee.

### **Composition of Board of Review and Administrative Hearings**

Every student accused of violating the Standards of Conduct has the right to a hearing before the Board of Review on Discipline. The Board of Review consists of two professional staff members and two faculty members. One of the faculty members acts as chair of the committee. All proceedings of the hearings are recorded, except for executive sessions.

Once the committee reaches a decision, it is forwarded to the Associate Vice Chancellor of Student Services with a recommendation for sanctions.

In reviewing student grievances relating to academic matters and all other issues, the Associate Vice Chancellor of Student Services will attempt to resolve disputes through a process of conciliation of the parties involved rather than through a process of assertion of legal rights. If the grievance cannot be solved through conciliation, the Board of Review will be called to hear conduct proceeding on hearing the case.

A student charged with a violation of the Standards of Behavior may waive his or her right to a hearing before the Board of Review and request an administrative hearing before the Associate Vice Chancellor of Student Services. Administrative hearings are only conducted when the following conditions are met:

- The Associate Vice Chancellor of Student Services agrees to hear the case.
- The student, the person bringing the charge(s), and the Associate Vice Chancellor of Student Services agree to the sanction imposed. The administrative hearing will usually consist of the Associate Vice Chancellor of Student Services, the student (who may be accompanied by an adviser), the person bringing the charge(s), and the Chairperson/Dean of the Academic Department.

Whenever the Board of Review cannot be convened, the Associate Vice Chancellor of Student Services may choose to hear a disciplinary problem in an administrative hearing. The Associate Vice Chancellor of Student Services may conduct administrative hearings during vacation periods or in emergency situations which may arise during the school year and whenever a student's behavior or activity endangers the safety of the College community, student group, or others.

When administrative hearings are called, the Associate Vice Chancellor of Student Services shall meet with the person bringing the charges and the student defendant separately and/or jointly to discuss the charges or allegations and receive evidence to be considered in the hearing. After meeting with the parties involved and reviewing the evidence, the Associate Vice Chancellor of Student Services will decide that the charges are either invalid or valid. If the charges are valid, the Associate Vice Chancellor of Student Services may impose appropriate disciplinary sanctions.

Any decision reached as a result of an administrative hearing can be appealed to the Board of Review. However, sanctions against the student will remain intact until an appeal is requested, heard, and settled.

Prior to, during and following any hearing board or administrative hearing all communications and evidence is to be kept strictly confidential by all parties involved.

### **Judicial Procedures**

1. Violations may be reported to the Associate Vice Chancellor of Student Services by faculty and students for consideration and referral of such matters to appropriate disciplinary channels.
2. The College distinguishes its responsibility for student conduct which is in violation of law as cases of separate jurisdiction. When a student or a group of students stands in violation of law, they may be subject to College disciplinary action.
3. The Associate Vice Chancellor of Student Services shall ensure that the best interests of any offending students are secured by making use of appropriate counseling, professional services, and administrative offices.
4. In those cases of student conduct involving psychological or mental disturbance or other unusual circumstances, the Associate Vice Chancellor of Student Services may take action other than the initiation of judicial proceedings.
5. If information indicates that an offense has occurred, the following procedures shall be initiated:
  - a. The Associate Vice Chancellor of Student Services will conduct an investigation of the alleged offense and ascertain all pertinent facts. In the course of the investigation, the student shall be advised of the purpose of the investigation and invited to assist in its resolution. The student will be afforded an opportunity to state his or her case informally, or present information in support of his or her position, including mitigating circumstances.
  - b. If it is determined that original jurisdiction should rest with other administrative units, the case may then be referred directly for investigation.
  - c. If it is determined that disciplinary action should be taken, the student shall be advised in writing of the charges against him or her and afforded an opportunity to offer information that might be relevant to the necessity and extent of disciplinary action.

### **Procedural Due Process Principles**

L.E. Fletcher Technical Community College, in exercising its disciplinary power, is committed to the principle of procedural due process. Procedural due process requires that a disciplinary procedure be established for determining the guilt or innocence of all students charged with specific conduct violations and that the procedure meet the test of fairness and reasonableness.

In all disciplinary matters referred to the Board of Review, the accused shall have the following rights:

1. To be given notice in writing of the specific charge or charge(s).
2. To be allowed adequate time in which to prepare a defense against such charge(s). This is normally interpreted to be at least 72 hours from the time of notification of the charge(s). Circumstances can justify a shorter period.
3. To have the charge(s) considered by the Board of Review. The student may waive this right and accept the judgment of the Associate Vice Chancellor of Student Services.
4. To be given information on the nature of the evidence on which the charge(s) is based. If written or video documents are to be introduced as evidence, the student has a right to receive copies of the documents at least 72 hours before the hearing. The student is also entitled to receive a list of all the witnesses who will testify against him or her. If, however, the student wishes to cross-examine any College witnesses, he or she must submit a written request containing the names of the witnesses to the Associate Vice Chancellor of Student Services.

