

## **NTCC**

### **2017-2018**

# **Student Handbook**



## **Welcome Message**

Welcome to Northshore Technical Community College! When you enroll at NTCC you become a part of a dynamic learning environment comprised of a student, faculty and industry team focused on advancing your goals and launching your career. Today's industry standards require technical training and skills enhancements necessary to build career opportunities throughout the lifespan. The rapidly changing landscape of our economy provides tremendous opportunities for technical community college students of today. Enroll now and be a part of the building of a stronger Louisiana workforce. The faculty, staff, and administration of Northshore Technical Community College are committed to your success. Thank you for joining the Gator family. We look forward to growing with you!



*William S. Wainwright, PhD*  
Chancellor

## **Mission of Northshore Technical Community College**

Northshore Technical Community College is committed to providing quality workforce training and transfer opportunities by awarding associate degrees, technical diplomas and certificates to students seeking a competitive edge in today's global economy.

## **Equal Opportunity Statement**

NTCC is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, or disability. All students have equal rights to counseling and training. The following person has been designated to handle inquiries regarding these non-discrimination policies:

Christy Montgomery

Associate Provost of Student Affairs & Title IX Coordinator

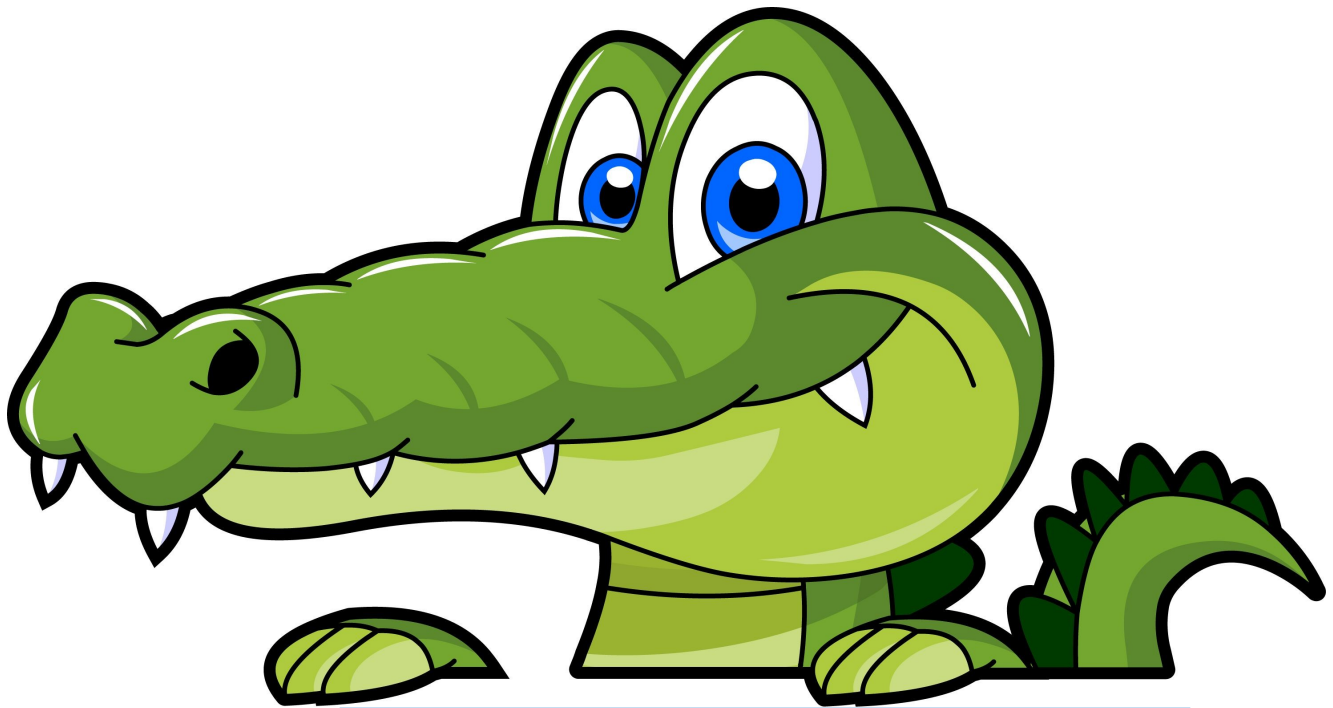
Phone: 985-545-1239

Email: [christymontgomery@northshorecollege.edu](mailto:christymontgomery@northshorecollege.edu).

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# Code of Student Conduct



integrity accountability citizenship  
obligation fairness engagement safety  
student learning honor  
dignity ethics justice professionalism  
respect wisdom rights involvement honesty  
obedience

# Code of Student Conduct

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Northshore Technical Community College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event, or to learn in an environment that is clean, quiet, and conducive to study is prohibited. The College reserves the right to ask for the withdrawal of any student who refuses to adhere to the standards of the institution.

For the purpose of this section, a “student” is defined as an individual taking courses at the College, either full- or part-time including individuals who withdraw from the College during the conduct process; those who are not currently enrolled in courses but who have a continuing academic relationship with the College, and those who have applied for admission or readmission to the College.

## Disciplinary Procedures for Student Misconduct

All disciplinary sanctions fall under the direction of the Associate Provost of Student Affairs. When a student is confronted with a possible violation of rules requiring disciplinary action, the student will be given a notice, either oral or in print, directing him/her to appear before the Assistant Director of Student Affairs at a specified date and time. Failure to appear is a violation of the Student Code of Conduct and will result in further sanctions. The Assistant Director of Student Affairs will determine the circumstances of an alleged violation by investigating the report of the violation and interviewing the implicated student and other potentially involved parties, including the complainant. If it is determined that no violation has occurred, or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that the preponderance of evidence standard is met, the student will be sanctioned. All sanctions must be approved by the Associate Provost of Student Affairs. Sanctioned students have the right to appeal the decision of the college. The student must submit their appeal no later than 4:00 p.m. within two business days.

## Procedure on Failure to Comply with Disciplinary Sanctions

Any disciplinary action taken against a student enrolled at Northshore Technical Community College may result in levying against that student any one of several disciplinary sanctions as listed in the Student Handbook under the Student Code of Conduct section. Whenever disciplinary sanctions are levied against a student, he/she is expected to fully comply. Any student who does not fully comply with his/her disciplinary sanctions is subject to one or more of the following consequences:

1. Immediate dismissal from Northshore Technical Community College.
2. Prohibited from re-enrolling in Northshore Technical Community College.
3. Having all college records placed on hold.

The purpose of this policy is to ensure that students are accountable and responsible for their decisions and actions to promote civility and ethical behavior among Northshore Technical Community College students and to sensitize students to the fact that every decision carries a consequence.

## **Sanctions Against Misconduct**

The Associate Provost of Student Affairs, Dean of Campus Administration or Divisional Deans may impose misconduct sanctions. The following penalties may be imposed singularly or in combination upon individuals, groups or organizations:

1. Administer a verbal or written warning to the student.
2. Require the student attend personal counseling/coaching sessions.
3. Impose disciplinary probation for a definite period of time with the condition that future violations may result in disciplinary suspension.
4. Prohibit a student from representing the college, on or off campus, in any recognized college-sponsored event.
5. Withhold an official transcript or degree.
6. Prohibit readmission.
7. Require restitution, whether monetary or through specific duties, such as; reimbursement for damage(s) to or misappropriation of college, student or employee property.
8. Expel or suspend a student from Northshore Technical Community College.
9. Withdraw a student from all currently enrolled coursework without refund of tuition and fees. Educational sanctions may include work assignments, essays, community service, behavioral contract, administrative referral, letters of apology and other related educational assignments. No student who has been suspended from the college shall be permitted on the college campus during the period of suspension without prior written approval from the appropriate college administrator who may convene the appeals committee for consideration/consultation of the matter.
10. Educational sanctions may include work assignments, essay writing, community service, behavioral contract, administrative referral, letter of apology or restitution, or other educational assignment.
11. Impose other sanctions as outlined in the departmental handbook for specific programs including but not limited to: Health Sciences and Automotive.
12. Limit access to and/or prohibit students from certain areas of the campus.
13. Administer other sanctions as per the discretion of the Associate Provost of Student Affairs or Dean of Campus Administration.

Failure to meet the requirements of any notice by a college official may result in action being taken by the Associate Provost of Student Affairs apart from action for the alleged violation.

Failure to appear is a violation of the Code of Conduct and will result in further sanctions and a hold will remain on the student's enrollment pending student cooperation. Once informed of the allegations against the student, they may choose not to dispute and will be sanctioned appropriately. If the student chooses to dispute the allegations, the Assistant Director of Student Affairs will determine the circumstances of an alleged violation by investigating the facts and interviewing the implicated student and other potentially involved parties, including the complainant. The Assistant Director of Student Affairs will then communicate the findings with the Dean of Campus Administration and Campus Security. If it is determined that no violation has occurred, or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that a violation has occurred, the student will be sanctioned appropriately. All sanctions are approved by the Associate Provost of Student Affairs. Sanctioned students have the right to appeal the decision of the college per the Disciplinary Appeal Procedures.

NOTE: In cases where a student receives a sanction of probation, suspension or expulsion, a copy of the confirmation letter received by the student may be forwarded to the parent or guardian of the student in conjunction with the Buckley Amendment and in compliance with FERPA guidelines.

## **Student Code of Conduct in Special Programs**

Certain programs such as Workforce and Adult Education, as well as instructional areas (e.g. Health Sciences, Automotive, etc.) will require additional standards of conduct and may involve additional requirements for admissions and sanctions against student misconduct. The request for appeal of any instructional programmatic decisions must be made through the program director and his/her supervisor. The students in these programs will be required to abide by both the Northshore Technical Community College Student Handbook and the program specific Student Handbook. When there is conflict, the Northshore Technical Community College Student Handbook supersedes the program handbook.

## **Authorized Disciplinary Action**

The following actions are available to college administrative personnel to deal with repeated or serious violations of the Student Code of Conduct or college policies. Actions may be taken at the level deemed appropriate depending on the seriousness of the violation and the past record of the student. Please take notice that an incident of misconduct may involve more than one violation and may result in action being taken at various levels of the college administration, (college violation and programmatic violation). Action at one level regarding a particular violation does not preclude action being taken at another level regarding other violations arising from the same incident.

1. *Written Warning* is official notice to the student that their past behavior is not in accordance with college expectations; is educational in nature, but also forms a basis for more severe action in case of further violations.
2. *Restitution* may be assessed in cases where damage to property has occurred or a fine exists for a specific action. Financial action may involve a replacement or repair charge, a punitive charge or a combination.
3. *Restrictions and Suspension of Activities* are actions which restrict or prohibit a student's use of College facilities or services; prohibit participation in extracurricular activities; and/or terminate college employment. Actions may include, but are not limited to:
  - A. No participation in student organizations.
  - B. No use of certain college facilities, such as student lounge areas;
  - C. No participation in college activities.
  - D. Termination or refusal of college employment.
4. *Revocation of Scholarship* will occur when students receiving foundation scholarships are restricted from continuing to receive that assistance.
5. *Behavioral Contract of Referral* would require the student enter into a binding contract to structure their activities and behavior in order to change that behavior to eliminate the need for further disciplinary action. Referral to other resources for assistance, either on or off campus, also may be required for the student to remain enrolled and/or on campus. Referral may be separate or part of a behavioral contract. Community service requirements may be part of any contract.

6. *Disciplinary Probation* usually involves any or all of the actions listed in sections 1 through 5. This is used only when the student's actions and past behavior or doubt of their ability to act in a responsible manner and to successfully adjust to a college environment are noted. Failure to abide by these restrictions and conditions will result in suspension. This action normally is in effect for at least one regular academic semester.

7. *Suspension* is used when other attempts to change behavior have failed. This involves suspension from enrollment and presence on campus at any time. This action will be in effect for at least one long semester and may constitute permanent severance from the college. The length of the suspension will be determined by the seriousness of the actions and the possibility of future problems with the student.

8. *Immediate Suspension* is used when a student's presence poses continuing danger to people or property or an ongoing threat of disruption to the academic process. The student may be immediately removed from the college with loss of all college privileges. In such incidents, a notice of hearing to the student will follow for resolution of the matter as soon as is practical.

