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## Letter of Welcome from Dr. Dorsey



Dear Students:

It is always a pleasure to greet you on behalf of the LCITCS Board of Supervisors, the President of the LCITCS System, and the faculty and staff of Baton Rouge Community College (BRCC).

BRCC has received candidacy status for accreditation from the Southern Association of Colleges and Schools (SACS). We can now offer Pell grants for eligible students. We are continuing to increase our programs and course offerings to offer expanded options for our students. We have been able to establish articulation agreements with four-year schools for a seamless transfer after the completion of our associate degree requirements. We are increasing the number of extracurricular activities for our students. We have improved upon our facilities. We have more to come just for you.

BRCC is growing at a rapid pace and with that growth, yet we have not compromised our "World Class" status. We have outstanding faculty and staff to assist you in the attainment of your educational goals. USA Today cited Baton Rouge Community College as the "fastest growing community college in the nation."

This handbook is to inform you of your rights and privileges as a student at BRCC. The handbook explains what you will be responsible for while you are enrolled. If you violate any of the policies, the recourse is explained. Be civic-minded and respect your fellow students, the faculty, and the staff. It is our job to respect you while you are enrolled. Thank you for selecting Baton Rouge Community College. Imagine what you can do.

Sincerely,

*Myrtle E. B. Dorsey*

Myrtle E.B. Dorsey, Ph.D.

Chancellor



## Letter of Welcome from Dr. Hilterbran

Dear Students:

We welcome you to Baton Rouge Community College. Your presence here is an indication of your desire for a better quality of life and standard of living. BRCC will help you accomplish both goals.

Whether you are beginning your education, completing your education, brushing up on your skills, or just taking a course for your enjoyment, the education you receive will prepare you for the challenges ahead. Our faculty, students, and staff have access to cutting edge technologies and learning resources. Courses incorporate these resources for your continued use in the 21st Century.

Our campus is a "safe harbor" where you can feel secure to explore the vast world of knowledge you will need to reach your desired destination. BRCC will be a partner in your education and your plans for the future. We are here for you. Let us know how we may best serve you.

Your commitment to your education will turn dreams into reality.

Sincerely,

A handwritten signature in cursive script that reads "Stephen L. Hilterbran".

Stephen L. Hilterbran, Ed.D.

Vice Chancellor for Student Affairs

Baton Rouge Community College

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## About This Handbook

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This handbook is prepared for the convenience of students and does not constitute an official publication of the Board of Supervisors of Louisiana Community and Technical College System (LCTCS) . In case of any divergence from or conflict with the Bylaws or Policies of the LCTCS, the official Bylaws and Policies of the LCTCS shall prevail.

The statements set forth in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure accuracy of the material stated herein, the college reserves the right to change any provision listed in this handbook without notice to individual students. Every effort will be made to keep students advised of such changes.

Information in regards to academic requirements for graduation are available on campus. Students are responsible for keeping apprised of current graduation requirements for the degree programs in which they enrolled.



## Baton Rouge Community College

CLASSES BEGIN .....	October 13	Mon
Final date to add/drop classes (enrolled students only) .....	October 15	Wed
Final date to drop classes and receive a "W" .....	November 14	Fri
Thanksgiving holiday (students) .....	November 26-29	Wed-Sat
College closed for Thanksgiving holiday .....	November 27-29	Thu-Sat
Classes end .....	December 6	Sat
Final examinations .....	December 8-13	Mon-Sat
Faculty deadline for posting grades .....	December 15	Mon

### Spring Semester 2004

Advising and enrollment for spring and summer .....	October 27, 2003	Mon
begins for continuing students		
Advising and enrollment for spring and summer begins for new students	November 1, 2003	Sat
College closed for holidays .....	December 24-Jan 1	Wed-Thu
Regular enrollment resumes .....	January 5	Mon
Payment due date .....	January 6	Tue (6 p.m.)
Faculty report .....	January 12	Mon
College closed 8 am to 1pm for Convocation .....	January 12	Mon
Classes close with low enrollments .....	January 13	Tue
Regular enrollment ends .....	January 13	Tue (6 p.m.)
Late enrollment begins .....	January 14-17	Wed-Sat (noon)
New student spring kick-off .....	January 16	Fri
24-hour enrollment .....	January 16-17	Fri-Sat (noon)
Last day to enroll for spring semester .....	January 17	Sat (noon)
College closed for Martin Luther King Day holiday .....	January 19	Mon
CLASSES BEGIN .....	January 20	Tue
Final date to add/drop classes (enrolled students only) .....	January 27	Mon
Mardi Gras Holiday (students) .....	February 23-25	Mon-Wed
College closed for Mardi Gras .....	February 24	Tue
Final date to apply for May graduation .....	March 1	Mon
Mid-semester exams .....	March 8-13	Mon-Sat
Mid-semester grades due in the Office of Enrollment Services .....	March 15	Mon
Spring break (students) .....	March 15-20	Mon-Sat
Advising for fall semester begins for continuing students .....	March 22	Mon
Advising for fall semester begins for new students .....	March 27	Sat
Final date to drop classes a receive a "W" .....	April 2	Fri
College closed for Good Friday .....	April 9	Fri
Classes end .....	May 7	Fri



## Baton Rouge Community College

Final examinations .....	May 8-14	Sat-Fri
Commencement .....	May 17	Mon
Faculty deadline for posting grades .....	May 17	Mon

### Spring 8-Week Semester 2004

Advising and enrollment for spring 8-week begins for continuing students .	October 27, 2003	Mon
Advising and enrollment for spring 8-week begins for new students .....	November 1, 2003	Sat
Spring break (students) .....	March 15-20	Mon-Sat
Payment due date .....	March 10	Wed (6 p.m.)
Classes close with low enrollment .....	March 16	Tue
Regular enrollment ends .....	March 16	Tue
Late enrollment .....	March 17-19	Wed-Fri (6 p.m.)
Last day to enroll for spring 8-week .....	March 19	Fri (6 p.m.)
CLASSES BEGIN .....	March 22	Mon
Final date to add/drop classes (enrolled students only) .....	March 24	Wed
College closed for Good Friday .....	April 9	Fri
Final date to drop classes and receive a "W" .....	April 16	Fri
Classes end .....	May 8	Sat
Final examinations .....	May 10-15	Mon-Sat
Faculty deadline for posting grades .....	May 17	Mon
Commencement .....	May 17	Mon

### May-Mester 2004

Advising and enrollment for summer begins for continuing students .....	October 27, 2003	Mon
Advising and enrollment for summer begins for new students .....	November 1, 2003	Sat
Payment due date .....	May 5	Wed (6 p.m.)
Classes close with low enrollments .....	May 11	Tue
Regular enrollment ends .....	May 11	Tue
Late enrollment .....	May 12-14	Wed-Fri
Last day to enroll for May-Mester .....	May 14	Fri (6 p.m.)
Faculty report .....	May 17	Mon
CLASSES BEGIN .....	May 17	Mon
Final date to add/drop classes (enrolled students only) .....	May 18	Tue
Final date to drop classes a receive a "W" .....	May 26	Wed
Classes end .....	June 3	Thu
Final examinations .....	June 4	Fri
Faculty deadline for posting grades .....	June 7	Mon

## Baton Rouge Community College

### Summer I Semester 2004

Advising and enrollment for summer begins for continuing students 2003 .....	Mon	October 27,
Advising and enrollment for summer begins for new students 2003 .....	Sat	November 1,
Payment due date .....	May 26	Wed (6 p.m.)
Classes close with low enrollments .....	June 1	Tue
Regular enrollment ends .....	June 1	Tue
Late enrollment .....	June 2-4	Wed-Fri (6 p.m.)
Faculty report .....	June 3	Thu
Last day to enroll for summer I .....	June 4	Fri (6 p.m.)
CLASSES BEGIN .....	June 7	Mon
Final date to add/drop classes (enrolled students only) .....	June 9	Wed
Final date to drop classes and receive a "W" .....	July 2	Fri
College closed for Independence Day holiday .....	July 5	Mon
Classes end .....	July 14	Wed
Final examinations .....	July 15-16	Thu-Fri
Faculty deadline for posting grades .....	July 19	Mon

### Summer II Semester 2004

Advising and enrollment and summer begins for continuing students ....	October 27, 2003	Mon
Advising and enrollment and summer begins for new students .....	November 1, 2003	Sat
Payment due date .....	July 7	Wed (6 p.m.)
Classes close with low enrollments .....	July 13	Tue
Regular enrollment ends .....	July 13	Tue
Late enrollment .....	July 14-16	Wed-Fri (6 p.m.)
Last day to enroll for summer II .....	July 17	Fri
Faculty report .....	July 19	Mon
CLASSES BEGIN .....	July 19	Mon
Final date to add/drop classes (enrolled students only) .....	July 20	Tue
Final date to drop classes and receive a "W" .....	July 28	Wed
Classes end .....	August 5	Thu
Final examinations .....	August 6	Fri
Faculty deadline for posting grades .....	August 9	Mon

### Fall Semester 2004

## Baton Rouge Community College

Advising and enrollment for fall begins for continuing students	March 22	Mon
Advising and enrollment for fall begins for new students	March 27	Sat
Payment due date	August 4	Wed (6 p.m.)
LCTC System-Wide Conference Day	August 16	Mon
Faculty report	August 16	Mon
Regular enrollment ends	August 16	Mon (6 p.m.)
Classes close with low enrollments	August 17	Tue
College closed 8am to 1pm for Convocation	August 18	Wed
Late enrollment	August 18-21	Wed-Sat (noon)
New student fall kick-off	August 20	Fri
24-hour enrollment	August 20-21	Fri-Sat (noon)
Last day to enroll for fall semester	August 21	Sat (noon)
CLASSES BEGIN	August 23	Mon
Final date to add/drop classes (enrolled students only)	August 28	Sat
College closed for Labor Day holiday	September 6	Mon
Final date to apply for fall graduation	October 1	Fri
Mid-semester exams	October 11-16	Mon-Sat
Mid-semester grades due in the Office of Enrollment Services	October 18	Mon
Advising for spring and summer begins for continuing students	October 25	Mon
Advising for spring and summer begins for new students	October 30	Sat
Final date to drop classes and receive a "W"	November 5	Fri
Thanksgiving holiday (students)	November 24-27	Wed-Sat
College closed for Thanksgiving holiday	November 25-27	Thu-Sat
Classes end	December 4	Sat
Final examinations	December 6-11	Mon-Sat
Faculty deadline for posting grades	December 13	Mon
College closed for holidays	December 24-Jan 1	Fri-Sat

### Fall 8-Week Semester 2004

Advising and enrollment for fall 8-week begins for continuing students	March 22	Mon
Advising and enrollment for fall 8-week begins for new students	March 27	Sat
Payment due date	September 29	Wed (6 p.m.)
Classes close with low enrollment	October 5	Tue
Regular enrollment ends	October 5	Tue (6 p.m.)
Late enrollment	October 6-8	Wed-Fri
Last day to enroll for fall 8-week	October 8	Fri (6 p.m.)

## Baton Rouge Community College

CLASSES BEGIN .....	October 11	Mon
Final date to add/drop classes (enrolled students only) .....	October 13	Wed
Final date to drop classes and receive a "W" .....	November 12	Fri
Thanksgiving holiday (students) .....	November 24-27	Wed-Sat
College closed for Thanksgiving holiday .....	November 25-27	Thu-Sat
Classes end .....	December 4	Sat
Final examinations .....	December 6-11	Mon-Sat
Faculty deadline for posting grades .....	December 13	Mon

### Spring Semester 2005

Advising and enrollment for spring and summer begins .....	October 25, 2004	Mon
for continuing students		
Advising and enrollment for spring and summer begins for new students .	October 30, 2004	Sat
College closed for holidays .....	December 24-Jan 1	Fri-Sat
Regular enrollment continues .....	January 3	Mon
Payment due date .....	January 5	Wed (6 p.m.)
Faculty report .....	January 10	Mon
College closed 8 am to 1pm for Convocation .....	January 10	Mon
Classes close with low enrollments .....	January 11	Tue
Regular enrollment ends .....	January 11	Tue
Late enrollment begins .....	January 12-15	Wed-Sat (noon)
New student spring kick-off .....	January 14	Fri
24-hour enrollment .....	January 14-15	Fri-Sat (noon)
Last day to enroll for spring semester .....	January 15	Sat (noon)
Martin Luther King Day Holiday (college closed) .....	January 17	Mon
CLASSES BEGIN .....	January 18	Tue
Final date to add/drop classes (enrolled students only) .....	January 22	Sat
Mardi Gras Holiday (students) .....	February 7-9	Mon-Wed
College closed for Mardi Gras .....	February 8	Tue
Mid-semester exams .....	March 7-12	Mon-Sat
Mid-semester grades due in the Office of Enrollment Services .....	March 14	Mon
Spring break (students) .....	March 14-19	Mon-Sat
Advising for fall semester begins for continuing students .....	March 21	Mon
Advising for fall semester begins for new students .....	March 26	Sat
Final date to drop classes and receive a "W" .....	April 1	Fri

## Baton Rouge Community College

Final date to apply for May graduation .....	March 1	Tue
College closed for Good Friday .....	March 25	Fri
Classes end .....	May 7	Sat
Final examinations .....	May 9-14	Mon-Sat
Commencement .....	May 16	Mon
Faculty deadline for posting grades .....	May 16	Mon

### Spring 8-Week Semester 2005

Advising and enrollment for spring 8-week begins for continuing students .	October 25, 2004	Mon
Advising and enrollment for spring 8-week begins for new students .....	October 30, 2004	Sat
Payment due date .....	March 9	Wed (6 p.m.)
Spring break (students) .....	March 14-19	Mon-Sat
Classes close with low enrollment .....	March 15	Tue (6 p.m.)
Regular enrollment ends .....	March 15	Tue
Late enrollment .....	March 16-18	Wed-Fri
Last day to enroll for spring 8-week .....	March 18	Fri (6 p.m.)
CLASSES BEGIN .....	March 21	Mon
Final date to add/drop classes (enrolled students only) .....	March 23	Wed
College closed for Good Friday .....	March 25	Fri
Final date to drop classes and receive a "W" .....	April 15	Fri
Classes end .....	May 6	Fri
Final examinations .....	May 7-13	Sat-Fri
Commencement .....	May 16	Mon
Faculty deadline for posting grades .....	May 16	Mon

### May-Mester 2005

Advising and enrollment for spring and summer begins .....	October 25, 2004	Mon
for continuing students		
Advising and enrollment for spring and summer begins for new students .	October 30, 2004	Sat
Payment due date .....	May 4	Wed (6 p.m.)
Classes close with low enrollments .....	May 10	Tue
Regular enrollment ends .....	May 10	Tue
Late enrollment .....	May 11-13	Wed-Fri (6 p.m.)
Last day to enroll for May-Mester .....	May 13	Fri (6 p.m.)
Faculty report .....	May 16	Mon
CLASSES BEGIN .....	May 16	Mon
Final date to add/drop classes (enrolled students only) .....	May 17	Tue
Final date to drop classes and receive a "W" .....	May 25	Wed

## Baton Rouge Community College

Classes end .....	June 2	Thu
Final examinations .....	June 3	Fri
Faculty deadline for posting grades .....	June 6	Mon

### Summer I Semester 2005

Advising and enrollment for summer begins for continuing students 2004 .....	Mon	October 25,
Advising and enrollment for summer begins for new students 2004 .....	Sat	October 30,
Payment due date .....	May 25	Wed (6 p.m.)
Classes close with low enrollments .....	May 31	Tue (6 p.m.)
Regular enrollment ends .....	May 31	Tue (6 p.m.)
Late Enrollment .....	June 1-June 3	Wed-Fri
Faculty report .....	June 2	Thu
Last day to enroll for Summer I term .....	June 3	Fri (6 p.m.)
CLASSES BEGIN .....	June 6	Mon
Final date to add/drop classes (enrolled students only) .....	June 8	Wed
College closed Independence Day holiday .....	July 4	Mon
Final date to drop classes and receive a "W" .....	July 8	Fri
Classes end .....	July 15	Wed
Final examinations .....	July 14-15	Thu-Fri
Faculty deadline for posting grades .....	July 18	Mon

### Summer II Semester 2005

Advising and enrollment for summer begins for continuing students .....	October 25, 2004	Mon
Advising and enrollment for summer begins for new students .....	October 30, 2004	Sat
Payment due date .....	July 6	Wed (6 p.m.)
Classes close with low enrollments .....	July 12	Tue
Regular enrollment ends .....	July 12	Tue
Late enrollment .....	July 13-15	Wed-Fri (6 p.m.)
Last day to enroll for summer II term .....	July 15	Fri (6 p.m.)
Faculty report .....	July 18	Mon
CLASSES BEGIN .....	July 18	Mon
Final date to add/drop classes (enrolled students only) .....	July 19	Tue
Final date to drop classes and receive a "W" .....	July 27	Wed

## Baton Rouge Community College

Classes end .....	August 4	Thu
Final examinations .....	August 5	Fri
<hr/>		
Faculty deadline for posting grades .....	August 8	Mon

## **DID YOU KNOW?**

### **INTERESTING FACTS ABOUT BATON ROUGE COMMUNITY COLLEGE**

- BRCC has an international population that represents over 25 different countries
- The average age of a BRCC student is 24 years old
- More than 54% of students at BRCC are women
- 66% of students attending BRCC come from East Baton Rouge Parish
- Over 45% of students enrolling at BRCC have previously attended college
- BRCC has grown 159% since opening in the Fall 1998
- BRCC offered over 680 sections of over 119 different courses in the Fall 2002 and over 800 sections in the

#### **Fall 2003**

- BRCC had 165 TOPPS scholarships attending in Fall 2003
- BRCC had 1064 First Time Full Time Freshmen in Fall 2003
- BRCC hosted 22 clubs and organizations
- BRCC had 78 students actively involved in service learning during the Fall

## **FREQUENTLY ASKED QUESTIONS**

### **When is registration?**

Registration is ongoing throughout the semester. To learn more about registration, you may review the Schedule of Classes, search the BRCC website, or visit Enrollment Services.