5. To have a separate hearing before the Board of Review. When two or more students are charged with the same circumstances, one or more of the students may make a written request for a joint hearing. The decision on a joint hearing will be made by the committee chair on the merits of each situation. Thus, the written request should show why a joint hearing will help ensure a fair and reasonable due process hearing.
6. To be presumed innocent until proven guilty and to have the Board of Review decide guilt solely on the basis of clear and convincing evidence presented during the hearing, with the College bearing the burden of proof of guilt.
7. To retain all rights as a College student while the charges are being considered and, if found guilty, all rights of appeal have been exhausted as established in this code.
8. To appeal decisions and recommendations of the Board of Review or of the administrative officer who hears the case.

### **Rights of the Student Prior to Convening of the Board of Review**

1. To request assistance from the Associate Vice Chancellor of Student Services in bringing a student or College employee before the Board of Review to serve as witnesses on his or her behalf. The student will be actively encouraged to bring witnesses to appear; however, it should be understood that College officials do not have subpoena power.
2. To give written authorization to the Associate Vice Chancellor of Student Services to release information relating to the charge to the person(s) chosen by the student to serve as an adviser. Such information is to be used only in assisting the student in preparing a defense.

### **Rights of the Student during a Hearing**

1. To appear, alone or with person(s) of the student's choice to advise and assist the student during the hearing. Acceptable persons chosen to advise or assist the student include a friend, or an instructor. The chair of the Board of Review will recognize the person chosen to advise or assist the student as an adviser but will not permit the adviser to participate as an agent of the student. The student may request additional advisers by writing to the chair of the Board of Review, through the Associate Vice Chancellor of Student Services. The request should include an outline of the reasons additional advisers are needed. Such requests should reach the committee chair at least 48 hours prior to the hearing. A prompt decision shall be made on all such requests.
2. To request, with just cause, that a member to the Board of Review be excluded from the panel. Such a request must be made immediately after the introduction of the committee members and should take the form of a request to the chair. The chair will excuse the member of the Board of Review while the student presents reason justifying the request.
3. To present evidence in his or her own defense.
4. To refuse to testify or answer any questions if such testimony or answers tend to establish against the student a violation of the Standards of Behavior or a violation of state or federal law.
5. To be confronted by the person(s) bringing the charge(s).
6. To have an opportunity to conduct reasonable cross-examination of the person(s) bringing charge(s).
7. To have an opportunity to conduct a reasonable cross-examination of the witnesses who appear at the hearing and give testimony against the student. Depositions, statements, previously submitted memoranda, letters and any other written materials may be introduced by the accused at a hearing even though the writer is not present. The committee members may attach whatever significance to these written documents they deem appropriate.
8. To have evidence of prior Standards of Behavior violations and/or convictions excluded during the hearing. If, however, a student is found guilty, such evidence shall be admitted when the Board of Review deliberates the imposition of sanctions.

### **Rights of the Student who is Found Guilty**

1. To have sanctions imposed that is commensurate with the violation charge.
2. To retain all rights as a College student until appeal procedures, as established in the Standards of Behavior, have been exhausted.
3. To have a summary of the hearing decision as prepared for the Associate Vice Chancellor of Student Services, a taped copy of the hearing, except when the committee meets in executive session to deliberate procedural matters of the student's innocence or guilt and sanctions to be imposed.

The hearing decision summary will be provided free of cost to the student; the tape will be provided at the student's expense.

### **Due Process and Appeal Procedures**

1. The student shall be notified in writing of the fault or grievance for which he or she is subject to judicial processes in ample time to prepare a defense.
2. When sanctions or other administrative actions are instituted, the student shall be informed in writing.
3. The student shall be informed of the right to have the alleged violation and imposed sanctions/actions come before the Board of Review.
4. The student has five calendar days from notification to request a hearing. Such a hearing must commence no less than 10 calendar days or more than 15 calendar days from the date of request.
5. The Board of Review may:
  - o Affirm the action.
  - o Reduce or modify the action.
  - o Dismiss the charges if determination is made that action was taken on grounds not supported by substantial evidence.
  - o Return case to original office for further consideration.
6. One is assumed innocent until proven guilty. The burden of proof must rest upon the member of the academic community bringing the charge. Sufficient evidence must be presented to sustain the burden of proof so that a reasonable mind might draw an adequate conclusion.

One must be given an opportunity to testify and to present evidence and witnesses. All parties involved have the right to cross examine.

7. The decision must be based solely on the evidence introduced during the proceedings.
8. In the absence of a transcript, there should be a tape recording of the hearing. This record is to be preserved by the Associate Vice Chancellor of Student Services until final disposition of the case.
9. The principals in a hearing must be present and may be represented by advisor(s) of their choice.
10. One who is found culpable of the allegations, either through his or her own admission or by a decision of the Board of Review, has the right to establish mitigating circumstances through his or

her own testimony or that of a competent witness.

11. In the interests of confidentiality, all administrative or appellate hearings are closed to the general public.
12. The Board of Review shall establish its own internal operating procedures consistent with due process.
13. The appellate decision of the Board of Review shall be final. The student may, however, appeal the decision of the Board of Review to the Chancellor within five calendar days of notification of Board of Review action when there is:
  - a. A question concerning procedural due process and/or
  - b. A desire on the part of the student to introduce new information.
14. After the review, the student will be informed of the final decision no later than ten (10) school days after the decision. The grievant shall have ten (10) days after receipt of the written disposition from the Chancellor to appeal the disposition to the Louisiana Community and Technical College System (LCTCS) Board of Supervisors. All documents and copies must be forwarded simultaneously to the Chancellor involved and to the LCTCS Board of Supervisors through the Chancellor via certified mail.

