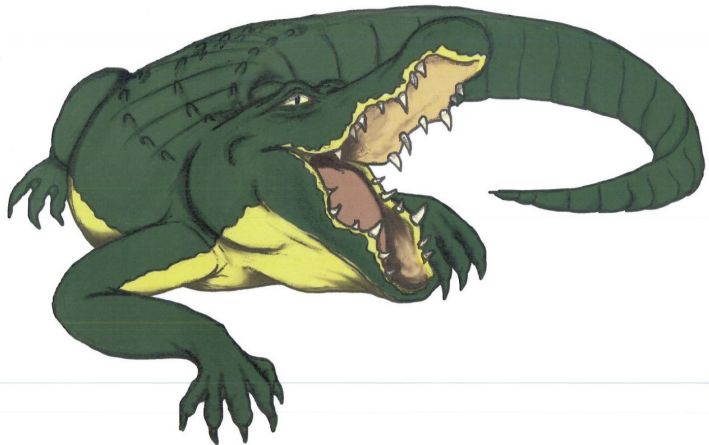




# Northshore Technical Community College 2015-2017 Student Handbook



## 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: Northshore Technical Community College Title IX Coordinator Christy Montgomery; Phone: 985-545-1239; Email: [christymontgomery@northshorecollege.edu](mailto:christymontgomery@northshorecollege.edu).



*William S. Wainwright, PhD*  
Chancellor

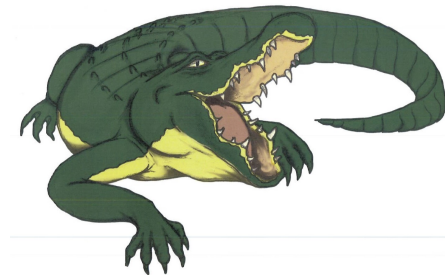
In an effort to ensure the safety of our students, faculty, and staff while providing an environment conducive to learning, Northshore Technical Community College has developed a comprehensive Student Code of Conduct. This booklet contains the Student Code of Conduct, as well as a number of policies important for students to be familiar with.

The Student Affairs Office is responsible for administering a campus-wide student disciplinary system which is student-centered and based on educational and developmental principles. We strive to uphold community standards while respecting the rights of the individual. Our student disciplinary process embraces the principles of fair play, compassion, empathetic understanding, objectivity, respect for human dignity, and the search for truth. The information, policies, and procedures outlined in this document are accurate at the time of publication, but subject to change at any time without prior notification.

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## Student Code of Conduct



## 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.

## 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.

### 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.

## Due Process/Judicial Procedures

Every LCTCS institution must establish a disciplinary procedure as directed by the Board of Supervisors for the Louisiana Community and Technical College System. 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 Vice 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 Vice Provost of Student Affairs for review.
- If the Vice 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 Vice Provost of Student Affairs does not concur with the findings and determines no violation has occurred, the Vice 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 Vice 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 Vice 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 Vice Provost of Student Affairs is of the opinion that the matter should be heard by the Student Discipline Committee, the Vice 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 student and the student 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 Vice 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 Vice 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 Vice Provost of Student Affairs.
- The student and student will be notified in writing of the Vice Provost of Student Affairs' decision.
- A copy of this decision will be filed in the judicial file with the Vice 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 Vice 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 Vice 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 Vice 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 Vice 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
- Student representative.

## 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.

## 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

Any enrolled student has the right to file a grievance when he/she feels unjustly or improperly treated by the College or another student. The process set out here is not intended to initiate disciplinary action against a member of the faculty, staff, or administration, or to alter College policy. In cases involving sexual harassment, discrimination on the basis of race, sex, creed, color, religion, sexual orientation, national origin, age, marital status, pregnancy, veteran's status, or disabling condition, etc., the Dean of Campus Administration shall be responsible for receiving complaints.



## Process

- Investigation of the complaint by the Dean of Campus Administration.
- Review by an impartial grievance/hearing committee if warranted.
- An opportunity to present evidence both documentary and testimonial and to present evidence to the contrary.
- The right of the student to be counseled during the proceedings at the student's expense.
- A summary record of the hearing, to be kept by the campus for a period of three years subject to provision of existing privacy and disclosure laws.
- A written recommendation by the hearing committee upon conclusion of the hearing;
- Right of appeal.

## Mediation Procedures

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 days of the alleged either:

- Request an appointment with the Dean of Campus Administration on which the alleged incident occurred; or
- Complete a Student Incident Report and provide that report to the Dean of Campus Administration on which the alleged incident occurred.
- Within five days of the student requesting an appointment of the Campus Dean receiving a completed Student Incident Report, the Dean of Campus Administration meets with the student to discuss the alleged incident.

If, in the opinion of the Dean of Campus Administration, no violation of college policy has occurred, the Dean of Campus Administration will inform the student and make a written record of the discussion he/she had with the student. The student may accept the decision of the Dean of Campus Administration or file a formal grievance.

If the Dean of Campus Administration finds that a violation of college policy may have occurred, the Dean of Campus Administration will offer to:

Hold a Mediation Conference during which the student has an opportunity to discuss his/her complaint with the respondent, the respondent's supervisor, and the Dean of Campus Administration. (The Dean of Campus Administration may serve as both the supervisor and mediator.) Or; Investigate the alleged incident and provide feedback to the student without holding a Mediation Conference; If the incident is deemed to be a potentially serious violation of College policy, provide the student with a Student Grievance Form; encourage the student to complete and return the form within five working days; and forward it to the Grievance Committee.