## **Off-Campus Conduct**

When a student is alleged to have violated Northshore Technical Community College's Code of Student Conduct by an offense committed off of the college premises, the College reserves the right to investigate and adjudicate. All students enrolled in NTCC should clearly understand that the college is expressly concerned with student conduct both on and off campus. Northshore Technical Community College expects the behavior of its students, at all times and in all settings, to be guided by the same standards that define acceptable forms of student conduct. To this end, any student enrolled at NTCC who is found in violation of the Code of Student Conduct or state or federal laws, even in an off-campus setting, is subject to administrative disciplinary procedures that could result in one or a combination of several disciplinary sanctions as listed in the Student Handbook.

Based on the reasonable belief that a student has been involved in conduct off campus incompatible with the college's function as an educational institution or with the mission of Northshore Technical Community College, the Associate Provost of Student Affairs, in his/her discretion, may invoke the disciplinary process.

## **Harassment/Sexual Harassment, Intimidation and Bullying**

Northshore Technical Community College will not condone any form of harassment, intimidation, or bullying in the college setting and takes appropriate corrective, disciplinary and remedial action in response to such determined incidents.

Harassment consists of unwelcomed conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental condition or disability, veteran status, citizenship status, or other protected group status. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.



- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

For the purpose of further clarification, harassment/sexual harassment includes, but is not limited to:

- Making unsolicited written, verbal, visual or physical contact with sexual overtones.  
Some examples are: epithets, derogatory comments or slurs of a sexual nature impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcomed. (Reciprocal attraction is not considered sexual harassment!)
- Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the education environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting that a probationary period will be exploited. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting that a scholarship recommendation or college application will be denied.
- Offering favors or educational or employment benefits, such as grades or promotion, favorable performance valuations, favorable assignments, favorable duties or shifts, recommendation, reclassification, etc., in exchange for sexual favors.

In addition, Northshore Technical Community College defines “intimidation and bullying in the college setting” as the following: any gesture or written, verbal or physical act, or any use of electronic communication that:

- a) is motivated by an actual or perceived discriminating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or any other distinguishing characteristic, and
- b) a reasonable person should know, under the circumstances, that the acts(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- c) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly, civil, and safe operation of the institution and/or the learning environment.

Complaints of harassment or bullying may be reported to the following:

Associate Provost of Student Affairs : 985-545-1239

Campus Security

Campus Deans

Any faculty or staff

## **Examples of Student Misconduct/Unacceptable Behavior**

Students are responsible for knowing and obeying the college rules, as well as local, state and federal laws. Consistent with U.S. Department of Education Title IX standards, and the Violence Against Women Reauthorization Act of 2013 and the Campus SaVE Act, Northshore Technical Community College uses a preponderance of evidence standard to determine whether a code violation is more likely than not to have occurred.

A student who violates these rules, whether on or off campus, will be subject to adjudication and potential disciplinary action in accordance with the College's Due Process. Disciplinary action may result in suspension from Northshore Technical Community College and additional, independent action from the civil authorities, such as local, state, or federal law enforcement agencies.

Specific examples of misconduct in which students may be subject to disciplinary action include, but are not limited to, the following:

1. Committing a criminal act under federal, state or municipal law, or supporting or assisting with the violation of any of those laws on or off campus.
2. Violating any college policy, procedure, rule or regulation.
3. Failure to identify oneself to a college official upon request or falsifying one's identity to an officer of the law.
4. Failing to obey, or lying to, a college official or officer of the law who is performing his/her duties.
5. Obstructing an investigation (e.g., falsifying a report of an incident).
6. Participating in repetitious offenses and/or failing to fulfill all probationary requirements.
7. Misusing any fire equipment or other life-safety equipment on or off college property.
8. Use or possession of ammunition, firearms or other weapons, including, but not limited to, guns, BB guns, bows, arrows, knives, brass knuckles, or other device used as a weapon or ammunition on or off college property.
9. Behaving in a manner that significantly endangers the health or safety of other people, including members of the college community and visitors on or off campus. This includes, but is not limited to hazing or voluntarily submitting to hazing, or any participation or support thereof.
10. Stealing, destroying, defacing, damaging or misusing college property or property belonging to others and/or participating as an accessory in such activity.
11. Infliction, threat or inciting bodily harm while on or off college property: (1) infliction of bodily harm upon any person; (2) any act that contributes to the risk of bodily harm to a person, and which includes but is not limited to physical or sexual assaults or threats thereof.
12. Using, possessing, or distributing intoxicating beverages or substances, such as but not limited to alcohol, K-2, Spice Genie, or excessive quantities of DXM, in any college building or facility, or other public area or supporting or assisting with such possession, including paraphernalia thereof (e.g., empty alcohol containers, empty pill or DXM/liquid containers).
13. Use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, or college owned buildings.
14. Gambling in any form including but not limited to on looking or conspiracy on or off college property.

15. Illegal possession, use, sale, manufacture or distribution of any quantity, whether usable or not, of any drug, narcotic or controlled substance. Drug paraphernalia of any type, including bongs, clips, pipes, residue, seeds, a smoke-filled room or any other items used in the preparation or consumption of illegal drugs is prohibited. Knowingly remaining within the presence of narcotics, controlled substances, or drug paraphernalia is strictly prohibited; supporting or assisting with such possession is also prohibited.
16. Forging, altering or misusing any college or other documents, forms, records or identification cards.
17. Possession of or setting off any explosive devices, fireworks or flammable liquid or object on college property.
18. Failing to respond to an official summons from an administrative officer of the college within the time indicated.
19. Harassing, bullying, intimidation, or stalking made either in person, or by telephone, writing or computer.
20. Hate crime – Intentionally selects a person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
21. Any act that contributes to the sexual harassment, discrimination, or assault of another person on or off campus. This includes intimate partner or domestic/dating violence or harassment.
22. Involvement in any act or statement that provides a terroristic threat made in person, on paper, by phone or through other electronic means that contributes to or suggests endangerment toward a person(s) and/or to the physical property of others, including but not limited to that of Northshore Technical Community College.
23. Obstructing or disrupting any college activity, including teaching, research, social activities and public service functions.
24. Engaging in any obscene, profane, slanderous, reckless, destructive or unlawful course of conduct.
25. Bribery, forgery, alteration, misuse of college documents, records or identification as well as misuse and/or abuse of services such as financial assistance, arranged accommodations/modifications and academic assistance provided by the college.
26. Creating a nuisance with noise through talking, yelling, singing, playing a musical instrument, stereo, radio or through other means in a way that is sufficiently loud enough to disturb other members of the college community.
27. Theft, copyright infringement or other abuse of computer time. This includes, but is not limited to: unauthorized entry into a file, to use, read or change the contents, or for any other purpose; unauthorized transfer of a file, or use of another individual's identification and password; use of computing facilities or equipment to send, receive or transport obscene, abusive or pornographic messages or images.
28. Creating a disturbance or distraction through appearance, physical gestures or by wearing or possessing inappropriate clothing, jewelry, bandannas, body decorations or other items in possession deemed extreme or gang-related, and inappropriate for the educational environment.
29. Engaging in academic dishonesty as defined under the Academic Conduct and Academic Dishonesty policies.

30. Participating in illegal or unsanctioned solicitation on or off the premises of Northshore Technical Community College.
31. Loitering or participating in any unapproved, unsanctioned physical presence within a facility or property boundaries of which are owned, maintained, operated, or utilized by Northshore Technical Community College.
32. Harboring or in possession of unapproved animals on campus.
33. Engaging in an off-campus offense.

## **Due Process and Timeframe**

Every LCTCS institution must establish a disciplinary procedure as directed by the Board of Supervisors for the Louisiana Community and Technical College System.

Any student accused of violating the Code of Student Conduct should have the right to expect consistent and fair procedures for resolving their situation. Northshore Technical Community College's Associate Provost of Student Affairs oversees all student discipline procedures as well as any judiciary appeal processes involving student complaints. A reasonably prompt timeframe is maintained for all procedures and varies between one week and thirty days with extensions dependent on such factors as the number of witnesses or participants, the involvement of court or criminal proceedings, subsequent findings or additional incidents, and the nature and extent of such incident(s).

With a primary concern for student safety and from the start of the adjudication process and consistent with Title IX standards, both the complainant and the accused are provided protection against retaliatory harassment, may receive tentative immunity for concurrent lesser offenses, may file a criminal complaint against the other student, and may receive counseling as needed. Prior to an initial hearing, the completion of the adjudication process, or an appeals hearing, if it is decided that the accused student has behaved in a manner that significantly endangers the health and safety to the community college and/or the educational process, the student may be removed from housing and/or the campus until such times as a scheduled hearing is conducted.

Furthermore, all student-based decisions made by administrators, student affairs, divisional deans and/or campus security may be appealed to the Associate Provost of Student Affairs or the Disciplinary Appeals Committee. Final appeal may be presented to the Chancellor of Northshore Technical Community College ONLY AFTER the appeal process has been followed and within three business days following notification of the appeal results from the Associate Provost of Student Affairs.

The following procedure was developed by NTCC.:

### **Reporting of Incidents**

- All reports of student misconduct shall be made in writing to the Dean of Campus Administration at the campus where the incident occurred and the Associate Provost of Student Affairs within five working days of the incident.
- The Dean of Campus Administration shall determine if a violation of the Student Judicial Code has taken place based on the allegation. If an alleged violation is determined to have been committed, a written report to that effect will be made, and this written report will be forwarded within one week of determination to the Associate Provost of Student Affairs for review.

- If the Associate Provost of Student Affairs concurs with the findings, the Dean of Campus Administration will interview the involved student within five working days or as soon as the student can be contacted and immediate action is required.

If the Associate Provost of Student Affairs does not concur with the findings and determines no violation has occurred, the Associate Provost of Student Affairs will discuss the findings with the Dean of Campus Administration. Within five working days of receipt of the determination of violation, a report to that effect will be made, and a written response will be forwarded to the student and grievant that no further action is required.

## **Immediate Action**

Incidents where a disciplinary contract is needed.

- The student will be advised of the decision and of the conditions of the contract. If the student concurs, the proposed contract shall be imposed and the proceedings terminated. A copy of the contract will be placed in the student disciplinary files of the Associate Provost of Student Affairs.

## **Incidents handled through Resolution Conference**

- If the Dean of Campus Administration determines that the alleged misconduct requires disciplinary action of minor nature, a Resolution Conference will be held with the student within five working days of the determination. If a resolution is reached, both parties will sign a resolution statement to that effect.
- If the student declines to accept the decision, the student may file a written request for a hearing before the Student Discipline Committee within five working days of the meeting.
- In either case, the Dean of Campus Administration will file a report of the incident and its disposition with the Associate Provost of Student Affairs.

## **Incidents referred to Student Discipline Committee**

- If the student cannot be resolved through the resolution conference process, the student will be referred to the Student Discipline Committee of the campus where the alleged incident occurred.
- If the Associate Provost of Student Affairs is of the opinion that the matter should be heard by the Student Discipline Committee, the Associate Provost of Student Affairs will inform the student that a notice of the hearing will be forthcoming.

## **Student Discipline Committee Procedures**

- In order to protect the student's guaranteed legal rights, the following procedures will be carried out regarding the rights of students who are to appear before the Student Discipline Committee-to face charges for violation of NTCC regulations.
- The student is to be given written notice of charges against him/her by the Student Discipline Committee at least 72 hours before the hearing.
- The student is to be afforded an adequate and fair hearing on the charges.
- The student is to be permitted to testify, if he/she so desires, and to present the testimony of any competent witnesses who have personal knowledge of any matters or materials relevant to the charges.
- Both the accuser and the accused will be informed that he or she may bring one personal advisor who may attend and advise the student but may not present the student's case.