If a student chooses to appeal to the LCTCS Board, the appeal must be within 10 calendar days of the institution's decision. The system staff shall then review the due-process proceedings followed by the institution and submit recommendations to the LCTCS Board.

### **Substantive Due Process Principles**

1. The College, in exercising its disciplinary power, is committed to the principle of substantive due process protection for its students. Substantive due process requires that all College regulations, rules and policies governing student conduct and discipline must be set forth in properly promulgated documents. Substantive due process also requires that regulations affecting the conduct of students and sanctions for misconduct by students shall be based on the general principle of equal treatment, including like sanctions for like violations, without regard to sex, race, color, religion, age, national origin, handicap, marital status or veteran status.
2. The Standards of Behavior are the basic policy statements of the College governing student conduct and student discipline. Operating units of the College, e.g., academic divisions, academic departments, and library may also establish and promulgate behavioral standards for students as long as they are not inconsistent with the provisions of the Standards of Behavior. Under circumstances in which there is an allegation of misconduct which is a violation of conduct standards of operating units and also a violation of the Standards of Behavior, the determination of innocence or guilt must be made using the process established by the Standards of Behavior. A determination of guilt on the basis of the standards does not preclude the application of sanctions under departmental regulations. Under no circumstances, however, may departmental sanctions be imposed in lieu of sanctions applied in proceedings under the standards.
3. Consistent with the principle of substantive due process, no College disciplinary sanction shall be imposed upon a student except in accordance with the provisions of these standards.
4. A student accused of violating a College regulation, including regulations of operating departments, shall always have the right to require that the accusation be considered in accordance with the provisions of these standards and that any sanction imposed is consistent with the provisions of these standards. This does not mean that a student may not voluntarily accept departmental discipline.



5. Students who have reason to believe that they are being unjustly accused and/or disciplined, or threatened with discipline, by a College employee without the full protection offered by the Standards of Behavior should immediately seek advice and counsel on their rights under the standards published in the Student Handbook.

### **Role of the Associate Vice Chancellor of Student Services in Due Process Procedures**

In order to maintain an academic community where the rights of all are assured, it is necessary that violations and grievances be cleared up or resolved on the level at which they occur.

The functions of the Associate Vice Chancellor of Student Services in cases involving violations and grievances are as follows:

1. To counsel the person to talk to the one against whom the grievance is made if he or she has not already done so.
2. To serve as arbitrator which is defined as one who facilitates hearings of the parties involved, enabling said parties to come to a resolution of the dispute voluntarily.
3. To initiate the proper procedures in cases where no agreement is forthcoming in process of arbitration.
4. To advise the person in writing of the alleged violation or grievance of which he or she is accused and to advise the parties involved of their rights under due process. When necessary, to initiate the procedures in cases of appeal and to serve in a moderating capacity for those proceedings.
5. To assist the student in any appropriate way both during and following the investigation and the hearing.
6. To assist the student in the preparation of an appeal.
7. To assist the student in carrying out the terms of the penalty and in applying for a return to good standing.
8. To maintain all records and transcripts of hearings until such time as they are no longer pertinent.

## *Academic Dishonesty*

At L.E. Fletcher Technical Community College intellectual integrity and academic honesty are fundamental to the processes of learning and of evaluating academic performance. Maintaining such integrity is the responsibility of all members of the College.

Students must take the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personally completing assigned work is essential to learning. Permitting others to prepare one's work, using published or unpublished summaries as a substitute for studying required materials, or giving unauthorized assistance in the preparation of work to be submitted for class are directly contrary to the honest process of learning.

Students who are aware that others in a course are cheating or otherwise acting dishonestly have the responsibility either to warn the accused student or to bring the matter to attention of a member of the faculty or the appropriate College official.

Students and faculty must share the knowledge that dishonest practices will make it difficult for honest students to be evaluated and graded fairly, and will damage the integrity of the entire College. Students should recognize that their own interests and their integrity as individuals suffer if they condone dishonesty in others.

### **Forms of Academic Dishonesty**

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, academic misconduct, falsification, fabrication, and the attempt to commit such a violation. Definitions and examples are presented below:

#### Cheating

Cheating is the fraudulent act of deception by a student who misrepresents the mastery of information on an academic exercise which he or she does not have.

- A. Unpremeditated cheating is an act of academic cheating taken without advanced contemplation, prior determination, or planning.
  - a. Examples:
    - i. Copying from another student's test paper.
    - ii. Allowing another student to copy from a test paper.
    - iii. Using the course textbook or other material, such as a notebook, during a test.
- B. Premeditated cheating is an act of cheating which grows out of advanced planning, contemplation or deliberation.
  - a. Examples:
    - i. Collaborating during a test with another person by giving or receiving information without authority.
    - ii. Using specially prepared materials during a test without authority to do so, e.g., notes, formula lists, etc.

