

STUDENT AFFAIRS

The Office of Student Affairs is responsible for all of the non-academic and non-financial aspects of a student's enrollment at the College. The Office is located in the Administration Building and is under the leadership of the Vice Chancellor for Student Affairs. Student Affairs offers the following services to students and, in some cases, to the community at large.

Admissions Office

The Vice Chancellor for Student Affairs and the Director of Admissions oversee the management of the Admissions Office personnel, policies and procedures. The main functions of this office are recruiting, processing of applications for admission, collecting and evaluating student credentials, coordinating dual enrollment, and managing the internal scholarship process.

The Office also sends reminders to provisional students, evaluates records for incoming transfer students, and provides an array of printed materials to walk-in students, potential students at recruiting events, and campus visitors. Placement testing is also conducted during each registration period and by appointment.

Students who have questions regarding admission procedures, deadlines, or other information should call the Student Affairs Office at 504-278-6467.

Registration and Student Records

The Registrar is responsible for the maintenance and security of student academic records, as well as the scheduling of early, regular, and late registration sessions each semester. The Registrar is also charged with the enforcement of the College's academic policies and procedures.

The dates for registration, drop and add, and deadlines to withdraw are published in the Catalog. Registration is not complete until the appropriate fees have been paid or payment arrangements have been processed. A student may not register for credit courses in any semester after the scheduled registration dates for that semester without permission of the Dean of Academic Affairs or designee.

Transcripts

Student records, including academic transcripts, are housed in the Student Affairs Office. Copies of these records are available to students through written requests. Transcripts will not be sent to a third party without a written or electronic release initiated by the student, unless the request is from an authorized agency of the government.

All admission conditions and financial obligations to the College must be met in full before transcripts are issued. Students who have defaulted on student loans or who owe repayment of grant funds may not receive a copy of their transcript until the debt is cleared.

Student Contact Information

Students who need to make changes to his or her mailing address, name, or phone number after registration, should do so online in LoLA. Students are held responsible for all communications sent by College offices to the most recent (email & home) address provided.

Family Education Rights and Privacy Act

The College recognizes that maintaining student information and academic records is vital to the student's education and to institutional research. The College is obligated to exercise discretion in recording and disseminating information about all students to ensure that privacy is maintained.

In accordance with the Family Education Rights and Privacy Act (Sec. 513 of P.L. 93-380, Education Amendments of 1974, which amends the General Education Provisions Act Sec. 438), postsecondary students attending Nunez Community College have access to their official records. Nunez assumes that all students are independent unless the parents document dependency. Parents may document dependency by showing that the student is listed as a dependent on the parent's latest Federal Income Tax Return. The Act further provides that certain information designated as "directory information" may be released by the College about the student unless the student has indicated on their application or in writing that such information should not be released.

Directory information includes the student's name, address, telephone number, email address, date and place of birth, date of enrollment, division in which enrolled, classification, major, degree(s) earned, awards, participation in officially recognized activities, photograph, and the most recent previous educational agency or institution attended.

A student who desires that any or all of the above-listed information not be released must indicate such on his or her LoLA account or notify the Vice Chancellor of Student Affairs or the Registrar in writing within 10 days after the final day of registration.

Intellectual Property and Shared Royalties

Faculty, staff, and students involved in research activities related to their employment or enrollment at Nunez are governed by the LCTCS policy, which can be found at <http://www.lctcs.edu/policies/asp> (<http://www.lctcs.edu/policies/asp/>).

Student Rights and Responsibilities

Nunez Community College provides relevant information in order to ensure that all students are familiar with their rights and responsibilities. New students are encouraged to attend an orientation at which the College's policies and procedures are presented and discussed. Students are also expected to read and follow all of the policies and procedures published or announced in this Catalog, on the Nunez and LCTCS websites, LoLA, as well as notices posted throughout the campus.

Student Rights

In order to provide conditions indispensable to the full achievement of the objectives of higher education, the College guarantees the following rights to all students:

1. Consideration for admission and for scholarships without regard to race, color, gender, national origin, religious or political beliefs, military status, or disability;
2. Participation in campus, local, national, or international organizations for intellectual, religious, social, political, economic, or cultural purposes when such organizations do not infringe upon the rights of others;
3. Issuance of publications following appropriate procedures;
4. Democratic student governance;
5. Use of campus facilities with appropriate approval;

6. Choice of speakers and topics subject to approval;
7. Petition for changes through proper channels; and
8. Due Process in any disciplinary matters.

Student Responsibilities

Acceptable student conduct is determined, in most cases, by good sense and judgment. The following acts, as set forth by legislative action, board policy, or College policy, are contrary to acceptable conduct. Any student who commits or attempts to commit any of these acts will be subject to disciplinary proceedings.

