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Louisiana  
Community  
& Technical  
College System


265 South Foster Drive  
Baton Rouge, LA 70806

Phone: 225-922-2800  
Fax: 225-922-1185

[www.lctcs.edu](http://www.lctcs.edu)

## LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

**TO:** Dr. Monty Sullivan  
LCTCS President

**THROUGH:** Dr. Paul Carlsen   
Chief Content Officer

**FROM:** Dr. Emily Campbell  
Executive Director, Enrollment Management & Student Affairs

**SUBJECT:** Review and Advisement: Revisions to LCTCS Policy #2.004, Student Conduct and Appeal Procedures

**DATE:** 11/28/2016

### FOR REVIEW AND ADVISEMENT

**Recommendation:** Staff recommends that the Board accept for review and advisement the attached revisions to policy #2.004, "Student Conduct and Appeal Procedures".

**Background:** Policy #2.004 requires colleges to (1) establish student codes of conduct and (1) establish judicial procedures for handling violations of student codes of conduct. The policy also requires colleges to allow for appeal to the Board after all institutional-level procedures have been exhausted.

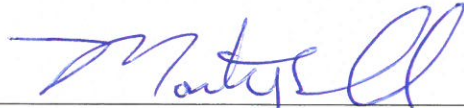
The policy has been revised in two ways. First, the policy now clearly defines the role of the system office in handling appeals, sets forth requirements for establishing a basis for an appeal, gives information on how to make an appeal, sets clear expectations with regards to the timeframe in which appeals will be processed, and states that the system office determination will represent the final disposition on an appeal. Second, the policy now provides college leadership with guidance for determining whether a student leader who is charged with a felony or serious misdemeanor can be removed from his or her leadership position. All of the attached revisions to the policy were approved by the Chief Student Affairs Officers.

A previously revised version of the policy came before the Board for review and advisement on 03/14/2016. At that time, the revisions focused on the appeals process. Since then the policy has been further revised to keep all previous revision and address student leader discipline.

**History of Prior Actions:** Policy #2.004 was approved by the Board on 02/14/2002.

**Fiscal Impact:** N/A

**Benefits to the System:** If approved, revisions to policy #2.004 will set forth clearer expectations for colleges, students, and student leaders with regards to discipline and the appeal process.



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**Approved for Recommendation to the Board**  
**Dr. Monty Sullivan, President**

\_\_\_\_\_  
**Date**

## LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM Policy # 2.004

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### Title: **STUDENT CONDUCT AND APPEAL PROCEDURES**

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Authority: Board Action

Original Adoption: 02/14/02

Effective Date: 02/14/02

Last Revision: Initial

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Each college shall establish policies and regulations governing student conduct and publish such policies and regulations on the college's website and in the appropriate college publications. These policies and regulations shall:

- (1) Acknowledge students' rights as well as responsibilities;
- (2) Provide for due process (notice and an opportunity to be heard) in disciplinary matters, including the right to appeal; and
- (3) Provide for appeal of the college's decision in disciplinary matters to the Louisiana Community and Technical College System (LCTCS) Office after all due process procedures at the college-level are exhausted, in accordance with the procedures stated below.

#### Student Leaders

All LCTCS institutions are committed to upholding and instilling in all students the highest standards of academic, personal, professional, and social integrity. However, student leaders, by virtue of their post, are considered to be role models within the college community and must therefore at all times exhibit behavior, on and off campus, that aligns with the college's mission and its student code of conduct. For purposes of this policy, student leaders include: student athletes, student government officials, student organization leaders, honor society leaders, and other official student leadership roles recognized by the college.

If a student leader is charged with a felony offense or serious misdemeanor, the student leader may be removed from his/her leadership position until final legal disposition of the matter. While charges do not constitute guilt, a student leader being charged could affect the college's reputation and/or the learning environment. Student leaders have a responsibility to self-report any felony or serious misdemeanor charges, within 48 hours, to their staff advisor, who will then inform college leadership. This policy will be enacted when a student self-reports or when college leadership becomes aware of the charges.

The decision to remove a student leader from his/her leadership position will be made by the college Chancellor, in consultation with the college's Chief Student and/or Academic Affairs Officer. The following factors will be considered when deciding whether or not to remove a student leader from his/her position following a felony offense or serious misdemeanor charge:



- (1) The impact having the student leader remain in his/her position may have on the college community as a whole;
- (2) Whether or not the felony or serious misdemeanor offense involved any other members of the LCTCS college community or property of an LCTCS college; and
- (3) The individual student leader's personal ability to fulfill in his/her leadership responsibilities while under investigation.

Once final legal disposition of the matter occurs, the college Chancellor, in consultation with the college's Chief Student and/or Academic Affairs Officer, may lift, modify, leave in place, extend, or make permanent the student's removal from the leadership position.

Student leaders must be made aware of and acknowledge this policy upon their ascension to a leadership position.

Procedures for an Appeal to the LCTCS Office:

A student, or the parent/legal guardian of a minor student, may appeal to the LCTCS Office on the grounds that the college's published procedures do not provide due process or that such procedures were carried out in an unfair or impartial manner. The appeal must be made, in writing, within 30 business days of the college's final disposition on the matter.