- The student has the right to face his/her accuser. The accuser and the accused must be present for the hearing to proceed.
- In the event that the person filing the complaint fails to appear (except in cases of unavoidable emergency) at the hearing, the charges will be dropped and the Committee shall so notify the Associate Provost of Student Affairs in writing.
- If the accused student fails to appear after having confirmed written notification of the time/place of the hearing (except in cases of unavoidable emergency), the Committee shall continue with the hearing and make a decision based on evidence presented at the hearing.
- The Committee shall file a written report of the Committee's decision with the Student Affairs Office and the Associate Provost of Student Affairs.
- Either the accused student or the person filing the original complaint may, within five working days of notification, appeal the Committee's decision to the Associate Provost of Student Affairs.
- The accuser and the accused will be notified in writing of the Associate Provost of Student Affairs' decision.
- A copy of this decision will be filed in the judicial file with the Associate Provost of Student Affairs.
- Either the accused student or the person filing the original complaint may, within 10 working days of receipt of the notification, appeal the Associate Provost of Student Affairs' decision to the Chancellor.
- The student will be notified in writing of the decision of the Chancellor.
- A copy of this decision will be filed in the judicial file in the Chancellor with a copy to the Associate Provost of Student Affairs.
- The final appeal for the accused student at the college level is to the Vice President for Student Affairs at the Louisiana Technical and Community College System Office and must be filed within 10 working days of receipt of the decision of the Chancellor. Copies of this appeal and the Vice President's decision will also be filed with the Chancellor and Associate Provost of Student Affairs.

### **Student Status Pending Final Action by a Student Discipline Committee**

Pending action on charges, the status of the accused student shall not be altered nor his/her right to be present on campus and attend classes suspended, except for reasons relating to his/her physical or emotional safety and well-being or when it is deemed necessary for the protection of the safety of other students, faculty, and/or property. In such an event, the Dean of Campus Administration in consultation with the Associate Provost of Student Affairs will decide if a temporary suspension is warranted. The student will have the right to be present at the hearing.

### **Student Discipline Committee Members**

The Student Discipline Committee will be comprised of a minimum of five individuals appointed by the Dean of Campus Administration. Composition of the Committee is to include faculty, students, and administration. The committee shall consist of the campus Behavioral Intervention Team and the following:

- Student affairs representative (preferably a counseling department unclassified staff member)
- Faculty representative from the student's major area
- Neutral faculty member

## **Disciplinary Sanctions**

**Admonition:** written reprimand to the student.

**Warning Probation:** indicates that further violation of regulations will result in more severe disciplinary action.

**Disciplinary Probation:** indicates that further violations may result in suspension.

**Restitution:** reimbursement for damage to, or misappropriation of property.

**Suspension of Rights and Privileges:** an elastic penalty. The Committee may impose limitations or requirements to fit the particular case.

**Failing Grade:** may be assigned to a student for a course in which the student was found guilty of academic dishonesty.

**Suspension:** the student is suspended for a specified period of time and may automatically apply for re-entry to the NTCC once this period expires. Student may also have to fulfill special requirements set forth by the Student Discipline Committee prior to re-entry to NTCC.

**Expulsion:** a student is expelled from the NTCC and may never return to the NTCC.

## **Falsification of Records**

All students must be aware of the importance of supplying correct information on college applications, records, etc. Students should also notify Student Affairs if personal information changes during their enrollment. Students participating in any financial aid program must inform Student Affairs of any changes in circumstances that may alter their eligibility for such financial aid. Falsification of student records may result in dismissal.

Practical Nursing student records are supplied to the State Board of Practical Nurse Examiners. Pharmacy Technician student records are supplied to the Louisiana Board of Pharmacy. All student records must be true and correct to the best of the student's knowledge. Any falsification of these records will result in the student being penalized at the discretion of the Dean of Campus Administration and/or program regulating boards.

## **Disciplinary Appeal Procedures**

After an original decision is rendered the student (and the victim in a sexual assault incident\*\*) shall be given a letter stating the charge(s), sanction(s), and the procedure if the student chooses to appeal. If the sanctioned student (and the victim in a sexual assault incident\*\*) wishes to appeal the decision, the appeal must be received in writing to the Associate Provost of Student Affairs no later than 4:00 p.m. within two business days.

The Associate Provost of Student Affairs will determine if the appeal letter has merit. The student will be notified within five business days whether or not their appeal has been granted. If the appeal is granted, the Associate Provost of Student Affairs will appoint the appeals committee, facilitate the hearing; and prepare all supporting information for the appeals committee. Failure to comply with the applied sanctions pending the outcome of the disciplinary appeal may result in further sanctions.

The appeals procedure is a process, which takes place in a college setting, and serves as a community of individuals working together for the benefit of the student and the College environment. Within this framework, the institution embodies the laws of the nation and state, but maintains the authority to govern itself. As such, it produces its own format for adjudicating differences, using the laws of the land as guidelines.

These appeal procedures serve to provide due process in principle and fact. In practice, the procedures are not viewed or intended to be courts; rather, they are procedures with hearings to air differences and seek solutions within the expectations of the academic community.

In light of these principles, individuals may have witnesses for the Appeals Board to interview. In addition, if Northshore Technical Community College utilizes an attorney to present the case, the student shall have similar right to utilize an attorney. Representation by legal counsel is not required, but may be permitted. If counsel is requested, the attorney's purpose is to serve as an Advisor to the student. Should the student plan to have an attorney present, the institution must be informed no less than 48 hours prior to the appeal hearing.

Only the student, legal counsel (if approved for student advising only) and a representative of the college may be present during the appeal hearing. Any witness testifying will appear before the committee only while testifying. The committee will render a final recommendation to the Associate Provost of Student Affairs that:

1. The original decision be upheld; or
2. The original decision be reversed; or
3. The severity of the decision or sanction may be modified (increased or decreased).

At the conclusion of the hearing, a letter will be given to the student within three business days and should state the decision of the Associate Provost of Student Affairs, and the stipulations, such as a timeframe for vacating the campus, and/or instructions for processing the proper withdrawal papers, length of time for any probation, any restrictions, and/or information regarding appealing to the College Chancellor.

The final appeal to the College Chancellor may be initiated only after the appeal process has been completed. A letter of appeal must be received by the Chancellor's office within three business days of written notification of the committee's recommendation or the decision of the Associate Provost of Student Affairs.

Listed below are additional guidelines for the appeal process.

1. An opportunity will be provided for the accused to present his/her own case and to present other evidence in support of the case.
2. The right to hear evidence and to ask questions of witnesses, through Northshore Technical Community College staff, must be allowed.
3. Northshore Technical Community College has the burden of proving its case by preponderance of evidence. The preponderance of evidence means proof that leads a reasonable person to find the facts at issue are more likely to have occurred than not.
4. A determination of the facts will be based only on the evidence presented.
5. A student may not be compelled to testify on his/her own behalf if the student chooses not to testify. If the student does testify, he/she may be fully, indirectly, cross-examined.
6. After hearing all the evidence, the committee shall determine by a majority vote, or if a hearing officer is used in lieu of a committee (as with the sanction of probation), the hearing officer shall determine if the student violated the policy. The committee by majority vote shall recommend or assess the appropriate penalty.
7. A written statement will be available for the student no later than 3 business days following the proceedings.

In addition to the statements from the appeals board, the right to make a record of the hearing at an individual's own expense should be preserved. Northshore Technical Community College will provide a recording of the proceeding by electronic means, or by notes or minutes taken by an impartial recording secretary. The record will be retained by the institution for a period of three years. Notification to administrators, staff and instructors may be distributed to indicate



that the student has been removed from classes if the student's suspension is upheld by the appeal process.

The above constitutes the minimum constitutionally mandated due process. In addition to these guaranteed rights, the following will be Northshore Technical Community College's practice to ensure fairness in serious disciplinary offenses:

1. The right to appeal to a higher authority within the institution.
2. The right to cross-examine witnesses, not directly, but through the appeal committee chair.
3. The right to have counsel at a hearing, not to participate, but to advise.

## **Student Dress and Appearance Code**

The primary purpose of Northshore Technical Community College is to provide students with an education. College officials consider this activity second to none in its importance and believe it should be so regarded by the students. Thus, a mature attitude should be demonstrated by the dress and appearance of the students while attending classes or engaging in other programs or functions on the campus. The student is expected to maintain the same standards of dress and personal grooming on campus that would ordinarily be maintained by those engaged in other serious activities and employment. Obvious violations of these standards may be subject to disciplinary action.

## **Academic Dishonesty**

An essential rule in every class at NTCC is that any work for which a student will receive a grade or credit be entirely his/her own or be properly documented to indicate sources. When a student does not follow this rule, he/she is dishonest and undermines the goals of the College. Cheating in any form will not be tolerated. Students must not cheat and/or plagiarize any work submitted for credit, whether prepared in or out of class. Responsibility rests with the student to know the acceptable methods and techniques for proper documentation of sources. Instances of any form of cheating will result in formal College action. Additional information regarding the policies, procedures and sanctions associated with academic misconduct can be found in the Student Handbook. Acts of academic dishonesty include:

### **Cheating**

Cheating is the act of deception by a student who misrepresents his mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include copying or allowing someone else to copy work of another student; using a textbook or other material during an examination; collaboration during an academic exercise or giving or receiving information; and using specially prepared materials during an academic exercise, such as notes or formula lists.

### **Plagiarism**

Plagiarism is the inclusion of someone else's actual words or paraphrases, ideas, or data into one's own work without acknowledging the original source. The included material must have appropriate citations such as footnotes or quotation marks and identification of the sources, published or unpublished, copyrighted or not copyrighted.

### **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 include stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling, bribing or giving away all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, "drop form," or other official academic records of the College which would alter grades; and breaking in and/or entering a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

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

Accessory to Acts of Academic Dishonesty is the act of facilitating, supporting, or conspiring with another student to commit any form of academic dishonesty.

## **Falsification/Fabrication**

Falsification/Fabrication is the intentional use of invented information or the falsification of research findings with the intent to deceive. Examples include citation of information not obtained from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in another course without express permission of the Instructor; and falsifying information on official school documents such as application, financial aid, and/or scholarship forms.

## **Attendance Policy**

Class attendance is the responsibility of the student. All students must be officially enrolled in any course that they attend. It is expected that students attend all classes and be on time. If an absence occurs, it is the responsibility of the student for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. Students who stop attending class and do not officially drop, withdraw, or resign from the college may receive a grade of "F" for all coursework missed. Absences affect performance in this course and do not reflect well on participation. The instructor reserves the right to drop a student from the course if the student exceeds 10 percent of the total attendance for the course. No student may substitute the attendance of another student.

## **Student Behavior/Classroom Decorum**

Students are encouraged to discuss, inquire, and express during class. Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students are required to turn off all cell phones or similar electronic devices (or place them on silent mode) before coming into the classroom. The instructor reserves the right to assign no credit for work on that day if a student talks or texts on a cell phone or similar electronic device. The classroom is not a place for children, and students are not to bring their family members into the classroom.

## **Communication Policy**

My.NorthshoreCollege.Edu is the official student email communication within Northshore Technical Community College. Therefore, the College has the right to send communications to students via their

College email address and the right to expect that those communications will be received and read in a timely fashion. Every student is assigned a My.NorthshoreCollege.Edu. Students can redirect their College email address to an outside email provider. However, the College is not responsible for handling outside email providers, and redirecting their College email address does not absolve a student from their responsibilities associated with communication sent to their official College email address.

## **Copyright Policy**

Unless a student has obtained permission from the copyright holder, it is a violation of Copyright Law to print or copy a chapter of a textbook that you did not purchase.

## **Disability Code**

If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Student Affairs. No accommodations are granted without documentation authorized from Students Affairs.

## **Firearms Policy**

Carrying 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 is unlawful and 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 in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within 1,000 feet of any college campus. A zero tolerance policy applies.

- A. Whoever commits the crime of carrying a firearm, whether by a student or non student, on school property or in a firearm-free zone shall be imprisoned at hard labor for not more than five years.
- B. Lack of knowledge that the prohibited act occurred on or within 1,000 feet of school shall not be a defense.
- C. School officials shall notify all students and parents of the impact of this legislation and shall post notices of the impact of this section at each major point of entry to the school. These notices shall be maintained as permanent notices.
- D. If a student is detained by the Dean of Campus Administration or other school official for violation of this section or the Dean of Campus Administration or other school official confiscates or seizes a firearm or concealed weapon from a student while upon school property, school function, or on a school bus, the Dean of Campus Administration or other school official in charge at the time of the detention or seizure shall immediately report the detention or seizure to the police department or sheriff's department where the school is located and shall deliver any firearm or weapon seized to that agency.
- E. It is unlawful for any person to cover, remove, deface, alter, or destroy any sign or other marking identifying a firearm-free zone as provided in this section.