#### Plagiarism

Plagiarism is the unacknowledged inclusion of someone else's words, ideas, or data as one's own in work submitted for credit. When a student submits work for credit that includes the words, ideas, or data of others, the source of this information must be acknowledged through complete, accurate, and specific footnotes, appropriate citations, and, in the case of verbatim statements, quotation marks. Failure to identify any source published or unpublished, copyrighted or non-copyrighted, constitutes plagiarism.

Examples:

1. Undocumented use of any author's main idea.
2. Undocumented paraphrase of an author's actual words.
3. Undocumented, verbatim use of an author's actual words.

#### Collusion

Collusion is defined as the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the scholastic dishonesty rules.

Example: Using another person's computer jump drive despite instructions to the contrary or without authority to do so.

#### Academic Misconduct

Academic misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations.

Examples:

- A. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
- B. Selling or giving away all or part of an unadministered test or any information about the test.
- C. Bribing a person to obtain an unadministered test or any information about the test.
- D. Breaking into and/or entering a building or office for the purpose of changing a grade in a grade book, on a test or on other work for which a grade is given.
- E. Changing, altering, or being an accessory to the changing and/or altering of a grade book, a test, a "drop slip," or other official academic records of the College which relate to grades.
- F. Breaking into and/or entering a building or office for the purpose of obtaining an unadministered test.

#### Falsification/Fabrication

Falsification/Fabrication is the intentional use of invented information or the falsification of research or its findings with the intent to deceive.

Examples:

- A. Citation of information not taken from the source indicated.
- B. Listing sources in a bibliography not used in the academic exercise.
- C. Inventing data or source information for research or other academic exercise.
- D. Submitting as one's own, in fulfillment of academic requirements, any academic exercise (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.
- E. Taking a test for another student or permitting another student to take a test for oneself.
- F. Submitting work previously used for credit in another course without express permission of the instructor.

#### **Accessory to Acts of Academic Dishonesty**

To facilitate, support, or to conspire with another student to commit or attempt to commit any form of academic dishonesty is a violation of the academic standards of the College as specified in the Standards of Behavior.

## **Procedure for Reporting Academic Dishonesty**

The following procedures shall be used by instructors who wish to bring charges of academic dishonesty against a student.

- A. The instructor, upon receiving information or determining that a student may be guilty of a form of academic dishonesty, should counsel the student regarding the violation. If the student is unable to explain discrepancies satisfactorily, the instructor will have two options available: Fail the student for the assignment/test in question or forward the allegations for a more formal hearing. In the instance where the case is forwarded the instructor shall collect or acquire evidence of the violation and bring the matter to the attention of the department head. The Department Head shall review the charges. He or she may decide the allegations are unfounded or summon the student for a conference. After conferring with the student, the Department Head will either dismiss or forward the allegations through to the Dean of the Department who will review the case and have the option to either uphold or deny the decision of the department head. The allegation should be presented to Associate Vice Chancellor of Student Services within five (5) days of becoming aware of the alleged violation.
- B. The instructor, no matter which option is selected, is required to submit to the department head, in writing, a detailed account of the violation, including the name of the course, type of assignment or test, date of the alleged violation, names of witnesses, and copies of all information which supports the allegation.
- C. If disciplinary action is pending when a final grade must be submitted, the instructor must assign the student an "I" grade to show incomplete work. That notation will remain until the alleged violation is adjudicated, at which time the instructor must assign an appropriate final grade.
- D. Although it is not required, the instructor should be available for questioning by the Board of Review (See the Judicial System section for description) on the day of the hearing. The instructor is, however, strongly urged to attend the hearing and answer questions pertinent to the case. The instructor is required to be present for questions if the student makes a written request in advance.
- E. After the hearing, the committee will forward its findings and a recommendation for sanctions or other suggested action to the Associate Vice Chancellor of Student Services.
- F. The Associate Vice Chancellor of Student Services, in consultation with the Department Head, will either approve or disapprove the recommendation of the committee. If, however, the student is found to be in violation of the Standards of Behavior as charged, the Academic Dean will contact the instructor and give him or her permission to remove the "I" and assign a grade for dishonest work.
- G. The appellate decision of the Board of Review shall be final. The student may, however, appeal the decision of the Board of Review to the Chancellor within five (5) calendar days of notification of Board of Review action when there is:
  - a. A question concerning procedural due process and/or
  - b. A desire on the part of the student to introduce new information.

The Chancellor, after reviewing the appeal, shall submit to the student and all individuals involved in the original disciplinary sanction a formal letter outlining the decision. The Chancellor's letter to the student terminates the appeal process at the College.

After the review, the student will be informed of the final decision no later than ten (10) school days after the decision. The grievant shall have ten (10) days after receipt of the written disposition from the Chancellor to appeal the disposition to the Louisiana Community and Technical College System (LCTCS) Board of Supervisors. All documents and copies must be forwarded simultaneously to the Chancellor involved and to the LCTCS Board of Supervisors through the Chancellor via certified mail.

If a student chooses to appeal to the LCTCS Board, the appeal must be within 10 calendar days of the institution's decision. The system staff shall then review the due-process proceedings followed by the institution and submit recommendations to the LCTCS Board.