Actions requiring discipline include, but are not limited to, the following Student Code of Conduct:

1. Intentional obstruction or disruption of teaching, research, administration, disciplinary action, or an authorized college event;
2. Unauthorized occupation of, or unauthorized entry into, any College facility;
3. Physical abuse, or threat thereof, against any person on campus or at any College-authorized event, or any other conduct that threatens or endangers the health and safety of any such persons;
4. Theft or damage to property of the College or a person on the campus;
5. Intentional interference with the right of access to College facilities or with any lawful right of any person on campus;
6. Setting a fire on campus;
7. Unauthorized use or possession on campus of firearms, ammunition, or other dangerous weapons, substances, or materials;
8. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
9. Forgery, alteration, or misuse of College documents, records, or identification;
10. Use, possession, distribution or acquisition of any controlled dangerous substances (Schedules I through V) in addition to any other substance whose use is controlled by state or federal laws;
11. Failure to comply with the directives of college officials, campus police, or other college, local or state officials when requested to do so;
12. Conduct that adversely affects the student's suitability as a member of the academic community (e.g., drunkenness, use of profanity, disorderly conduct, harassment in any form);
13. Smoking and other uses of tobacco or e-cigarettes in classrooms, laboratories, shops, and other designated places prohibited by law or campus policy;
14. Gambling on college property;
15. Sexual offenses including rape, acquaintance rape, and other non-forcible sexual offenses;
16. Littering, graffiti, or other defacement of campus property;
17. Bringing a pet of any kind inside campus building, unless approved in advance by the Dean of Academic Affairs or the Dean of Student Affairs;
18. Any breach or violation of any state, federal, or local laws on campus;
19. Aiding or inciting others to commit any act set forth above.

Student Disciplinary Procedure

In cases of student misconduct, the following procedure applies:

1. **Initial Report:** A report is made in writing by the complainant to the Vice Chancellor for Academic or Vice Chancellor for Student Affairs or designee within 48 hours of the occurrence of knowledge of a violation of one or more of the enumerated Student Responsibilities.
2. **Dismissal or Further Investigation:** The Vice Chancellor or designee shall determine whether the report alleges facts that set forth a violation of one or more of the enumerated Student Responsibilities. If it does not, the report is dismissed. If it does, the Vice Chancellor conducts an investigation of the matter to include, but not be limited to, one or more face-to-face interviews of the accused violator(s), of witnesses for and against the accused violator(s), and the receiving of evidence relevant to the investigation.
3. **Sanctions:** If an investigation indicates to the Vice Chancellor or designee that a violation of one or more of the Student Responsibilities has occurred, a sanction may be imposed on the accused violator(s) by the Vice Chancellor or designee. In the event that a sanction is imposed, the accused violator(s) will be notified by certified mail of the decision to impose a sanction, the nature of the sanction, the reasons for the imposition of sanctions, and the specific item(s) of evidence relied upon in reaching the decision.
4. **Right of Appeal:** Each accused violator has the right to appeal any portion of the decision rendered by the Vice Chancellor or designee by notifying the Vice Chancellor in writing of the intent to appeal. The notice of intent to appeal must be received by the Vice Chancellor within 72 hours from the date of receipt of the Notice of Decision or the right of appeal is lost.
5. **Appellate Procedure:** Upon receipt of a timely notice of appeal, the Dean shall convene an Appellate Review Panel comprised of students, faculty, and staff not directly supervised by the Vice Chancellor.
 - a. **Right to Counsel:** Accused violators possess the right to have counsel present at any proceedings of the Review Panel for the sole purpose of advising the accused violator. The proceedings are informal by nature and do not permit counsel to participate in any other fashion. Neither the Rules of Evidence, nor of Civil or Criminal Procedure, are applicable to these proceedings.
 - b. **Scope of Review and Disposition:** The Review Panel is empowered to convene hearings, call witnesses, weigh evidence, and take all necessary steps to review the appropriateness of the decisions made by the Vice Chancellor or designee with respect to the violations alleged, sanctions imposed, reasons for the decision and the evidence relied upon, or any other matter deemed relevant by the panel. The Review Panel is likewise empowered to affirm or reverse, wholly or in part, the decision of the Vice Chancellor or designee. The Review Panel is empowered to conduct further investigation by calling other witnesses and/or receiving additional evidence if necessary. The Review Panel may adjourn and continue its proceedings as it deems necessary.
 - c. **Recording of Proceedings:** All proceedings of the Appellate Review Panel will be electronically recorded and, in the event of a further appeal, transcribed at the request of any party.
 - d. **Judgment of the Panel:** The review Panel's judgment is reached by a voice vote of its members. The judgment shall be rendered in written form and shall include the reasons for the decision.
6. **Further Appeal:** Accused violators may appeal the Judgment of the Appellate Review Panel to the Chancellor within 72 hours of receipt of the judgment of the Appellate Review Panel. The judgment of the Chancellor constitutes a final judgment at the institutional level. The student may appeal the decision of the Chancellor to the Louisiana Community and Technical College System Board of

