Table of Contents

Introduction .................................................................................................................................................. 1
Foreword .................................................................................................................................................... 1
Rights and Responsibilities of Students ................................................................................................. 1
Nondiscrimination Statement .................................................................................................................... 4
BPCC Web Site Accessibility .................................................................................................................... 4
Mission Statement .................................................................................................................................. 4
Accreditation Statement ............................................................................................................................ 5
Campus Free Expression Policy ............................................................................................................... 5
Family Educational Rights and Privacy Act (FERPA) ............................................................................. 6
Student Services: General Policies and Procedures ............................................................................... 9
Code of Student Conduct ......................................................................................................................... 9
   Section I: Acts That Constitute Sanctionable Misconduct ................................................................. 10
   Section II: Academic Misconduct ....................................................................................................... 13
   Section III: Disciplinary Policies and Procedures ............................................................................ 17
   Section IV: Disciplinary Hearing Procedures .................................................................................. 20
   Section V: Appeal Procedures ............................................................................................................. 22
Student Grievance Procedures (other than appeals of academic standing or reported grade) ........ 23
Student Conduct and Appeal Procedures ............................................................................................... 29
Sexual Misconduct Policy ....................................................................................................................... 32
Sexual Harassment Policy ....................................................................................................................... 44
Misappropriation of Assets ...................................................................................................................... 46
Anti-Bullying Policy ................................................................................................................................ 46
Campus Safety and Hazing Policy .......................................................................................................... 47
Discriminatory and Derogatory Acts ...................................................................................................... 51
Dress Code ................................................................................................................................ ............ 51
Food and Drink in the Academic Areas .................................................................................................... 51
Cell Phone and Pager Policy .................................................................................................................... 51
Crisis Intervention and Referral Policy .................................................................................................... 51
Parking Regulations ................................................................................................................................. 52
Identification Cards ................................................................................................................................. 52
Misuse or Abuse of Computer Equipment, Programs, or Data ................................................................. 53
Sales, Solicitation, Promotion, and Advertising ......................................................................................... 54
Skateboards, Roller Blades, etc .................................................................................................................. 55
Gaming on Campus .................................................................................................................................. 55
BPCC Smoke-Free Campus Policy ............................................................................................................... 55
Visitors to Academic Classes .................................................................................................................... 56
Weapons Policy .......................................................................................................................................... 56
Military Mobilization ................................................................................................................................. 56
Alcohol and Drug Free Campus Policy ....................................................................................................... 57
Biennial Review .......................................................................................................................................... 67
Biennial Review 2016 ................................................................................................................................. 68
Biennial Review 2014 ................................................................................................................................. 85
Campus Safety and Annual Security Report .............................................................................................. 97
Academic Policies and Procedures ........................................................................................................... 97
Student Life .............................................................................................................................................. 97
Title IX .................................................................................................................................................... 99
Voter Registration ..................................................................................................................................... 101
Appendices Appendix 1 ........................................................................................................................... 103
Introduction

Bossier Parish Community College
A member of the Louisiana Community and Technical College System

Contact the following for admission forms and academic schedules:

Office of Admissions
Bossier Parish Community College
6220 East Texas Street
Bossier City, LA 71111
318-678-6000
FAX: 318-678-6389
www.bpcc.edu

Foreword

This Student Handbook is a source of valuable information regarding the responsibilities, obligations, and privileges of academic students while attending Bossier Parish Community College.

Since the programs, policies, and statements contained herein are subject to continuous review and evaluation, BPCC reserves the right to make changes at any time without notice. This publication is for information only and does not constitute an offer of a contract, either stated or implied. BPCC further reserves the right to require a student to withdraw from the College for cause at any time.

For a paper copy of this handbook, please contact the Student Services Office, 318-678-6036.

Information regarding specific academic policies is found in the current College Catalog (www.bpcc.edu/catalog). Students are responsible for being familiar with the provisions of this handbook and all requirements established by the College.

Rights and Responsibilities of Students

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment
of individuals, or in any aspect of its operations. Students have the right to attend BPCC in an environment that is free of all discrimination.

- Students have the right to attend BPCC in an environment free of sexual discrimination and sexual misconduct.
- Students have the right to attend BPCC in an environment free of bullying and hazing.
- Students have the right to attend BPCC in an environment free of the illicit use of drugs and the use of alcohol.
- Students have the right to attend BPCC in an environment free of criminal activity including attacks, assault, and robbery.
- In compliance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, students with disabilities have the right to receive services and accommodations related to their disabilities.
- In accordance with the Family Education Rights and Privacy Act (FERPA) of 1974, students have the right to inspect and review their official education records.
- Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights.
- Students have the right to file complaints or grievances regarding their treatment by faculty, staff, and fellow students; and the right to appeal decisions regarding violations of academic and disciplinary policies.