### **How long do you have to live in Louisiana before you can be considered a resident?**

To be considered a resident, you must have lived and worked in Louisiana for one year (365 days) immediately preceding the first day of class for the term in which classification as a resident is sought. See the college catalog for more details.

### **Do I have to take the BRCC Placement Test if I have ACT or SAT scores?**

BRCC offers the COMPASS placement test. We strongly encourage all new students to take it after applying for admission and before you come for advising. We can and will use your ACT or SAT test scores, but have found that they do not always accurately determine proper course placement. (This is especially true if your scores are more than 3 years old!!)

### **I do not care about receiving credit for my classes.**

#### **Do I still have to complete an application?**

Yes, all students must apply. After you complete the application process, you can enroll in a class and audit that class (see Glossary).

### **How do I get my transcript sent to another institution or an employer?**

Fill out a transcript request form available in the

Office of Enrollment Services or on the web at [www.mybr.cc](http://www.mybr.cc). You may also send a letter to Baton Rouge Community College, Office of Enrollment Services, 5310 Florida Boulevard, Baton Rouge, LA 70806. The letter should include your name (printed), your signature, and social security number and the complete address of where to send the transcript. Federal regulations require that transcripts only be released with a student's written permission, so the form or letter is necessary. Signature is required.

### **Where do I have my transcripts and other application materials sent from other institutions?**

Have them sent to: Baton Rouge Community College, Office of Enrollment Services, 5310 Florida Boulevard, Baton Rouge, LA 70806.

### **How do I register for a distance course?**

Apply and register just as you would for any college credit class. Details are available in the schedule of classes.

### **Where can I take my distance course or telecourse test?**

Check with the instructor for the class to make arrangements to take your test.

### **Where do I get a parking decal?**

Parking decals and maps are available in the Office of Environmental and Public Safety on campus.

### **Does BRCC offer childcare for students?**

Currently the college does not offer childcare services. Childcare facilities in close proximity to the campus are available.



## Baton Rouge Community College

### **Why do I need an identification card?**

All students need an ID card to use the parking garage and check out books, print, and use other services in the Library. Additionally, some local merchants offer discounts to BRCC students, who are verified by their ID card.

### **How do I get on the Dean's List?**

To qualify for the Dean's List, you must complete a minimum of 12 or more credit hours and earn a minimum grade point

average of 3.5 or higher with no grade below "C" for the semester.

### **How do I join a club?**

Fill out an application at the Student Center. Your application will be forwarded to a club advisor who will contact you.

**Where do I go to get an application for federal financial aid?**

Visit the Office of Financial Aid in the Governors Building to obtain an application for federal financial aid.

**What scholarships are available and where do I apply?**

Scholarships are awarded based on availability of funds. To obtain a complete list of scholarships and the criteria required to apply for them visit the financial aid link on the [www.mybr.cc](http://www.mybr.cc) website. You may also download a scholarship application from this link.

## **STUDENT PROGRAMS AND RESOURCES (SPAR)**

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The Student Government Association consists of elected representatives from the student body. They serve as a voice of the students and promote campus activities which enhance the intellectual, physical, social, and cultural life of the student. The Student Government Association considers matters presented to them from the student body and coordinates co-curricular programs. Students who are not members of SGA can make recommendations to the SGA for consideration.

### **STUDENT ORGANIZATIONS**

The following is a list of procedures to help each club and organization operate during the college year:

#### How To Start An Organization

- 1 Students, faculty, or staff interested in starting an organization must fill out a Prospective Student

Organization Form to register the organization through the Office of Student Programs and Resources.

2. The SPAR Director will assist the founders of the organization as they write their original constitution.
3. The SPAR Director and the Dean of Students must sign the constitution and Prospective Student Organization form.
4. Club members and advisors are required to follow all club and organizations guidelines and maintain standings of the college student handbook.
5. Club advisors are required to attend a mandatory meeting at the beginning of the fall and spring semester. Any advisor that is unable to make this meeting must meet with the SPAR Director prior to initiating any activities with their prospective club or organization.
6. Club advisors must maintain an update Club Advisor Application on file with the Office of Student Programs and Resources.

#### Scheduling Activities and Meetings

All activities require approval by the Student Programs and Resources (SPAR) Office. Applications for activities must be made to the SPAR Office no later than three weeks preceding the scheduled activity.

Whenever the Student Center or any other room is used for college activities, the group or organization sponsoring the event is held responsible for restoring the area to its previous condition. To schedule an activity or meeting:

## Baton Rouge Community College

1. Student and/or advisor must complete a Student Activity Request Form at least one week prior to sponsoring each event.
- 2 The club president and the club advisor must sign the Student Activity Request Form.
- 3 The appropriate individuals must approve the space needed for the event.
- 4 The SPAR Director, the Dean of Students, and the Director of Facility Services must then approve the form.
- 5 Clubs and organizations must complete a Program Proposal and Evaluation Form and turn it in with each Student Activity Request Form for each activity/meeting that takes place during a regular semester. The program proposal section is completed prior to the event and the evaluation section is completed immediately after the event.

Please keep in mind that if you schedule the Chancellor's Board Room, it is possible that your reservation may be cancelled if there is another need for the room.

### Flyers and Posting Regulations

The SPAR office remains available to assist students in creating flyers, banners, and posters for their events.

Each club is allowed one of the following each week: 15 color flyers, 4 small color posters, 3 color large posters, or 3 banners. Requests to receive assistance with the creation of club postings must be made 48 hours before the day they are actually needed. The SPAR Office must approve all postings. All unauthorized postings will be thrown away. Clubs are not allowed to place any postings on the small gray boards in front of the classes. This board is for faculty and staff only. If you would like your information posted, it should be advertised in BRCC Today. Removed flyers will be thrown

away. Flyers will not be approved until the Student Activity Request Form is completed.

### Communication and Representation

1. A representative from each club is encouraged to stop by the SPAR Office two times a week to check club mail.
2. All clubs are given the privilege of appointing a Club Senator to the Student Government Association. To confirm the SGA meeting days and times, please check with the SPAR Office before appointments are made. Remember that each senator must maintain a 2.0 GPA and 8 hours of class work.
3. A complete roster of all current members of your organization is due by the third week of school each semester. Additions to the roster can be made at any time. Any organization without a completed form in their files will lose their organizational rights until the form has been forwarded to the SPAR Office.
4. Each student must also complete a Club Membership Semester Academic Application form at the beginning of each semester. This allows members and advisors to be able to create an accurate directory of current members and provide assistance with academic performances.
5. A completed sign in sheet of each meeting and activity must be maintained in the SPAR Office as well as an updated constitution.
6. Students who want to attend a conference or activity that conflicts with their class schedules must obtain a complete Club/Organization Conference/

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Activity Excuse form from each instructor whose class they will miss.

Without a completed form from each instructor, the student will not be able to participate in the scheduled conference or activity.

The following service clubs, honor societies, and other organizations are available to all students of Baton Rouge Community College. For more information about our clubs and organizations, stop by the SPAR Office in the Student Center or call (225) 216-8119.

### **African American Culture Club**

The African American Culture Club (AACC) promotes fellowship and support among students, faculty, and the community. This club celebrates the African American heritage through social and educational activities. Meetings are held twice a month. During each meeting, the club discusses monthly activities. The major emphasis of this club is the campus-wide celebration of Black History Month.

### **Art Club - Alpha Rho Theta**

The Art Club is the organization for students interested in the visual arts. ART sponsors social activities, trips to exhibits and museums, competitions and other activities. Membership is open to all BRCC students.

### **Athletic Student Association**

The Athletic Student Association (ASA) schedules multiple athletic events for BRCC students, faculty and staff at BRCC. Each spring semester the association kicks off the year with a special basketball game of students vs. faculty/staff. Stay fit and enjoy sports by becoming a member of the Athletic Student Association. The purpose of the association is to provide the students of BRCC with opportunities to participate in competitive and non-competitive, organized and informal sports and fitness activities.

### **BRCC Today**

The BRCC Today is the college-wide student

newsletter that provides weekly updates and information on college activities. Editor and writer positions are available for on-campus and off-campus events.

### **Christian Student Association**

The Christian Student Association (CSA) encourages fellowship and facilitates growth of students from a Christian perspective. This organization is non-denominational and open to all members of the BRCC community. Its goal is to promote the students' spirituality, thus developing and enhancing the overall well being of the student.

### **Circle K**

Circle K International is an action group concerned with community service. Through support from Kiwanis International, students are able to assist and make contributions to a variety of social causes. BRCC Circle K is supported by South Baton Rouge Kiwanis and Audubon Kiwanis.

### **Dance Team**

The purpose of the Dance Team is to promote school spirit at inter-school functions and community activities. Membership is earned through auditions. Members are responsible for purchasing their own uniforms and equipment. The team is designed to foster the continual development of students who are interested in dance.

### **Golf Club**

The BRCC Golf Club was established to enhance students' interest in the game of golf. New players are able to develop skills through sponsor directions and

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short golf classes that are provided by BREC. In addition, club members are allowed to play unlimited weekday golf at any BREC course for \$10.00 per month (weekend play is \$5.95 per round of golf.) Become a member today!

### **Gospel Choir**

The BRCC Gospel Choir has performed on and off campus. This organization was designed to allow students to enhance their desire to spread the gospel through praise and worship. Practice is held on a weekly basis.

### **International Students Association**

Over 25 students represent various countries at BRCC: India, Italy, Nepal, Angola, Costa Rica, England, Ethiopia, Honduras, Iran, Japan, Lebanon, Nicaragua, Russia, Thailand, Turkey, South Vietnam, Venezuela, South Korea, and Eritrea. The major activity for this organization is the International Student Week Celebration held annually in November.

### **Library Club**

The Library Club is a service organization designed to promote library awareness and to expand cultural and social awareness through literary subjects. The club also provides an avenue for students to promote and improve the campus libraries.

### **Math Club**

The Math Club recruits and prepares participants for academic advancement and competition in the field of mathematics.

### **Out Right**

Out Right provides an avenue of communication between the gay, lesbian, bisexual, transgender and straight community at BRCC.

### **Peer Advisors and Leaders (PALS)**

PALS are specially selected students trained to provide essential insight into the BRCC experience and the many facets of becoming a BRCC student. These students assist with orientation and other campus activities. In addition to SGA, these students serve as official college ambassadors.

### **Phi Theta Kappa**

Phi Theta Kappa is the nationally recognized community college scholastic honor society. To be eligible for membership, a student must complete 30 semester hours leading to a degree and rank academically in the upper ten percent of the student body. Members are selected on the basis of character, citizenship, and scholarship. Students must also have a GPA of 3.5 or higher. Chapter activities promote fellowship and scholarship.

### **PTEC Club**

The PTEC Club is for all students who are interested in Process Technology. The organization provides an avenue for students interested in a rigorous study of the common operating processes found in petro-chemical plants and will prepare the student to enter the employment market as a process entry level operator.

### **Science Club**

The Science club promotes environmental activities, community service, field

trips, career information and much more. Students also learn by participating in local and national conferences.

### **Sigma Eta Alpha**

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Sigma Eta Alpha organizes the health related activities at BRCC. In addition to the multiple health related events that take place throughout the year, the organization hosts a health fair at the Fall Fest, Spring Fling and Big Bang events.

### **Spotlight Players**

The Theatre Guild is for students interested in drama, comedy, musicals, acting, dance, costume, backstage set design and lighting work. The club assists with the production of local plays and promotes field trips to other local theater groups.

### **Strategic Games Club**

The Strategic Games Club is charged with the responsibility of promoting competition through various games such as pool, chess, ping-pong and other challenging activities. The organization hosts multiple tournaments throughout the regular semester.

### **Student Advocates Association**

The Student Advocates Association (SAA) was developed to include BRCC students in the planning and implementation of student activities and campus life. All BRCC students are invited to become an active member of this active organization.

### **Student Government Association**

The SGA promotes the idea of self-government and provides student representation concerning campus life. The club sponsors vital co-curricular activities to enhance individual student development, promote desired social interaction and provide recreational activities for the students.

### **Student Writers Association**

The Student Writers Association is an avenue which provides a forum for student writers to collaborate and share their work with the BRCC community. The organization hosts campus-wide Open Mic Nights to allow students to express themselves before a captured audience.

### **Veterans Club**

This club is for students who are in active duty, reserves, and those discharged from military service. Students who are interested in joining the military services are also welcomed to join.

### **STUDENT PUBLICATIONS**

Student publications offer students the opportunity to showcase their writing and artistic talents, gain an in-depth knowledge of college activities, and learn valuable skills.

*BRCC Today*, Baton Rouge Community College's student newspaper, is published by a staff composed of students. Members learn writing, editing, photography and desktop publishing in a newsroom environment. Students are also responsible for advertising, sales and publication distribution. Students who are interested in serving on the *BRCC Today* staff should contact the SPAR Director. See Appendix I for more information on Student Publications.

## **ACADEMIC AND STUDENT SUPPORT SERVICES**

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BRCC is committed to helping its students succeed. The college offers a variety of services designed to help

students adjust to college, excel in their classes, and plan for their futures. These services range from computer support to library resources to academic and career counseling.

### **ACADEMIC COMPUTER SUPPORT**

The Academic Computer Center of the college operates open computer labs and computer classrooms on each campus to provide students and faculty the laboratory support necessary for their academic programs. In addition to hundreds of PCs in the labs and classrooms, the Center operates several systems, including a networked environment with Internet connection to thousands of sites around the globe.

The technology fee has allowed the college to upgrade existing systems and add new resources to provide the latest in computer support for students both in and outside the classroom. Check with the computer lab on any campus for more details.

### **ADVISING, COUNSELING, AND DISABILITY SERVICES**

Whether you are a new, returning, or continuing student, the services provided in the Center for Advising, Counseling and Disability Services (CACDS) will help you achieve your goals with greater efficiency. Because of BRCC's dynamic nature of rapid growth and ongoing program development, students in every category find the assistance provided in our center helpful.

CACDS provides five basic services:

- Advising
- Orientation
- Career Planning
- Personal Counseling/Mentoring
- Disability Services

BRCC has a policy of advising every student, every semester. New students (new to college and those new to BRCC) are required to be advised prior to their first semester. Students who have earned from 0 to 15 hours will work with an advisor or counselor in the Center for Advising, Counseling, and Disability Services, CACDS. Students who have earned 16 to 44 hours will be assigned to a full time faculty member who will serve as their advisor. Students who have earned 45 hours or more may obtain a degree audit and determine how quickly they can graduate. The degree audit is obtained from the Office of Enrollment Services.

### **New, Returning, Continuing, and Transfer Students**

New students must attend an orientation prior to being advised for their first BRCC semester. New students are to take the COMPASS Placement test, even if you have ACT scores, to assure accurate placement in classes.

Transfer students are those who attended another college or university. Transfer students should bring a copy of their transcript when they come for advising. If a transfer student takes classes for the next semester, he/she becomes a continuing student.

Returning students are those who have attended BRCC at some point, but were NOT here last semester.

Continuing students attended BRCC last semester. A continuing student may or may not have taken final exams and completed the semester.

### **Job Information**

Students may obtain information regarding full- and part-time job opportunities through the Center for

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Advising, Counseling and Disability Services. Federal Work Study and Student Assistant positions are also available in many offices on campus. Contact the Office of Financial Aid for information about student employment positions. Student Assistant positions are offered through individual offices on campus.

### **DISABILITY SERVICES**

Disability Services coordinates support services to students identified as having a disability. BRCC provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The College does not deny admission or subject to discrimination in admission any qualified applicant with a disability. Reasonable services will be provided.

Students who are deaf or hearing impaired, learning disabled, physically disabled, visually impaired, disabled because of illness, or have another disability may request services upon presentation of appropriate documentation. Once eligibility is established, the student may benefit from a variety of services including note-takers, specialized advisers, and classroom modifications.

Specialized equipment is available to students with disabilities. This equipment includes, but is not limited to, voice synthesized and activated computers, portable reading machines, CCTVs, TDDs, and assistive listening devices. Students who need these services should contact Disability Services prior to enrollment.

### **ENROLLMENT SERVICES**

#### **FOR INTERNATIONAL STUDENTS**

The International Services Office is located in the Office of Enrollment Services to address the needs and concerns of BRCC international student population. This office provides the following services:

- Admission applications and supporting documents are received, evaluated and processed.
- The International Student Advisor (ISA) is available to handle immigration matters and assist international students with concerns related to their F-1 visa status.
- A mandatory international orientation is provided to all international students to ease transition into BRCC and provide cultural and enrichment programs with support.

#### **Reporting Your Address**

The Immigration and Nationality Act (INA) requires any alien in the U.S. to report his or her address to the Immigration and Naturalization Service (INS) within ten (10) days of the change of address. Please visit the immigration website for the reporting forms:

[www.immigration.gov](http://www.immigration.gov).

For detailed information, visit the following websites:

<http://usembassy.state.gov>,

<http://www.unitedstatesvisas.gov>,

<http://www.state.gov>.

The website for Foreign Embassy and Consular Offices in the United States:

<http://www.state.gov/s/cpr/rls/fco/>

<http://travel.state.gov/tcn.html>.

#### **Maintaining Health Insurance**

BRCC requires that all F-1 students maintain Basic Major Medical (\$25,000) health insurance policy with repatriation



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coverage. This is to protect you from the unexpected costs of an accident or illness. If you have other health insurance that meets or exceeds BRCC requirement, you must present your policy to the ISA at least 2 weeks prior to registration. Based on this compliance form we are able to approve or deny your insurance policy.

### **Unauthorized Vacation from School**

To maintain status, F-1 visa students need to be enrolled full-time (12 credits) for fall and spring semester. Summer term is optional and students may choose to either not take any classes or take fewer than 12 credit hours during summer semester (unless summer term is the first term of enrollment).

When traveling outside of the United States, please have your SEVIS I-20 signed. Come to the International Student Office and request a signature for travel. The International Student Office will need at least 5 business days to process your request.

The information provided above is simply a brief overview of the many changes occurring within immigration and at BRCC. We strive to provide a high level of information to our students, and hope this helps in answering some of your basic questions. So, play it safe and ask your International Student Advisor.