## *Disciplinary Sanctions*

The academic community feels that for the growth and development of every individual there are times when certain corrective measures contribute to the process of maturity. These corrective measures or sanctions are never an end in them, but are the means which enable one to reflect on his or her actions and behaviors. The following sanctions are imposed according to the gravity of the offense. Violations of the terms of any sanctions subject a student to more severe action.

1. Admonition: An oral statement to the student offender that he or she has violated College regulations.
2. Formal Warning: Written notice to the student indicating that certain behavior is unacceptable and that improvement is expected or certain disciplinary action will be taken.
3. Restitution: Compensation or reimbursement for damage to property and/or appropriate action for a grievance caused to a member(s) of the academic community.
4. Campusing: Any appropriate action whereby the individual sanction imposed is related to the offense but does not warrant probation, suspension, or dismissal. The action may include loss of privileges, inability to hold student office in student organizations, loss of scholarship money, or any other sanction that the Dean of Student Services approves.
5. Probation: A temporary suspension whereby the student remains enrolled in the College, but under the stated conditions of temporary status as outlined in the notification of probation.
6. Suspension: Suspension establishes a fixed period of time during which the student is physically separated from the College and must leave the campus. The office of the Dean of Student Services must clear all students for admission who have been suspended from the College for disciplinary reasons. Disciplinary Suspension is entered on the student's non-academic file until he withdraws from College.
7. Dismissal: Permanent termination of student status defines dismissal. The fact that a student has been dismissed becomes a permanent part of the student's non-academic file.

## ***Parking Guidelines and Regulations***

Everyone (Students, Faculty, Staff) must have a parking permit to park on the Schriever and St. Charles Street sites at all times (day, evening and weekends).

Online Form Submission: Complete and submit a vehicle registration form online at: ([www.fletcher.edu/index.cfm?md=form&tmp=home&fmid=35](http://www.fletcher.edu/index.cfm?md=form&tmp=home&fmid=35)). Please allow 24 hours for posting of the parking fee to your LoLA account.

Permits are purchased at a cost of **\$30** in the fall semester and are valid through the fall, spring and summer semesters of the particular academic year. Expiration will be the last day of the summer session. A new permit will need to be purchased each fall semester. If new students register in the spring or summer semesters, the price and expiration are still the same. Payment can be made online through your LoLA account or in person at the cashier window in Schriever. Once registration of vehicle and payment is complete, students may pick up the parking permit at the cashier window at the Schriever Campus.

Permits must be affixed onto the rearview mirror of your vehicle with the permit number facing the front glass viewable from the outside.

Students may park anywhere in the designated parking areas except those areas designated as handicapped, visitor parking, or faculty and staff parking.

Faculty and staff can park anywhere in the designated area except where restricted by signage.

Handicapped parking is reserved for those individuals with a valid handicap license plate or placard. Please see the cashier if you are eligible for handicapped parking and provide your official I.D. verifying eligibility.

Parking is not allowed near or next to any fire hydrants.

Parking is not allowed on grass or walkways. This includes motorcycles.

Parking permits are registered only to the vehicle for which they were purchased. Permits cannot be transferred. If you have more than one vehicle you will utilize throughout the year, you will need to register each vehicle.

Citations will be issued for any violations to the parking regulations and can be paid at the Cashier window at the Schriever campus (cash or money order) or mailed (money order only) to the attention of the Business Office, 1407 Hwy 311, Schriever, LA 70395. Fines are to be paid within 10 days of the issue date of the citation or you must file an appeal at the cashier window within the same time frame.

For additional information, refer to the parking policy posted on the Fletcher website

### **Parking and Traffic Regulations**

Fletcher Technical Community College has the responsibility of regulating vehicular traffic on all of its campuses and sites. The College also is responsible for ensuring that all motor vehicles and bicycles used on campus follow college guidelines for orderly and safe operation. All motor vehicles are to be registered immediately upon student enrollment or employment.

Parking permits (hang tag) are to be displayed at all times when a vehicle is on campus. Parking is allowed only in designated locations. Vehicles violating college guidelines are subject to fines, immobilization, towing or loss of vehicle privileges on all locations.

Traffic/Parking Violations and Fines:

Anyone operating a vehicle outside of college guidelines will be subject to vehicle citations and fines.

Warning notices may be issued for a first offense only. Students, faculty or staff members who develop a pattern of disregard for college parking and operation guidelines face the added penalty of losing campus parking privileges. *For all Outstanding Traffic/Parking Violations and Fines, a hold will be placed on the student account preventing the student from receiving transcripts and from future course registrations.*

Violations are reported daily to the Business Office by college staff and Security. Fines can be paid in person to the cashier in the Business Office located at 1407 Highway 311 Schriever, LA 70395.

The following table provides the fee structure that will be followed in issuing citations.