# Grievance Policy

Student grievance, as used in this policy, refers to non-academic and non-financial complaints of students against employees of Northshore Technical Community College. It does not include grade appeals, academic status appeals, admission appeals, student discipline appeals, financial aid appeals, refund appeals, and all other matters that are within the jurisdiction of other committees of the institution.

The procedures contained in this policy are to be followed for all complaints and/or grievances, as defined above, which are filed against employees of the college. NTCC is committed to affording all students, including distance education students, the opportunity for accessibility and due process during the student grievance process. To ensure this, at each step of the process an available distance option will be provided when necessary, i.e. video conferencing for hearings involving online students.

## 1. Purpose

To publish NTCC's policy for affording students a process for addressing non-academic and non-financial grievances that students might have against employees of the College.

## 2. Definitions

### A. Grievance

Grievance, as used in this policy, refers to non-academic and non-financial complaints of students against employees of NTCC. It does NOT include: grade appeals, academic status appeals, admission appeals, student discipline appeals, financial aid appeals, refund appeals, traffic citation appeals, or any other matters that are within the jurisdiction of other committees of the institution.

### B. Complainant

Complainant refers to the student making a complaint or filing a grievance.

### C. Respondent

Respondent refers to the employee against whom a complaint or grievance has been filed.

## 3. Mediation Procedures

### A. General Provisions

Unless the respondent is a faculty member in whose class the student is currently enrolled, a student who wishes to make a complaint under these procedures, must within ten (10) days of the alleged event either: (1) request an appointment with the Campus Dean (or designee) or (2) compose a Written Student Complaint and submit it to the Campus Dean (or designee).

Within five (5) days of the student requesting an appointment or the Campus Dean (or designee) receiving a Written Student Complaint, the Campus Dean (or designee) meets with the complainant to discuss the alleged incident. If in the opinion of the Campus Dean (or designee) no violation of college policy has occurred, the Campus Dean (or designee) so informs the student and makes a written record of the discussion he/she had with the complainant. The complainant may accept the decision of the Campus Dean (or designee) or file a formal grievance using the procedures outlined in Section 5.

If the Campus Dean (or designee) finds that a violation of college policy might have occurred, the Campus Dean (or designee):

1. offers to:
  - hold a Mediation Conference during which the complainant has an opportunity to discuss his/her complaint with the respondent, the respondent's supervisor, and the Campus Dean (or designee). [The Campus Dean (or designee) may serve as both the supervisor and mediator.]; or
  - investigate the alleged incident and provide feedback to the complainant without holding a mediation conference;
2. if the incident is deemed to be a potentially serious violation of college policy, informs the complainant that she/he has the option of filing a formal grievance following procedures outlined in Section 5.

#### B. Mediation Conference

A Mediation Conference provides an opportunity for the complainant, respondent, respondent's supervisor, and Campus Dean (or designee) to discuss and attempt to resolve the alleged incident without a Grievance Hearing. When the Campus Dean (or designee) has found that a violation might have occurred, and the respondent has accepted the offer of a Mediation Conference, the Campus Dean (or designee) establishes a day, time, and location for the conference.

He/she notifies, in writing, the complainant, respondent, and respondent's supervisor of the day, time, and location of the conference. In addition, the Campus Dean (or designee) provides the respondent and her/his supervisor with a copy of the Student's written complaint, completed by the complainant, five (5) days prior to the Mediation Conference.

If the respondent chooses not to attend the Mediation Conference, the Campus (or designee), the Campus Dean (or designee) informs the complainant that she/he has the option of filing a formal grievance following procedures outlined in Section 5.

If the respondent chooses to attend the Mediation Conference and chooses to respond in writing, the respondent uses Response to Student Grievance Form. If the respondent chooses to attend the Mediation Conference, and the complaint is resolved to the satisfaction of the complainant, the Campus Dean (or designee) documents the outcome and forwards all documentation to the Associate Provost of Student Affairs to be filed.

If during the Mediation Conference, the complaint cannot be resolved to the satisfaction of the complainant, the Campus (or designee) informs the complainant that he/she has the option of filing a formal grievance following the procedures outlined in Section 5.

#### C. Mediation without a Conference

The Campus Dean (or designee) follows the same procedures (and corresponding time line) as outlined above for a Mediation Conference, but will not hold a face-to-face conference between the complainant and respondent. In these situations, the complainant must provide a Written Student Complaint and the respondent is strongly encouraged to respond to the complaint in writing. If the complaint cannot be resolved to the satisfaction of the complainant, the Campus Dean (or designee) informs the complainant that she/he has the option of filing a formal grievance following procedures outlined in Section 5.

## 4. Grievances

### A. Referral to Student Grievance Committee

If under Section 4 preceding:

1. the Campus Dean (or designee) has found that a serious violation of college policy might have occurred;
2. or if the complainant has chosen to bypass mediation;
3. or if the respondent has chosen not to attend a scheduled mediation conference; or
4. or if a complainant is not satisfied with the outcome of a mediation conference;
5. and if the complainant has completed and returned a Student Grievance Form within five (5) days of 1 through 4 above to the Campus Dean;

then the grievance is referred to the Associate Provost of Student Affairs to be submitted to the Grievance Committee.

Before forwarding the Student Grievance Form to the Student Grievance Committee, the Associate Provost of Student Affairs attempts to gather any information relevant to the alleged violation of college policy. Together with the Written Student Complaint (if any) and the Student Grievance Form, the Associate Provost of Student Affairs forwards this information to the committee. This information might include:

- a. notes from interviews the Campus Dean (or designee) conducted with the complainant, respondent, respondent's supervisor, or witnesses (if any);
- b. notes from any mediation conference conducted as described in Section 4B.
- c. a brief summary of other complaints, grievances or incidents, on file, found to have merit\*, against the respondent (if any);
- d. a brief summary of any on-file administrative charges of similar behavior, found to have merit\*, against the respondent (if any);
- e. if the respondent chooses to provide it, his/her written response on the Response to Student Grievance, and any accompanying documentation.

\*Note: Only complaints, grievances, incidents, charges that were (at the time of the incident or submission of Written Student Complaint) discussed by the respondent's supervisor or Campus Dean (or designee) with the respondent and which were either acknowledged to have happened by the respondent or found to have occurred through the grievance process may be given to the committee.

### B. Hearing

1. **Location.** All hearings are handled on the campus/site where the alleged violation occurred regardless of the home campus/site of the complainant(s) or respondent(s). Incidents occurring at NTCC sites where no full-time faculty/staff are housed are to be handled on the closest physical campus location.
2. **Scheduling.** The Associate Provost of Student Affairs along with the grievance committee schedules a hearing within ten (10) days of receiving the Student Grievance Form.
3. **Notification.** Immediately, the Associate Provost of Student Affairs, in writing, notifies the complainant, respondent, respondent's supervisor and the Campus Dean of the day, time, and location of the hearing.

4. Procedures. In order to protect the rights of all those who might appear before the grievance committee and to provide the respondent with a fair hearing, the following procedures are followed:
  - a. The complainant and respondent are provided written notice of the hearing at least 72 hours in advance;
  - b. All five appointed members of the committee must be present at the hearing; however, in the event an emergency prohibits the committee member from attending, the Associate Provost of Student Affairs names a replacement.
  - c. Except in cases of unavoidable emergency, if the complainant does not appear or does not request a postponement in advance, the grievance is nullified;
  - d. Except in cases of unavoidable emergency, if the respondent does not appear, the hearing will proceed;
  - e. The complainant and respondent are provided the opportunity to testify if they so desire;
  - f. The complainant and respondent are provided the opportunity to present the testimony, either in writing or orally, of any competent witnesses who have personal knowledge of the grievance;
  - g. In an advisory capacity only, the complainant and respondent are permitted to have a representative attend the hearing (The representative may not speak to or ask questions of any member of the committee or anyone appearing before it); and
  - h. Both the complainant and respondent (if they choose to attend the hearing) are permitted to be present during all testimony heard by the committee.
5. Findings. After hearing from all of those who appear and offer relevant testimony, the committee excuses all but its members and retires to consider the grievance. It makes a decision based on the relevant written and oral evidence presented. If the committee finds the grievance has merit, it recommends an appropriate punishment.

Within five (5) days of the hearing's conclusion, the chair of the committee provides, in writing, the Associate Provost of Student Affairs with the committee's findings and recommendations (if any).

The Associate Provost of Student Affairs, within five (5) days of receiving the committee's findings communicates, in writing, her/his disposition to all parties to the grievance and the committee members.

A copy of the committee's findings and Associate Provost of Student Affairs' ruling is filed in the Student Complaint/Grievance Files maintained by the Associate Provost of Student Affairs.

## **5. Appeals**

The final appeal in grievance cases, at the college level, is to the Chancellor. If the complainant or respondent wishes to appeal the ruling of the Associate Provost of Student Affairs, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the Associate Provost of Student Affairs' ruling.

Within five (5) days of receiving the appeal, the Chancellor notifies, in writing, all parties to the grievance, the committee members, and the Associate Provost of Student Affairs of her/his ruling on the appeal.

A copy of the Chancellor's ruling is filed in the Student Complaint/Grievance Files maintained by the Associate Provost of Student Affairs.

## **6. Composition of Student Grievance Committee**

The Student Grievance Committee is responsible for making policy recommendations regarding student grievances, and for ensuring that consistency in interpretation of these guidelines is maintained at all hearings. Each year the Vice Chancellor of Academic and Provost appoints the Student Grievance Committee, which consists of a pool of three faculty, two unclassified staff, and one student appointed from each of the following campuses/sites: Sullivan Campus, Florida Parishes Campus, Hammond Area Campus, Southeastern Instructional Service Center, and Lacombe Campus (a total of 10 committee members). The Chair is appointed by the Vice Chancellor of Academic and Provost and serves as a voting member of the committee.

For each hearing, the Associate Provost of Student Affairs appoints five members of the Committee, including the Chair, with two members from the campus/site where the alleged violation occurred. All five appointed members of the committee must be present at the hearing; however, in the event an emergency prohibits the committee member from attending, the Associate Provost of Student Affairs names a replacement.

A committee member may recuse himself/herself from a particular hearing if the committee member feels there might be a conflict of interest in the particular case. In the event a member recuses himself/herself, a replacement, for that hearing, is named by the Associate Provost of Student Affairs.

## **7. Sanctions**

### **A. Student Sanctions**

A student may be: required to sign/conform to a behavioral contract, placed on probation, suspended from the College, or expelled from the College.

1. **Behavioral Contract.** A Behavioral Contract is a written agreement which specifies the behavioral expectations that the student is required to follow. A behavioral contract may include, but is not limited to, periodic counseling with a specified staff member, performance of specified assignments, and abstaining from further occurrences of the type that gave to the complaint.
2. **Probation.** Probation is the loss of privileges, possible loss of employment in the case of students who are employed by the College, campus restrictions, or special restrictions under which a student may remain in college. A record of the proceedings which led to the sanction is kept on file in the Office of the Associate Provost of Student Affairs for a minimum of six (6) months and a maximum of three (3) years. Since probation does not become a part of the permanent record, it is not reported on the official academic transcript. However, if transfer forms require a listing of disciplinary actions, it is reported.
3. **Suspension.** Suspension is separation from the College for either a specified period or an indefinite period of time. In either case, the student who wishes to return must apply for readmission, and if the student is accepted, he/she may return with either full or curtailed privileges. Since the student must reapply, a record of the suspension is kept in the student's official file in the Registrar's Office and on the applicant file in the Admissions Office until such time the student is readmitted. When the student is readmitted, the record is kept for a maximum of three (3) years. The notation, Disciplinary Suspension, is placed on the student's official academic transcript. This notation is removed after the suspension has expired. However, if transfer forms require a listing of disciplinary action, it is reported.
4. **Expulsion.** Expulsion is permanent dismissal from the College without the privilege of readmission. Expulsion may include the revocation of any or all academic credits earned at the College. Expulsion becomes a permanent part of a student's official academic transcript. Records of the proceedings resulting in expulsion remain permanently on file in the Office of the Associate Provost of Student Affairs.