### **Maintaining Student Status**

#### **Tips for Success for the F-1 VISA Student**

When you enter the United States with an F-1 (student) visa, you agree to follow certain immigration rules.

Violating these rules will put you at risk for deportation and could affect your

ability to re-enter the United States for several years. The following is a list of the things you must do to remain in legal student status.

1. Maintain full-time student status. International Students must maintain full-time status by being registered for a minimum of 12 credit hours. There are no excused absences, but you should contact your teacher if you will be absent and explain why. When you complete your program of study, you may stay in the United States for up to 60 days before you must leave or start a new program.
2. Do not work without authorization. You are eligible to work on campus twenty hours per week. For everything else, you must get special authorization from the Immigration and Naturalization Service (INS). Working off-campus without INS authorization will mean you are out-of-status on your student visa and could put you at risk for deportation.
3. Keep your passport valid at all times. If your passport is going to expire, contact your home country embassy for renewal information. Please come to the International Services Office if you need information about contacting your closest embassy or consulate.
4. Keep your I-20 valid at all times. Check the "completion of studies date" in item #5 on your I-20. If it will expire soon, speak to an advisor at International Services Office. If you plan to continue your studies, we may issue another I-20 with a later completion date.
5. Maintain adequate health insurance. BRCC requires that all F-1 students maintain adequate health insurance. This is to protect you from the unexpected costs of an accident or illness. You must verify proof of health insurance to the Office of International Students. If you have other health insurance, you must come to International Services Office and pick up a compliance form. You have to submit the compliance form to your insurance company to complete and then get the form back to

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us at least 2 weeks prior to registration. Based on this compliance form we are able to approve or deny your insurance policy.

- 6 Report address changes to International Services Office. If you move or change your address, please inform us.
- 7 Do not worry if your F-1 visa expires. The F-1 visa in your passport is an entry visa only. Do not worry if it expires while you are in the United States. However, the next time you travel outside of the United States you will need to go to the US embassy or consulate to get a new F-1 visa. This should be requested in your home country. Be prepared to show a valid I-20, updated financial documents and your current GPC transcript to the consular office when requesting a new F-1 visa. As always, we recommend that you come to International Services Office to have your documents checked before you travel overseas.
- 8 Get good advice if you have questions. If you have questions about your visa status, talk with an advisor. There have been many changes in immigration law in the last few years that you and your friends may not be familiar with. So, play it safe and ask for advice from the International Students Advisor when you need it.

### **VETERANS EDUCATIONAL SERVICES**

The Office of Veterans Affairs assists former service personnel and other students eligible for veterans' educational benefits. The office provides counseling and advisement as well as certifying enrollment to the Veterans Administration. Eligible students should be prepared to meet initial costs, because payment of benefits will not begin until six to eight weeks after enrollment.

### **TESTING CENTER**

The BRCC testing center provides a wide-range of testing services for students. Information about the various tests, testing schedules, the best ways

to prepare for testing and test-taking strategies is available through the testing center. The testing programs and services are specifically designed to meet the needs of BRCC's current students and the prospective students.

### **LEARNING RESOURCE CENTER**

The Learning Resource Center (LRC) houses the Library, which provides reference resource materials. The LRC also provides services for Audio and Visual Media, the Open Student Computer Lab, and Electronic/Distance Learning. These services are available for BRCC students, faculty, staff and the surrounding community.

### **Library Hours of Operation**

BRCC library has two locations: Main campus and Frazier location. The hours of operation for fall and spring semesters at the main campus are Monday through Friday, 7:00am-9pm, Saturday 9am-2pm. The hours of operation for fall and spring semesters at the Frazier location are Monday through Thursday, 7:30am-8pm, Friday 8am-11am.

Check the library webpage or call (225) 216-8303 for summer hours of operation. Hours are subject to change during periods of heavy use.

### **Reference Learning Materials**

The BRCC Learning Resource Center and Frazier library have many different types of formats to assist students, faculty, and staff for research and informational services. The library has a core collection of over 23,000 print and non-print items, which includes books, audio cassettes, VHS, DVD, CD ROM, art slides, pamphlets, maps, and reserve items. The

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library also houses netLibrary, a 40,000 electronic book collection, which can be accessed from any internet connection. The library has over 150 print serials that include magazines, newspapers and journals. BRCC library is a consortium member of LALINC which allows access to over 1200 electronic databases with full-text articles. Students are required to show a valid BRCC ID to borrow resources or use Interlibrary loan at BRCC in collaboration with the 27 academic libraries and 64 public libraries across the state. The library also offers workshops, one-on-one assistance with projects, library usage handouts and pamphlets, bibliographic instruction and seminar orientation classes for transfer credit to assist students with their research needs. Visit the library web page at <http://www.brcc.cc.la.us/lib/index.html> for a more detailed description of services provided.

### **Media and Special Video/Audio Equipment Needs**

Both locations of the library have computers, laptops, color printers, scanners, digital cameras and camcorders, copiers, calculators, TV/VCR combinations, laminators, cassette and CD players and recorders, a cassette and VHS duplicator, and CD burners for multimedia purposes. To check out materials and media equipment, students must have a valid BRCC ID and be enrolled within the semester for which they are interested in borrowing resources, materials or reserve media. Contact the Library for more information.

### **Open Student Computer Lab**

The BRCC Open Computer Lab provides computer access and technical support to BRCC students. This includes homework, research, class projects, and other instructional assignments. The lab is located in the Governors Building, room 119. The computer lab hours of operation during the fall and spring semesters are Monday-Thursday 8am-7pm, and Friday 8am-5pm.

During the summer semester, the computer lab is open Monday-Friday 8am-5pm. Hours are subject to change during heavy periods of use.

Contact the BRCC library at (225) 216-8303, or email [brcclibrary@mybr.cc](mailto:brcclibrary@mybr.cc), or the Open Student lab at 216-8049 or via email at [complab@mybr.cc](mailto:complab@mybr.cc) for questions or assistance.

### **ACADEMIC LEARNING CENTER (ALC)**

The Academic Learning Center (ALC) provides learning assistance services designed to help students achieve their educational goals. These services include peer and professional tutoring, writing assistance, diagnostic services, and consultation and referral. The ALC offers individual and group tutoring by appointment conducted by skilled tutors trained in the ALC's certified tutor training program. In addition, students may come to the center to use software, videotapes and audiotapes, Internet access, and print materials to continue their learning from classroom instruction.

Based on the results of the BRCC placement test, students needing to brush up on skills before entering courses requiring English and reading may enter the Pre-College Program of study at the Frazier site for additional study before retesting. At the Frazier site students follow a prescribed, individualized, self-paced program based on diagnostic results to reach their individual goals.

For more information about the services at both sites, call the Academic Learning Center at 216-8300 (Main Campus) or at 219-7822 (Frazier). Specific information about the center's services at the two sites can also be found on the ALC web page at [www.brcc.cc.la.us/alc/index.html](http://www.brcc.cc.la.us/alc/index.html).

### **DEAN'S LIST**

The Dean's List is an honor roll of high-achieving students. At the end of each semester, students who complete a minimum of 12 or more credit hours and earn a minimum grade point average of 3.5 or higher with no grade below "C" for the semester will be placed on the Dean's List.

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## HONORS PROGRAM

The Honors Program is offered to any graduating high school student having a GPA of 3.0 or better with an ACT score of 23 or better. Currently enrolled students and transfer students having a GPA of 3.25 and 12 semester credit hours are also encouraged to join. The program offers intellectually stimulating courses taught by dedicated faculty, interaction with other students, and opportunities for recognition and service. The program encourages students to achieve excellence at BRCC.

## HONOR SOCIETIES

**Phi Theta Kappa**, the international honor society for two-year colleges, recognizes and furthers outstanding academic achievement. Membership is offered to those students who have completed 12 semester credit hours at BRCC with a GPA of 3.25 or better. Chapter activities promote both fellowship and scholastic excellence. Students are invited to join each semester.

**Who's Who Among Students In American Junior Colleges** recognizes outstanding achievement among two-year college students. Membership is by selection and is based on scholarship, leadership, participation in extracurricular activities, and general citizenship. Selections are made yearly from sophomore students.

## ACADEMIC OFFERINGS

BRCC offers classes to fit any schedule in a variety of programs. In addition to taking traditional classroom-based courses, students can earn credit through telecourses, distance courses, examination, and course exemptions. Students can also take a variety of classes through BRCC's Workforce, Corporate and Continuing Education program. See the College Catalog for more information about academic policies and offerings.

## PROGRAMS OF STUDY

Business Technology (AAS)  
Business Technology (Certificate)  
General Science (AS)

General Studies (AGS)

Liberal Arts (AA)

Process Technology (AAS)

## ACADEMIC PROBATION AND SUSPENSION

Students of Baton Rouge Community College are governed by the following scholarship standards:

- A student who earns a GPA below 2.0 on all hours attempted will be placed on academic probation.
- A student will remain on probation the next semester of attendance. Failure to earn a minimum GPA of 2.00 on all hours attempted during the probationary semester will result in suspension for one semester, and a student may not attend classes unless enrolled in BRCC's student suspension program.
- After the end of the semester of suspension, the student may re-enter BRCC on probation. If a 2.00 GPA cannot be earned during the semester, the student will be suspended once more.
- Students suspended at the end of the spring semester may attend summer sessions. Students whose summer grades raise their overall GPA to 2.00 will be taken off suspension/probation and allowed to attend the fall semester. Students who earn a 2.00 on all hours attempted in the summer but who fail to earn an overall minimum GPA of 2.00 will remain on academic suspension/probation through the fall semester.
- Students who are suspended may re-enroll after sitting out the semester of suspension.
- Students receiving second suspensions will be suspended for one academic year. Appeals should be addressed to the Academic Appeals Committee.
- A student who has been suspended two or more times or who has been suspended following probation because of poor grades and who still fails to earn the minimum 2.0 semester grade-point average during the first semester after a second suspension shall not be eligible to appeal.
- A fourth academic suspension shall result in

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expulsion from the college.

### **STUDENT SUSPENSION PROGRAM**

Enabling Students On Suspension to Succeed (ES3) is a special program for students who have been suspended from school for scholastic reasons for the first time. Students interested in the student suspension program should contact the Center for Advising and Counseling for more information. The program includes intensive advising and counseling, mentoring, and special seminars designed to help students raise their GPA's to good standing as soon as possible.

If you wish to participate, you will be asked to write a letter to explain the key events/decisions which resulted in your being placed on suspension and to discuss what you will do differently if allowed to return for the next semester. The letter should be addressed to the ES3 Admission Committee, 5310 Florida Boulevard, Baton Rouge, Louisiana 70806. The letter must provide contact information, including local mailing address, cell, home and/or work phone number, and e-mail address. Students who are not selected to participate may reapply for admission for the next regular semester (fall or spring).

### **GRADE APPEAL**

If students believe they have been incorrectly awarded a grade or that a grade has been recorded in error, it is their responsibility to notify the Dean of Students in a timely manner to make corrections or to request a change of grade(s). Students must initiate a grade appeal within 45 days of the end of the semester in which the grade was received.

### **Policy**

BRCC shall provide students with a timely process of appealing grades which they believe were incorrectly determined.

### **Procedure**

Resolution of a student's grievance, unless otherwise specified, shall begin with the person whose

decision(s) is being appealed. If the problem cannot be resolved at this level, the matter may be pursued through the appropriate administrative chain, the immediate supervisor of the person rendering the last decision. Appeals are to be submitted in written form.

At each level of appeal above the initial level, the student shall provide the appropriate person a written statement of grievance, setting forth the nature of the grievance, the pertinent facts, and the remedial action desired; any other relevant material shall also be presented. The student shall receive a written response from such person within five class days of the latter's receipt of the grievance statement. The response shall be one of the following:

- a. A decision in favor of the student.
- b. A decision supporting the previous action.
- c. A statement of compromise agreed to in a discussion with the parties involved and signed by them.
- d. A recommendation to the challenged person's immediate supervisor, with a copy to the student; or
- e. An explanation for delaying the decision for an additional five class days, followed by a response as in (a) - (d) above by the end of the additional five class days.

If at any level, a student does not receive a response in the manner stated above, the student may, within five class days, submit grievance to the person at the next level. The procedure there will be the same as described above. The failure of a person to respond will therefore not preclude a student addressing the grievance to the next level.

If the student believes that a satisfactory resolution of the grievance has been reached at any level, the process shall be concluded and no further action taken by any party. If after exhausting the administrative chain, a student still believes that there is just cause for grievance, the student may seek redress from the Appeals and Exceptions Quality Team. When the matter is presented in writing to the Team, it shall

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conduct a hearing on the matter and make a recommendation as to the disposition of the matter. The Team renders the final decision within fifteen class days of receipt of the grievance.

### **SUSPENSION APPEALS**

First-time suspensions may be appealed to the Appeals and Exceptions Quality Team. You will need to provide written verification of: 1) your serious illness during the semester you were suspended (a physician's affidavit is required) or 2) the death of a member of your immediate family (parent or guardian, sibling, or family member residing in your home). In the case of the death of a family member during a semester, a certificate of death, an affidavit attesting to the relation of the deceased to the student, and the last residence of the deceased must be provided.

### **WITHDRAWAL**

If you are considering withdrawal from one or all your courses, consult with your professor, assigned faculty advisor, or the Center for Advising, Counseling, and Disability Services prior to withdrawal. The staff and faculty at BRCC are committed to assisting you in succeeding and may be able to provide helpful alternatives to dropping your courses. If you both feel that it remains in your best interest to drop the course, you may do so. Course drops occurring during the first week of class can be completed online by the student. After the first week of class, students should go to the Office of Enrollment Services or the Center for Advising, Counseling, and Disability Services to obtain withdrawal slips.

Students on financial aid must contact the Office of Financial Aid and Scholarships if they do an all course drop or college withdrawal. The following guidelines

apply to one course or all course withdrawal:

- You must withdraw before the published or posted deadline.
- Withdrawal dates are listed on the Academic Calendar.
- If you withdraw from a class prior to deadlines, you will receive a grade of "W" on your transcript.
- If you fail to officially withdraw, you will receive a grade of "F" in all courses.
- All college accounts must be cleared.

### **FINANCIAL AID**

BRCC participates in the federal and state financial aid programs. The college offers institutional, private, and other scholarships. The Office of Financial Aid and Scholarships assists eligible students by helping to remove the financial barriers that may discourage students from attending college.

All students are urged to file an application for financial aid. Eligibility is determined by completing the current Free Application for Student Aid (FAFSA) or the Renewal Application. These forms can be obtained from the Office of Financial Aid and Scholarships or online at: <http://www.fafsa.ed.gov/>. When applying for federal financial aid, please remember online has a faster processing time than mailed applications.

### **ELIGIBLE STUDENTS**

- have a financial need, except for some loan programs
- have high school diplomas or a General Education Development (GED) Certificate or pass an approved abil-

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ity to benefit test

- are enrolled or accepted for enrollment as a regular student working toward a degree in an eligible program
- is a U.S. citizen or eligible non-citizen
- have a valid social security number
- make satisfactory academic progress
- sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid for educational purposes only
- sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant
- register with the Selective Service, if required. If you are a male 18 through 25 years of age and you have not yet registered with Selective Service, you can give Selective Service permission to register you by checking a box on the FAFSA. You can also register through the internet at [www.sss.gov](http://www.sss.gov).

When you apply for aid from the Student Financial Aid Programs, the U.S. Department of Education verifies some of your information with the following federal agencies:

- Social Security Administration (for verification of social security numbers and U.S. citizenship status),
- Selective Service System (for verification of selective service registration status, if applicable),
- Immigration and Naturalization Service (for verification of eligible non-citizenship status, if applicable),
- Department of Justice (for verification that a student has not been denied federal student aid by the courts as the result of a drug-related conviction),
- Veterans Administration (for verification of veteran status, or dependency status purposes).

### HOW TO APPLY

Generally, only one financial aid application (FAFSA) must be completed to get consideration for all types of grants, scholarships and work opportunities at BRCC. Some special awards may require additional forms. To apply, take these steps:

- Complete the FAFSA. To receive financial aid at BRCC, all students must complete the Free Application for Federal Student Aid (FAFSA) each school year. You may submit the FAFSA by:
  - accessing the internet by using FAFSA on the web or
  - by mailing a paper FAFSA
- FAFSA on the web is a free U.S. Department of Education web site where you can complete a FAFSA
- Online and submit it via the Internet. You can use FAFSA on the web on a personal computer (PC) or a Macintosh that is equipped with a supported browser. The Internet address is <http://www.fafsa.ed.gov/>.
- You can also get the FAFSA from most high school counselors' offices and most colleges' financial aid offices. Students who received federal financial aid in the previous school year may receive a Renewal Application. We strongly recommend that you apply using the Internet. Using the Internet can reduce errors and processing time by three weeks.
- When completing the FAFSA, you must list BRCC's name and school code "037303" in section "G" of the FAFSA. The address of the college is 5310 Florida Boulevard, Baton Rouge, and LA 70806.

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- Mail or transmit the completed application to the Central Processor. Use the envelope attached to the application. If you apply on the Internet, remember to print and mail the signature page.
- You should receive a Student Aid Report in 2 to 4 weeks after you send your FAFSA to the processor. Review your SAR to make sure the information is correct. If the information is incorrect, make the corrections on the SAR and return it to the processor. If you do not immediately provide documentation, the processing of your financial aid will be put on hold. If BRCC is listed in the school section of the SAR, the Financial Aid Office will receive the information on your SAR electronically. If BRCC is not listed, you must update the SAR and return it to the processor.

### Special Instructions

BRCC students must send signed copies of your and your parents' (if dependent) federal 1040 tax returns to the financial aid office. You will also have to complete a Verification Worksheet that you can obtain from the Financial Aid Office or the BRCC website. Contact a Financial Aid Counselor to see what additional information or documentation may be needed.

Respond quickly to all correspondence. Once the Financial Aid Office receives your SAR, we may determine that additional information is needed to complete your file. The earlier we receive the required information, the earlier we can determine your eligibility for financial aid.