Formal requests for appeals should be sent to the Louisiana Community and Technical College System Office, 265 S. Foster Road, Baton Rouge, LA. 70806, ATTN: Academic & Student Affairs Division, and should contain the following information:

- (1) Name of individual submitting the appeal as it appears in the college's records;
- (2) Student ID number of the individual submitting the appeal;
- (3) Mailing address of the individual submitting the appeal;
- (4) Phone number of the individual submitting the appeal;
- (5) Email address of the individual submitting the appeal;
- (6) Dates of attendance at the college;
- (7) The individual's affiliation with the college (current student, former student, parent or legal guardian of current or former student, if complainant is an un-emancipated minor)
- (8) A description of the nature of the appeal; and
- (9) Any supporting documentation

Once a formal request for appeal is received, System Office staff will:

- (1) Review the submitted materials and contact the individual who submitted the appeal for any additional information or clarifications needed.
- (2) Send a copy of the request for appeal to the college and request that a formal response and any relevant supporting documentation from the college be submitted to System Office staff within 10 business days.

Once all documents are received, System Office staff will:

- (1) Review the documents submitted to ensure that the college's published procedures provide due process, and were carried out in a fair and impartial manner.
- (2) In the event that System Office staff cannot determine whether the college's published procedures provide due process or whether or not they were carried out in a fair and impartial manner based on the documents submitted, System Office staff may engage in any fact-finding reasonably required by the circumstances. This may include a request for either party to participate in a telephone conference meeting so that the facts can be clearly set forth.

Once the review process and any reasonably required fact-finding has concluded, System Office staff will notify, in writing, both the college and the individual who filed the appeal of the System Office staff's determination. This determination will represent the final disposition on the appeal. Every effort will be made to resolve all appeals within 30 business days of the formal request for appeal.



## Best Practices for Round Tables and Committees Supported by the ALA Human Resource Development and Recruitment Office (2016-17)

### Introduction

The American Library Association's Human Resource Development and Recruitment Advisory Committee's (HRDRAC) role is to advise the Office for Human Resource Development and Recruitment (the Office) on activities, problems, and procedures related to library concerns in such areas as recruitment, utilization, education and training, and staff welfare. The committee will identify special areas of need or emphasis, suggest activities and programs, and stimulate programs and projects related to library personnel planning, development, and concerns. The committee will aid in communication and cooperation with other units of ALA and with other agencies, groups, and organizations within and beyond the library profession.

The HRDRAC has put together these best practices to support the Office's work with Round Tables (RT) and Office Committees (OC). This document is meant to provide best practices for each RT and OC to consider in its work while effectively and efficiently using the Office's time and resources, especially regarding staff time. In light of the current staffing levels of the Office and the amount of association work the office supports, this document is meant to provide guidance on how best to work with the office and attends to staff welfare and utilization of limited resources. The HRDRAC wants to support the Office's efforts in doing "best with less." Please consider sharing these best practices with your committee chairs and with committee members.

The ALA Office for Human Resources Development and Recruitment represents and implements the Association's policies and interests in recruitment to the profession, in career development within libraries, in leadership development within the Association and in continuing education. Currently it has a staff of 2.9. (The Director also directs the ALA-APA 10% of the time.) Below is a listing of its major ongoing projects and activities:

- Management of the [ALA General Scholarship](#) program and endowments as well as association-wide coordination for the [ALA Scholarship Clearinghouse](#) application process, managing the process for an average of 750 applications/year and facilitating the work of 6 individual juries (for ALA General Scholarships).
- Management of the on-site [JobLIST Placement Center](#) at ALA and division national conferences and webmaster for the [Career Resources](#) section of the ALA JobLIST (with ACRL, ALA Publishing). The "JobLIST Placement Center" currently includes 8 programs, 2 orientations, 2 open houses, 40 individual counseling sessions. The center is offered at both Midwinter and Annual and one Division Conference. (.25 FTE)
- Management of the ALA Continuing Education Unit program, including cross-Association coordination of the [ALA Online Learning](#) activities.
- Coordination of the [ALA Intern Program](#) and [ALA/Council Committee Chair](#) strategic leadership development.
- Development and maintenance of the [LibraryCareers.org](#) and [Library Support Staff Resource Center](#) websites.



## LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM Policy # 2.004

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- 2) Provide for due process (notice and an opportunity to be heard) in disciplinary matters, including the right to appeal; and
- 3) ~~Allow~~ Provide for appeal of the college's decision in disciplinary matters to the Louisiana Community and Technical College System (LCTCS) Office of Grievances to the Board of Supervisors of the LCTCS after all due process procedures at the college-level institutional level are exhausted, in accordance with the procedures stated below. ~~If a student chooses to appeal to the LCTCS Board, the appeal must be within 30 calendar days of the institution's decision. The System staff shall then review the due process proceedings followed by the institution and submit recommendations to the LCTCS Board.~~

~~Policies for student conduct and provisions for appeal shall be published in the appropriate institution publication.~~

#### Student Leaders

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