<ul style="list-style-type: none"><li>• Student vehicle in Faculty/Staff area</li></ul>	\$15 ticket
<ul style="list-style-type: none"><li>• Parked in the roadway</li><li>• Blocking other vehicles</li><li>• Parked in two spaces</li><li>• Parked on sidewalk</li></ul>	\$10 ticket
<ul style="list-style-type: none"><li>• Unregistered vehicle</li><li>• Failure to display tag</li></ul>	\$20 ticket
<ul style="list-style-type: none"><li>• Parked in a handicapped space</li></ul>	\$50 ticket
<ul style="list-style-type: none"><li>• Failure to obey an officer</li></ul>	\$20 ticket
<ul style="list-style-type: none"><li>• Parked in a fire zone</li><li>• Running stop sign</li><li>• Parked in a “No Parking” zone</li></ul>	\$25 ticket



## *Other College Policies*

### **Safety**

The College assumes the primary role of providing a safe atmosphere in which to work and study. Students and employees should contribute to the safe atmosphere by assuming their own responsibility for safety.

Every attempt shall be made to reduce the possibility of accidents; therefore, the teaching of safe practices shall be integrated into the curriculum of all programs. It is the intent of Fletcher to comply with safety laws and applicable standards mandated by the State of Louisiana.

Each student should be alert to prevent injury to her/him and to others. Students should avoid damaging equipment, tools, and buildings. All safety practices should be followed at all times in the operation of equipment. Instructors will provide specific rules for each program area. Students should not attempt to operate machines or equipment on which they have not received instruction by a College employee. Students may work in the shop areas only when the instructor is on duty in the shop. Only students enrolled in a specific shop course are allowed in the shop area for that course.

In case of sickness or minor accidents, students should first inform the program instructor. Appropriate first-aid treatment may be provided. If necessary, the College will telephone an emergency contact to come to the College for the injured or sick student. No emergency or sick room is maintained.

In case of a serious accident, an ambulance may be summoned. If possible, permission from the adult student or guardian of the minor student will be secured prior to summoning the ambulance. Personnel in charge at the time of the accident shall make such determination. All medical expenses are the responsibility of the student. The College's Safety Coordinator shall be conferred with in all safety/accident situations.

### **Campus Security Act**

The following policies have been adopted to comply with the requirements of the Campus Security Act (PL 101-542) 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.

### **Harassment Policy**

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights and state regulations (R.S. 23:301, 312, 332), and therefore, it is the policy of LCTCS that unlawful harassment of students is prohibited.

**Harassment** is physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work or school performance. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state, or local law, ordinance or regulation.

**Sexual Harassment** is defined by the Equal Employment Opportunity Commission as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose and effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

LCTCS applies this definition to the areas of academic advancement, academic standing, or academic performance.

On this campus, the potential of sexual harassment exists among students, faculty, and staff. It is the objective of Fletcher to establish and enforce policies that build a College where all students are treated fairly and can study and learn in a non-threatening environment. All training programs are open to members of either sex without regard to the traditional sexual identification associated with the occupation. Applicants are encouraged to consider enrollment in non-traditional training programs.

Harassment infringes on students’ rights to a comfortable College environment, and it is a form of misconduct that undermines the integrity of the College relationship. No student, male or female, should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically, or electronically transmitted. Although this list is not all-inclusive, examples of conduct that is prohibited include:

- Taking any action on the basis of a student’s submission to or refusal of sexual overtures;
- Unwelcome or unwanted conversations;
- Unwelcome or unwanted touching;
- Continued or repeated verbal abuse of a sexual nature;
- Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance;
- Offensive comments regarding sexual or private matters;
- Display of sexually suggestive pictures, objects;
- Offensive jokes;
- Verbal abuse, comments, names or slurs that in any way relate to an individual’s race, color, sex, sexual orientation, age, religion, national origin, or disability;
- Any other offensive or abusive physical, visual, or verbal conduct.

This policy applies to all members of the LCTCS Board of Supervisors, unclassified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with the LCTCS. It is the policy of the LCTCS that no member of the LCTCS community may harass another. This includes harassment of a student by an employee, of an employee by a student, of a student by another student. Additionally, under appropriate circumstances, the LCTCS may take action to protect its employees and students from harassment, on LCTCS property or at LCTCS-sponsored events, by individuals who are not students or employees of LCTCS.

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. A student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to his/her instructor, a department head, or a dean dependent upon who is exhibiting the harassing behavior or to the Associate Vice Chancellor of Student Services. He/she also may submit a complaint to the institution's Chancellor.

Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. The Associate Vice Chancellor of Student Services will conduct investigations, unless otherwise deemed necessary, in order to assure an impartial and confidential investigation. LCTCS will not tolerate any type of discipline or retaliation, direct or indirect, against any person who, in good faith, files a complaint of or responds to questions in regard to having witnessed prohibited harassment. False charges are treated as serious offenses and may result in disciplinary and/or civil action.

Any employee, member of management, or student who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing per the institution's policies governing students.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research, or support-staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student assisting another College official in performing his or her tasks. A College official has a legitimate educational

interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Under this act, Fletcher assumes that all students are independent. Parents of dependent students must prove such dependence through the presentation of the latest 1040 form filed with the IRS before they may be granted access to any student record of their dependent. The act provides that certain information, designated as directory information, concerning the student may be released by the College unless the student has informed the College that such information should not be released.