The verification process must be completed no later than 60 days after the last date of enrollment or July 30, whichever comes first. BRCC must receive a final and valid electronic SAR by the student's last day of enrollment or June 30 of the award year, whichever comes first. The verification process must be completed

before the Financial Aid Office can award any aid.

Students are urged to keep their name, address, and telephone number current with Enrollment Services so they can be contacted quickly.

When students are determined to be eligible for financial aid, tuition and fees may be covered to the extent of the aid, provided the students completed their financial aid files by the priority deadline. If the aid is not sufficient to cover tuition and fees, the student is responsible for the balance, which is due at the time of registration. If the aid exceeds the cost of the actual tuition and fees, a check for the difference will be mailed to the student approximately 14 days from the date the aid was posted to the student's account.

### When to Apply

You should complete and return the FAFSA in January of your senior year in high school. The FAFSA must be filed after January 1 of the year in which you're requesting aid. Although the FAFSA form says you have until June 30th for the processor to receive it, DON'T PROCRASTINATE! Tax time is the ideal time to file your FAFSA.

### Filling Out the FAFSA

Filling out the FAFSA, unfortunately, is a lot like filling out your income tax forms. In fact, if possible, you should complete your income taxes (or have your parents complete their income taxes) before you complete the FAFSA form. In any case, to complete the FAFSA, you'll need the following information:

- Income tax return
- W-2 forms and other records of money earned
- Records of untaxed income



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- Current bank statements
- Current mortgage information
- Business and farm records
- Records of investments
- Student's driver's license and social security card

Remember to answer all questions.

Also, make sure you list up to six colleges, universities, or schools you're interested in attending. The information you put on the FAFSA will be sent automatically to BRCC if you include the BRCC school code is 037303. Most of all don't forget to sign it!

### **Renewal FAFSA**

If you completed a FAFSA in the previous year, then you probably won't have to fill out the full form again this year. Instead, what's called a Renewal FAFSA should be mailed to your home. Because much of your information won't change, the Renewal FAFSA will simply pre-print about three-quarters of your responses from last year. Simply review those responses to make sure they're still accurate, and answer any remaining questions.

If you don't receive your Renewal FAFSA by February 15, you may have to complete a new FAFSA form.

### **Student Assistants**

The college provides, through its own resources, a limited number of student assistantships involving part-time work on campus. Students are employed on an individual basis. Students should contact individual departments for employment opportunities.

### **STANDARDS OF ACADEMIC PROGRESS**

Federal regulations require institutions to develop policies to insure that students receiving financial aid are progressing toward graduation. The school's satisfactory progress policy must include both a

qualitative measure (such as the use of cumulative grade point average) and a quantitative measure (such as a maximum time-frame for completion) of the student's progress. The policy must be at least as strict as the policy used for students who do not receive federal or state funds.

### **BRCC's Standards of Academic Progress Policy (SAP)**

**Qualitative Standards:** Any student whose attempted hours are below 30 must maintain a cumulative grade point average of 1.50 or higher. Any student whose attempted hours are 30 or higher must maintain a cumulative grade point average of at least 2.0 or be placed on financial aid suspension.

**Quantitative Measure:** BRCC offers two-year degrees that require approximately 60 semester hours to graduate.

Applying the 150% rule, the maximum credit hours (excluding LS and ESL) that a student can attempt at BRCC and receive federal and state financial aid is 90 semester credits ( $60 \times 150\% = 90$ ). This is the maximum number of credit hours a student can attempt to earn 60 semester credit hours. Once the student earns 60 semester credits, the student is considered to have earned the equivalent of an Associate Degree. For a student to be making progress toward graduation, they must also complete 67% of the courses they attempt. The Financial Aid Office monitors students progress and will cancel all financial aid once the student has earned 60 semester credits or has completed less than 67% of attempted work.

Students who wish to earn a second

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Associate Degree may request that their eligibility be extended to a maximum of 120 attempted semester hours or 90 earned hours, whichever comes first. Students must present a written statement from their department head confirming that they have met all the requirements for the first degree. Additional courses beyond the first degree are limited to the courses required for the second degree. If a student takes courses that are not required for the first or second degree, the student may be liable for all financial aid they received for the ineligible courses.

A student's academic progress will be evaluated at the end of each semester unless the student experiences academic problems such as academic probation, academic exclusion, withdraws from all courses, etc. The student must meet both qualitative and quantitative standards. Once the Financial Aid Office has determined that a student is not making SAP, the office will attempt to notify the student in writing. However, notification from the Financial Aid Office is not a requirement. It is the student's responsibility to be familiar with SAP and monitor his/her progress each semester.

### **Developmental and English for Speakers of Other Languages Courses**

Developmental courses and English for Speakers of Other Languages (ESOL) courses are considered remedial courses. Federal regulations set limits on the maximum hours of Developmental courses for which a student can receive financial aid. Financial aid may be used for a maximum of 30 semester credit hours of required Developmental and 30 semester credit hours of required ESOL courses.

Once this maximum is reached, students will not be eligible for financial aid until they exit Developmental/ESOL. These courses will not count toward the completion rate and maximum hours allowed for the degree.

### **Appeals Process (for Financial Aid)**

A student who fails to establish good academic standing or to make satisfactory academic progress (SAP) has the option to appeal the financial aid suspension. If the student had mitigating circumstances beyond his/her control that affected his/her ability to meet SAP standards, the student may appeal the loss of his/her eligibility. To appeal the loss of eligibility, a student must complete a BRCC "Financial Aid Appeal Form" and submit it with appropriate documentation to the Associate Dean of Financial Aid. The documentation must be directly related to the events that affected the student's ability to meet SAP standards. The appeal should also include the steps the student is taking to ensure progress in the future. The student will be notified by mail on the outcome of the appeal. If the appeal is approved, it will list specific requirements the student must meet to continue to receive financial aid. If a student's appeal is denied, the student may regain eligibility by meeting the conditions listed in the following section. Please allow 3 to 4 weeks for review.

### **Reinstatement of Financial Aid Eligibility**

If a student fails to meet standards of academic progress and does not have mitigating circumstances; or the student

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fails to meet the conditions of an appeal, the student may have his/her aid reinstated as follows:

- enroll in at least 6 credit hours of courses required for a degree,
- pay his/her fees without the use of financial aid, and
- complete all courses attempted with at least a "C" grade.

Once the student has met the listed requirements,

he/she may submit an appeal form along with a copy of the current grade report. Upon receipt of the appeal form and verification of the student's grades, the student may be awarded financial aid on a semester-by-semester basis. As long as the student completes all courses attempted with a "C" grades or better, he/she may remain eligible for financial aid.

### **Abuse of Programs**

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If circumstances arise which are not specifically covered by this policy that appear to be abuse of the financial aid programs, the student's eligibility for financial aid may be terminated by the financial aid officer. If such an occasion arises, the student will be notified in writing. The student will have the right to appeal if he or she believes the action is unfair or unwarranted.

### IMPORTANT TERMS

**Academic Year:** A period of time schools use to measure a quantity of study. For example, a school's academic year may consist of a fall and spring

**Citizen/Eligible Noncitizen:** You must be one of the following to receive federal student aid:

- U.S. citizen
- U.S. national (includes natives of American Samoa or Swain's Island)
- U.S. permanent resident who has an I-151, I-551, or

I-551C (Alien Registration Receipt Card)			
If you're not in one of these categories, you must have an Arrival-Departure Record (1-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations in order to be eligible:			
- "Refugee"			
- "Asylum Granted"			
- "Indefinite Parole" and/or "Humanitarian Parole"			
- "Cuban-Haitian Entrant, Status Pending"			
- "Conditional Entrant" (valid only if issued before April 1, 1980)			
If you have only a Notice of Approval to Apply for Permanent Residence (1-171 or 1-464), you aren't eligible for federal student aid.			
If you're in the United States on an F1 or F2 student visa only, or on a J1 or J2 exchange visitor visa only, you can't get federal student aid. Also, persons with G series visas (pertaining to international organizations) are not eligible for federal student aid.			

Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, and Palau are eligible only for Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs),

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or Federal Work-Study.

These applicants should check with their financial aid administrators for more information.

**Cost of Attendance (COA):** The total amount it will cost a student to go to school-usually expressed as a yearly figure. It is determined using rules established by the U.S. Congress. The COA includes tuition and fees; on-campus room and board (or a housing and food allowance for off campus students); and allowances for books, supplies, transportation, loan fees, and, if applicable, dependent care, costs related to a disability, and miscellaneous expenses. Also included are reasonable costs for eligible study abroad programs. An allowance (determined by the school) is included for reasonable costs connected with a student's employment as part of a cooperative education program. For students attending less than half time, the COA includes only tuition and fees and an allowance for books, supplies, transportation, and dependent-care expenses. Talk to the financial aid administrator at the school you're planning to attend if you have any unusual expenses that might affect your cost of attendance.

**Default:** Failure to repay a loan according to the terms agreed to when you signed a promissory note. Default also may result from failure to submit requests for deferment or cancellation on time. The consequences of default are severe.

**Eligible Program:** To receive federal financial aid, you must be enrolled in an eligible program. An eligible program is a course of study that leads to a degree or certificate and meets the U.S. Department of Education's require-

ments. Students must declare a major with Enrollment Services.

**Financial Aid Package:** The total amount of financial aid (federal and nonfederal) a student receives.

**General Education Development (GED) Certificate:** A certificate students receive if they have passed a specific, approved high school equivalency test. Students who don't have a high school diploma but who have a GED may still qualify for federal student aid. A school that admits students without a high school diploma must make a GED program in the vicinity of the school available to these students and must inform them about the program.

**Guaranty Agency:** The organization that administers the FFEL Program for your school. The federal government sets loan limits and interest rates, but each guaranty agency is free to set its own additional limitations, within federal guidelines. This agency is the best source of information on FFEL Program Loans. To find the name, address, and telephone number of the agency serving your state, as well as information about borrowing, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433- 3243).

**Half Time:** At schools measuring progress by credit hours and semesters, trimesters, or quarters, half-time

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enrollment is at least six semester hours or quarter hours per term. At schools measuring progress by credit hours but not using semesters, trimesters, or quarters, half-time enrollment is at least 12 semester hours or 18 quarter hours per year. At schools measuring progress by clock hours, half-time enrollment is at least 12 hours per week.

**Note that schools may choose to set higher minimums than these.**

You must be attending school at least halftime to be eligible to receive Direct or FFEL Program loans. Halftime enrollment is not a requirement to receive aid from the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study.

**Regular Student:** One who is enrolled in an institution to obtain a degree or certificate. Generally, to receive aid from the programs discussed in this booklet, you must be a regular student. BRCC often refers to a Regular Student as Standard Admit.

**Satisfactory Academic Progress:** To receive federal student aid, you must maintain satisfactory academic progress toward a degree or certificate. You must meet your schools written standard of satisfactory progress. You must have a C average by the end of your first academic year. You must continue to maintain satisfactory academic progress for the rest of your course of study.

**Selective Service Registration:** If required by law, you must register, or arrange to register, with the Selective Service to receive federal student aid. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18 years old, are citizens or eligible non-citizens, and are not currently on active duty in the U.S. Armed Forces. (Citizens of the Federated States of Micronesia, the Marshall Islands, or Palau are exempt from registering).

### BOOKSTORE

The Bookstore enables students to purchase

equipment for classroom and laboratory work. The bookstore also provides such services as special ordering and purchasing of usable textbooks. Students can save money by purchasing discounted used books. Check with the bookstore for hours of operation, refund policies, and policies regarding selling used textbooks.

### Refund Policy:

Refunds will only be made during the period posted by the bookstore.

### Conditions for Refund:

Refunds are subject to the discretion of the manager. Cash register receipt and student ID are required for refunds. The following guidelines apply:

1. Textbooks must be returned within 15 calendar days of the beginning of the regular semester, within five days of the beginning of the summer semester, and within 2 days of the beginning of a mini-semester. Books must be in original condition.
2. For custom published materials or special orders, shrink-wrapped packets may not be refunded.
3. Loose materials are not refunded.
4. Special orders are not refundable.
5. Workbooks may be refunded only in new condition. No refunds will be given for study aids.
6. Non-required books can be refunded within 72 hours of purchase if the books are in new condition.
7. Defective books and supplies will be

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exchanged at any time with a sales slip.

8. Refunds for supplies can be obtained with a sales slip within 72 hours of purchase if they are in original (unopened) condition.
9. No exchanges or refunds will be made on uniforms and computer diskettes.
10. No refunds are available for Electronic Instruments and Supplies. Exchange is only available with a sales slip if the instruments or supplies are defective or within 72 hours of purchase if package is unopened.

### **Textbook Buyback**

Textbooks are unique. There are not very many items that can be purchased, used for months and then returned to the store for cash back. Selling books back to the bookstore is a great way to put some money back in your pocket at the end of the term.

There are several critical factors that determine the value your books:

#### **1. Condition:**

Any book being sold back must be in good shape, with binding, covers and every page intact. Excessive highlighting, underlining or other markings may decrease a book's buyback value.

#### **2. Course Materials Orders:**

If an instructor has requested your textbook for next term, then the value increases. Books falling into this category could be worth up to 50% of the original purchase price. Generally speaking, textbooks will be purchased until we reach our shelf stock limit.

#### **3. Overstocks and Current Editions Not Being Used on Campus:** Once we reach

our limit on a particular title for next term, or if your book has not

been requested for next term but is a current edition, we will pay you the highest national market price.

### **About Old Editions**

Publishers issue new textbook editions quite frequently. Ordinarily when a new edition becomes available, the old editions have little or no market value. Check with the bookstore to see if your book has a market value.

## **AFFORDABILITY**

A college education is an investment in your future. It requires a commitment of time, energy, and money, but it will reward your efforts tremendously.

This section is designed to help you consider the cost of a college education. By planning ahead, you can ensure that college will not prove to be too heavy a burden to bear.

### **EXPENSES**

BRCC students are responsible for tuition and fees, which are set each year. Fees include student activity, parking, technology and other special fees. Tuition and fees are due each semester at the time of registration. Registration is not complete until all tuition and fees have been paid. Payment can be made with cash, check, or credit card. The college reserves the right to determine the acceptability of all checks. The college will withhold copies of transcripts and other student records and/or revoke the enrollment of students who owe the college money.

Fees and expenses are subject to

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change without notice.

### TUITION

\$ 52 per credit hour

### Tuition and Mandatory Fees\*

#### REQUIRED FEES

		Resident		
Credit Hours	Tuition	Fees	Total	
1	52.00	9.0	61.00	\$ 7
2	103.00	18.00	121.00	SGA
3	155.00	27.00	182.00	\$ .50 per credit hour
4	206.00	36.00	242.00	Registration Svc Fee
5	258.00	45.00	303.00	\$ .75 per credit hour
6	309.00	54.00	363.00	Technology Fee
7	363.00	61.00	424.00	\$ 5 per credit hour
8	412.00	72.00	484.00	Building Use Fee
9	464.00	81.00	545.00	\$ .75 per credit hour
10	515.00	90.00	605.00	Academic Enhancement
11	567.00	99.00	666.00	
12 or More	618.00	108.00	726.00	

		Non Resident		
Credit Hours	Tuition	Fees	Total	
1	159.00	9.00	168.00	\$ 2 per credit hour
2	317.00	18.00	335.00	Transportation Fee
3	476.00	27.00	503.00	\$ 15 per semester
4	634.00	36.00	670.00	
5	793.00	45.00	838.00	SPECIAL FEES
6	951.00	54.00	1,005.00	Art Lab Fee
7	1,112.00	61.00	1,173.00	varies
8	1,268.00	72.00	1,340.00	Computer Fee
9	1,427.00	81.00	1,508.00	varies
10	1,585.00	90.00	1,675.00	Science Lab Fee
11	1,744.00	99.00	1,843.00	varies
12 or more	1,902.00	108.00	2,010.00	PTEC Fee

#### SPECIAL FEES

Art Lab Fee  
varies  
Computer Fee  
varies  
Science Lab Fee  
varies  
PTEC Fee  
varies  
Late Registration Fee  
\$ 25  
Deferment Admin Fee  
\$ 25  
Transcript Fee  
\$ 3  
Graduation Fee  
\$ 25  
International Student Fee  
\$ 45

\*Does not include applicable lab fees and mandatory transportation fee.

**Academic Enhancement Fee - All stu-**



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dents pay this fee to provide for instructional and other academic enhancements. (\$2 per credit hour)

**Application Fee** - A \$7.00 non-refundable fee is charged for each application submitted to the college.

**Building Use Fee** - All students pay this fee to provide support for the repair and maintenance of the infrastructures on campus. (.75 per credit hour)

**Deferment Processing Fee** - Students who choose a deferment payment plan pay a \$25.00 non-refundable administrative cost fee.

**Registration Service Fee** - All students pay this fee to support the functional areas of the college that are involved in the registration process. (.75 per credit hour)

**Student Government Association Fee** - All students pay this fee to support activities sponsored by the student government. (.50 per credit hour)

**Technology Fee** - All students pay this fee to support existing technological resources on campus and to provide for upgrades and improvements. (\$5 per credit hour)

**Transportation Fee** - All students pay this non-refundable fee each semester to finance repairs and maintain parking, sidewalks, lighting, and grounds security. (\$15 per semester)

### **FINES**

Library fines will be determined by the librarian to cover delinquency or damage. Library fines are posted at each

library location.

Parking fines will be assessed for parking violations on campus according to the severity of the violation. See

Environmental and Public Safety for a complete listing of traffic and parking regulations.

A fine of \$25.00 will be assessed for each check returned unpaid by the bank. BRCC uses the check processing service and all checks are processed through them. Any check that is returned by the bank is collected by Telecheck.

## **STUDENT LIFE POLICIES**

### **STATEMENT OF NON-DISCRIMINATION**

BRCC supports the Civil Rights Act of 1964, Executive Order #11246, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. No person shall, on the basis of age, race, religion, color, sex, national origin or disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the college.

Any student with a grievance which is related to the enforcement of any of the above provisions should contact the Dean of Students.

