



2019/2020



Student Handbook

*A navigation guide
through your
community college
academic career*

Overview

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

Web Site

www.fletcher.edu

Schriever Facility

1407 Highway 311 Schriever, LA 70395

Student Services Phone: (985) 448-7917

Student Services Fax: (985) 448-7998

Houma Facility

310 St. Charles Street

Houma, LA 70360

Office: (985) 858-5700

BP Integrated Production Technologies

224 Weatherford Road

Schriever, LA 70395 (985) 448-7950

Thibodaux Facility

1425 Tiger Drive

Thibodaux, LA 70301

L. E. Fletcher Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of L. E. Fletcher Technical Community College.

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

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Our Mission, Vision and History

Learning never exhausts the mind ~ Leonardo DiVinci

Mission

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

Vision

Fletcher Technical Community College will serve a diverse population of 5000+ individuals annually by providing pathways to higher education, the workforce, life-long learning, and/or personal enrichment. The college prepares students for success through technology-driven curriculum and a supportive environment utilizing academic practices that cultivate student success at the highest levels. The college actively engages business and industry to develop the Bayou Region's workforce.

History

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

South Louisiana Trade School opened on July 2, 1951, at 310 St. Charles Street in Houma, Louisiana. The facility was built on a seven-acre site owned by the Terrebonne Parish School Board. Harrell P. Willis was the first director of the school and served until 1968. Full-time day preparatory classes were offered in Office Occupations, Drafting, Auto Mechanics, Welding, Industrial Engines Mechanics, and Carpentry. A full-time related studies program supplemented the instructional programs. Immediate need for and acceptance of the program was evidenced by the fact that a total of 883 trainees were enrolled during the first year of operation. With the initial success of the trade preparatory program assured, extension classes were established to offer upgrading of skills to those persons already employed. Programs were offered both on and off-campus in Lafourche, Assumption, and St. Charles Parishes to give residents of these areas availability of training. The school administration has endeavored to be responsive to the need for skill training and to provide training in emerging occupations by evaluating employment statistics. With changes in the mission and program offerings evolving over the years, so did the name of the school. In 1977, the name was changed to South Louisiana Vocational-Technical School; in 1990, to South Louisiana Regional Technical Institute; in 1995, to Louisiana Technical College - South Louisiana Campus. In 1999, the name was changed to Louisiana Technical College - L. E. Fletcher Campus to honor L. E. Fletcher, who served as director from 1968-1984.

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

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

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

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

Statement of Policy

Fletcher Technical Community College is a community of individuals engaged in the task of learning and education. When a student enters the College, or when a person accepts a position on the faculty or staff of the institution, he/she relinquishes none of his/her rights of free inquiry and expression, freedom of association, participation in institutional decision making, and the procedures of due process. These rights are the privileges for all to enjoy as the citizens of a free and democratic society. It is the role of each individual, but, more especially, the Chancellor and administrators to protect and safeguard the exercise of these rights. 1. The College upholds and affirms the basic constitutional freedoms of religion, speech, press, peaceful assembly, and redress of grievances. Concomitant with these freedoms are responsibilities and obligations within the democratic structure. Any form of activity or behavior that interferes with the rights and freedoms of others must be considered a serious breach of these responsibilities and obligations. The academic community cannot accept coercion, harassment, verbal abuse, or violence as a viable means of dialogue or conflict resolution. 2. Students shall be free to organize and join associations to promote their own interests. 3. Students and all organizations shall be free to examine and discuss all questions of interest and to express opinions publicly and privately. It must be made very clear, however, that in any and every public expression or demonstration, students, faculty, and staff, as well as any organization, speak only for themselves and not for the College. Institutional control should not be used as a means of censorship. 4. Students as members of the state and academic community enjoy the rights and privileges of such membership and are subject to the obligations which accrue to them by virtue of the membership. Institutional authority should never be used to duplicate the functions of civil law. 5. Free discussion, inquiry, and expression in every course are encouraged. Students are free to take reasoned exception to the information or views offered in any course. Student performance is to be evaluated solely on an academic basis, and students are responsible for learning the content of any course of study.

Violations of the Law

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

Getting Started: We know there's a lot to know....