Directory information includes the student's name, address, telephone number, date and place of birth, date of enrollment, office in which enrolled, classification, enrollment status (full-time or part-time), major, degree earned, awards, participation in officially recognized activities, and the most recent previous educational agency or institution attended. A student who desires that any or all of his/her directory information not be released must notify the Office of Student Services by meeting with the registrar or the registrar's designee to complete an authorization form. Once completed, the request to withhold directory information will remain in effect until revoked by the student.

### **Substance Abuse and Drug-Free Policy**

The possession, use, and/or sale of alcoholic beverages or illegal drugs on campus are strictly prohibited. Violators of drug and alcohol laws will be reported to the sheriff's office. The College has been designated a Drug/Alcohol-Free Zone. The College complies with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Institute and Communities Act Amendment of 1989. As part of its drug-free awareness program, the Office of Student Services maintains brochures that are available for student and employee use. Each new student is given the following information:

- the College's policy of maintaining a drug-free workplace and campus;
- a statement that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on campus property or as part of any of its activities; and
- a statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment/student status, and referral for prosecution, for violations of the standards of conduct (a disciplinary sanction may include the completion of an appropriate rehabilitation program).

### **Smoke Free/Tobacco-Free Campus Policy**

In accordance with Act 211 of the 2013 Regular Session of the Louisiana Legislature, Fletcher Technical Community College seeks to provide a safe, healthy, pleasant environment for its faculty staff, students and visitors. To this end, the use of tobacco products, including smoke and smokeless tobacco, and the advertising, sale, free distribution, and discarding of tobacco products shall be prohibited in all indoor and outdoor facilities and in all state-owned vehicles. The policy extends to faculty, staff, students, vendors, guests, and visitors.

## **Specifications**

- A. "Tobacco" is defined as all tobacco-derived or containing products or containing products, including and not limited to, cigarettes, cigars, cigarillos, pipes, hookah-smoked products, smokeless tobacco, and all oral and nasal tobacco products (e.g., chewing tobacco, snuff).
- B. "Smoking" is defined as inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, e-cigarettes, hookah-smoked products, pipe tobacco, and any other lighted combustible plant material.
- C. "Indoor and outdoor facilities and state-owned vehicles" shall include
  - All buildings and facilities owned or leased by Fletcher Technical Community College
  - All outdoor areas owned or leased by Fletcher Technical Community College, including the grounds of all campuses
  - All state-owned or leased vehicles
  - Personal vehicles on college owned grounds

## **Enforcement**

- A. It is the responsibility of all members of the campus community and campus visitors to observe the provisions of this policy.
- B. It is the responsibility of all students, faculty, staff, and campus visitors to uphold the honor of the College by affirming its commitment to this policy.
- C. Courtesy and consideration will be exercised when informing violators of this policy.
- D. Compliance with this policy by all students and employees is expected based on our commitment to a healthy environment to live, work, and learn. Emphasis will be placed on creating a positive and healthy culture free of tobacco and should be a cooperative effort, encouraged by all faculty, staff and students. Faculty and staff non-compliance with this policy will be handled in the same manner as any other policy violation and is subject to disciplinary process.
- E. Visitors repeating non-compliance will be referred to security and asked to leave the campus.

## **General**

- A. The sale or promotion of tobacco products will be prohibited anywhere on campus. This will also include prohibiting sponsorship of any school activity by tobacco companies.
- B. Communication will be provided to prospective and enrolling students and new employees.
- C. Scheduled breaks may not be extended nor shall extra breaks be added for smoking.
- D. The college will ensure that the public and the campus are made aware of the tobacco free environment through press releases, website announcements, signage and other communication sources.

## **Policy Reference**

- Louisiana Revised Statutes 40:1300.251 to 40:1300.263
- Louisiana Revised Statutes 30:2522(4) and 30:2531(A) (3)

## **Emergencies**

Fletcher Technical Community College has established an Emergency Plan to minimize the impact of an emergency on students, faculty, staff, visitors and facilities. All emergency situations should be reported to campus administration and/or designated site director.

## **First Call Notification System**

Fletcher has implemented an Emergency Notification System on campus. First Call allows students and faculty to be notified by e-mail, voicemail, phone or text message in the event there is an emergency situation at the college. This program is implemented across the Louisiana Community College System. Students who choose to participate in the notification system must input and maintain their own data. The College is not responsible for incorrect student information. If at any time the student's contact information changes, it is his/her responsibility to update the information in First Call. Students can choose whether they want the alert notification sent to their home phone, a text message and voicemail to their cellular phone, and/or an e-mail. The website to create an account is <https://alertregistration.com/ftcc>. Students are required to input their college e-mail address as the primary e-mail and a personal e-mail account as the secondary e-mail account.

## **Fire**

In case of a fire, students shall leave the building in accordance with the fire evacuation plans that are posted throughout the buildings and in the classrooms. Students are NOT to use the elevator(s) during evacuations.

## **Inclement Weather**

Weather so severe as to endanger student safety or college property may cause the Chancellor or a member of the Emergency Control Committee to close the college or issue a "lockdown" until conditions improve. College closings will be announced via the First Call Alert System, Fletcher student emails and on the website.

