



**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**

*Changing Lives,  
Creating Futures*

Monty Sullivan  
*System President*

**Officers:**

Timothy W. Hardy  
*Chair*

Deni Grissette  
*First Vice Chair*

Stephen Toups  
*Second Vice Chair*

**Members:**

Helen Bridges Carter  
Erika McConduit-Diggs

Willie L. Mount

Michael J. Murphy

N. J. "Woody" Oge

Joe Potts

Paul Price, Jr.

Stephen C. Smith

Mark D. Spears, Jr.

Craig Spohn

Vincent St. Blanc, III

Charles T. Strong

**Student Members:**

Sommer Brown

Jennifer Burgess

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)

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

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

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

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

**DATE:** 01/18/2017

**FOR BOARD ACTION:**

**Recommendation:** Staff recommends that the Board approve 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 (2) establish judicial procedures for handling violations of such 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.

**History of Prior Actions:** These revisions came before the Board for review and advisement in December, 2016.

**Fiscal Impact:** N/A

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

  
Approved for Recommendation to the Board  
Dr. Monty Sullivan

\_\_\_\_\_  
Date

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM  
Policy # 2.004

**Title: STUDENT CONDUCT AND APPEAL PROCEDURES**

Authority: Board Action

Original Adoption: 02/14/02  
Effective Date: 02/14/02  
Last Revision:

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.

## Proposed Revised Policy

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.

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM  
Policy # 2.004**

---

**Title: STUDENT CONDUCT AND APPEAL PROCEDURES**

---

Authority: Board Action

Original Adoption: 02/14/02

Effective Date: 02/14/02

Last Revision: Initial

---

Each ~~institution~~ 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) ~~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

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.