### **STUDENT CONDUCT CODE**

Membership in the college community confers upon students certain rights and imposes certain responsibilities, which are defined below. Students are expected to understand and exercise their rights, to meet their responsibilities, and to respect the rights of others. The College's student conduct code is expected to enforce these responsibilities and to afford the same rights to

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students. The College will help to preserve a climate in which students can develop without denying this same opportunity to others. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the college community.

### A. STUDENT RIGHTS

1. Students have the right to be heard in matters that affect their rights and responsibilities. (e.g. through Student Government Association, Dean of Students, etc.)
2. Students have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt college operations or interfere with the rights of others. Students or student groups wishing to engage in peaceful demonstrations must obtain a permit to do so from the Office of Student Programs and Resources at least seventy-two (72) hours prior to the demonstration. The demonstration must be restricted to the area specified in the Student Activity Request Form.
3. Student publications and communications are guaranteed the rights inherent in the concept of "freedom of the press." Individual students and student organizations have the right to publish, distribute, and broadcast material on the college campus provided that the materials are identified by the name of the student or student organization. All publications and broadcasts shall be subject to the canons of responsible journalism, including the avoidance of defamation, indecency and obscenity, undocumented allegations, and harassment. In addition, all publications and communications must be approved by Office of Student Programs and Resources.
4. Students have the right to form and participate in student organizations that provide opportunities for educational and social enrichment. All student organizations registered with the Office of Student Programs and Resources may meet on college premises provided that they make reservations in accordance with the established rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use college space.
5. Student organizations registered with the Office of Student Programs and Resources have the right to invite any persons of their choosing to their organization as speakers on college premises. The Chancellor or the Vice Chancellor of Student Affairs may cancel a speaker's reservation where there is a clear and present danger to the orderly operation of the college. Such cancellation shall be communicated to the sponsoring organization at the earliest opportunity.
6. Students have the right to have their academic records kept confidential subject to existing law. No official records shall be kept which reflect political activities or beliefs of students. No official records shall be available to unauthorized persons within the institution, or to any person outside the institution without the expressed written consent of the student involved, except under legal compulsion.
7. Students have the right to due process when accused of any violations of college regulation or rules of conduct. A student will find adequate due process accorded through the Student Government Association Con-

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stitution, and administrative procedures. This right shall include the following:

- a. Right to a notice in writing of any charges.
- b. Right to admit the alleged violation, waive a hearing and accept the college's action.
- c. Right to admit the alleged violation but request a hearing.
- d. Right to deny the alleged violation and request a hearing.
- e. Right to a fair hearing before an impartial committee.
- f. Right to appear in person at a hearing or not to appear with assurance the failure to appear shall not be construed as indicative of guilt.
- g. Right to select an adviser of their choice to attend the hearing with them.
- h. Right to call witnesses and present evidence on their behalf.
- i. Right upon request to a list of witnesses who will appear against them.
- j. Right to confront and cross-exam-

ine

witnesses and/or accusers.

- k. Right to request a copy of any available record or tape recording of a hearing if the offenses involve possible suspension or expulsion.
- l. Right to appeal to the Vice Chancellor for Student Affairs, and then to the Chancellor of the College.

### **B. STUDENT REGULATIONS AND RULES OF CONDUCT**

It is a basic and fundamental responsibility of a college to maintain order through reasonable policies and procedures.

The filing of an application for admission shall be regarded as evidence of the applicant's intention to abide by the standards and regulations of BRCC. Students forfeit their right to remain enrolled if they fail to comply with such standards and regulations.

The following is a statement of the regulations and responsibilities of students both as individuals and as groups at BRCC. Additional rules or regulations may be initiated under established procedures during the year.

1. Firearms, explosives, fireworks, or weapons of any kind are not to be brought onto the college premises or to college-sponsored events except as

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authorized by the proper officials of the College.

2. The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on the campus and at institutionally approved events off campus is prohibited.
3. No person shall physically abuse, threaten, or intimidate any member of the faculty, staff, student body, or any official visitor to the College.
4. The taking, damaging, or malicious destruction of property belonging to the college, to the visitors to the college, or to any member of the college community is prohibited.
5. No persons shall assemble on campus for the purpose of creating a riot or disruptive or disorderly diversion which interferes with the normal educational processes and operations of the College. This policy shall not be construed as the denial of any student's right to peaceful assembly.
6. Gambling on the campus premises is prohibited.
7. No person shall interfere with, fail to cooperate with, or fail to identify himself or herself to any properly identified administrator or staff person while that person is in the performance of his or her duties.
8. Unauthorized entry into, use, or occupation of college facilities which are locked, closed to student activities, or otherwise restricted as to use, or which have not been reserved for use through the proper college authorities is prohibited.
9. Falsification, alteration, fabrication, or misuse of college forms, documents, records, or identification cards is prohibited. This policy includes any documents submitted in support of official college purposes.
10. The operation on campus of student organizations not properly registered with and recognized by the SPAR Office is prohibited.

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11. The dissemination on campus of publications which do not bear the name of the originator or which are not done in accordance with college rules and regulations is prohibited.
12. Arriving as a freshman shall not graduate with honors, emergency, or which had no involvement in the death of a family member. The Office of Environmental and Public Safety should be contacted in such emergencies. Pay phones are available on each campus for student use. Students should not give the College as their address since there is no mail service for students.
13. Hazing is not permitted. Hazing violations include, but are not limited to, abusive initiation requirements for entrance into a club or organization.
14. Unauthorized use of college property or services is prohibited.
15. Behavior that is disruptive or that interferes with the campus learning process in the classroom or on campus is not permitted.

Students accused of Student Conduct Code violations can be assured adequate due process through administrative procedures. Violations can be adjudicated through an informal hearing with the Dean of Students and/or through a formal hearing.

An informal hearing is a meeting between the accuser, the accused, and the Dean of Students. An informal hearing is appropriate when all parties voluntarily agree to engage in an attempt to resolve the complaint. This may result in sanctioning if needed. If the informal hearing does not result in resolution, the case will be forwarded for a formal hearing.

### C. ADDITIONAL CONDUCT REGULATIONS

1. Appearance and/or dress that is extreme or unusual to the point of distracting from or being disturbing to the learning environment within classes or on campus will not be tolerated. In certain technical labs, student dress is expected to meet all safety codes.
2. Telephone and mail service is not available on campus for students. Students should be called through the college switchboard only in cases of

3. The use of tobacco products is prohibited in all buildings of BRCC.

### D. DISCIPLINARY SANCTIONS

Failure by a student to follow prescribed rules of conduct will subject him or her to disciplinary sanctions by the Dean of Students. Disciplinary sanctions include:

1. Admonition or oral statement to the student who has violated regulations.
2. Official reprimand, warning, or notice in writing that continuation or repetition of wrongful conduct may
3. cause more severe action.
4. Educational sanction including but not limited to public service, participation in a particular program, receipt of specific instruction, or completion of a research assignment. The accused shall be responsible for the payment of any required fees.
5. Disciplinary probation or exclusion from privileged or extracurricular activities.
6. Restitutions or reimbursement for damage or loss caused to others.
7. Forfeiture of academic credit.
8. Suspension or exclusion from classes and other privileges for a definite

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period of time.

- 9 Expulsion or termination of student status in the college community.
10. Any other sanctions as deemed appropriate by the Dean of Students.

All disciplinary sanctions will be reviewed by the Dean of Students and reported to Vice Chancellor of Student Affairs.

Except under unusual circumstances (i.e. threat of personal safety or physical danger), dispositions resulting from informal hearings will not involve suspension or exclusion from classes or expulsion or termination of student status in the college community.

Students under disciplinary suspension, exclusion, or expulsion are forbidden the use of college facilities during the term of their sanction. Disciplinary charges against a student or student organization alleging infraction of the rules and regulations of the college may also subject such student or student organization to temporary sanctions by the Dean of Students, including suspension, pending the final disposition of the case, if the circumstances indicate that this is necessary to maintain the orderly operation of the college.

### CHEATING/PLAGIARISM

Cheating includes any attempt to defraud, deceive or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form of cheating that involves presenting as one's own the ideas or work of another. Through course syllabi or course requirements, students will be informed of the cheating policy. The policy has been established by BRCC to insure due process in cases of cheating and plagiarism (See Appendix G: Academic Honesty Procedures).

software;

- causing the display of false system messages;
- maliciously causing system slow-downs or rendering systems inoperable;
- gaining or attempting to gain access to accounts without proper authorization; and
- introducing viruses or worms into a system.

BRCC adheres to EDUCOM appropriate copyright policies. Most software used on BRCC computers is covered by copyright, license or non-disclosure agreements. Violation

### STANDARDS OF CONDUCT

#### FOR USE OmF BRCC COMPUTERS

All users of the BRCC computer systems are subject to state and federal laws involving computer fraud, software piracy, etc. They are also prohibited from engaging in

- (1) academic dishonesty involving BRCC computer systems,
- (2) disruption and destruction of computer facilities and
- (3) violation of licenses and copyright agreements, BRCC policy and state or federal laws.

Academic honesty is defined in the BRCC Student Conduct Code. Examples of this type of behavior involving computers include, but are not limited to:

- submitting the programs, documentation or program results of another person as your own;
- obtaining or attempting to obtain unauthorized access to information stored in electronic form;
- submitting false results of a program's output for a class assignment or falsifying the results of program execution for the purpose of improving a grade. The Computer Systems Protection Act outlaws certain accesses, alteration, damage, or destruction of any computer, computer system, computer network, computer software program or data.

All BRCC computer users are subject to the terms of that law. Under the terms of this law, it is the responsibility of the Academic Computing, Administrative Computing, and Network Services departments to report any violations involving computer systems for which they are responsible.

Examples of behavior disruptive or destructive to computer facilities involve the following:

- damaging or stealing college owned equipment or

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of these agreements puts BRCC and the individual in jeopardy of civil penalties. Examples of such violations include, but are not limited to:

- making copies of copyrighted or licensed software without proper authorization;
- using software in violation of copyright, license or non-disclosure agreements;
- using college computers for unauthorized private or commercial purposes.

### **Internet**

Internet usage in support of research and educational objectives is acceptable. Access to the Internet does not imply automatic authorization to access any system connected to the Internet, and unauthorized

access to any Internet-connected system is prohibited. Such unauthorized access is considered justification for termination of Internet access privileges.

**Note:** Some sections of this document have been adapted or used with permission of the University of Nevada System Computing Services and Southern Tech.

### **DISPLAY OF NON-COLLEGE PUBLICATIONS**

As an institution of higher education, BRCC seeks to foster a "free marketplace of ideas" in support of the ideas written in our state and national constitutions. To that end, BRCC allows the display of non-college publications on its campus. The regulations contained herein in no way approve, disapprove, support, or fail to support the content of the publications included in this policy. The policy simply assists BRCC in the use and management of college facilities.

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### Procedure

1. An Agreement for Display of Non-College Publication must be on file in the SPAR office. Agreements are renewable annually; however, all agreements may be canceled at the discretion of BRCC at any time by giving two weeks notice.
  2. Display locations will be identified by the SPAR office, and all locations are solely within the discretion of BRCC.
  3. Appropriate display racks, provided by each publication, must be used.
  4. Publications that are primarily advertisements are subject to the BRCC Sales and Solicitation Policy, consequently, any publications which are deemed by BRCC to be an advertisement will be removed and the agreement subject to be canceled.
  5. Each publisher must keep his/her rack clean and in good order, with only current issues on display.
  6. BRCC display racks (i.e., BRCC Today, registration information, college forms) may not be used by non-college publications.
  7. BRCC retains the right to modify these regulations and to take action including, but not limited to:
    - removing outdated issues of a publication;
    - changing display locations;
    - canceling any agreement.
  8. Any postings that are in violation of the Display of Non-College Publications policy will be discarded.
- operated on the campus of BRCC shall be operated as auxiliary enterprises and shall be under the direct management, control and supervision of the chief business officer of the institution.

### Procedure

#### Students and Student Organizations

Students may place notices of items for sale on the bulletin board designated "Campus Advertising Board." The posting of such notices must be approved in the SPAR Office. Students may only solicit for the sale of services through:

- Advertising in *The BRCC Today*
- Auxiliary Services (bookstore, food service, vending)

#### Non-students, Businesses

Non-students and businesses may only solicit for the sale of items or services on campus through:

- Advertising in *The BRCC Today*
- Auxiliary Services (bookstore, food service, vending)
- Athletic Teams Programs

Flyers, handbills, or leaflets advertising for the sale of items or services and any other information may not be placed on campus, or presented to students in any way other than that listed above.

#### FREE EXPRESSION POLICY

BRCC supports free expression as stated in the First Amendment of the U.S. Constitution. The College in no way supports, fails to support, agrees, or disagrees with ideas that may be voiced in

#### SALES AND SOLICITATION

BRCC does not permit the operation of private business enterprises on its campus, except as otherwise provided by contract. Except as specified by related procedure, all business enterprises



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the Free Expression Area but does make provision for the expression of diverse viewpoints in an academic setting.

### Procedure

- A. Each campus procedure shall identify a particular area as the Free Expression Area. The SPAR office shall be responsible for identifying the Free Expression Area.
- B. The first priority for use of the area will be given to student activities, academic, and administrative uses.
- C. Individuals and/or groups wishing to use the Free Expression Area must complete a Free Expression Application form at least three (3) working days in advance. Registration forms may be obtained from the SPAR office.
- D. Any publicity material must be submitted with the application form. Upon approval, copies of the application form and any publicity material shall be distributed to the Vice Chancellor for Student Affairs, the Director of Environmental and Public Safety, the Dean of Students, and the applicant.
- E. The Free Expression Area may be used during the following hours (when classes are in session): Monday through Thursday 11:00 a.m.-1:00 p.m. and 5:30 p.m.-7:30 p.m. Friday 11:00 a.m.-1:00 p.m.
- F. Individuals using the Free Expression Area should have a copy of the approved registration with them during

those times the area is being used.

- G. Persons utilizing the Free Expression Area shall not interfere with the free flow of traffic nor the ingress and egress to buildings on campus.
- H. No interruption of the orderly conduct of college classes or other college activities shall be permitted.
- I. No commercial solicitations, campus sales, or fundraising activities shall be undertaken in the Free Expression Area.
- J. The individual filing the Free Expression Registration Form shall be responsible for seeing that the area is left clean and in good repair.
- K. The organization/individuals using the area must supply their own tables, chairs, etc. No sound amplification devices may be used at any time.

### STUDENT ASSEMBLIES

Student assemblies utilizing campus facilities shall be scheduled through the SPAR Office. The Vice Chancellor for Student Affairs or Director of SPAR shall officially schedule any speakers and participants using campus facilities or conducting activities in the name of the college.

### VISITORS ON CAMPUS

Visitors are expected to comply with college regulations, including traffic and parking regulations.

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## **DISTANCE EDUCATION, WORKFORCE,**

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### **CORPORATE AND CONTINUING EDUCATION**

#### **ELECTRONIC LEARNING**

Electronic Learning classes are designed to allow the students to enhance their knowledge and improve their skills at any time and any place convenient for them. Classes may be offered to students through LPE Telecourses, Satellite, CD ROM, Cassette, and Compressed video. Other courses may be offered by the BRCC Blackboard course system for online and web enhanced course selections. Each course is the equivalent of the on-campus section of the same course in terms of objective, content, rigor, and transferability. Students must meet stated prerequisites or assessment scores when applicable, or may opt to take instructional learning modules which will assist those students who need additional assistance to prepare them for online courses. Tuition is the same for electronic courses on campus with the exception of distance fees which may be charged for media usage formats.

#### **WORKFORCE, CORPORATE AND CONTINUING EDUCATION**

Workforce, Corporate and Continuing Education (WCCE) provides non-credit and credit training programs to enhance the economic growth and quality of life of students in our community such as:

- Workforce education programs or courses that are designed to prepare students for employment or better jobs.
- Continuing education that provides open enrollment courses or programs that allow individuals to continue

their training, respond to the need for Continuing Education Units, or gain skills for advancement on the job.

- Community Education that includes training programs for youths and seniors
- Contract training that provides specialized or customized training wanted or needed by business and industry
- Lifelong learning opportunities that is vocational in nature.

## **GRADUATION**

#### **GRADUATION**

Students are encouraged to fulfill all requirements for graduation to earn an associate degree. Students who earn an associate degree enhance their chances of being accepted into the senior institutions of their choice. Student with associated degrees also enhance their employment opportunities after they graduate.

#### **Graduation Requirements**

Two components are required to establish your progress toward achieving your associate degree or certificate. The first of these is a degree audit and the second is application for graduation. You should meet on a regular basis with your academic advisor to assure that you

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are making progress toward your graduation goals. It is possible for you to enroll in courses that are not part of a degree program, may not transfer to another institution, or will not support the degree that you wish to obtain. Therefore, it is important that you regularly focus on your goal progress. When you

have completed 45 semester hours of coursework, you should request an official degree audit from the Office of Enrollment Services to validate your progress toward graduation. You should take the audit and meet with the appropriate academic dean. This audit will allow you to identify courses that must be completed prior to graduation and to clarify questions that you may have about receiving your degree.

After the degree audit has been completed, you are required to apply for graduation during the final semester. Deadlines for applying for graduation are posted in the Academic Calendar, but it is wise to complete your application for graduation early in the final semester of coursework. A \$25 graduation fee must be paid in the Office of Finance and Accounting. This fee is a one-time fee good for one year from the time of application.

College commencement exercises are held in May at the end of the spring semester. Students completing programs in the fall or summer terms are encouraged to participate in commencement. Participation in the ceremony is voluntary. Summer graduates who would like their names included in the commencement program must have their graduation applications submitted by the spring graduation applications deadlines.

**Fall - October 1**

**Spring - March 1**

Diplomas will be mailed to students when semester grades are recorded and all

college work has been evaluated for each graduate. If graduation requirements are not met, you will be required to complete deficits prior to the awarding of your diploma.