Supervisors. The appeal must be filed within 30 calendar days of receipt of the Chancellor's decision. The System staff shall then review the due process proceedings followed by the College and submit recommendations to the LCTCS Board.

Note: No provision or part of this disciplinary procedure should be construed as a derogation of the right of any person accused hereunder to seek relief in any other forum for dispute resolution established under state or federal law.

Weapons on Campus

With the exception of duly-authorized law enforcement officers, carrying a firearm, or dangerous weapon, by anyone on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful, and violators shall be subject to criminal charges and campus disciplinary action.

Drug-Free Campus Policy

Nunez Community College prohibits the abuse of drugs, including alcohol, on campus, or at any activity sanctioned by the College. It is unlawful to possess, use, or distribute illicit drugs on Nunez property, or at any college-sponsored event, whether or not the event is conducted on campus. In addition, Nunez prohibits the use of alcohol on campus, except when approval is granted by the Chancellor for employees, outside groups, and student organizations. Students and employees who wish to serve alcohol at approved College functions must request approval in writing no later than two weeks prior to the scheduled event.

In addition, the Nunez Campus is a Tobacco-Free environment since legislation was passed in August 2014. Refer to the Smoking & Tobacco Free Policy and Alcohol and Drug Prevention Program at <http://www.nunez.edu>.

The College will provide referral services, and other assistance to students, faculty, and staff who seek help with substance abuse problems. The following sanctions will apply for failure to comply with the drug-free policy:

College Sanctions

Violation of the College drug policy by students, faculty, or staff will result in disciplinary action. Depending on the nature of the offense, this can take the form of a written reprimand, suspension, demotion, reduction in pay, or termination of the person's association with Nunez.

Legal Sanctions

In Louisiana, the production, manufacture, distribution, dispensing, or possession of illegal drugs is punishable by law. The Criminal Code of Louisiana carries specific penalties for the possession and use of illegal drugs.

It is also unlawful in Louisiana for anyone under 21 years of age to purchase or possess any alcoholic beverage for any reason in any place open to the public. Driving under the influence of alcohol is also illegal in Louisiana. Anyone with a blood alcohol level of .08 or above (or above the legal limit in force at the time of occurrence) will be charged with driving under the influence or driving while intoxicated.

Programs Available For Substance Abuse Counseling, Treatment, or Rehabilitation

The following clinics provide evaluations and out-patient treatment and are means of referral to in-patient public treatment facilities.

**Jefferson Parish
Addictive Disorders Center**
5001 West Bank Expressway
Marrero, LA 70072
504-349-8708

**St. Tammany Parish
Florida Parish Human Service Authority (FPHSA)**
2331 Carey St.
Slidell, LA 70456
985-646-6406

NorthLake Addictive Disorder Clinic
900 Wilkinson Street
Mandeville, LA 70448
985-624-4450
(Only Adults at least 21 years old)

Louisiana Community and Technical College System Policy Regarding Harassment

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

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

Sexual harassment is defined by the Equal Employment Opportunity Commission as: Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission or rejection of such conduct by an individual is used as the basis for employment affecting such individual; or
3. Such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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

Workplace harassment infringes on employees' right to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the employment relationship. No employee—male or female—should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically, or electronically transmitted. Although this list is not all-inclusive, examples of prohibited conduct include:

1. Taking any personnel action on the basis of an employee's submission to or refusal of sexual overtures;
2. Unwelcome or unwanted conversations;
3. Unwelcome or unwanted touching;
4. Continued or repeated verbal abuse of a sexual nature;
5. Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance;
6. Offensive comments regarding sexual or private matters;
7. Display of sexually suggestive pictures or objects;
8. Offensive jokes;
9. Verbal abuse, comments, names, or slurs that in any way relate to an individual's race, color, gender, sexual orientation, age, religion, national origin, or disability; and
10. Any other offensive or abusive physical, visual, or verbal conduct.