First, know your [College catalog](#). The College Catalog is updated each year to reflect program, policy and procedural changes.

Your journey at Fletcher begins with Enrollment Services (Suite 100 on the Schriever Campus) where Admissions and [Financial Aid](#) services are located. Each student is assigned an Enrollment Counselor ready to assist you with your enrollment needs.

If you missed obtaining your Student ID at registration, simply visit Enrollment Services to get your ID.

Once you apply, the Success Coaches in the [Student Success Center](#) use the transcripts or placement scores (ACT or ACCUPLACER scores) you provide to advise you for your first semester classes. It is important that we have ALL scores. Please note that students in some technical programs are not required to have placement scores. Check with Enrollment Services if you are not certain whether you will need scores.

Terms You Should Know

- **Enrollment Services** – This office is located in Suite 100 and houses financial aid, scholarships, student worker applications, and all other enrollment services.
- **LoLA – Log on Louisiana** – This is your student portal for registration, change of phone number, email address, and physical address, accessing your unofficial transcript, view your financial aid status and any documents needed, view your advisor's name, apply to graduate, view your test scores, and view your course catalog.
- **Student Success Center (SSC)** – The Student Success Center is located in Rooms 125, 126, and 127 and houses advising, testing and tutoring.
- **Student Success Coach** – This is the title for your academic advisor who will assist you with choosing courses, give you career advice and information, and connect you with services designed to assist you with being a successful college graduate.
- **Canvas** – Canvas is our learning management system used to deliver course content. Students log into Canvas with their Lola login information. Students can access Canvas with by visiting <http://fletcher.instructure.com>. If you need Canvas assistance, please email our Canvas support system at canvas@fletcher.edu
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Advising

A Student Success Coach or Faculty Advisor is assigned to you each semester and can be found in your Academic Profile in LoLA by selecting the term using the dropdown menu in your profile.

Continuing Student Registration and Advising occurs each semester for continuing students. Student Success Coaches and faculty gather in the Shriever Atrium (the wide open area when you walk into the main entrance on campus) to advise you and assist you with registration. Registration events at other facilities are also scheduled during registration season. Walk-in advising and registration continue in the Student Success Center until registration closes at the beginning of the semester for which you register. Online registration is also available. The Schedule of Classes, which provides a list of all courses being offered, times the classes meet, and days of the week the classes meet, is available online under the [Catalog](#) section of the website and is available to you through your LoLA account.

Schedule Changes

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

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

Change of Address

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

Verification of Enrollment

If you need to prove your attending college to your employer or for insurance purposes, you can make that request through our website under Student Services, select [Enrollment Verifications](#).

Transcripts Requests

You can print an unofficial transcript from your LoLA account anytime by going to Self Service Banner and clicking on Student Records. For an official copy, go to the Fletcher website under Student Services. Select [Transcripts](#).

Final Grades

Your final grade are available through LoLA approximately five to seven business days after the end of each semester. In the Student Records tab you can view your grades on your Academic Transcript. Review your grades for accuracy. If you feel there is an error, contact the instructor no later than the end of the first week of the following semester. If the instructor indicates that the recorded grade is correct and you wish to appeal the grade, the student must complete the grade appeal procedure found in the [catalog](#) under Grade Appeal Policy.

Course Load Limit

To be classified as full-time, undergraduate you must register for at least 12 credit hours of work in a regular semester or at least 6 credit hours in a summer term. The maximum course load allowed if you're in good academic standing for a fall/spring semester is 20 credit hours. The maximum course load allowed if you're in good academic standing for a summer semester is 11 credit hours.

Financing College

If you are in need of financial assistance to attend Fletcher Technical Community College, please visit Enrollment Services. All forms of financial aid, such as loans, grants, scholarships and college work-study are processed through this office. For additional information regarding Financial Aid, refer to the [College Catalog](#).

How to Apply for Financial Aid

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

Federal College Work Study Program (How to become a Student Worker)

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

Scholarships

The administration of scholarships is handled through Enrollment Services. There are numerous scholarships awarded to students. For additional information regarding scholarships refer to the [College Catalog](#) and [Scholarship](#) page on Fletcher's website.