### **Associate Degree Graduation Requirements**

Candidates for an Associate of Arts (AA), Associate of Science (AS), Associate in General Studies (AGS), and/or Associate of Applied Science (AAS) degrees must meet the following requirements:

- Apply for graduation prior to the deadline established in the Academic Calendar
- Complete all required coursework defined in the program of study of the governing catalog
- Complete the BRCC General Education Core requirements
- Complete English 101 and 102 with a grade of "C" or better
- Earn a minimum of 25% of required program coursework through instruction at BRCC

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- Have a cumulative grade point average (GPA) of 2.0 or better
  - Fulfill all financial obligations to BRCC
- 
- Attend an exit interview in the Office of Financial Aid if you receive financial aid

### Certificate Requirements

Candidates for receiving a certificate must meet the following requirements:

- Apply for graduation prior to the deadline established in the Academic Calendar
- Complete all required coursework defined in the program study of the governing catalog
- Complete English 101 with a grade of "C" or better
- Earn a minimum of 25% of required program coursework through instruction at BRCC
- Have a cumulative grade point (GPA) of 2.0 or better
- Fulfill all financial obligations to BRCC
- Attend an exit interview in the Office of Financial Aid if you receive financial aid

### GRADUATION HONORS

Students who graduate from BRCC and excel in their academic work shall be recognized at graduation. The following grade-point average will be used in the selection of students who receive honors recognition:

Chancellor's Honors	3.85 -	
4.00 GPA		
Dean's Honors	3.50 - 3.84	GPA
Honor	3.00 - 3.49	GPA

### HOW TO CALCULATE YOUR GPA

You should learn and understand the

evaluation and grading system used in your courses. Your professor will discuss how grades will be awarded at the beginning of each term and will publish this information in the course syllabus. You should meet with your professor during the term to discuss your academic progress if you have any questions or concerns.

Your coursework will be reflected in a final letter grade awarded by the professor at the end of each term. If you believe you have been assigned an incorrect grade, you must resolve the grade issue with your professor within 45 days of the date the original grade was posted. Only in extreme circumstances will grades be changed beyond this timeframe.

Each grade awarded contributes to determining your grade point average. (Exception: Students enrolled in developmental education courses will be eligible to earn letter grades; however, those grades will not be used to compute the GPA or to fulfill degree requirements.) The cumulative grade point average (GPA) determines your academic status and indicates your eligibility to remain in college. Each grade awarded results in quality point allotments per semester credit hour. The college uses the following system of grading symbols and designation of quality points:

Grade Rating	Quality Points Per Hour
A Exceptional	4
B Above average	3
C Average	2
D Below average	1
F Failure	0
I Incomplete	0
W Withdrawal	0
P Pass	0
Au Audit	0

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To calculate your overall grade point average (GPA):

- Multiply the course credit hours by the quality points to get a total quality points for each course
- Add the total quality points for all courses
- Add the total credit hours for all courses
- Divide the total number of quality points by the total credit hours for all courses having quality points.

For example, assume that you have taken the following illustrated schedule, made the grades recorded, and want to know your GPA.

Course GPA Number Hours	Attempted Hours Credit Hours Earned	Earned Quality Grade Points
ENGL 101	3	A
3	3	12
HIST 102	3	B
3	3	9
BIOL 210	4	C
4	4	8
COMP 101	3	F
3	0	0
SPCH 120	3	W
0	0	0
	16	
13	10	29

Although you signed up for five courses (16 semester credit hours), you withdrew from SPCH 120 prior to the withdrawal deadline, so you don't count that course at all. Thirteen credit hours will be computed in your GPA even though you passed only ten credits because you do

have to count the course you completed but failed. Now look at the preceding quality-point list and multiply the number of hours you completed in each course by the number of quality points assigned for each grade. You have earned a total of 29 quality points for your final grades in 13 credit hours. Divide your 29 quality points by the 13 credits used for your GPA to arrive at your GPA of 2.23.

While in this example the student has received three passing grades, the one failing grade has brought the student's overall GPA to 2.23. A GPA of less than 2.0 is considered to be less than satisfactory academic progress and will result in the student being placed on academic probation for the following term.

A grade point average is computed on all work that a student completes with the following exceptions: courses with grades of "P," "W," and "AU." The temporary grade of "I" or Incomplete carries no grade value, but will convert to an "F" if work in the course is not completed within the specified time. The grade awarded when an "I" is removed will be used in calculating the grade point average. Developmental grades are not included in GPA calculation.

## PROTECTIVE SERVICES

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college. Please check with this office for at least a week after the loss of an item.

### DEPARTMENT OF ENVIRONMENTAL AND PUBLIC SAFETY

The Department of Environmental and Public Safety is responsible for providing a safe and secure educational environment for the entire BRCC community. The Department of Environmental and Public Safety is comprised of BRCC Safety Officers. All employees work under the supervision of the Director. The Director of Environmental and Public Safety is the overall administrator of the Department and, in conjunction with the Vice Chancellor of Student Affairs, ensures that the specific security needs the college are met.

The Department of Environmental and Public Safety is committed to providing professional, courteous service to all members of the BRCC community to the best of its ability. In addition to regular patrol functions, personnel are available to handle jumpstarts, unlock doors, provide escorts, and additional services as needed. Personnel may also be on hand during special functions to help direct traffic and facilitate crowd control.

- Vehicle Assistance—Officers will respond to a student's request for assistance with a privately owned vehicle on campus. The driver/owner of the vehicle must sign a request for service waiver before any hands-on assistance can be given in the form of unlocking a vehicle or jump-starting. Safety Officers are not allowed to change tires because of insurance restrictions.
- Lost and Found—The Environmental and Public Safety Office serves as the lost and found department for the

### REPORTING PROCEDURES

#### FOR EMERGENCIES - (225) 268-4012

1. Safety Officer or a Guard will be on duty at all times and may be contacted at (225) 268-4012. This number is posted throughout the campus on bulletin boards and walls.
2. The Red Phones mounted throughout the campus will ring the 268-4012 phone. Simply pick up the receiver and wait a moment, the officer will answer and you can tell him your need.
3. Anyone is welcome to come by the Police Department office.
4. All faculty, staff and students are encouraged to report all suspicious or criminal activity whenever observed. All security issues and emergencies should be reported directly to the Police Department.

### PARKING ON CAMPUS

BRCC is not responsible for theft/vandalism to any vehicles on campus. It is the responsibility of each student to register his/her vehicle with the Campus Police. A copy of their paid fee bill and the vehicle registration will be needed to obtain a decal. Students on any type of deferred payment program will need to inform the officer registering their car. Students must obtain and display their parking decal by the first day of the start of each semester, or they are subject to receive a ticket. Student's grades, transcripts and future registration may be withheld until all fines are cleared. For a detailed list of all traffic and parking regulations stop by the Police Department.

### TRAFFIC AND PARKING VIOLATIONS

These regulations are designed to make parking and traffic on campus as convenient and safe as possible.

Regulations apply to students, college personnel, and visitors. Once a person becomes a student and has obtained a student parking permit, he or she must park

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in student parking.

The following traffic or parking violations may result in a ticket towing of the vehicle, or other action:

- Parking in a restricted/reserved space, such as a posted handicapped space, a posted reserved space, a posted no parking space, or a posted 15 minutes zone;
- Parking illegally, such as parking on a curb, parking on a lawn or walkway, blocking a driveway or wheelchair ramp, or occupying more than one space;
- Vehicle registration violation, such as displaying no decal, an expired decal, or an expired visitor's permit;
- Failure to comply with traffic control devices, such as exceeding the campus speed limit of 15 miles per hour or going the wrong way.

### **VIOLATIONS**

Fines for parking and traffic violations range from \$10 to \$50. The college will hold student grades, future registration, records and diplomas until all fines are paid. The payment of fines or a completed application for appeal must be received in the campus security office during posted business hours within seven days of the date of violation. Appeal forms can be picked up at the security office.

### **TOWING**

The college reserves the right to impound any vehicle parked in a manner dangerous to vehicular or pedestrian traffic or otherwise in violation of college traffic regulations. The owner is

responsible for all costs involved in removing, impounding, and storing such vehicles. If time permits, an effort will be made to identify and contact the owner of the vehicle before impounding. This is accomplished by searching college vehicle registration information.

### **SPECIAL RESTRICTIONS**

On special occasions and in emergencies, temporary parking restrictions may be imposed by Safety Officers or designated college employees. If conditions warrant, they may also waive restrictions that normally apply.

### **VEHICLE SECURITY**

BRCC assumes no responsibility for the care of protection of any vehicle or its contents while the vehicle is operated or parked on campus. Every effort will be made by BRCC to protect all vehicles and property.

### **FEDERAL DISCLOSURE REQUIREMENTS**

BRCC's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by BRCC; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. A copy of this report is located on the BRCC website.

### **IDENTIFICATION (ID) CARDS**

BRCC issues Campus Access ID Cards to all students. The use of these cards will continue to increase as additional ser-

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vices are offered. The Access ID Card is required for all students, faculty and staff. Everyone must present an ID card when requested by Environmental and Public Safety personnel. This provides a more secure campus environment for everyone at

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the college. It is best to obtain a card at registration, but ID services are available throughout the semester. There will be a \$5 charge for replacement cards. The fee can be paid at the Bursar's Office.

not transfer to four-year institutions.

### **GLOSSARY OF IMPORTANT TERMS**

#### **Academic Status**

Students attending BRCC are expected to meet certain academic standards. These standards stress the importance of successful performance by students to maintain an academic status of good standing at the College. Students are considered to be in good standing if they are not on academic probation or academic suspension. Students who hold office in any College club or organization or who participate in athletics must be in good academic standing.

#### **Associate of Applied Science (Degrees and Certificates)**

Career programs are specifically designed for students who wish to prepare for a career through a short, intensive program of specialized study and general education. While the emphasis in career education is on specialized offerings, each degree program includes a selection of courses from an approved core of general education. A minimum of 60 hours is required for these degrees although some program require additional hours. A.A.S. degrees are designed to prepare students for the workforce and may

#### **Associate of Liberal Arts (A.A.)**

The Associate of Arts in Liberal Arts degree is designed specifically for those students who are planning to transfer to a senior college or university. The emphasis is such that you may complete general education courses required by most senior institutions. It also allows you to gain a breadth of knowledge while choosing a major and enables you to develop a foundation for self-fulfillment or knowledge enhancement for the workplace. If you plan to transfer to another institution, you should discuss your plans with a BRCC advisor and with an advisor at the receiving institution to assure transferability of credit.

#### **Associate of General Science (A.S.)**

The Associate of Science in General Science degree is designed for students who plan to transfer to a baccalaureate degree-granting institution and major in one of the sciences, health professions, or related pre-professional areas, such as dentistry, medicine, pharmacy, optometry, physical therapy, nursing, physics, chemistry, or biological science. If you do not plan to transfer to a senior institution, the General Science curriculum provides foundation courses that may lead to employment in one of the various health, science fields, or health related



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para-professions.

### **Associate of General Studies (A.G.S.)**

The Associate in General Studies degree is a flexible program designed to help you reach your educational or occupational goals. As a transfer program, it allows you to explore various educational fields before deciding upon a major. Students who plan to transfer to another institution should discuss their plans with a BRCC advisor and with an advisor at the receiving institution to assure transferability of credit. In pursuing the General Studies program, you will have access to a strong, yet flexible academic base. Enrichment blocks and concentration components enable you to choose coursework that focuses on individual interests.

### **Auditing a Course**

An auditing student attends class but does not complete all course requirements and does not receive credit. Auditors must still register for the class and pay all required fees.

### **College Catalog**

Includes general information about BRCC, admissions policies, academic support services, and programs of study.

### **College Level Examination Program (CLEP)**

A program of credit by examination in which students may take a test to place out of certain courses. Through this program, students may bypass subjects they have already mastered and move on to more advanced classes. See the College Catalog for more information.

### **Co-requisites**

Courses that must be taken with the appropriate companion courses. They are designated in the course descriptions of the college catalog.

### **Credit Hour (also called Semester Hour)**

Unit of measure for college credit course work. A credit hour typically

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corresponds to one hour of class instruction. Most classes earn three to four credit hours. Consult your advisor or the Office of Advising, Counseling, and Disabilities Services on campus for more information.

### **Elective**

Courses taken in addition to the general education requirement. In most cases, elective courses should relate to the student's major. Consult your adviser for more information.

### **Grade Points**

A numerical value assigned to each grade for the purpose of computing grade point averages (GPA). See the section on grading in this handbook for more information.

### **General Education Core**

A series of courses in the humanities, fine arts, mathematics, natural sciences, and social sciences that are freshman and sophomore requirements for baccalaureate (four-year) degrees. See your College Catalog for more information.

### **Grade Point Average (GPA)**

A measure of the student's scholastic standing. The GPA is figured by dividing the total number of grade points earned by the total number of credit hours attempted. See the section on grading in this handbook for more information.

### **Prerequisites**

Courses that must be taken and passed before a student can gain entrance into a

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particular program or a particular course. They are designated in the course descriptions of the college catalog.

### Semester Hour

See "Credit Hour."

### Telecourse

A combination of televised lessons, readings in a study guide and textbook, faculty interaction, and testing that provides an alternative to traditional, campus-based instruction.

### Transcript

Official record of a student's academic standing, including biographical and test data. Transcripts can be obtained from the Office of Enrollment Services.

## APPENDICES

### APPENDIX A

#### BATON ROUGE COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

We the students at Baton Rouge Community College, in order to provide an officially recognized student organization to identify and represent students and their interests; to promote student participation in the overall policy and decision-making processes of the college; to enhance the quality and scope of education at the college; and to promote the general welfare of the Student Body, do hereby adopt and establish this Constitution of the Baton Rouge Community College Student Government Association.

#### Article I. STUDENT GOVERNMENT ASSO-

### CIATION

#### Section 1. Name and Authority

The organization of students of this institution shall be known as the Student Government Association of Baton Rouge Community College. The students of Baton Rouge Community College shall delegate to the Student Government Association full authority and governing power as written in this Constitution.

#### Section 2. Purpose

The purpose of the Student Government Association is to further the activities of student life, to participate in self-governance and to develop a greater spirit of progressive citizenship and community; and

- A. To perform all functions of the Student Government Association;
- B. To serve as a channel of communication to the Faculty, Administration, and all levels of State Government, in expressing the opinions, wishes, and needs of the Student;
- C. To work with the Administration, Faculty, and the State of Louisiana in their efforts to establish policies affecting the College Community;
- D. To establish and execute such programs and projects deemed beneficial to the Student Government Association and Baton Rouge Community College;
- E. To conduct and regulate all campus-wide elections and referenda;
- F. To promote and improve relations between the Baton Rouge Community College and the Baton Rouge Metropolitan

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Community;

- G. To conduct such investigations and inquiries deemed necessary as brought to protect and promote the welfare of the Baton Rouge Community College Student Body; and
- H. To above all else, provide representation for the Student Body of Baton Rouge Community College and to deem all other concerns secondary.

## **Section 3. Membership**

Every student enrolled at Baton Rouge Community College shall be a member of the Student Government Association ("the Association").

- A. Rights of Membership shall include, but not be limited to:
  - 1. All members of the Association have the right to attend all open meetings and to view all public records as defined by the laws of the State of Louisiana.
  - 2. The Association shall enact no legislation restricting the rights of students, which are protected by the Constitution of the United States and the State of Louisiana;
  - 3. All members of the Association may participate and vote in all campus wide elections sponsored and regulated by the

Association.

## **Section 4. Objectives**

- A. To promote activities that enrich student life;
- B. To promote and maintain high professional standards and ideals;
- C. To encourage and promote all enterprises that makes the school more progressive;
- D. To coordinate various functions by furnishing a vehicle for communication thus creating a sense of unity, cooperation, and understanding with the student body;
- E. To provide support to new students and act as ambassadors of the Baton Rouge Community College;
- F. To evaluate the effectiveness of the Student Government Association and submit an annual report of the Student Government Association to the Director of Student Programs and Resources as well as the Dean of Students.
- G. To hold Clubs and Organizations that receive SGA funds accountable to SGA

## Baton Rouge Community College

for the use of said funds both before and after the use of those funds. SGA reserves the right to change conditions for future funding for said Club or Organization with a vote of the majority of the SGA voting body.

### **Article II. EXECUTIVE OFFICERS**

#### **Section 1. Executive Power**

The executive powers herein granted shall be bested in the Executive Officers of the Student Government Association.

#### **Section 2. Executive Officers**

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. Assistant Secretary
- F. Parliamentarian

#### **Section 3. Duties of the President**

- A. Serve as Chief Executive Officer of SGA;
- B. Serve as Student Representative at meetings held for student interest as well as with faculty, administration, officials and the community;
- C. Shall work a minimum of twelve (12) hours but no more than twenty (20) hours per week in the SGA office;
- D. Preside over all executive meetings. Make necessary recommendations;
- E. Veto any bill, resolution, or motion which does not follow the scope of the Constitution with ten (10) class days of passage;
- F. Prepare agenda for all meetings of executive board and SGA;
- G. Notify members of any special meetings at least three class days prior;
- H. Enforce all decisions made by the SGA;

- I. Verify the expenditures of SGA with the Treasurer;
- J. Make any necessary decisions or changes that are described in the Constitution or that the President deems to be necessary;
- K. Prepare an annual and monthly written report recording SGA activities and submit a copy to the Advisor and Secretary as an official record.
- L. Appoint Members to the various SGA standing and special committees.

#### **Section 4. Duties of the Vice-President**

- A. Assume the duties of the President in the absence thereof, (which must be either stated by the President, under the circumstance when the President is physically incapacitated, or when the President is placed under disciplinary sanctions.) or upon the request of the President;
- B. Perform any SGA duties assigned by the President;
- C. Serve as Chair of the Election Committee;
- D. Must work a minimum of ten (10) hours but no more than fifteen (15) hours a week in the SGA office.

#### **Section 5. Duties of the Secretary**

- A. Maintain and post agendas and records;
- B. Maintain minutes of the regular SGA meetings;
- C. Keep a record of attendance at the SGA meetings and functions;

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- D. Keep all permanent records of all business and legislative acts of the SGA available to the student body;
- E. Must work a minimum of seven (7) hours but no more than ten (10) hours per week in the SGA Office.