## **Hurricanes**

The college's Hurricane Emergency Control Committee monitors the National Weather Service, and coordinates with local Office of Emergency Preparedness and Terrebonne Parish School Board. If the Chancellor or another member of the Emergency Control Committee cancels classes, students will be informed via the First Call Emergency Alert System, email, website and the local media.

Students will be instructed to leave campus and not permitted to remain in any campus building for any reason. Students are encouraged to implement their personal hurricane evacuation plan. A student information sheet will be distributed and posted throughout campus, emailed and posted on the website to serve as a reference to obtain information about the college during an evacuation. Should any student in good conscience decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their instructors directly prior to leaving.

## **Class Work**

Students must adhere to course requirements and must complete work assigned on a timely basis. It is the student's responsibility to know what is required of him/her and to seek additional assistance from the instructor when needed.

### **Dress/Grooming**

While the College does not maintain a formal dress code, it is expected that students will dress appropriately when they are on campus. Students must dress in a manner acceptable for an educational institution. Clothing with sexually offensive slogans, vulgarity, and/or ethnically offensive material is prohibited. An indecent manner of dress is also prohibited. Any extreme, unusual, distracting, or disturbing appearance which disrupts the learning environment is forbidden.

Certain programs have dress codes developed to promote professionalism and meet safety requirements for laboratories and workshops. Enrollment in any program/course that has such requirements constitutes acceptance of these codes.

### **College Property**

Care and use of the College's equipment to obtain maximum life will be maintained. Unnecessary use of equipment, fuel, or electricity will be avoided. Equipment and commodities will be properly stored. Knowledge of lost or stolen College property is to be reported immediately to the program instructor or to the Business Office. Property will not be taken from the College premises. The College's vehicles will not be operated by unauthorized personnel, except in emergencies.

### **Cell Phones/Mobile Devices**

Because of the number of students attending Fletcher and the interruptions being caused by cell phones/mobile devices going off frequently, the following policy has been instituted: Use of cell phones/mobile devices will not be allowed in the classroom or shop areas and should be put on silent or vibrate. Emergency messages can be delivered from the Student Services Office: (985) 448-7917.

### **Personal Property**

The College is not responsible for the personal property of students. Automobiles and other items cannot be left on the grounds without permission from College administration. No illegal, hazardous, or livestock properties are allowed. Stolen properties should be reported to the Director of Facilities. Items that are considered a deterrent to studies are not allowed.

### **Search and Seizure**

Lockers and desks are the property of Fletcher and are loaned to students for the purpose of assisting them in obtaining an education. As property of the College, they are subject to search for any contraband at any time, upon the reasonable belief of the Associate Vice Chancellor of Student Services that said lockers and desks might contain suspect material that is not allowed on the College campus. Bringing a toolbox and operating a motor vehicle are privileges granted to students. The granting of these privileges is conditioned upon the consent of the students to a search by the College administration of said toolboxes or motor vehicles that may be on campus in order to determine if said toolboxes or motor vehicles contain material that is not allowed on the College campus.

This search and seizure policy applies to materials such as weapons, illegal substances or drugs, alcoholic beverages, and other similar material. Local law enforcement authorities may be included in this process if the Chancellor or the Chancellor's designee determines a need for such involvement.

## **Solicitations**

Sales/solicitation of a commercial nature, whether by non-students or students, is not permitted on the campus except when registered and approved by the Associate Vice Chancellor of Student Services. Flyers, handbills, and leaflets advertising the sale of items or services and any other information are allowed in designated areas with approval from the Associate Vice Chancellor of Student Services. The operation of private business enterprises on campus is prohibited.

## **Firearms Policy**

The carrying of a firearm or dangerous weapon, as defined in R.S. 14:2, by a student or non-student on College property, at a College-sponsored function, or in a firearm-free zone are unlawful. This shall be defined as possession of any firearm or dangerous weapon on one's person at any time while on a College campus, on College transportation, or at any College-sponsored function.

## **Live-Work Policy**

Fletcher Technical Community College is a training institute, not a repair, fabrication, or refurbishing facility. Therefore, live work, or any project performed in the classroom or shop, will be limited to those types of jobs that are:

- Specifically beneficial to the program of study being pursued by the student.
- Consistent with the training the student is receiving at that particular time.
- Required for further development of student proficiency.

The policy governing performance of live work follows:

- State property and equipment will be used only for official school business.
- Before any outside work may begin, a complete work order must be prepared by the instructor and approved by the Division Dean.
- Materials and supplies must be purchased by the individual or organization for which the work is being performed.
- Students shall not be paid for work completed during training.
- The college shall not charge for student labor for any project used in training.

## **Visitors**

Visitors are welcomed and are invited to visit the College during normal operating hours. Each visitor to the main campus should check in with the Business Office. Visitors include anyone who is not a registered student or an employee of the College.

## **Intellectual Property**

Fletcher Technical Community College recognizes that intellectual properties and discoveries may arise from the activities of faculty, staff, and students in the course of the duties or through the use, by any person, of institutional resources such as facilities, equipment, or funds. The Louisiana Technical and Community College System has an Intellectual Property Policy (Academic Policy 1.042) that provides students and faculty of Fletcher the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for the public benefit. This policy is available on LCTCS website ([www.lctcs.edu](http://www.lctcs.edu)).