All BPCC students are expected to become acquainted with College policies, requirements, procedures, and regulations regarding all phases of College operations. In addition, students are to remain cognizant of these policies and procedures during their attendance at BPCC.

Academic advisors, counselors, deans, instructors, administrators, and other College officials assist students in becoming acquainted with College regulations; however, students must assume final responsibility for being acquainted with College procedures. In no case will a regulation be waived or an exception be granted because a student pleads ignorance of the regulation.

- Close adherence to curricula assures the student’s completion of all general education requirements and all major requirements.
- The student should be familiar with all the requirements of the degree program and should consult with an academic advisor when necessary.
- Each student assumes the responsibility for scheduling courses that are applicable to degrees and for taking courses in proper sequence to ensure the orderly progression of work.

Students attending evening and/or online classes are expected to assume the same academic responsibilities as all other students. Evening and online students are given the same curricular
guidance and counseling as day students. Evening and online students follow the same procedures for admission to the College as other students, including the submission of applications, and transcripts. Evening and online students pursuing associate degrees assume the responsibility of scheduling classes to fulfill degree requirements. BPCC does not guarantee that all classes required in an associate degree or academic certificate can be obtained during the evening or online schedule of classes.

Class Attendance Policy

Class attendance is regarded as an obligation as well as a privilege, and students are expected to attend all classes regularly and punctually. Failure to do so may jeopardize a student’s scholastic standing.

- Attendance will be checked every class meeting. A written explanation of expectations regarding class attendance will be included in the instructor’s Syllabus. Ultimately, each faculty member’s individual Syllabus will serve as the governing attendance policy for a particular class and may differ from others based on academic discipline, teaching philosophy, or instructional necessities. Students should refer to each of their instructors’ Syllabi for guidance and seek immediate clarification from their instructors if needed.

- Any student who ceases to attend a class may be subject to a College-Initiated Withdrawal. A student who wishes to withdraw from a course or resign from the College must do so officially by withdrawing from classes online through LOLA.

- When a student has missed 15% of a course, the instructor may remove the student by assigning a College-Initiated Withdrawal. As a result of this action, the student will receive a grade of “WN” for the course if action is initiated prior to the last day to drop. **NOTICE: More restrictive attendance requirements may apply in some specialized classes such as laboratory, activity, and clinical courses because of the nature of those courses. Neither the instructor nor the College assumes responsibility for students who are absent from these classes.**

- Students who are absent due to participation in school-sanctioned activities, mandatory military exercises, mandated appearance in a court of law (jury duty or subpoena obligations), or physician documented physical or emotional condition must submit official documentation to the instructor to be eligible for assistance in meeting missed course requirements.

- Students who are receiving any type of financial aid, scholarships or tuition assistance should consult the rules governing that aid before withdrawing from a course or resigning from the College.

Note: Financial Aid Students: Please refer to the Financial Aid Policy (www.bpcc.edu/financialaid/policies.html) regarding attendance and withdrawal.
Nondiscrimination Statement
Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

For Title VI, Section 504, and ADA Information
Name/Title: Angie Cao, Student and Disability Services Specialist
Office address: F-254
6220 East Texas Street, Bossier City, LA 71111
Phone number: 318-678-6511
Email: acao@bpcc.edu
Days/hours available: Monday - Friday -- 8:30 a.m.-5:00 p.m.

Equity/Compliance Coordinator
Name/Title: Teri Bashara, Director of Human Resources
Office address: Human Resources Office, A-108
6220 East Texas Street, Bossier City, LA 71111
Phone number: 318-678-6056
Days/hours available: Monday - Friday -- 8:00 a.m.-4:30 p.m.

BPCC Web Site Accessibility
The BPCC web site pages are checked using WC3 (validator.w3.org). WC3 follows the Web Content Guidelines as noted in the Americans with Disabilities Act (www.ada.gov). We strive to make the BPCC web site experience as accessible as possible to all individuals. However, due to the large variety and amount of content on our site, and ever-changing world of technology, there may be portions that are not accessibility compliant. If you find any aspect of our web site for which this is the case, please email the Disabilities Services Office at acao@bpcc.edu or call 318-678-6511 and we will strive to correct the issue wherever possible.

To learn more about the College's ADA policy and how to access ADA services, visit the Disability Services web page (www.bpcc.edu/disabilityservices). Students are encouraged to visit Building F, room 254 or call 318-678-6020.

Mission Statement
The mission of Bossier Parish Community College is to promote attainment of educational goals within the community and strengthen the regional economy. This mission is accomplished through the innovative delivery of quality courses and programs that provide sound academic education, broad vocational and career training, continuing education, and
varied community services. The College provides a wholesome, ethical, and intellectually stimulating environment in which students develop their academic and vocational skills to compete in a technological society.