Financial Obligations

When you register for any class at Fletcher Technical Community College or receive any services, you are making a financial commitment to pay all tuition, fees and other associated charges assessed as a result of enrollment and/or receipt of service. You can pay all monies owed using Cashnet through your LoLA account, by mail (1407 Hwy 311, Schriever, LA 70395) or in person at our business services window. Note that in order pay in person, you must use a money order, a cashier's check or cash. Mail-in payments must be via money order or cashier's check. Check the College [Catalog](#) under payments for further information. Tuition and Fee information can be found [here](#). There are fees associated with online courses, some lab courses, and for using a proctoring services such as [ProctorU](#). For students taking online courses, your options for testing are covered in your course syllabi.

Student Services

Parking

Getting your vehicle registered is quick and easy. Simply fill out this [online form](#) or go to our website under Student Services click [Vehicle Registration](#). Pick up your parking tag at the Business Office on the Schriever Campus.

Career Placement

Fletcher has a hub for you and employers that is managed by our Director of Student Affairs. The Director of Student Affairs manages a central network for students and employers. Go to our [Career](#) page to set up your [College Central Network](#) account. You can also set up a one-on-one appointment to review your resume or find out about job placement by visiting the Student Success Center or emailing careers@fletcher.edu. For students in skill specific programs, your instructor is often an excellent source of information regarding employment. AND, when you do get employed, let us know! We love hearing about your success and use this data to better serve all of our students.

Student Organizations

Developing your leadership skills during your academic career can serve you well as you move on into your career. Furthermore, student engagement is a strong predictor of student success. So get involved! Whether you are someone who likes to lead or is a great team player, there is a place for you in Student Government and other student organizations. If you have a passion or cause you feel strongly about, here is the opportunity to start a new student organization and leave a legacy of advocacy and service for yourself and those who come after you with shared interests.

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

Student Organizations Policies and Procedures

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

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

Organizations Seeking and Retaining Official College Recognition

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

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

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

Funding Official Organizations

1. Student organizations with official College recognition will receive a budget of \$300.00 per academic year from the College.
2. Student organizations with official College recognition must plan at least one of the following per academic year:
 - a. A fund-raising event
 - b. A social event
 - c. An educational event
3. It is the responsibility of the President of a new organization to inform the Director of Student Affairs that the organization will be requesting funds for the next academic year. This notification must be in writing, and must be received on or before February 28.
4. Required paperwork must be submitted to the Director of Student Affairs within the first three weeks of each semester to receive funding for that semester.
5. The Office of Student Affairs reserves the right to conduct periodic audits of organizations to determine compliance with all regulations set forth in this handbook.

Lines of Authority for Clubs and Organizations

The President and the faculty/staff advisor of each organization serve as the official representatives of that organization. These two individuals are responsible for ensuring that all College guidelines and regulations are followed, and serving as representatives of the organization before the College administration. Members of an organization should channel their concerns through the President and advisor of the organization.

Organization Advisors

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

Conduct at Activities

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

Officially Recognized Organizations

Professional Organizations

- American Design Drafting Organization (ADDA)

Service Organizations

- Baptist Collegiate Ministry
- Computer Club
- FLAME (Arts/Literary Club)
- Fletcher Gay-Straight Alliance (FGSA)
- Fox Hole Veteran's Organization
- Future Leaders of the Oil and Gas Workforce (FLOW)
- Phi Theta Kappa (PTK)
- Psi Beta National Psychology Club
- SkillsUSA
- Speech and Debate Club
- Student Government Association (SGA)
- Student Nurses Association
- TheOne College Campus Outreach
- Women Honoring and Empowering Women (WHEW!)
- Young Politics

Honor Organizations

- Phi Theta Kappa (PTK)

How to get more Information about an Organization on Campus

Email Studentaffairs@fletcher.edu for more information.

Waiver and Release

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

Student Sitting on College Committee

Students play an integral part in institutional decision and policy making. Several students hold membership in the committee structure of the College. Students sit on various standing committees. Students interested in sitting on College committees should notify an SGA representative. Committee chairpersons will contact the SGA to appoint student representatives and alternates to serve on committees. It is the responsibility of the

appointed student to notify the alternate representative when he or she is unable to attend meetings. It is the responsibility of the committee chairperson to monitor student attendance and participation in the committee.