\*Note: If, at the time of the alleged incident, the respondent is a faculty member in whose class the student is enrolled, the student has until ten days following the official end of that semester to provide a completed Student Incident Report to the Vice Provost of Student Affairs to discuss the incident.

## Mediation Conference

A mediation conference provides an opportunity for the student, respondent, respondent's supervisor, and Dean of Campus Administration to discuss and attempt to resolve the alleged incident without a grievance hearing. When the Dean of Campus Administration has found that a violation might have occurred and the respondent has accepted the offer of a mediation conference, the Dean of Campus Administration establishes a day, time, and location for the conference. She/he notifies in writing, the student, respondent, and respondent's supervisor of the day, time, and location of the conference. In addition, the Dean of Campus Administration provides the respondent and her/his supervisor with a copy of the Student Incident Report, completed by the student, five days prior to the Mediation Conference.

If the respondent chooses not to attend the mediation conference, the Dean of Campus Administration provides the student with a Student Grievance Form, encourages the student to complete and return the form within five days, and forwards it to the appropriate grievance committee. If the respondent chooses to attend the mediation conference and chooses to respond in writing, the respondent uses the Response to Student Incident Report. If the respondent chooses to attend the mediation conference and the complaint is resolved to the satisfaction of the student, the Dean of Campus Administration notes the outcome in the files and so notifies the Vice Provost of Student Affairs. If during the Mediation Conference, the complaint cannot be resolved to the satisfaction of the student, the Dean of Campus Administration informs the student that he/she has the option of filing a formal grievance.

## Mediation Without a Conference

In these situations, the student must complete the Student Incident Report, and the respondent is strongly encouraged to complete the Response to Student Incident Report.

If the complaint cannot be resolved to the satisfaction of the student, the Dean of Campus Administration informs the student that she/he has the option of filing a formal grievance following.

## Grievances

- The Dean of Campus Administration has found a serious violation of College policy might have occurred when one of the following has occurred:
  - The student has chosen to bypass mediation.
  - The respondent has chosen not to attend a scheduled Mediation Conference.
  - A student is not satisfied with the outcome of a Mediation Conference.
  - The student has completed and returned a Student Grievance Form within five days to the Vice Provost of Student Affairs.

The grievance is then referred to the Grievance Committee of the campus on which the alleged incident occurred. Incidents that occur off campus are referred to the Grievance Committee of the campus where the student is enrolled. Prior to forwarding the Student Grievance Form to the Grievance Committee of the campus on which the alleged incident occurred, the Dean of Campus Administration attempts to gather any information relevant to the alleged violation of College policy. Together with the Student Incident Report (if any) and the Student Grievance Form, the Dean of Campus Administration forwards this information to the Grievance Committee. This information might include: notes from interviews the Dean of Campus Administration conducted with the student, respondent; respondent's supervisor, or witnesses (if any); a brief summary of other grievances or incidents, on file, found to have merit\*, against the respondent (if any); a brief summary of any on-file administrative charges of similar behavior, found to have merit\*, against the respondent (if any); or the respondent chooses to provide it, his/her written response the Response to Student Grievance Form and any accompanying documentation.

\*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

## Hazing

By definition, hazing is 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; and kidnapping, paddling, slapping, branding, burning with cigarette, or any such activities which are life-threatening to the individual or are intended to hurt or to physically or mentally humiliate the individual.

No student or student organization shall employ a program of student initiation/pledge education or social events which includes "hazing."

Any violator will be subject to criminal charges and College discipline.

## 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.

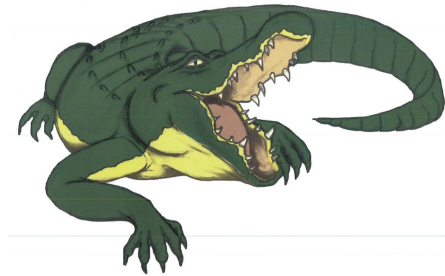
## Student Rights

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.
- (continued on next page)

- 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.
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- 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.
- (continued on next page)

- 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).

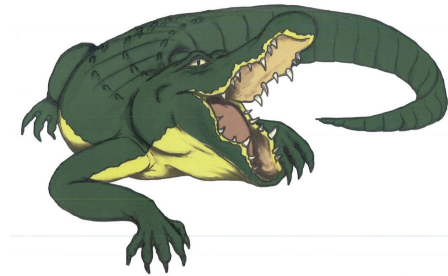
## **Weapons on Campus**

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 Vice 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, Vice 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.

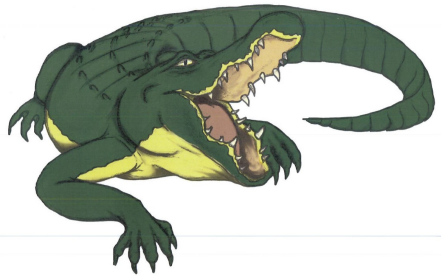
## Inventory of SGA Equipment

- 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

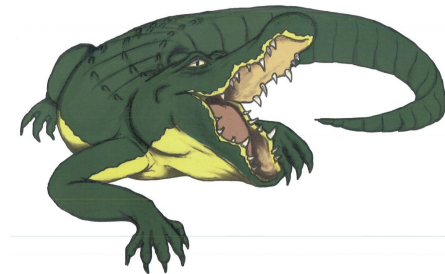
Council evaluates proposals; submits requisitions for computer purchases to the Chief Information Officer/Designee for review; and makes recommendations to the Chancellor regarding the expenditure of the Technology Fee.

- 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.