To achieve its mission of instruction and service, Bossier Parish Community College is committed to:

- Offering associate degree programs, one-and two-year occupational certificate programs, and specialized career training.
- Delivering education and training/retraining through technical programs, workforce development, community education, and non-credit courses to serve citizen, business, and industry needs.
- Providing opportunity to earn academic college credits for articulation to other institutions of higher learning.
- Providing developmental studies and remedial programs that enable students to acquire basic skills.
- Utilizing a comprehensive program of student services.

**Accreditation Statement**

Bossier Parish Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bossier Parish Community College.

**Campus Free Expression Policy**

Bossier Parish Community College (BPCC) values the freedoms of speech, expression, and assembly in its college environment. In accordance with the First Amendment to the Constitution of the United States, Article I, Section 7 of the Constitution of Louisiana, and ACT 666 of the 2018 Regular Session of the Louisiana Legislature (Louisiana Campus Free Expression Law), students, administrators, faculty members, staff members, and invited guests who wish to assemble and engage in noncommercial expressive activities on the public areas of BPCC’s campus shall be permitted to do so freely, as long as the conduct is not unlawful and does not materially and substantially disrupt the functioning of the campus.

BPCC will strive to ensure the fullest degree of intellectual freedom and free expression by its students, administrators, faculty members, staff members, and invited guests who are lawfully present on the campus. In addition, any persons lawfully on BPCC’s campus have the freedom to discuss any topic that presents itself, as provided under the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana.
Louisiana, and other applicable laws. In addition, any person lawfully present on campus may peacefully protest, peacefully assemble, distribute literature, carry signs, and circulate petitions freely in public areas as long as such activities do not infringe on the constitutional rights of others to engage in or listen to expressive activity by creating a substantial and material disruption to the functioning of the campus or to someone’s expressive activity. It is not the proper role of this institution to shield individuals from speech protected by the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana, and other applicable laws, including without limitation, ideas and opinions the individuals find unwelcome, disagreeable, or even deeply offensive. Furthermore, neither the First Amendment of the Constitution of the United States of America nor Article I, Section 7, of the Constitution of Louisiana protects harassment or threats or expressions directed to provoke and likely to produce imminent lawless actions.

Public areas are outdoor areas of BPCC’s campus, are considered traditional public forums, and are open to expressive activities. These public areas include grassy areas, walkways, or other similar common areas but do not include areas where access is restricted including but not limited to classrooms, faculty and staff offices, administrative offices, service area offices, the Learning Commons (Tutoring Center/Library), or any areas where students are engaging in learning activities, or faculty, staff, and administration are performing their official duties. All expressive activities, protests, or demonstrations must be held during normal working hours of the College. Such activities are not permitted when the campus is closed.

Students who feel aggrieved by a violation of this policy should contact the Vice Chancellor for Student Services. Faculty or staff who feel aggrieved by a violation of this policy should contact the Director of Human Resources.

This policy supersedes and nullifies any provision in the policies and procedures of the College that restrict speech on campus. In addition, this policy is included in the BPCC Student Handbook, on BPCC’s website, and is incorporated in the materials, programs, and procedures provided to all employees and students.

**Family Educational Rights and Privacy Act (FERPA)**

In accordance with the Family Education Rights and Privacy Act of 1974 (P. L. 9-380) as amended (P. L. 93-568-Buckley Amendment), persons of any age who attend a postsecondary educational institution that receives federal funding are hereby informed of the right to inspect and review their official education records. Bossier Parish Community College considers attendance to begin on the first day of classes. Students should submit to the Registrar or another appropriate College official written requests that identify the record(s) they wish to inspect. If the records are not maintained by the College official to whom the request was
submitted, that official shall advise the student of the correct official to whom the request should be addressed.

BPCC assumes that all students are independent unless the parents document dependence. Parents may so document by showing that the student is listed as a dependent on the parents' latest income tax return. Additionally, all students are encouraged to fill out the FERPA Access Code Form (Appendix I) at the time of admission to the College. If the form is not delivered in person, a copy of a state or federal ID must be submitted with this form when emailed or faxed.

BPCC is responsible for maintaining student records and supervising the release of any information on its students. All records that contain information directly relating to a student and are maintained by BPCC or by a party acting for the institution are considered part of the student's permanent record. The academic records at BPCC are housed in the Registrar's Office. The discipline records are housed in the Office of the Vice Chancellor for Student Services. The Campus Police Log is housed in the office of the Chief of Campus Police. These records are used only for specified purposes. BPCC is committed to protect the right of privacy for all its students. When records are no longer pertinent to the student or the College, they are destroyed as indicated by College policy. Students are provided annual notification of FERPA rights in the Student Handbook. The College cannot deny a student access to his/her records, but may deny a student a copy of his/her education records when the student has an unpaid financial obligation to the College or an unresolved disciplinary action against him/her.