Campus Event Calendar

Refer to the [Campus Event Calendar](#) on the website for upcoming events. Any official student organization requesting information to be posted on the calendar should submit the information in writing to the Studentaffairs@fletcher.edu

Lost and Found

If you find something or lose something, simply go to Enrollment Services. Items are collected in one central location.

Student Conduct

A crucial measure of our success in life is the way we treat one another every day of our lives ~ P.M. Forni, Choosing Civility: The Twenty-Five Rules of Considerate Conduct

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

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

Fletcher Technical Community College will not tolerate any form of harassment or intimidations, including, but not limited to sexual, racial, religious, age, or other forms of discrimination. Nor will it tolerate acts of [hazing](#). The College encourages the free exchange of ideas and opinions, but insists that the free expression of views must be made with respect for human dignity and freedom of others.

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

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

Source and Lines of Authority Regarding Student Conduct

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

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

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

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

Student Rights and Responsibilities

Upon enrolling at Fletcher Technical Community College, a student neither loses the rights, nor escapes the duties and responsibilities of a citizen. As beneficiary of great opportunities, partially at the expense of the state of Louisiana, a student-citizen has a responsibility to his/herself, to fellow students, to the laws of the land, and to the institution in which, by individual choice, she or he has enrolled. The College holds the rights and responsibilities of students to include:

Rights

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

Responsibilities

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

Standards of Academic Behavior

Academic Integrity

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

The faculty has the responsibility to encourage and maintain an atmosphere of academic honesty by being certain that students are aware of its value. Furthermore, faculty should make clear to students the regulations defining academic honesty and the penalties for violating those regulations.

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

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

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

The faculty must be aware that permitting dishonesty is not open to personal choice. An instructor who is unwilling to act upon offenses is an accessory with the student offender in damaging the integrity of the College.

Forms of Academic Dishonesty

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

Cheating

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

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

Plagiarism

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

Examples:

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

Collusion

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

Example:

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

Academic Misconduct

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

Examples:

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

Falsification/Fabrication

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

Examples:

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

Accessory to Acts of Academic Dishonesty

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

Grievances and the Judiciary Process

Academic Affairs Grievance Procedures

The following procedures shall be used by instructors who feel a student has been guilty of academic dishonesty.

- A. The instructor, upon receiving information or determining that a student may be guilty of a form of

academic dishonesty, should initially confront the student with the alleged violation. If the student is unable to explain discrepancies satisfactorily, the instructor will have two options available. The instructor can choose to fail the student for the assignment/test in question or forward the allegations for a more formal hearing. In the instance where the case is forwarded, the instructor shall collect or acquire evidence of the violation and bring the matter to the attention of the Department Head of the academic department. The Department Head shall review the charges. He or she may decide the allegations are unfounded or summon the student for a conference. After conferring with the student, the Department Head will either dismiss or forward the allegations to the Vice Chancellor of Academic Affairs.

- B. An instructor, no matter which option is selected, is required to document, in writing, a detailed account of the violation, including the name of the course, type of assignment or test, date of the alleged violation, names of witnesses, and copies of all information that supports the allegation.
- C. If disciplinary action is pending when a final grade must be submitted, the instructor must assign the student an "I" grade to show incomplete work. That notation will remain until the alleged violation is adjudicated, at which time the instructor must assign an appropriate final grade.
- D. The student has the right to appeal the decision of guilt or any sanction imposed if any of the following apply: procedural error occurred; insufficient evidence to support the charge(s); sanctions imposed were inappropriate; information discovered that indicates that the administrator or committee members were not impartial. The appeal is based on the records of the investigation/hearing. No new evidence may be presented.
- E. The student files an appeal by submitting the written appeal to the appropriate administrator within five (5) working days after notice of the sanction has been given (either verbally or written) to the student. A student may issue a written appeal as follows:
 - Decision of the instructor to the Academic Dean/Department Head of the appropriate academic area.
 - Decision of the Academic Dean to the Vice Chancellor of Academic Affairs.
 - Decision of the Vice Chancellor of Academic Affairs to the College Chancellor.