## B. Employee Sanctions

If sanctions are warranted, the Associate Provost of Student Affairs forwards his/her recommendation to the Director of Human Resources and the appropriate Vice Chancellor within five (5) days. Among measures the Associate Provost of Student Affairs might recommend are:

- a written reprimand;
- suspension with pay;
- suspension without pay;
- demotion;
- removal of tenure; and/or
- termination.

If the final recommendation involves termination, revocation of tenure, or separation, additional due process procedures are required and initiated by the College HR department.

## 8. Timeline for Procedures

### A. Mediation

1. Within ten (10) days of the alleged incident\*, a student must either:
  - a. request an appointment with the Associate Provost of Student Affairs (or designee); or
  - b. complete a Written Student Complaint and provide that report to the Campus Dean (or designee).\*
2. Within five (5) days of the student's requesting an appointment or filing a Written Student Complaint, the Campus Dean (or designee) meets with the complainant to discuss the alleged incident.
3. Within ten (10) days of meeting with the complainant, if the Campus Dean (or designee) has found that a violation of college policy might have occurred and the complainant accepts the offer of a mediation conference, the mediation conference will be scheduled.
4. At least five (5) days prior to holding a mediation conference, the Campus Dean (or designee) notifies, in writing, the complainant, respondent, and respondent's supervisor of the day, time, and location for the conference and provides the respondent and her/his supervisor with a copy of the Student Complaint, completed by the complainant.

\*Note: If, at the time of the alleged incident, the respondent is a faculty member in whose class the student is enrolled, the complainant has until ten (10) days following the official end of that semester to provide a Written Student Complaint to the Campus Dean (or designee) or meet with the Campus Dean (or designee) to discuss the incident.

### B. Grievance

1. If the complainant rejects mediation, the complainant must file a Student Grievance Form within five (5) days of meeting with the Campus Dean (or designee).
  - If under Section 9A, the Campus Dean (or designee) has found that no violation of college policy has occurred and the complainant wishes to proceed with the grievance, the complainant must file a Student Grievance Form within five (5) days of the Campus Dean (or designee)'s finding.
  - If a mediation conference is held and the respondent fails to appear, the complainant has five (5) days to file a Student Grievance Form.

- If a mediation conference is held and the complainant is not satisfied with the results of the mediation conference, the complainant has five (5) days to file a Student Grievance Form.
- Within five (5) days of receiving a Student Grievance Form, the Associate Provost of Student Affairs refers the grievance to the Student Grievance Committee.
- Within ten (10) days of receiving the Student Grievance Form and accompanying documents the Associate Provost of Student Affairs and Student Grievance Committee schedules a hearing.
- In writing, at least three (3) days in advance of the hearing, the Associate Provost of Student Affairs notifies the complainant, respondent, respondent's supervisor, and the Campus Dean of the day, time, and location of the hearing.
- Within five (5) days of the hearing's conclusion, the chair of the grievance committee notifies, in writing, the Associate Provost of Student Affairs, of the committee's findings and recommended punishment (if any).
- The Associate Provost of Student Affairs communicates, in writing, his/her disposition to all parties to the grievance, the committee members, and the Chancellor within five (5) days of receiving the committee's findings.

### C. Appeal

If the complainant or respondent wishes to appeal the ruling of the Associate Provost of Student Affairs, the complainant or respondent must file his/her appeal, in writing, with the Chancellor within five (5) days of being notified of the Associate Provost of Student Affairs' ruling.

2. Within five (5) days of receiving the appeal, the Chancellor will notify, in writing, all parties to the grievance, the committee members, and the Associate Provost of Student Affairs of her/his ruling on the appeal.

\*Note: Only grievances, incidents, and charges which were (at the time of the incident or incident report) discussed by the respondent's supervisor or Dean of Campus Administration with the respondent and which were either acknowledged to have happened by the respondent or found to have occurred through the grievance process may be given to the committee. Cases where the grievance is not settled at the institutional level may be reported to NTCC's accrediting agency, the Council on Occupational Education (COE).

Council on Occupational Education

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

Telephone (Local): 770-396-3898  
Telephone (Toll-Free): 800-917-2081  
Fax: 770-396-3790

## Anti-Hazing Policy

The Board of Supervisors of the Louisiana and Community Technical College System (LCTCS) and Northshore Technical Community College (NTCC) are committed to providing a safe academic and social environment for all students. In accordance with Louisiana Revised Statute 17:1801, hazing in any form is prohibited at NTCC.

### Definition of Hazing:

Any action taken or situation created, whether on or off college property, which has a potential for causing physical injuries or mental anguish to the individual. Hazing may include but is not limited to the following activities when these activities are life-threatening or are intended to hurt or physically or mentally humiliate the individual:

- A. Physical abuse such as kidnapping, paddling, slapping, branding, burning;
- B. Physical exercise, such as scavenger hunts, road trips, or any activity resulting in excessive fatigue, physical or psychological shock;
- C. Wearing apparel which is uncomfortable to the individual or, if worn publicly, is conspicuous or not normally in good taste;
- D. Engaging in public stunts, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non-alcoholic) which is distasteful or designed to provoke nausea or inebriation;
- E. Any form of verbal harassment, any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
- F. Any activities which interfere with the student's scholastic responsibilities; and
- G. The use of obscenities and vulgarities in dress, language, or action.

### Duty to Report:

No student organization or individual shall employ a program of student initiation/pledge education or social events which includes hazing. It is the duty of all student organization members and any faculty or staff member to report immediately any violation of this policy to the Associate Provost of Student Affairs for student violations and the Director of Human Resources for employee violations. Any violation of this policy shall be investigated and appropriate disciplinary action taken.

### Expectations for Violations:

Any violation of this policy, including knowledge of and failure to report, may result in expulsion in the case of students and termination in the case of employees, and suspension of activities for a minimum of one academic year of any student organization that participates in hazing. Individuals accused of violations of this policy will be adjudicated through the College's codified student and/or employee judicial process.

### Education, Awareness, and Prevention:

NTCC provides education, awareness, and prevention activities for hazing that include but are not limited to the following:

- A. Awareness seminars with organization advisors and student organization members.
- B. Inclusion in new student orientation.
- C. Inclusion in new faculty/staff orientation and Convocation.
- D. Policy posting on NTCC website for students and employees.

## **Anti-Bullying Policy**

Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. Northshore Technical Community College defines “bullying” as severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person’s rights, and/ or may disrupt the campus environment.

Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior should immediately report such conduct to Student Services personnel, faculty, staff, or Campus Security personnel. Complaints of bullying will be investigated promptly and in as impartial and confidential manner as possible. Retaliation against any individual reporting such conduct will not be tolerated.

Any individual who is found, after appropriate investigation, to have participated in bullying is subject to disciplinary action per the institution’s current policies which govern faculty, staff, and students.

Complaints of bullying may be reported to the following:

Associate Provost of Student Affairs: 985-545-1239

Assistant Directors of Student Affairs

Campus Deans

Campus Security

Any faculty or staff

## **Student Judicial Code**

Northshore Technical Community College has the legal right and moral obligation to establish rules for academic and personal conduct and to deny admission to applicants or continued enrollment to students who do not meet/maintain these standards identified as "responsibilities" as well as other rules of the College and its programs. Counseling and/or sanctions will be imposed on students or student organizations that are found in violation of these standards. The NTCC reserves the right to review any action taken by civil or judicial authorities regarding any Northshore Technical Community College student or student organization. All students admitted to the College accept the responsibility to conform to all NTCC policies and regulations.

The College will make every reasonable effort to make the policies and regulations available. Each student is responsible for becoming familiar with and abiding by them. All student disciplinary procedures are in accordance with the policy of the Board of Supervisors for the Louisiana Community and Technical College System.

### **Purpose**

The basic philosophy of the policies and procedures in the Student Judicial Code is one of education and fair, prompt resolution of problems. The focus of the Code is on growth and development of the individual student by encouraging self-control, by publishing clear behavioral guidelines (rules and regulations) and by fostering the rights and privileges of others. Regardless of how a case is processed, the goals are the same: to redirect the behavior of the student in acceptable patterns and to protect the rights of all students and the entire College.

There exists a fundamental difference between the nature of the Student Judicial Code and that of criminal law. The Code is not intended to resemble the policies or procedures of the criminal justice system. Rather, it involves a closed, informal hearing. The rules of criminal law are neither required nor necessary to achieve the educational goal of the Student Judicial Code. NTCC is a multicultural community composed of diverse students, faculty, and staff. NTCC will not tolerate harassment of any person or group of persons based on sex, race, color, religion, age, national origin, disability, sexual orientation or marital or veteran status. Each member of the College is held accountable to this standard which is strongly reflected in this Code.

## **Student Rights**

In order to preserve and to guarantee students of NTCC those conditions indispensable to the full achievement of the objectives of higher education in a free democratic society, the College holds the following rights essential to the development of students as individuals and to the fulfillment of their responsibilities as members of society:

- The right of every person to be considered for admission to NTCC without regard to race, color, sex, age, disability, national origin, religious or political beliefs, sexual orientation, or marital or veteran status.
- The right to form and participate in campus, college, local, national, or international organizations for intellectual, religious, social, political, economic or cultural purposes when such organizations do not infringe upon the rights of others.
- The right individually or in association with others to engage freely in off-campus activities, provided they do not claim to represent the College.
- The right to form and maintain democratic student governance.
- The right to use campus facilities, provided the facilities are used for the purpose contracted subject to the approval of the appropriate college official.
- The right of students to invite and hear speakers of their choice subject to the approval of the appropriate College official.
- The right to address concerns in course scheduling, curriculum, or faculty through proper channels.
- The right to due process in all disciplinary matters and the right to appeal to the proper authority or committee.
- Enumeration of certain rights herein shall not be construed as to nullify or limit other rights possessed by students.



# Student General Policies



## Student Responsibilities

It is the responsibility of every student to conduct him/herself in a manner fitting an academic environment. In most cases, the exercise of good sense and judgment prevail. The following acts as set forth by Louisiana Legislative Act and LCTCS Board of Supervisors policy are contrary to acceptable conduct. Any student who commits or attempts to commit any acts such as, but not limited to, the following, will be subject to disciplinary proceedings:

- Intentional obstruction or disruption of teaching, research, administration, disciplinary procedure, or other authorized college event.
- Unauthorized entry into or unauthorized occupation of any college facility.
- Physical abuse or threat thereof against any person on campus or at any college-authorized event, or other conduct which threatens or endangers the health and safety of any such person.
- Theft or damage to personal property or to the property of the College.
- Intentional interference with the right of access to College facilities or with any lawful right of any person on the campus.
- Setting a fire on campus without proper authority.
- Unauthorized use or possession of firearms, ammunition, or other dangerous weapons, substances, or materials on the campus.
- Academic dishonesty, such as cheating or plagiarism.
- Knowingly furnishing false information to the College.
- Forgery, alteration, or misuse of college documents, records or identification;
- Use, possession or distribution of narcotic or dangerous drugs such as marijuana, hallucinogens, and other drugs which are not prescribed or expressly permitted by law.
- Failure to comply with the directives of Campus officials and law enforcement officers acting in performance of their duties or to identify oneself to these officers when requested to do so.
- Conduct which adversely affects the student's suitability as a member of the academic community (such as drunkenness, use of profanity, or disorderly conduct).
- Aiding or inciting others to commit any act set forth above.
- Smoking in any College facility.
- Gambling in any form on college property.
- Use or possession of any alcoholic beverage on campus except at functions as approved by the Chancellor.
- Misuse or Abuse of Computer Equipment, Programs, or Data - Unauthorized use of computing resources or use of computing resources for unauthorized purposes is prohibited. This may include but is not limited to such activities as accessing or copying programs, records, or data belonging to the College or another user without permission; attempting to breach the security of another user's account or deprive another user of access to the College's computing resources; knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks; using the College's computing resources for personal or financial gain; allowing non-college personnel access to college computing resources; displaying obscene, lewd, or sexually harassing

images or text in use of college computing services; transporting copies of College programs, records, or data to another person or computer site without written authorization; attempting to destroy or modify programs, records or data belonging to the College or another user.