### **Section 6. Duties of the Treasurer**

- A. Serve as Chief Financial Officer of the SGA;
- B. Keep an accurate record of all financial transactions;
- C. Serve as Chair of the Financial Budget Committee
- D. Present a monthly and annual financial report and submit a copy to the Advisor and Secretary as and official record.
- E. Must work a minimum of seven (7) hours but no more than ten (10) hours per week in the SGA Office.

### **Section 7. Duties of the Assistant Secretary**

- A. To assist all Executive Officers with SGA business.
- B. To take on the duties and responsibilities of Treasurer or Secretary when needed, or as designated by the SGA President.
- C. Must work a minimum of four (4) hours but no more than seven (7) hours per week in the SGA office.

### **Section 8. Duties of the Parliamentarian**

- A. Must make sure that the Parliamentary procedure and Robert's Rules of Order are followed during all SGA meetings;
- B. Must work a minimum of four (4) hours but no more than seven (7) hours per week in the SGA office.

## **Article III. SENATORS**

### **Section 1. Term in Office**

- A. Each officer shall be elected or appointed by the SGA President in the first half of either semester;
- B. Each officer shall be inducted within one week after election in which they were elected;
- C. Each term shall commence on the date of induction and shall end upon successor's induction the following year;
- D. Each officer shall not serve more than two (2) terms in the same office. In the event of a Senator being inducted in the Spring Semester, that Senator shall be allowed to hold the office for the following two school years.

### **Section 2. Term in Office Due to Resignation or Dismissal**

In the event an officer shall assume an office due to resignation or dismissal, the following terms of office shall apply:

- A. The new term of office shall not be included in the official count of an officer's term, if less than one full semester in the previous officer's term;
- B. The officer shall be inducted into office within two (2) weeks of the vacancy.

## **Article IV. REMOVAL FROM OFFICE**

A member of the SGA may be removed from office or the SGA for any of the following reasons:

- A. Upon accumulation of more than one unexcused absence to duly constituted SGA meetings and SGA functions and more than one unexcused office hour. These absences shall be determined excused or unexcused by the Vice-President of the SGA;
- B. Power of Recall;
- C. Impeachment;
- D. Failure to maintain required qualifications for his/her respective office.

## **Article V. AMENDMENTS**

# Baton Rouge Community College

## Section 1. Amendments

Amendments to this Constitution shall be proposed by either:

- A. A two-thirds vote of the SGA Officers and Senators;  
α;
- B. Petition of a number of a number of signatures not less than ten percent (10%) of the students enrolled during the semester of the last Fall elections. All signatures must include name, address, and phone number of the signer;
- C. The Election Board shall certify the authenticity of the signatures upon receipt and shall edit the

proposal for proper language.

## Section 2. Amendment Ballot

The Election Board shall see that the amendment is placed on the ballot in referendum form with the following questions and responses preceding the working of the amendment:

Do you favor the adoption of the following as an amendment to the SGA Constitution?

Yes                      No

# Baton Rouge Community College

## Section 3. Adoption of the Amendment

The amendment shall be adopted if a majority of the voting membership replies in the affirmative.

## Section 4. Signed Constitution

Four copies of the Constitution, updated as amended, and of each individual amendment, with the vote count as adopted by the student body and the date adopted, shall be duly signed. One copy shall be filed with the SGA Advisor and one with the head of SGA.

## **Article VI. ELECTIONS**

### Section 1. Election Committee

Election Committee to consist of students and faculty to do the following:

- A. Verify eligibility of candidates;
- B. Establish campaigning regulations;
- C. Meet with candidates to discuss rules of campaign;
- D. Schedule date and time of election;
- E. Organize and set up online voting;
- F. Must be present during the election;
- G. Committee will be appointed at the beginning of the semester.

### Section 2. Candidate Eligibility

- A. Must be enrolled for a minimum of eight (8) hours at the time of election and during entire term of office;
- B. Must have and maintain a 2.0 GPA at the time of election and during entire term of office;
- C. Must qualify by deadline date;
- D. Agree to abide by campaigning regulations and rules set by the Election Committee. Any disregard of these regulations will result in disqualification;

- E. No candidate shall be on scholastic or disciplinary probation.

## Section 3. Voter Eligibility

Must be enrolled at Baton Rouge Community College at the time of election.

- A. Must provide required identification to vote (Student ID);
- B. May only vote once during election.

## Section 4. Term in Office

- A. Induction will be held within one week following the election;
- B. Each term shall commence on the date of induction and shall end upon successor's induction the following year.

## **Article VII. OATH OF OFFICE**

An inaugural ceremony shall be held at the end of the elections. The retiring SGA President or guest speaker shall administer the oath of office.

I (State your Name) do solemnly swear that I will diligently and faithfully execute the duties and responsibilities of the office of the (Office Name) of the SGA of Baton Rouge Community College. I will enforce the provisions of the Constitution and promote the interests and welfare of the student body.

## **Article VIII. RATIFICATION**

The provisions of this Constitution shall go into effect immediately upon signature by the following people:

- 1. SGA President
- 2. SGA Committee Chair



Baton Rouge Community College

- 3. SGA Advisor(s)
- 4 Dean of Administrative/Student Service
- 5 Chancellor
- 6 Witness
- 7 Witness

**BATON ROUGE COMMUNITY  
COLLEGE  
STUDENT GOVERNMENT AS-  
SOCIATION BY-LAWS**

**Article I. Election Code**

See Election Code.

**Article II. Meetings**

**Section 1. Meeting Time and Places**

- A. The SGA shall meet weekly during the fall and spring semester on day, time, and location decided by the SGA President.
- B. Committees meetings will meet at time agreed upon by committee members.
- C. Special meetings, including those called during the summer session, may be called by the President or Vice-President of the SGA within 72 hours notice to the members.
- D. The most recent edition of Robert's Rules of Order Newly Revised shall govern the procedure of the meetings of SGA.

**Article III. Membership**

**Section 1. Officers**

- A. The Executive Officers shall consist of:
  - 1. President
  - 2. Vice-President
  - 3. Secretary

## Baton Rouge Community College

4. Treasurer
  5. Assistant Secretary
  6. Parliamentarian
- B. The Senators shall consist of the following, not to exceed 1% of student enrollment;
1. 4 Senators from each of the Colleges at Baton Rouge Community College;
  2. 4 At Large Senators
  3. 1 Senator from each club/organization.
- C. All appointed Senators must be approved by 2/3 of the SGA voting body.

### **Section 2. Compensation of Executive Officers**

- A. The President of SGA is to receive a bi-weekly stipend in the amount of \$ 309.20 each fall \$7.73 \* 20 hours \* 17 weeks not exceeding \$2,628.20, spring \$7.73 \* 20 hours \* 17 weeks not to exceed the amount of \$2,628.20, and summer \$7.73 \* 20 hours \* 7 weeks not to exceed the amount of \$1,082.20 per semester that he/she holds the office.
- B. The Vice President of SGA is to receive a bi-weekly stipend in the amount of \$ 192.00 each Fall \$6.40 \* 15 hours \* 17 weeks not to exceed the amount of \$1,632.00, Spring \$6.40 \* 15 hours \* 17 weeks not to exceed the amount of \$1,632.00, and Summer \$6.40 \* 15 hours \* 7 weeks not to exceed the amount of \$672.00 per semester that he/she holds the office.
- C. The Treasurer and Secretary of SGA will receive a bi-weekly stipend in the amount of \$ 103.00 each Fall \$5.15 \* 10 hours \* 17 weeks not to exceed the amount of \$875.50, Spring \$5.15 \* 10 hours \* 17 weeks not to exceed the amount of \$875.50, and Summer \$5.15 \* 10 hours \* 7 weeks not to exceed the amount of \$360.50 per semester that he/she holds the office.
- D. Parliamentarian and Assistant Secretary of SGA will receive a bi-weekly stipend in the amount of \$72.10 each Fall \$5.15 \* 7 hours \* 17 weeks not to

exceed the amount of \$612.85, Spring \$5.15 \* 7 hours \* 17 weeks not to exceed the amount of \$612.85, and Summer \$5.15 \* 7 hours \* 7 weeks not to exceed the amount of \$252.35 per semester that he/she holds office.

### **Section 3. Vacancy of Officers**

- A. The President of the SGA, with two-thirds approval of the Executive Officers and Senators, has the power to appoint qualified students to the SGA. Appointed members will serve until the next campus election is held in the Spring Semester of every school year.
- B. Should the Office of the President become vacant, the Vice-President will serve as President until the next scheduled election.

## **Article IV. Committees**

### **Section 1. Committee Meetings**

- A. All standing and Special Committees shall meet weekly during the Semester.
- B. The first person the President appoints to the committee will be the chairperson and the second called will be the co-chair.
- C. The Co-Chair shall serve as the secretary of the committee and shall take the minutes at the meetings.

### **Section 2. Committee Structure**

The following committees will be established and meet in accordance with Article IV, Section 1 of the by-laws:

## Baton Rouge Community College

- A. Civil Engineering Committee
- B. Activities Committee
- C. Supply Committee

- D. Budget Committee
- E. Legislative Committee
- F. Education Committee

### **Section 3. Special Committee**

The following committees will be established under rules and regulations to be described in this section:

- A. Judicial Committee

#### **Rules for Judicial Committees**

1. Shall consist of 3 members appointed by the SGA President.
2. Shall meet at least once a month.
3. Shall deal with all disciplinary issues within SGA and make recommendations to the Director of SPAR, Dean of Students, and the SGA President (unless the issue in question directly deals with the SGA President)

### **Article V. Amendments and Authority**

#### **Section 1. Amending the By-Laws**

- A. The by-laws of the Student Government Association can be amended by a two-thirds majority vote of the SGA Executive Officers and Senators.
- B. Roberts Rules of Order will preside over matters not specifically addressed in the By-Laws and the Constitution.

students will receive educational programs on the prevention of AIDS. Current, reliable information will be easily accessible to the students.

- II. BRCC students and employees who have AIDS, ARC, or a positive HTLV-III antibody test may attend classes or continue work as long as they are physically and psychologically able to do so. Response will be made on a case-by-case basis.

- III. The rights of students with AIDS will be protected. Any harassment of these students will be condemned. Confidential information will be handled with extraordinary care. No specific information concerning complaints or diagnosis is to be provided to faculty, administrators, agencies or parents without the expressed written consent of the student.

- IV. BRCC will provide confidential referrals to any student requesting AIDS counseling assistance programs.

- V. Applicants will not be denied general college admission or employment because of AIDS, ARC, or a positive HTLV-III antibody test.

- VI. SBRCC will abide by the current safety guidelines adopted by the Center for Disease Control and the Occupational Safety and Health Administration for the handling of bodily fluids and potentially infective waste. A program of education will be established to introduce new employees involved in instructions in Biology

## **APPENDIX B**

### **AIDS GUIDELINES**

- I. Baton Rouge Community College (BRCC)

laboratories.

## APPENDIX C

### **STUDENT DISCRIMINATION GRIEVANCE POLICY**

Discrimination as prohibited by law is a matter of particular concern to BRCC. The College's policies and procedures for dealing with discrimination have been designed to protect all individuals while ensuring academic freedom to teach, learn and work. The policy is in accordance with the LCTCS Board of Supervisors and the law.

Discrimination means to treat a person adversely because of race, color, gender, religion, creed, national origin, age, disability or veteran status, or to implement policies or practices that intentionally or unintentionally adversely impact a person on the basis of race, color, gender, religion, creed, national origin, age, disability or veteran status.

Confidentiality will be maintained insofar as it does not interfere with the college's legal obligation or ability to investigate allegations of misconduct when brought to its attention, and to take corrective action when it is found that misconduct has occurred.

Throughout the process, every effort will be made to protect the complainant from reprisals and to protect the accused from irresponsible complaints. The Student Discrimination Grievance procedure encourages and provides guidelines for informal resolution of disputes by communication between the parties involved.

#### **Procedure**

#### **I GENERAL INFORMATION**

This procedure provides a means by which students who are aggrieved of actions taken by college personnel (faculty, staff or administration) which they

feel are discriminatory, including assignment of grades so long as the basis of the grade appeal is alleged discrimination, can voice their grievances and be heard in a meaningful manner. This procedure is in no way intended to discourage or supplant the informal resolution of disputes by communication between the parties involved, and in fact, no written grievance will be considered and no hearing will be granted by the Grievance Committee unless an aggrieved party can show that he or she had made genuine efforts to resolve the dispute informally, by means specified herein.

In cases where a student is appealing a grade on the basis of alleged discrimination, the student must elect between the College Appeal procedure and the Student Discrimination Grievance Procedure, but cannot use both for the same appeal.

All proceedings pursuant to this procedure will be conducted as confidentially as is practical.

All time limitations are not to exceed the specified number of days. All references to days are to working days.

#### **II. DUTIES OF GRIEVANCE COMMITTEE**

##### **A. Notice of Hearing**

Within ten working days of the appointment of the committee by the Vice Chancellor for Academic Affairs, the chair shall issue a written notice to the student and any other party in interest. The notice shall set forth the date, time, and place of the hearing, the issue(s) as they are understood by the committee, and a statement that the parties are responsible for the attendance of their own witnesses and the presentation of any documentary evidence they wish to make part of the

## Baton Rouge Community College

record, including the sworn statements of any witnesses who are unable to attend the scheduled hearing. The date of the hearing shall be within ten working days of the notice.

### **B. Hearing Procedure**

The parties will not be permitted to be represented by attorneys at the hearing, but they will be permitted to be accompanied by an advisor from the College with whom they may confer during the course of the hearing. The burden of proof of the allegations raised in the written grievance shall rest with the aggrieved student. The student shall have the first opportunity to present his or her case by narrative, testimony of witnesses, and presentation of documentary evidence. The party against whom the grievance has been brought will then have

an opportunity to present his or her case, in the same manner. All testimony shall be taken under oath administered by the chair of the Grievance Committee. Both parties shall have the right to cross-examine adverse witnesses. The committee shall not be bound by legal rules of evidence, but shall hear all relevant evidence presented. The chair of the committee will rule on any challenge raised to the admissibility of evidence, as well as any other objections made during the course of the hearing.

### **C. Determination of Committee**

Within five working days of the hearing, the committee, through its chair, shall present to the Dean of Students a written determination for disposition of the grievance. The determination shall include specific findings of fact based on evidence presented at the hearing and a course of optional courses of action for the institution. The determination

## Baton Rouge Community College

may include a dissenting opinion or opinions if the committee members are unable to reach consensus. The Dean of

Students will then report the results of the hearing to the parties involved in writing or in person. The Dean of Students will advise the parties at that time of their right to appeal the determination of the committee to the Vice Chancellor of

Student Affairs within five working days of the issuance of the determination.

appeal within a reasonable amount of time.

### **III. APPEAL TO THE VICE CHANCELLOR OF STUDENT AFFAIRS**

Within five working days of the receipt of an appeal, the Vice Chancellor for Student Affairs shall issue a decision based on review of the record. This decision shall be in writing, and may incorporate, by reference, all or part of the determination of the committee.

### **IV. APPEAL TO THE CHANCELLOR**

A party in interest who is aggrieved by the decision of the Vice Chancellor for Student Affairs may appeal the decision to the Chancellor within five working days of the date of the respective Vice Chancellor decision. Such appeal must be in writing, dated, and setting forth the specific grounds of appeal. The College Attorney will assist the Chancellor with the final appeal process.

### **V. FINAL DECISION**

The Chancellor shall issue a final decision on the

## **APPENDIX D**

### **SEXUAL HARASSMENT**

#### **Policy and Procedure**

Sexually harassing behavior, like other forms of discrimination prohibited by law, is prohibited at Baton Rouge Community College in accordance with LCTCS Board of Supervisors and the law.

#### **I. SEXUALLY HARASSING BEHAVIOR**

For purposes of this policy, sexual harassment may be defined as follows:

1. Sexual conduct of any nature which is unwelcome and not freely or mutually agreeable to both parties; or,
2. Communication of sexual nature, whether verbal, written or pictorial, which are unwelcome and made with the intent to intimidate the person(s) receiving such communication; or,
3. Solicitation of sexual conduct of

## Baton Rouge Community College

any nature, when submission to or rejection of such conduct is intended to be the basis for implicitly imposing adverse or favorable terms and conditions of employment or academic standing.

### **II. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:**

- Submission to such conduct is made explicitly or implicitly a term or a condition of an individual's employment; or,
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual; or,
- Such conduct reasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive environment.

### **III. INFORMAL PROCEDURES**

Problems, questions, and grievances may be brought to and discussed with any individual at the next supervisory level (above the level of the person being complained of). Some college officials or faculty members are particularly well-informed and well-placed to help with problems of sexual harassment. These officers may be especially useful in advising and aiding a person's own efforts to resolve a problem.

Students may seek the help of a faculty member, department/division chair, or student affairs adviser.

Teaching assistants, clerical, or classified personnel, may consult the appropriate campus administrative dean, an appropriate division chairperson or

dean, director, affirmative action officer, or human resources representative.

Faculty members may see the appropriate dean, division chairperson, or affirmative action officer. Any of the above-named officers may be prepared to offer information informally or to refer the complainant to a good source of information.

Throughout the advising process, information will ordinarily be held by these officers in confidence until the initiating individual agrees that a third party or parties must be informed to facilitate a solution.

Information on the formal complaint procedures may be obtained from Human Resources.

Anyone with an inquiry, complaint or concern is welcome to bring another member of the BRCC faculty or staff to discussions with a designated officer. No person will be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith. It is also the college's policy to protect the rights of any person against whom a complaint is lodged.

Once an inquiry or complaint is brought forward, every effort will be made to resolve the problem within a reasonable period of time. It should be emphasized that merely discussing a complaint with one of these officers does not commit one to making a formal charge.

### **IV. FORMAL PROCEDURES**

## Baton Rouge Community College

Anyone who believes himself/herself to be the object of sexual harassment may choose, either initially or after having sought a resolution through one of the officers described above, to bring a complaint through the college's formal procedures, with the possible outcome of disciplinary action against the accused. Those procedures are described below.