The Chancellor, after reviewing the appeal, shall submit to the student and all individuals involved in the original disciplinary sanction a formal letter outlining the decision. The Chancellor's letter to the student terminates the appeal process at the College. The student will be informed of the Chancellor's decision no later than ten (10) school days after the decision.

The Louisiana Technical and Community College System (LCTCS) will allow for appeal of grievances to the Board of Supervisors of the LCTCS after all due process procedures at the institutional level are exhausted. If a student chooses to appeal to the LCTCS Board, the appeal must be within 30 calendar days of the institution's decision. The System staff shall then review the due process proceedings followed by the institution and submit recommendations to the LCTCS Board.

All Other Standards of Behavior

1. Forgery, alteration, destruction, or misuse of College documents, records, or other College property.
2. Physical abuse of any member of the College community, or conduct that threatens or endangers the health or safety of any such person.
3. Any verbal abuse of any member of the College community, or conduct that threatens or endangers the health or safety of any such person.
4. Theft of College services; of a member of the College community, or of a campus visitor including possession, sale, or attempted sales of stolen property of the College community.
5. Behavior that constitutes vandalism, misuse, or destruction to property that the College owns, controls, or uses.
6. Unauthorized use of computer account(s), computer data files and/or computer facilities.
7. Unauthorized use of or entry into College facilities.

8. Use, possession, distribution, or being under the influence of narcotics or drugs, except as required for verifiable medical reasons permitted by law, while on College property or at College-sponsored, approved, or supervised activities.
9. Disorderly conduct or lewd, indecent, or obscene conduct or expression on College-owned or controlled property or at College-approved or supervised functions.
10. Any act which interferes with or adversely affects the normal functioning of the College or which injures or endangers the welfare of any member of the College community or visitor on College-owned or controlled property.
11. Unauthorized possession or use of keys to College facilities, including buildings, offices, desks, files or equipment.
12. Violation of properly constituted rules and regulations governing the use of motor vehicles on College owned or controlled property, including theft, sale, possession, and/or display of a lost, stolen or unauthorized parking decal.
13. Failure to respond to a request to report to a College administrative office.
14. Failure to comply with directions of College officials acting in the performance of their duties.
15. Violation of College policies and regulations as stipulated in this and other official College publications or as promulgated and announced by authorized personnel.
16. Incurring obligations or debts in the name of the College, including long distance telephone calls.
17. Distribution of unauthorized literature, handbills, posters, or other printed matter.
18. Participation in hazing, acts which are degrading or injurious, or acts in which another is held against his or her will.
19. Unwelcome sexual encouragement, requests for sexual favors, and other verbal and/or physical conduct of a sexual temperament comprises sexual harassment when submission to such conduct is made, whether explicitly or implicitly, a term or condition of employment or academic evaluation; submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting an individual; and, such conduct has the purpose or effect of substantially interfering with one's work or academic performance or of creating an intimidating , hostile, or offensive working/learning environment.
20. Stalking, defined as repeatedly contacting another person without a legitimate purpose when
 - a. the contacting person knows or should know that the contact is unwanted by the other person;
 - b. it is reasonable for the other person in that situation to have been alarmed or coerced by the contact (As used in this subsection, "contacting" includes, but is not limited to, coming into the visual or physical presence of the other person, following another person, and sending written communication of any form to the other person, by themselves or through a third party).
21. Any verbal or physical conduct by an individual based on another individual's age, ability, national origin, race, marital status, religion, sex, or sexual orientation that interferes or prevents the person from conducting his or her customary or usual affairs, puts the person in fear of his or her safety, or causes the person to suffer actual physical injury
 - a. conduct less than a physical attack or interference with a person, such as hazing or threatening action, which is intended to subject another person to offensive physical contact, physical injury, property damage, or cause physical impact, such as making threatening phone calls, sending or posting (electronically or otherwise) threatening letters, or the vandalism or misappropriation of a person's property.
22. Tampering with the election of any student organization or group.
23. Sexual assault, which includes, but is not limited to,
 - a. Rape
 - b. Sexual misconduct
 - c. unwanted sexual contact of any kind or threat of such contact. Sexual contact shall be
 - i. considered "unwanted" or without consent if no clear consent is freely given, if inflicted through