## **Live-Work Policy**

As part of their training, students may be involved in actual “live-work” projects in which competency skills are taught. The College maintains this policy for work done under this premise:

1. Work is limited to property of students, College employees, civic enterprises, and charitable organizations.
2. Requests for work must be approved by the instructor, who will assign a student to the project and note competencies/courses of instruction to be addressed.
3. The Dean of Campus Administration must approve the request.
4. All costs involved in the work (parts, supplies, etc.) must be borne and provided by persons requesting the work.
5. The student performing the work, the instructor supervising the work, or the College will not be liable for losses that might occur in connection with the work.
6. Work Order Request forms are available in the Administrative Office and/or from the program instructor.

## **Parking and Traffic Policy**

Northshore Technical Community College will provide adequate parking space for all students, faculty, staff, and visitors. NTCC will also provide adequate handicap parking and enforce its proper use.

### **Regulations**

- Vehicles are to yield to pedestrians at all times.
- Parking permits are required at all times.
- All students, faculty, staff, and visitors on campus must register for a NTCC parking permit and learn to obey traffic and parking regulations.
- All vehicles on campus must comply with all city ordinances and state laws relating to motor vehicles in order for the NTCC parking permit to be valid.
- Specialty or oversize vehicles may only park in special designated areas by special arrangement with the NTCC campus.
- NTCC parking permits must be visibly placed on the vehicle’s review mirror.
- All lost or stolen NTCC parking permits must be reported immediately.
- NTCC parking permits may not be transferred to another individual who is not entitled to it.
- Operation or parking a vehicle on campus without a properly displayed permit will result in the issuance of a citation. Any vehicle receiving three or more citations can be towed at the owner’s expense.
- Parking hours are 7:00 am to 10:00 pm Monday through Friday.



- A visitor to campus is defined as a person who is not affiliated with the NTCC as an employee or student. This definition excludes those persons, including spouses and family members, who operate a vehicle on campus for the benefit or convenience of any employee or a student. A visitor who receives a ticket must contact the phone number on the ticket
- Loading zones are designated by signs. These locations are closed to parking except by authorized vehicles at all times. Except for commercial vehicles making deliveries and authorized NTCC vehicles, no one may legally operate or park a vehicle in a loading zone without special permission from the NTCC campus. Flashers must be on at all times when parked in loading zones.
- Parking on a red curb is prohibited at all times. Any vehicle parked, stopped, or standing at any time by a red curb will be ticketed and/or towed.
- Parking at yellow curbs, on or over yellow lines, or at blue curbs, curb cuts, and ramps reserved for the use of wheelchairs is prohibited at all times, to ensure pedestrian and vehicular safety by providing better visibility. Any vehicle parked, stopped, or standing at a blue curb, cut out, or ramp will be ticketed and/or towed.
- Reserved parking spaces, designated by signs or curb lettering, are open only to the person for whom the space has been designated or to a specific vehicle owned by the NTCC. Unauthorized vehicles parked in reserved spaces and/or areas will be ticket and/or towed.
- Only students or employees who have a handicapped/disabled automobile license plate or placard will be eligible for a handicapped parking space. A student may be eligible for a special medical parking if she or he has a temporary medical problem that affects walking. This temporary medical permit may be issued after obtaining appropriate certification from a physician and will be issued a temporary medical permit for a stated period of time. Students needing any additional information about medical parking should contact the NTCC campus.
- All parking rules are in effect during special events unless authorized by a NTCC official. Some areas may be designated as temporary special event parking.

## **Violations**

Traffic and parking violations on campus will result in the issuance of a traffic citation, towing of the vehicle, and/or banning the individual from operating a vehicle on campus.

Citations are written for violations of the NTCC traffic and parking regulations that are not violations of state law include the following:

- Failure to obtain a permit from the NTCC office and to properly display this permit on a vehicle parked on campus. Receipt of three or more unregistered tickets for failure to park with a properly displayed permit can result in that vehicle being towed and the individual being banned from operating a vehicle on campus until all outstanding fines are paid.
- Parking, stopping, or standing in a space reserved for the handicapped/disabled or at a curb cut or ramp marked blue or signed for wheelchairs.
- Parking out of an individual's designated zone, as indicated on the permit.
- Obtaining a permit by fraud or using a permit for other than its authorized purpose.

- Parking, stopping or standing in a fire lane marked with a red curb or storage of a motor vehicle that would cause NTCC to be in violation of the Fire Marshal regulations, parking in such way as to create a hazard or restrict normal vehicular traffic or parking, e.g., parking in the travel portion of a street or the travel lane of a parking lot or an entrance to a parking lot, parking in a service drive not marked for parking, parking in a loading zone, at any place marked “tow away,” at a yellow curb or area, in a reserved space, marked “no parking.”
- Driving or parking on the lawn, sidewalk, grass areas, or any other area not marked or authorized for motor vehicle parking.
- Failure to park evenly between lines or parking more than one foot from the header or curb.
- Occupying more than one parking space.
- Careless driving, e.g., speeding, backing into a traffic sign, light pole, etc.
- Any hazardous parking or operation of a vehicle not specifically listed as a NTCC citation.

## **Fines**

Citations for violating NTCC regulations are subject to the following:

- All violations result in a \$5.00 fine per violation.
- All violations are subject to vehicle tow.
- All violations are subject to student grades being withheld.
- All violations are subject to a ban from driving on NTC property.

## **Vehicle Ban**

Flagrant violations of the NTCC regulations may result in vehicle ban, which is the loss of the privilege to operate a vehicle on a NTCC campus. A vehicle ban can be issued based on the following:

- Any combination of the NTC citations totaling three or more, with the duration of the ban to be determined by the facts of each individual case. Once an individual is banned, the total number of unpaid fines must be paid to have the ban lifted.
- Failure to give the correct information to a NTCC campus.

## **Appeals**

Any appeal must be made in a timely manner to the Dean of Campus Administration during normal business hours. Appeals of tows made after the vehicle has been released must be made on the next business day. NTCC citations may be appealed through the NTCC hearing process, provided that such appeals are filed in writing with the NTCC office within seven calendar days. Failure to file an appeal within the time frame will result in the loss of the right to appeal.

## **Bicycles**

Regulations have been established to provide for the orderly movement and parking of bicycles on campus. In using bicycles on campus, the rights and safety of others should be considered at all time.

- Bicycle riders are subject to the same rules as motor vehicle operators and should ride on the left side of the street, obey all traffic signs, and give hand signals.

- Bicycles will not be ridden on sidewalks and lawns.
- Bicycles will be parked in bicycle racks or in other designated parking areas.
- Bicycles may not be operated or parked inside buildings, on sidewalks, in passageways to buildings, in any location impeding pedestrian and vehicular movement, or in such a way to create a hazard.
- Bicycles will be chained only to bicycle racks.
- Persons violating bicycle regulations will be ticketed and fined. Severe violations may result in the bicycle being impounded.

NTCC is not responsible for the theft or vandalism in NTCC parking lots; students, faculty, staff, and visitors are urged to lock their vehicles at all times while parked on campus.

## **Student Records and Data**

The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), ensures students access to their educational records maintained by the College, Region or technical college campuses and prohibits the release of personally identifiable information from these records without the student's permission, except as specified by law. Only parties with the right to receive educational records pursuant to this policy and identified as such shall be entitled to receive the information.

A student is any individual for whom the College maintains an educational record; the term does not extend to a person who applies for admission until he/she has actually attended within the College.

An individual claiming a student as his/her dependent shall provide to Student Affairs an affidavit satisfactorily stating that the student whose records are requested is a dependent of the affiant, as defined by Section 152 of the Internal Revenue Code of 1954. At the College's discretion, a copy of the IRS Form 1040 may be appropriate. Parents of dependent students have the same rights to access as do students, as noted above.

### **Educational Records**

Records are those records directly related to a student and are maintained by the College or a party acting for the College. The term does not include:

- Records of faculty members, deans, directors, or other College personnel which are in the sole possession of the maker and are not accessible to or revealed to any other individual except a temporary substitute for the maker of the record;
- Records of physicians, psychologists, and other professional persons who provide professional services to the student which are part of the program of instruction of the program area and which are not disclosed to anyone without the student's consent;
- Records containing only information relating to a person, after that person was no longer a student of the College or the campus.

### **Personally Identifiable Data**

This information is that which, when associated with an educational record, allows the record to be identified with a specific person. This information includes:

- The name of the student, the student's parent or other family member, the address of the student or student's family.

- A personal identifier, such as a Social Security number or student number.
- A list of personal characteristics which would make the student's identity easily traceable or other information which would make the student's identity easily traceable.

### **Directory Data**

This information is available to the public or specified sectors, which may or may not be published in the Student Directory or other publications. Directory information is defined as follows:

- Student's name, local address, and telephone number
- Student's home address
- Student's email address
- Date/place of student's birth
- Student's major field of study/classification
- Dates of student's attendance
- Degrees, awards, and honors received by student
- Most recent or previous educational institution attended by the student

### **Student Request to Withhold Release of Information**

Students who wish to withhold any information in these categories should complete a form available in Student Affairs by the seventh class day in any semester and indicate which items should not be considered directory information. The hold will remain in effect until the student requests that it be lifted. Only currently enrolled students may place a hold on the release of directory information. To gain access to their educational records, students must submit a written request which identifies, as precisely as possible, the record(s) the students wish to inspect, or students must provide adequate personal identification to Student Affairs.

### **Search And Seizure**

Lockers and desks are the property of NTCC and are loaned to students for the purpose of assisting them in obtaining an education. As the property of the College, they are subject to search for any contraband at any time upon the reasonable belief of the Dean of Campus Administration that said lockers and desks may contain material which is not allowed on the campus. Bringing a tool box 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 tool boxes or motor vehicles that may be on campus in order to determine if said tool boxes or motor vehicles contain material which is not allowed on the 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 Dean of Campus Administration determines a need for such involvement.

## **Sexual Harassment Definition And Policy**

By definition, sexual harassment is any unsolicited, non-reciprocal behavior that emphasizes an individual's sexuality over her/his function as a worker. On this campus, the potential of sexual harassment exists among students, faculty, and staff. It is the objective of to establish and enforce policies that build a work site where all employees and students are treated fairly and can perform job assignments 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. Students are encouraged to consider enrollment in non-traditional training programs.

Any individual who feels that he/she has reason to file a charge of sexual harassment against another member of the college community should meet with the Dean of Campus Administration within seven days of the occurrence of the incident and receive the Human Resources Policy regarding harassment. Posters regarding harassment are posted throughout the campus. Sexual harassment complaints will be processed in accordance with the procedures outlined for grievances.

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

Northshore Technical Community College strictly adheres to the "Student Drug-Free School Policy for Technical College System" established by the LCTCS Board of Supervisors.

NTCC assumes that students have developed mature behavior patterns, positive attitudes, and acceptable conduct conducive to this environment. Therefore, we are committed to maintaining a safe and healthy college free from the influence of substance abuse. As a result, each facility has been designated a Drug/Alcohol-Free Zone. In addition, NTCC complies with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Institute and Communities Act Amendment of 1989.

Each new student is given the following information during new student orientation:

- NTCC's policy of maintaining a drug-free workplace and campus.
- 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.
- Description of health risks associated with the use of illicit drugs and the abuse of alcohol.
- Listing of area rehabilitation, treatment, and counseling services.
- A clear statement that the College 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).

## **Weapons on Campus**

With the exception of duly authorized law enforcement officers, carrying a firearm or dangerous weapon by anyone on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful, and violators shall be subject to criminal charges and campus discipline. Zero tolerance policy applies on each campus within NTCC.

## Visitors

Visitors are welcome and are invited to visit the college. Each visitor must sign in with the administrative office before touring the college or visiting classes. A visitor's pass will be issued and returned at the end of the visit. Visitors must adhere to safety policies. Since classes are in progress, visitors should make child care arrangements for small children.



# Student Government Association



## **Student Government Association**

Northshore Technical Community College has established Student Government Associations, which operate under a Constitution that is prepared by and for each campus and is approved by the Chancellor. The Student Government Association (SGA) on each campus will be assigned an advisor who will serve as a liaison between the SGA and the College administration. Each Dean of Campus Administration will designate the advisor with the approval of the Associate Provost of Student Affairs.