1. Written or formal charges of sexual harassment may be filed with the Dean of Students of BRCC. The written charges must be brought by sworn affidavit and signed by the complainant; the complaint may be shown to the accused.
2. Formal charges should be brought within a reasonable time (usually thirty working days) of the occurrence of the alleged act which is the subject of the complaint.
3. The Dean of Students will make a preliminary investigation of the written charges and make a determination as to the possibility of an informal resolution.
4. The Dean of Students may consult with the complainant, the person named in the complaint and others, if appropriate, in order to ascertain the facts and views of both parties.
5. The Dean of Students may request affidavits from the person named in the complaint and all other parties and witnesses.
6. The Dean of Students will report his/her findings to the Vice Chancellor for Student Affairs and to the parties, along with recommendations, if any, regarding formal resolution.
7. Any written requests for a hearing shall be made to the Vice Chancellor for Student Affairs within ten days of the Dean of Students' report.
8. The Chancellor shall appoint a Chairperson and two members of the Committee of Review shall be selected in the following manner:
  - (a) The complainant may select one committee member; and,
  - (b) The person named in the complaint may select one committee member.
9. Only full-time, permanent employees may serve on the Committee of Review. The Committee of Review may include representation from the faculty, the staff, or a combination of both provided.
10. The Committee of Review will thoroughly investigate the written charge of sexual harassment and conduct the hearing. The parties shall be informed of the date of the hearing at least three days prior to said date by certified mail, return receipt requested. Said accused faculty member shall be given notice pursuant to Section 212 of the Policy Manual and other relevant sections of the Policy Manual and BRCC statutes.
11. The hearing shall be conducted pursuant to procedures established by the Committee of Review and in compliance with this Policy.
12. The Committee will present its findings or confidential information to the Vice Chancellor for Student Affairs Chancellor for further action within ten working days of the conclusion of the hearing.
13. The Vice Chancellor for Student Affairs shall render a final decision in the matter and notify the parties involved within a reasonable period of time.
14. At each step, the college's procedures seek to protect, insofar as possible, the privacy of individuals involved in a complaint. Both in fact-finding and in the final disposition of a complaint, every effort will be made to carry out procedures confidentially insofar as it does not interfere with the college's legal obligation or ability to investigate allegations of misconduct when brought to its attention, and to take corrective action when it is found that mis-



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duct has occurred.

15. Prompt reporting is strongly urged, as it is often difficult to trace the facts of an incident or incidents long after they have occurred. Ordinarily, formal complaints must be brought within thirty days of the incident(s).
16. Use of these internal procedures does not foreclose subsequent legal action. Complainants may wish to obtain legal advice as they consider the courses of action open to them. However, the proceedings are not those of a court of law and the presence of legal counsel is not permitted during the proceedings. The strict rules of legal evidence shall not apply. Complainants may wish to have at discussions of the complaint another member of the college faculty or staff.
17. A permanent, written record of the formal complaint process and its outcome shall be retained by the Dean of Students.
18. Throughout the complaint process, every effort will be made to protect the complainant from reprisals and to protect the accused from irresponsible complaints.

### V. PENALTIES

Any person who is found in violation of this policy shall be subject to dismissal or other sanctions.

### VI. APPEALS

Any appeals of the final decision of the Vice Chancellor for Student Affairs shall be made in accordance with the procedures set forth.

## APPENDIX E

### SEXUAL ASSAULT

#### Policy

Confidentiality is critical. Sexual Assault (definition): Sexual assault is an act of violence in which one person subjects another person to contact of a sexual nature against the latter's will. The various forms of sexual assault are defined under Louisiana law and those definitions are incorporated herein. Those sexual offenses are prohibited on the campus of BRCC. The sexual offenses include, but are not limited to rape, assault to commit rape, sexual battery, aggravated sexual battery, object rape, statutory rape, sodomy, aggravated sodomy, public indecency, and stalking.

#### Procedure

- A. Students should immediately report sexual assaults to the BRCC Environmental and Public Safety department.
- B. Environmental and Public Safety will notify the Dean of Students.
- C. Students shall be afforded assistance in seeking counseling and follow-up medical care, making changes to their academic situations, and reporting to the appropriate criminal authorities after an assault has occurred. It is also vital for a victim to receive prompt medical attention. For a full range of medical and counseling services, contact the Baton Rouge Crisis Intervention Center 24-hour crisis line at (225) 924-3900.
- D. The victim of a sexual assault should take care to preserve any

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evidence that may be necessary to prove that the sexual assault occurred. Victims are advised to consult law enforcement authorities before showering, bathing, or changing or laundering any clothing that was worn during the assault. However,

the fact that the victim of a sexual assault has already bathed, showered, or otherwise compromised potential evidence, should in no way dissuade the victim from reporting the assault, as such actions may not prevent prosecution or proceedings from going forward.

- E. After a campus sexual assault has been reported, campus personnel shall take reasonable and necessary steps to prevent any unnecessary or unwanted contact or proximity with alleged assailant (s).

### **VICTIMS' RIGHTS AND RESPONSIBILITIES**

BRCC recognizes and upholds the rights of victims of sexual assault, including:

- A. The right to have any and all sexual assaults against them treated with seriousness; the right as victims, to be treated with dignity; and the right of campus organizations which assist victims to be accorded recognition.
- B. The right to have sexual assaults investigated and adjudicated by the duly constituted criminal and

civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.

- C. The right to be free from any kind of pressure from campus personnel that victims (1) not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials, or (2) report crimes as lesser offenses than the victims perceive them to be.
- D. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under report, crimes because (1) the victims are somehow responsible for the commission of crimes against them, (2) victims were contributively negligent or assumed the risk of being assaulted, (3) by reporting crimes victims would incur unwanted personal publicity.
- E. The same right to advisement and as-

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sistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits the accused; and the right to be notified of the outcome of such proceeding.

- F. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical exam) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- G. The right to be made aware of and assisted in exercising any options as provided by state and federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases, and with regard to notification to victims of the results of such testing.
- H. Referral information for counseling from mental health services will be made available.
- B. The same right to advisement and assistance, or ability to have others present in any campus disciplinary proceeding that the institution permits the accuser; and the right to be notified of the outcome of such proceeding.
- C. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence as may be necessary for use in subsequent legal proceedings.
- D. Referral information for counseling from mental health services will be made available. Sexual assault is a criminal offense and can be adjudicated through the parish court.

### RIGHTS OF THE ACCUSED

- A. The right to have sexual assaults investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.

## APPENDIX F

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Associate Dean of Enroll-

## Baton Rouge Community College

ment Services written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall

advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the col-

APPENDIX M



Student Programs and Resources (SPAR)

STUDENT ACTIVITY REQUEST

Date Submitted: \_\_\_\_\_ Name of Club: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Title: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Title and Nature of Activity: \_\_\_\_\_

Is there a fee to participate in this activity: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what will the funds raised go toward: \_\_\_\_\_

Number of members expected to attend activity: \_\_\_\_\_

The activity is open to (check all that apply):  
\_\_\_\_\_ Members Only \_\_\_\_\_ Student Body \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ General Public

Number of students/faculty/staff/general public expected to attend activity: \_\_\_\_\_

Please list the sponsor(s) who will attend this activity: \_\_\_\_\_

Please check the following avenues used to promote this activity:

\_\_\_\_\_ *BRCC TODAY* \_\_\_\_\_ Other \_\_\_\_\_ \_\_\_\_\_ Flyers

Equipment Needed: \_\_\_\_\_

Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Director of S.P.A.R.: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Students: \_\_\_\_\_ Date: \_\_\_\_\_

Location Authorization: \_\_\_\_\_ Date: \_\_\_\_\_



**Student Programs and Resources (SPAR)**

**MEETING FORM**

Name of Organization: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name	Phone	Email



**Student Programs and Resources (SPAR)**

**S.P.A.R. CLUB ROSTER**

Name of Organization: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name	Social Security	OFFICE USE ONLY	
		Previous Semester GPA	Cumulative GPA



## Student Programs and Resources (SPAR)

### S.P.A.R. OFFICE PROGRAM PROPOSAL AND EVALUATION

Club/Department: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Title/Type of Program: \_\_\_\_\_

Description of Program: \_\_\_\_\_

\_\_\_\_\_

Goal of Program: \_\_\_\_\_

\_\_\_\_\_

Checklist:	_____ Projected Budget	_____ Purchase Requisitions	_____ BRCC Today
	_____ Flyers	_____ S.P.A.R. Checklist	_____ To Do List
	_____ Schedule of Workers	_____ Pictures Taken	_____ Banner(s)
	_____ Clean Up Scheduled	_____ Equipment Needed	

### Program Evaluation

Plus: \_\_\_\_\_

\_\_\_\_\_

Delta: \_\_\_\_\_

\_\_\_\_\_

Number of People Who Attended Event: \_\_\_\_\_

Was the program effective and why? \_\_\_\_\_

\_\_\_\_\_

Amount Budgeted: \_\_\_\_\_ Amount Spent: \_\_\_\_\_ Difference: \_\_\_\_\_

Equipment Used: \_\_\_\_\_

Student Feedback: \_\_\_\_\_

\_\_\_\_\_





## Student Programs and Resources (SPAR)

### CLUB ADVISOR APPLICATION

Please Check Which Organization(s) You Are Interested In Advising:

<input type="checkbox"/>	African American Student Organization	<input type="checkbox"/>	Art Club
<input type="checkbox"/>	Athletic Student Organization	<input type="checkbox"/>	Christian Students Association
<input type="checkbox"/>	Circle K International	<input type="checkbox"/>	Dance Team
<input type="checkbox"/>	Golf Club	<input type="checkbox"/>	Gospel Choir
<input type="checkbox"/>	International Students Association	<input type="checkbox"/>	Library Club
<input type="checkbox"/>	Math Club	<input type="checkbox"/>	Out/Right
<input type="checkbox"/>	PTEC Club	<input type="checkbox"/>	Sigma Eta Alpha
<input type="checkbox"/>	Strategic Games Club	<input type="checkbox"/>	Student Advocates Association
<input type="checkbox"/>	Student Government Association	<input type="checkbox"/>	Student Writers Association
<input type="checkbox"/>	Theatre Guild	<input type="checkbox"/>	Veterans Club

Faculty/Staff Name: \_\_\_\_\_ Title: \_\_\_\_\_

Division/Department: \_\_\_\_\_ Campus Extension: \_\_\_\_\_ Building: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Addresses: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Previous Experience Working with Clubs/Organizations:

Name of Club/Civic Organization	Location (City/Campus)	Affiliation Period

Club Advisor Oath of Office:

I, \_\_\_\_\_, do solemnly swear that I will diligently and faithfully execute the duties and responsibilities of the office of Club Advisor at Baton Rouge Community College. I will enforce the provisions of the Student Handbook and Club/Organization Guidelines. I will promote the interests and welfare of the student body and assist our students in reaching their full potential while enrolled at BRCC. I will actively participate in extra curriculum activities, which are designed for the enhancement of personal and social skills. I am committed to the development of community leaders and I am willing to take on the additional responsibilities that come with such a task.

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Date



## Student Programs and Resources (SPAR)

### CLUB ADVISOR APPLICATION

Please Check Which Organization(s) You Are Interested In Advising:

<input type="checkbox"/>	African American Student Organization	<input type="checkbox"/>	Art Club
<input type="checkbox"/>	Athletic Student Organization	<input type="checkbox"/>	Christian Students Association
<input type="checkbox"/>	Circle K International	<input type="checkbox"/>	Dance Team
<input type="checkbox"/>	Golf Club	<input type="checkbox"/>	Gospel Choir
<input type="checkbox"/>	International Students Association	<input type="checkbox"/>	Library Club
<input type="checkbox"/>	Math Club	<input type="checkbox"/>	Out/Right
<input type="checkbox"/>	PTEC Club	<input type="checkbox"/>	Sigma Eta Alpha
<input type="checkbox"/>	Strategic Games Club	<input type="checkbox"/>	Student Advocates Association
<input type="checkbox"/>	Student Government Association	<input type="checkbox"/>	Student Writers Association
<input type="checkbox"/>	Theatre Guild	<input type="checkbox"/>	Veterans Club

Faculty/Staff Name: \_\_\_\_\_ Title: \_\_\_\_\_

Division/Department: \_\_\_\_\_ Campus Extension: \_\_\_\_\_ Building: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Addresses: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Previous Experience Working with Clubs/Organizations:

Name of Club/Civic Organization	Location (City/Campus)	Affiliation Period

Club Advisor Oath of Office:

I, \_\_\_\_\_, do solemnly swear that I will diligently and faithfully execute the duties and responsibilities of the office of Club Advisor at Baton Rouge Community College. I will enforce the provisions of the Student Handbook and Club/Organization Guidelines. I will promote the interests and welfare of the student body and assist our students in reaching their full potential while enrolled at BRCC. I will actively participate in extra curriculum activities, which are designed for the enhancement of personal and social skills. I am committed to the development of community leaders and I am willing to take on the additional responsibilities that come with such a task.

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Date



## Student Programs and Resources (SPAR)

### FREE EXPRESSION APPLICATION

Baton Rouge Community College supports free expression as stated in the First Amendment of the U.S. Constitution. Each campus has identified a particular area as the Free Expression Area. The Office of Student Programs and Resources can identify this area for you.

Use of the Free Expression Area and any publicity material must be approved through the Office of Student Programs and Resources at least three (3) working days in advance. The first priority for use of the area will be given to student activities, academic and administrative uses. Other uses will be handled on a first-come, first-served basis.

Name of Individual Making Representation (Primary Contact) \_\_\_\_\_

I am a (check one)

Baton Rouge Community College student

Campus Free Expression Location:

Baton Rouge Community College faculty/staff

\_\_\_\_\_

Other

Name of organization you represent: \_\_\_\_\_

Address of organization: \_\_\_\_\_

Phone #: \_\_\_\_\_ (Day) \_\_\_\_\_ (Evening)

Date(s) Free Expression area is requested: \_\_\_\_\_

Time(s) Free Expression Area is requested: (The area is available 11:00am – 1:00pm & 5:30pm – 7:30pm, Monday through Thursday and 11:00am – 1:00pm Friday, when classes are in session) \_\_\_\_\_

All users of the area shall observe the following regulations:

1. No interference with the free flow of traffic nor the ingress and egress to buildings on the campus.
2. No interruption of the orderly conduct of college classes or other college activities.
3. No commercial solicitations, campus sales or fundraising activities shall be undertaken in the Free Expression Area.
4. The individual who makes the application shall be responsible for seeing that the area is left clean and in good repair.
5. The organization/individuals using the area must supply their own tables, chairs, etc. No sound amplification devices may be used at any time.
6. The primary contact in signing this form acknowledges that he/she has read and received the Baton Rouge Community College policy on free expression included in this form.

In establishing this policy, the college in no way supports, fails to support, agrees nor disagrees with ideas that may be voiced in the Free Expression Area but simply makes provision for a diversity of viewpoints to be expressed in an academic setting.

My signature below acknowledges that I have been made aware of the Free Expression Policy as described in the Baton Rouge Community College Student Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval/Student Programs and Resources Director

\_\_\_\_\_  
Date



**CLUB/ORGANIZATION CONFERENCE/ACTIVITY EXCUSE FORM**

Dear Faculty/Staff/Employer:

The Office of Student Programs and Resources at Baton Rouge Community College is asking you to excuse the below mentioned student from any assignments, work schedules, class attendance or task for the specific time frame that is indicated in this document. This is solely a request and is dependent upon your assessment of the student's ability to make up the work at another given time. Based upon the approval of faculty/staff/employer, the student will be able to attend the conference/activity that is stated in this document. Please note that this form is submitted to formally acknowledge that the student has been approved by this office to attend the conference/activity and that the student needs your approval before he/she is allowed to participate.

Date: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Club/Organization: \_\_\_\_\_

Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Location: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Director of S.P.A.R.: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Staff/Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Notes: \_\_\_\_\_

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**Student Programs and Resources (SPAR)**

**REQUEST TO CONDUCT A FUND RAISING PROJECT**

Campus: _____	Location: _____
Proposal Attached: _____ Yes _____ No	Semester: _____

Name of Student Organization or Club: \_\_\_\_\_

Project Title: \_\_\_\_\_

Date(s) of Project: \_\_\_\_\_

Purpose (Summarize the nature or the project and how the student organization or club and student body will benefit from this fund raiser.):

\_\_\_\_\_  
\_\_\_\_\_

(Attach proposal)

*\*Note: Project proposal must accompany request form to receive consideration.*

\_\_\_\_\_  
Name of Requestee (Please print legibly)

\_\_\_\_\_  
Signature of Requestee

\_\_\_\_\_  
Signature of Organization or Club Advisor

**FOR ADMINISTRATIVE USE ONLY:**

_____ Request Approved	_____ Request Denied
_____ Director of Student Programs and Resources	_____ Date



PROSPECTIVE STUDENT ORGANIZATION FORM

Date: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Address/Office and Phone Number of Submitter: \_\_\_\_\_

Proposed Name of Club/Organization: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Rules of Membership: \_\_\_\_\_

Proposed Nature and Frequency of Meetings: \_\_\_\_\_

Name of Sponsor (s): \_\_\_\_\_

Will the Organization Charge Dues:        Yes        No **If Yes, How Much and What**

Will the Dues Go Toward: \_\_\_\_\_

List of Potential Activities/Events: \_\_\_\_\_

List at Least Four Students to Charter the Organization: \_\_\_\_\_

Director of S.P.A.R.: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Student Services: \_\_\_\_\_ Date: \_\_\_\_\_



**CLUB MEMBERSHIP  
SEMESTER ACADEMIC APPLICATION**

The following document must be completed by each member of each club before they are allowed to be active in that organization. Academic Applications may only be shared with advisors and members of the SPAR office staff. Advisors are responsible for obtaining an application from each member for each semester. A copy of the application must be submitted to the SPAR office.

Student Name: \_\_\_\_\_ Social Security: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Club: \_\_\_\_\_  
 Position (s): \_\_\_\_\_ Semester: \_\_\_\_\_

Please provide the following information for the semester in which you are applying for membership:

#	Course #	Credit Hr	Days	Time	Course Title	Instructor
1						
2						
3						
4						
5						
6						
7						
8						
9						
					<b>Total Credit Hours</b>	



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