- ii. force, threat of force, coercion, or if inflicted upon a person who is unconscious or otherwise without the physical or mental capacity to consent. If sexual contact is inflicted on someone who is intoxicated or impaired in the exercise of their judgment by alcohol or drugs, it will be considered without consent.
- 24. Violations of the College's Alcohol and Drug Policy.
- 25. Public indecency defined as exposing the genitals of the person while in a public place or a place visible from a public place on College-owned or College-controlled property.
- 26. Violation, or alleged violation, of any federal or state law, city or local ordinance, or College security when such violation interferes with, or is detrimental to, the mission of the College or interferes with other student's legitimate educational activities and interests.
- 27. Conviction of a felony or misdemeanor under circumstances where it is reasonable to conclude that the presence of the person at the College would constitute a danger to health, personal safety, or property or where the offense occurred on College-owned or College-controlled property or at College-sponsored or College-supervised activities.
- 28. 32. Abuse of the College judicial program as outlined in the code including, but not limited to,
 - a. falsification, distortion or misrepresentation of information before any judicial body;
 - b. knowingly initiating any judicial proceedings without cause;
 - c. attempting to discourage an individual's participation in, or use of, any judicial system;
 - d. influencing or attempting to influence another person to commit an abuse of any judicial system.
- 29. Any unlawful distribution of copyrighted material, including peer-to-peer file sharing.

Group Offenses

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

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

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

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

Student Affairs Grievance Procedures

For students filing against a fellow student or a faculty or staff member for non-academic reasons to include but not limited to:

- a. Dismissal from a program for non-academic reasons
 - b. Violation of a student affairs policy between students and/or faculty and students
 - c. Student violation of rights
 - d. Harassment of the student by another student/faculty
 - e. Financial aid (after doing a SAP appeal)
 - f. Enrollment processes
 - g. Advising
2. Process for Student Affairs Grievances:
- a. If the grievance is with a staff member, the student begins with speaking with the staff member's department manager.
If no resolution is reached,
 - b. The student speaks with Director of Student Affairs (if with a fellow student, begin here_)
 - i. A resolution is sought through informal investigation and mediation.
If not resolved within 5 school calendar days,
 - c. The student files a formal grievance with the Director of Student Affairs
 - i. A formal investigation occurs within 10 school calendar days.
 - 1. The Director of Student Affairs will interview all impacted parties
 - 2. The Director of Student Affairs will gather the facts
 - 3. A Formal Review Board is formed. This will include 2 staff, 2 faculty and 1 student who are non-biased parties to the incident.
 - 4. In all grievance matters referred to the Board of Review, all parties involved shall have the following rights:
 - a. To be given notice in writing of the situation.
 - b. To be allowed adequate time in which to prepare for the administrative hearing. This is normally interpreted to be at least 3 school calendar days from the time of notification of the administrative hearing. Circumstances can justify a shorter period.
 - c. To have the grievance considered by the Board of Review. The student may waive this right and accept the judgment of the Director of Student Affairs.
 - d. To be given information on the nature of the evidence on which the grievance is based. If written or video documents are to be introduced as evidence, the student has a right to receive copies of the documents 3 school calendar days before the hearing. The student is also entitled to receive a list of all the witnesses who will be participating. If, however, the student wishes to cross-examine any College witnesses, he or she must submit a written request containing the names of the witnesses to the Director of Student Affairs.
 - e. To have a separate hearing before the Board of Review. When two or more students are involved in the grievance with the same circumstances, one or more of the students may make a written request for a joint hearing. The decision on a joint hearing will be made by the committee chair on the merits of each situation. Thus, the written request should show why a joint hearing will help ensure a fair and reasonable due process hearing for the grievance.

- f. To be presumed innocent until proven guilty and to have the Board of Review decide guilt solely on the basis of clear and convincing evidence presented during the hearing, with the College bearing the burden of proof of guilt.
- g. To retain all rights as a College student while the charges are being considered and, if found guilty, all rights of appeal have been exhausted as established in this code. Exceptions based on programmatic requirements may be upheld (i.e., removal from clinical sites, etc.)
- h. To appeal decisions and recommendations of the Board of Review or of the administrative officer who hears the case. This must occur within five (5) days of the decision.
- ii. Results of investigation are reported within 2 school calendar days. Results are final.
- iii. If due process was not followed an appeal may be submitted to the College Chancellor for consideration.