The Dean of Campus Administration in charge of the SGA on each campus has overall responsibility for ensuring that the Student Government Association is administered in accordance with the Board of Regents (BOR) Council of Student Body Presidents (COSBP) Constitution, policies of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors, and the guidelines of this memorandum. This policy and procedures memorandum applies to the Student Government Associations (SGAs) on the Campuses of Northshore Technical Community College and on any campuses that may be developed in the future.

### **Mission**

The mission of the Student Government Association is to provide vital co-curricular activities to enhance individual student development; promote social and recreational activities; promote participation in self-government; and promote the high standard of education at NTCC. The administration of NTCC recognizes the benefits to be derived by the student body and the institution from an active Student Government Association and encourages active participation by all students. Northshore Technical Community College, by vote of the student body and with the approval of the LCTCS Board of Supervisors, has established a self-assessment fee for the fall semester, spring semester, and the summer session as part of each student's registration costs. Because Student Government Associations are approved campus organizations, their activities come under the auspices of the College and necessary procedures and controls must be developed and implemented to ensure SGA functions and activities are in compliance with the policies of the LCTCS Board of Supervisors and statutory requirements of the State of Louisiana.

### **Membership**

All students of NTCC who pay self-assessed fees are members of the SGA. This membership permits students to participate in student-sponsored activities and other benefits financed by student activity fees.

### **Election and Compensation of Officers**

Each spring semester there will be an election of Student Government Association Officers. This election will be conducted by incumbent SGA officers and supervised and coordinated by the SGA advisor and the Dean of Campus Administration in charge of the SGA on each campus.

- A waiver of in-state tuition exclusive of self-assessed fees will be granted for the fall and spring semesters and summer session to the four elected SGA officers.
- Tuition waivers for each campus SGA will not exceed the costs of four full-time equivalent students and will remain in effect for the duration of the respective terms of office.
- Receipt of tuition waiver by the above-listed SGA officers shall be contingent upon performance of assigned duties and tasks as set out and defined in the respective SGA Constitution.



In order to run for SGA Office and be elected, the students must:

- Be enrolled in and maintain at least 9 credit hours; SGA presidents who wish to run for the office of Executive President must be enrolled in 12 credit hours.
- Be in good academic standing.
- Maintain the required cumulative and semester grade point average (G.P.A.) as deemed by the SGA Constitution. Executive Officers (i.e., President, Vice President, Secretary and Treasurer) must be degree-seeking and may not serve as officers more than two consecutive academic years.

### **Budget Cycle and Calendar of Events**

- During the spring semester, the SGA officers on each campus, under the supervision of the SGA advisors, will prepare the SGA calendar of events for the next academic year and the annual budget to support these activities.
- The proposed budget will be prepared on the budget forms used by the College for its budget, and will be reviewed by the Dean of Campus Administration in charge of the SGA on each campus prior to being presented to the SGA Senate for approval.
- Development of the annual budget is established by vote of the student body at the SGA monthly meeting. The current budget allocation of funds is listed in Attachment A, "Fee Amounts and Budget Allocation of Student Self-Assessed Funds."
- Once the SGA budget has been approved, the SGA calendar of events for the following academic year will be submitted for inclusion in the campus planning calendar.

### **Functions**

- An NTCC Official Function Request Form should be completed at least two weeks prior to a planned event.
- This request will be initiated by the SGA President, approved by the SGA Advisor, and presented to the Dean of Campus Administration in charge of the SGA on the campus, Associate Provost of Student Affairs, and the Regional Director for final approval.
- When alcoholic beverages will be served, the Chancellor or his/her designee will grant final approval.

### **Procurements**

General Provision: All financial transactions must follow College and State of Louisiana rules and regulations.

### **Professional Services Contracts**

- If the SGA function or activity requires the expenditure of funds for professional, consulting, or personal services (hiring a band, for example) a Contract for Professional, Personal, or Consulting Services must be completed and processed in accordance with current college policy regarding the use of Professional Services Contracts.
- It is noted that the Chancellor and Senior Vice President for Workforce Development are the final approval authority and his/her signature must be obtained before the contract can be entered into.
- The SGA must submit a professional services contract at least ten days in advance of performance (or services rendered) for approval.

## **Payment of SGA Contractors**

- Each person or group performing services under a Professional Services Contract must submit an invoice covering the services rendered.
- The invoice must include the social security or employer identification number and the address of the person or the group.
- The SGA Advisor will certify that the services were furnished as indicated on the invoice.
- The contractor's invoice with this certification must be submitted to the Finance Office for payment. Additional forms may be necessary for payment.

## **Travel**

- All travel must be authorized through the College's normal professional leave and travel authorization request process.
- Each request must be submitted at least two weeks prior to the conference or activity.

## **Printing and Photocopying Requests**

Requests for printing and photocopying for all Student Government Associations must be approved by the respective SGA advisor in addition to the appropriate signature authorities and proofing channels, as deemed by the College's established policies and procedures on photocopying and printing.

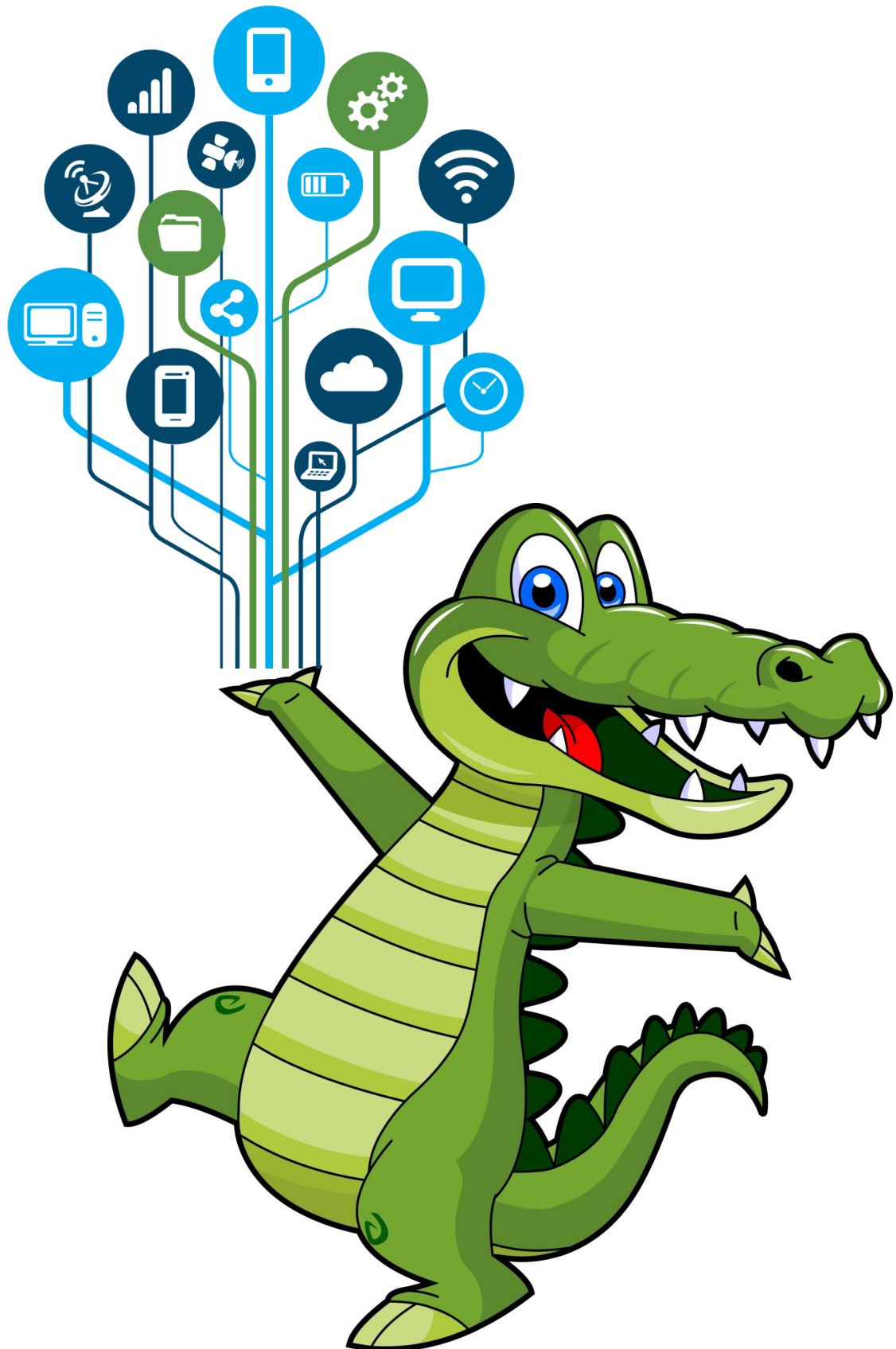
## **Inventory of SGA Equipment**

- All property procured by or assigned to the SGA is property of NTCC and will be tagged with a State of Louisiana identification tag and included on the College's master inventory file.
- Before the end of each spring semester, the SGA Advisor on each campus will obtain from the College's Property Control Officer the official list of all property assigned to that SGA Office. The incoming SGA President, under the supervision of the SGA advisor, will conduct a physical inventory of all property assigned to the SGA office.
- Upon verification of the SGA inventory, the outgoing SGA president will sign for release of and the incoming president will sign to assume responsibility for this property.

## **Financial Records**

- The Finance Office is responsible for maintaining a separate SGA account for self-assessment fees used to finance SGA activities and all SGA expenditures for the main campus and all branch campuses.
- At the end of each fiscal year, all unexpended monies will be available and will carry over into the next fiscal year.
- The Finance Office will provide a Quarterly Statement of Income and Expenditures to the Dean of Campus Administration in charge of the SGA on each campus with a copy to the SGA President.
- Any funds raised through an SGA sponsored event should be deposited in the NTCC's bank account. These funds will be held for the exclusive use of the SGA.

# Student Technology Fee Program



# **Student Technology Fee Program**

Students enrolled in the Northshore Technical Community College contribute to a Student Technology Fee Program each semester, referred to as Technology Fees. The Technology Fees assist with all major technology efforts of the NTCC that are designed to enhance the learning process for students. This fee was approved by the Student Government Associations of the campus as authorized by the Louisiana Legislature in Spring 1997. The process used to determine which projects or new initiatives are pursued is outlined in this proposal to establish criteria and guidelines for Student Technology Fee proposals.

This policy applies to students, faculty, and staff who are submitting a Technology fee proposal. Technology fees collected by the NTCC will be used for the purpose of enhancing instruction and improving the infrastructure and technical capacity of the NTCC.

## **Call for Proposals**

Funds collected by the NTCC as Student Technology Fees may be used for proposals that fit within the following:

- Maintenance and/or replacement of personal computers used by students or in the instructional process.
- Addition of computer labs, other instructional technology such as video instruction and the electronic classroom and the lab personnel for such labs.
- Student services which may include items such as imaging equipment, student copying center, etc.
- Student life enhancements which may include items such as smart cards, e-mail accounts, web access, etc..
- Maintenance and expansion of network infrastructure, possibly including expansion of network to off-campus sites.
- A maximum of 5% of the total funds may be allocated for consumable supplies. The remaining 95% will be allocated for other technology related campus expenditures.
- Other projects, as approved by the Campus Technology Fee Committee/NTCC Technology Fee Council.

## **Proposal Format**

Each proposal must be described on, Proposal for use of Technology Fees Form (Attachment A—FIN-008). All sections of this form must be completed. There should be one attachment A (FIN-008) form which details each item per campus or college. There should not be multiple attachment A form for each item per campus or college.

A completed requisition form must be attached for each item requested in the proposal. All requested information must appear on the requisition form. The NTCC purchasing procedures should be reviewed and adhered to for each purchase.

Proposals must reach the Dean of Campus Administration or Campus Technology Fee Committee Chair (as appropriate) by the published deadline. No late proposals will be accepted.

## **Proposal Selection**

### **Student Proposals**

Students will submit their proposals to their campus' Student Government Association (SGA) for their review and recommendation. Student proposals related to academic programs must be submitted through the faculty in that discipline to the Dean of Campus Administration.

Each campus SGA will study each proposal, prioritize each proposal and submit in priority order its recommendations to the Campus Technology Fee Committee.