This policy applies to all members of the LCTCS Board of Supervisors, unclassified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with LCTCS. It is the policy of LCTCS that no member of the LCTCS community may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, or of a student by another student. Additionally, under appropriate circumstances, LCTCS may take action to protect its employees and students from harassment, on LCTCS property or at LCTCS-sponsored events, by individuals who are not students or employees of LCTCS. For additional information, please refer to the Campus Sexual Violence Prevention Program at <http://www.nunez.edu>.

Student Grievance Procedure

Nunez Community College adheres to policy that prohibits discrimination or harassment on the basis of gender, religious affiliation, ethnicity, age, political belief or national origin, and it affords students an orderly process for the redress of non-academic and non-financial grievances. The College will also attempt to resolve a problem that a student may have with its employees when the student can demonstrate that his or her participation in College programs or services is restricted by the problem.

Federal Law (20 USC sec. 1681 et seq.) provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." Regulations also require that colleges and universities implement a procedure for "prompt and equitable resolution of sex discrimination complaints."

Procedure for Filing a Complaint

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Employees who believe they are the subjects of harassment, or who have knowledge of harassing behavior, must report such conduct to their direct supervisor, and to the institution's Human Resource Department. All institutions are required to develop a system of recording all formal written complaints to be submitted and kept on file in the Chancellor's Office and in the office of the system president for the LCTCS system office staff. **Any student who believes they are the subject of harassment or who have knowledge of harassing behavior must report such conduct to the Vice Chancellor of Student Affairs, located in the Administration Building on Paris Road, or by calling 504-278-6467.**

Employees or students also may submit a complaint to the institution's Chancellor. Students or employees will not be required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct. In the event that an individual feels uncomfortable making a complaint at the institution level, such complaint may be made at the system level with:

LCTCS Director of Human Resources

225-922-2800

Louisiana Community and Technical College System
265 South Foster Drive
Baton Rouge, Louisiana 70806.

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

SACSCOC Complaint Procedure

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

The following is intended to provide information to persons wishing to file a complaint if they believe that the College has violated specific sections of the *Principles of Accreditation* of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Before filing a complaint, please read the Commission policy "Complaint Procedures for the Commission or its Accredited Institutions" located on the SACSCOC website at <http://www.sacscoc.org>.

The Commission reviews complaints submitted by students, faculty, and the public about its member institutions. This information helps the Commission ensure that an institution continues to meet the standards of accreditation. Procedures have been established to provide a mechanism for the Commission to consider complaints that address significant violations of the Commission's standards. All institutions accredited by the Commission on Colleges are required to have in place adequate procedures for addressing complaints by students, employees, and others.

As outlined in the complaint policy, it is the responsibility of the complainant first to attempt to resolve the matter with the institution. The complainant is responsible for providing evidence that all remedies available at the institution have been exhausted. In order to file a complaint with the Commission on Colleges, the complainant must describe these efforts on the complaint form, which can be found on the SACSCOC website.

Academic Appeals Procedure

Only final grades may be appealed by a student. The burden of proof is on the student to demonstrate that the grade is inaccurate. The grade appeal process must be initiated within one month of the final grade being submitted. The grade appeal process is as follows:

Final Grade Appeal Procedure:

- **Level 1:** The student informally meets with the instructor to discuss the final grade. If, in this informal meeting, it is determined that the grade should be changed, the instructor completes and submits a grade change form. If the instructor is not available to meet face-to-face, email correspondence between the student and the instructor will be regarded as an informal meeting.
- **Level 2:** If the final grade dispute is not resolved with an informal meeting with the instructor, the student must complete and submit a Grade Appeal Form to the Dean of Academics. The Grade Appeal Form will include the instructor's signature and a letter explaining the student's reason(s) for the grade appeal and supporting documentation.
- **Level 3:** If the final grade dispute is not resolved at Level 3 and the student wishes to pursue the appeal, the Dean of Academics will submit the Grade Appeal Form, the student's written explanation and documentation to the Academic Appeals Committee. The Committee, which will consist of at least one faculty member from each division, will review the case.
 1. The Academic Affairs Committee must:
 - a. Recommend to the Vice Chancellor of Academic Affairs a change of grade for the student;
 - b. Recommend alternative solutions to resolve the student's dispute; or
 - c. Deny the student's appeal.
 2. If the appeal is denied, the student may submit in writing to the Vice Chancellor of Academic Affairs an explanation detailing why the appeal should be reviewed. The decision by the Vice Chancellor of Academic Affairs is final.

Academic Standings and Eligibility in Courses and Programs

Students who are denied admission into a course or program may appeal to the Vice Chancellor of Academic Affairs or designee. Normally, the decisions of the Vice Chancellor of Academic Affairs are final and are subject only to review by the Chancellor.