Grievance against a student (faculty or staff files against a student)

- a. Violation of student affairs policies (drug, alcohol, violence, etc.)
 - b. Student behavior in a classroom or otherwise
2. Process:
- a. The faculty or staff member speaks with the student. It is recommended that a witness is present. Documentation of the discussion should be sent through e-mail after the discussion to hold record of the conversation. If there is a programmatic formal process (via handbook, policy guidelines, etc.) this should be followed.
If the matter is not resolved,
 - b. The faculty or staff member speaks with the Director of Student Affairs.
 - i. A resolution is sought through informal investigation and mediation.
 If the matter is not resolved within 5 school calendar days,
 - c. The faculty or staff member files a formal grievance with the Director of Student Affairs
 - i. A formal investigation occurs within 10 school calendar days.
 - 1. The Director of Student Affairs will interview all impacted parties
 - 2. The Director of Student Affairs will gather the facts
 - 3. A Formal hearing board is formed. This will include 2 staff, 2 faculty and 1 student who are non-biased parties to the incident.
 - 4. In all grievance matters referred to the Board of Review, the all parties involved shall have the following rights:
 - a. To be given notice in writing of the situation.
 - b. To be allowed adequate time in which to prepare for the administrative hearing. This is normally interpreted to be at least 3 school calendar days from the time of notification of the administrative hearing. Circumstances can justify a shorter period.
 - c. To have the grievance considered by the Board of Review. The student may waive this right and accept the judgment of the Director of Student Affairs.
 - d. To be given information on the nature of the evidence on which the grievance is based. If written or video documents are to be introduced as

evidence, the student has a right to receive copies of the documents 3 school calendar days before the hearing. The student is also entitled to receive a list of all the witnesses who will be participating. If, however, the student wishes to cross-examine any College witnesses, he or she must submit a written request containing the names of the witnesses to the Director of Student Affairs.

- e. To have a separate hearing before the Board of Review. When two or more students are involved in the grievance with the same circumstances, one or more of the students may make a written request for a joint hearing. The decision on a joint hearing will be made by the committee chair on the merits of each situation. Thus, the written request should show why a joint hearing will help ensure a fair and reasonable due process hearing for the grievance.
- f. To be presumed innocent until proven guilty and to have the Board of Review decide guilt solely on the basis of clear and convincing evidence presented during the hearing, with the College bearing the burden of proof of guilt.
- a. To retain all rights as a College student while the charges are being considered and, if found guilty, all rights of appeal have been exhausted as established in this code. . Exceptions based on programmatic requirements may be upheld (i.e., removal from clinical sites, etc.)
- g. To appeal decisions and recommendations of the Board of Review or of the administrative officer who hears the case. This must occur within five (5) days of the decision.
- ii. Results of investigation are reported within 2 school calendar days. Results are final.
- iii. If due process was perceived as not followed an appeal may be submitted to the College Chancellor for consideration.

How to Prepare for a Hearing:

- i. Gather your evidence. This will include written documentation. Creating a timeline will often help you present your case. Please work with the Director of Student Affairs to assist with this process.
- ii. Gather your witnesses if you have any. You may also have an advisor present. However, that person serves strictly as support for you and will not address the board.
- iii. Review the documentation provided to you in the 3 days prior to the hearing so you can address any questions the hearing board may have.
- iv. Prepare your presentation. Practice what you are presenting. Bring notes in a format that you can easily read.
- v. Dress appropriately. Formal attire is not required, but consider professionalism in your appearance.
- vi. Be non-confrontational and calm. You will be more successful in presenting your case in a calm and professional manner.

Other Policies You Should Know

[Americans with Disabilities Act](#)

[Uniformed Service Mobilization](#)

[Smoke Free – Tobacco Free Campus](#)

[Parking](#)

[Campus Free Expression](#)

Campus Security Act

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

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

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

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

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