### **Faculty/Staff Proposals**

Faculty/Staff will submit their proposals to their Dean of Campus Administration. Each campus will have divisional committees that will evaluate and prioritize proposals submitted to the Dean of Campus Administration. Proposals that are approved at that level will be sent to the NTCC Technology Fee Council for consideration.

### **Administrative Proposals**

Administrators will submit their proposals to the Vice Chancellor of Academic Affairs and Provost. Administrative Proposals must enhance instruction and improve the infrastructure and technical capacity college-wide. Proposals will be sent to the NTCC Technology Fee Council for consideration.

### **Committee Procedures**

At the first meeting of the Campus Technology Fee Committee, held in the week following the 14th class day of the fall and spring semesters, the Chair of the Campus Technology Fee Committee will distribute a summary of the funds available in the Technology Fee Account to the Campus Technology Fee Committee members.

Funds will be allocated to each campus for consumable supplies. The amount allocated for consumable supplies will be determined by the NTCC Technology Fee Council on an annual basis, with a maximum of 5% of total funds being allocated for consumable supplies.

The remaining 95% will be allocated for other technology related campus expenditures. (Note: Final Expenditure Approval Authority will remain with Chancellor.)

Each Campus Technology Fee Committee will review the proposals submitted and determine which proposals to submit to the NTCC Technology Fee Council for consideration.

Two weeks following the Friday of the week of the 14th day of fall and spring, the Campus Technology Fee Committees will begin to accept proposals for the academic year.

In October (for Fall) and March (for Spring), the NTCC Technology Fee Council meets to review and process proposals.

For March (for Spring), all decisions regarding proposals must be completed to allow for purchases prior to the end of fiscal year deadlines.

Note: At each level of the process, any proposal that is not recommended for funding will be returned to the principle investigator not recommending the proposal.

## **Requisition Procedures**

The NTCC Procedure #FIN-005 for Purchasing and Receiving will be used for all purchases within the NTCC. Each original Technology Fee Proposal should be submitted with each requisition to the NTCC Finance Department.

Funds for consumable supplies as allocated to each campus will be added to each campus; Technology Fee consumable account following the approval of the NTCC Technology Fee Council and the Chancellor.

Requisitions for computer purchases will be reviewed by Chief Information Officer. All technology requests Campus Technology Fee Committee must be aligned with the college-wide technology plan. A designated representative most familiar with the product to be purchased will review all other requisitions for purchases. This review will assist in assuring the most appropriate technology for the purposes outlined in the proposals is being purchased.

## **Campus Committee Members**

Committee evaluates proposals received by the Dean of Campus Administration and makes recommendations to the NTCC Technology Fee Council.

- Dean of Campus Administration (Chair)
- Campus SGA President and Two NTCC Students
- Two Faculty Representatives

## **NTCC Technology Fee Council**

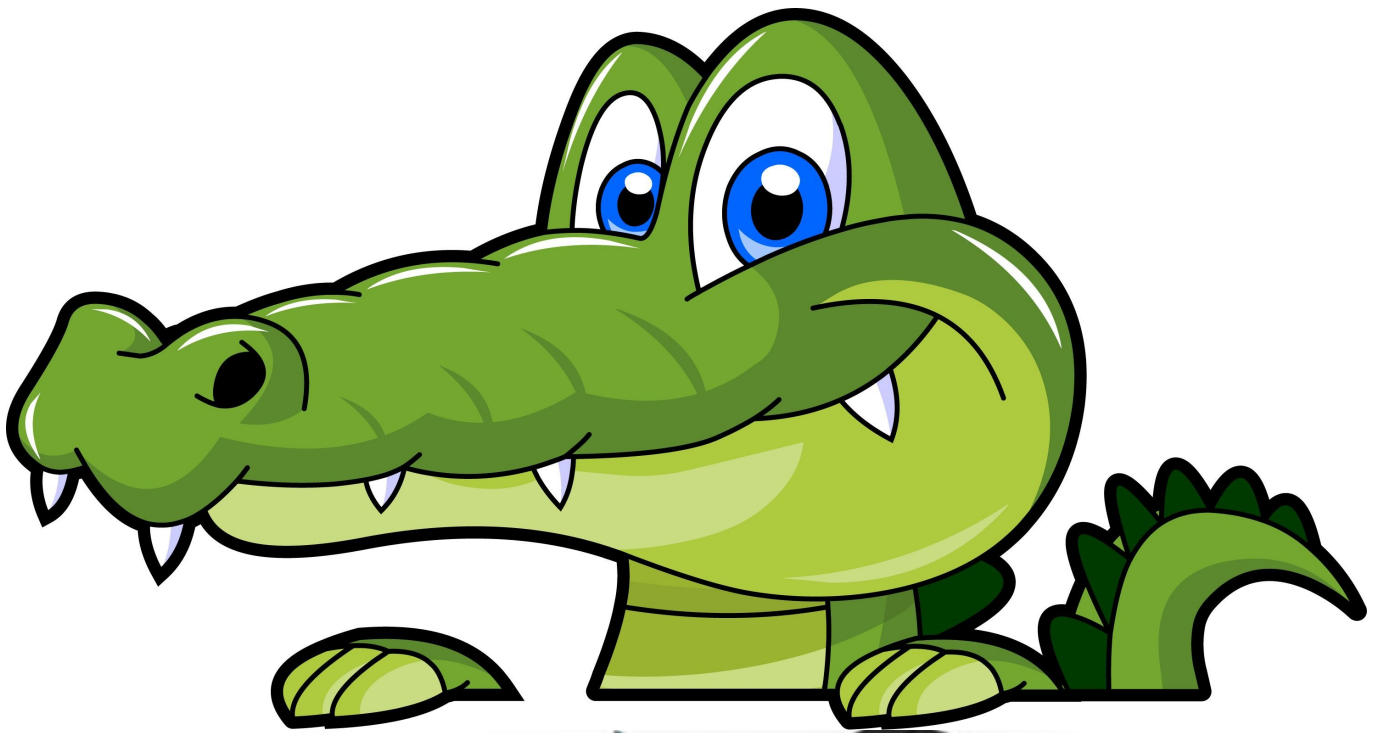
Council evaluates proposals; submits requisitions for computer purchases to the Chief Information Officer/Designee for review; and makes recommendations to the Chancellor regarding the expenditure of the Technology Fee.

- Vice Chancellor of Academic Affairs and Provost/Designee (Chair)
- Deans of Campus Administration of each NTCC Campus
- Chief Information Officer
- Faculty Senate Representative for NTCC
- Chief Executive Officer of the Student Government Association (SGA)

Note: The NTCC Technology Fee Council must sign attachment A (FIN-008), proposal for use of Technology Fee.



# Technology Resources Policies



# Technology Resources Policy

NTCC sets forth some important guidelines and restrictions regarding any and all use of the Campuses' Technology Resources. This policy is not exhaustive of all user and institutional responsibilities but is intended to outline certain specific responsibilities that each user and institution acknowledges, accepts, and agrees to follow when using the Technology Resources provided by and/or through the NTCC campuses, as well as those Technology Resources existing throughout the world to which the NTCC provides and/or enables access -Internet access and other computer usage. The NTCC campuses provide Technology Resources for authorized users to support the academic, educational and administrative purposes of the campus. No use of the Technology Resources should conflict with the primary academic, educational and administrative purposes of the NTCC or with applicable laws and regulations. As a condition for access to the Technology Resources, each user is personally responsible for ensuring that each and all of these guidelines are followed.

Technology Resources are defined as including all NTCC owned and/or licensed information technology, technology and related resources, which include computers, printers and related hardware, licensed software, communications, Internet access and all other related resources.

## Permissible Use of Technology Resources:

- Use Technology Resources only for authorized purposes in accordance with the Campus' policies and procedures, with federal, state and local laws, and with related laws and authorities governing the use of Technology Resources, software, email and/or similar technology.
- Maintain passwords in confidence and inform the instructor if a breach occurs since log-on IDs and passwords act as electronic signatures.
- Maintain confidential information particularly that prescribed by law, in accordance with appropriate security measures.
- Comply with use policies for Technology Resources throughout the world to which NTCC provides access.
- Be considerate in the use of shared Technology Resources, coordinating with Technology Services for "heavy use" operations that may unduly slow operations for other Users.
- Accept full responsibility for any publication resulting from Technology Resources and/or publishing Web pages and similar resources, including ensuring that all copyrights have been authorized for use.

## Impermissible Use of Technology Resources:

- Obtain or use another's log-on ID or password or otherwise access Technology Resources to which authorization has not been validly given.
- Copy, install or use any software, data files or other technology that violates a copyright or license agreement.
- Transmit or participate in chain letters, hoaxes, scams, misguided warnings, pyramid schemes or any other fraudulent or unlawful schemes.



- Utilize Technology Resources, including the Internet and/or email, to access, create, transmit, print or download material that is defamatory, obscene, fraudulent, harassing (including uninvited amorous or sexual messages), threatening, violent, or 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.
- Intentionally copy, download, install or distribute a computer virus, worm, “Trojan Horse” program, or other destructive programs, or otherwise harm systems or engage in any activity that would disrupt services, damage files, or make unauthorized modifications.
- Monopolize or disproportionately use shared Technology 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.
- Modify or reconfigure any component of Technology Resources without proper LCTCS authorization.
- Accept payments, discounts, free merchandise or services in exchange for any services provided through use of the Technology Resources, unless properly authorized by the NTCC; or otherwise conduct a for-profit, commercial business without properly coordinating with NTCC officials.
- Endanger the security of any Technology Resources or attempt to circumvent any established security measures, such as using a computer program to attempt password decoding.
- Send unsolicited mass mailings or “spamming.” Mass mailings to clearly identified groups for official purposes (for example, disseminating administrative announcements, notifying students of educational opportunities) may not be sent without proper authorization.
- Transmit personal comments or statements or post information to newsgroups or Usenet that may be mistaken as the position of the NTCC.
- Utilize Technology Resources to develop, perform and/or perpetuate any unlawful act or to improperly disclose confidential information.
- Install, store or download software from the Internet or Email to NTCC Technology Resources unless such conduct is consistent with the Campus’ academic, educational and administrative policies or otherwise properly approved by the Chancellor.
- Copy, impair or remove any software located on any Technology Resources or install any software on any Technology Resources that impairs the function, operation and/or efficiency of any Technology Resources.
- Connect or install any unauthorized hardware or equipment including but not limited to laptops, external drives, etc. to any Technology Resources or network access points without prior written approval from the Chancellor.

### **Monitoring and Penalties**

Use of the NTCC Technology Resources is a privilege, not a right. NTCC reviews and monitors its Technology 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 the NTCC’s Technology Resources and the NTCC specifically reserves the right to review and copy any data or other information stored on any Technology 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 Technology Resources, NTCC disciplinary action, civil liability and/or criminal sanctions. All Users are specifically prohibited from encrypting files on any Technology Resources or taking any steps that block the NTCC's access to files, other than the use of NTCC passwords or approved encryption programs, unless such conduct is consistent with the NTCC's academic, educational and administrative policies or otherwise properly approved by the LCTCS.

NTCC may monitor all usage of the Internet on or through Technology Resources and all other use of the NTCC's Technology Resources, including, without limitation, reviewing a list of any and all sites accessed by any user and all emails transmitted and/or received on any Technology Resources.

### **Proprietary Rights and Licenses**

Except as may be specifically agreed otherwise by the NTCC, any and all software and materials contained on any NTCC Technology Resources is solely owned by the NTCC, except to the extent that any such materials are licensed to the NTCC 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 the NTCC and contained on any LCTCS Technology Resources, including without limitation, making any unauthorized copies of any such software.

Management has developed and accepted a Security Policy for the Northshore NTCC Information Systems. Anyone requesting access to the NTCC's Information Systems must read and acknowledge this statement.

- If student is unsure whether an action details a security violation, you should report it and discuss with student's instructor and/or administration
- Each User is responsible for the security of NTCC's Information Systems.
- Each User accessing NTCC's Information Systems is bound by the procedures, such as password and account log-on procedures, detailed in the Security Policy.
- Each User should lock his/her workstation by a form of screensaver password, or logout, when away from the workstation.
- Each User should be aware of social engineering, the manipulation to gain information for the purpose of perpetrating fraud or damage to the system.
- Each User should be aware that NTCC personnel may monitor any and all activities without the user's direct consent or knowledge.