As provided by law, the College may release directory information unless the student requests that any or all such information be withheld. Requests must be made to the Admissions/Registrar’s Office by the end of the second week of class. The College identifies directory information as student's name, student ID number, date and place of birth, address, telephone number, electronic mail address, major field of study, and participation in officially recognized activities and sports, to include height and weight of student-athletes, dates of attendance, degrees and awards received, most recent previous school attendance, and photograph.

The College may release student education records without the written consent of the student:

- To school officials who have a legitimate educational interest in the records. A school official is a person employed by the College in an administrative, supervisory, security, academic or research, or support staff position; or a student who is serving on an official committee, such as disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;
- To officials of another school, upon request, in which a student seeks or intends to enroll;
• To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities in connection with certain state or federally supported education programs;
• In connection with the student's request for receipt of financial aid;
• If required by state law;
• To organizations conducting studies;
• To accrediting organizations to carry out their functions;
• To parents who claimed the student for income tax purposes;
• To comply with a judicial order or a lawful subpoena;
• To appropriate parties in health or safety emergencies;
• For directory information so designated by the College; or
• As otherwise permitted by FERPA.

Correction of Educational Records
A student has the right to ask to have records corrected that he/she believes are inaccurate, misleading, or in violation of his/her privacy rights. A student must notify the Admissions/Registrar’s Office or the Vice Chancellor for Student Services to request to amend the record.

If the College does not correct the student's record, the student is entitled to a hearing before an impartial officer of the College. Students who feel that their rights have been abridged may file a complaint with The Family Policy Compliance Office, U.S. Department of Education.

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202 - 4605

For more information on FERPA, please visit the following links:

• Family Policy Compliance Office (FPCO) (www.ed.gov/policy/gen/guid/fpco)

NOTE: Bossier Parish Community College is committed to protecting the privacy rights of students; even so, students must be cognizant of the limits to privacy protection inherent in the design of Internet communication technology.
Student Services: General Policies and Procedures

Code of Student Conduct

Introduction
Student conduct in the environment of an institution of higher learning is expected to be exemplary at all times. The regulations listed within the Code of Student Conduct pertain to students and student life at Bossier Parish Community College. The Code of Student Conduct is promulgated by the Office of the Vice Chancellor for Student Services under the power and authority delegated by the Board of Louisiana Community and Technical College Supervisors and through the Chancellor of the College. The Chancellor has delegated the Vice Chancellor for Student Services and the Vice Chancellor for Academic Affairs as the agencies responsible for the administration of discipline at Bossier Parish Community College.

In support of the mission of BPCC, the College expects its students, student organizations, and all members of the College community to respect the rights of others, as guaranteed by the U.S. Constitution and the Constitution of the State of Louisiana and to obey all federal, state, and local laws, the rules and regulations of the Louisiana Community and Technical College System Supervisors and of Bossier Parish Community College.

BPCC affirms the rights of a student to fair and reasonable resolution of problems, which may accompany the condition of his/her enrollment. The handling of discipline on the College campus is not a criminal proceeding and will follow College procedures.

Each student is responsible for reading and obeying all rules outlined in the Code of Student Conduct. Regulations are designed to create and promote a wholesome educational environment, which includes honesty, integrity, citizenship, and interacting/communicating with others in a respectful and civil manner. To this means, the College condemns hate speech, as well as epithets and slurs based on race, gender, ethnicity, sexual orientation, disability, religion, etc.

The Articles of Section One list the offenses which may be punished, whether they are committed by a student acting singly or with other students or by members of a student organization, whether the violation occurs on or off College property, and whether or not any action is taken by civil authorities.

Student organizations are accountable for any actions or activities by a member acting singly or in concert with others that result in a violation of conduct standards.

The College may also impose discipline sanctions if an off campus violation causes the student to be a clear and present danger or threat to the College community or deters the College from its purposes, function, or goals.
Students suspended and/or expelled from another college or university for disciplinary reasons may not be allowed to enroll in Bossier Parish Community College

Section I: Acts That Constitute Sanctionable Misconduct

1.1 Failure to comply with behavioral standards of the Louisiana Community and Technical College System and Bossier Parish Community College, as well as failure to abide by local, state, and federal laws.

1.2 Violation of the rights of individuals as established in the United States and Louisiana Constitutions.

1.3 Verbal abuse in the form of “fighting words,” abusive messages either written, verbal, or by email, or words directed at an individual, which tend to incite an immediate breach of peace.

1.4 Harassing conduct of any kind including acts based on race, gender, ethnicity, sexual orientation, disability, religion, etc.

1.5 Stalking, that is, the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury.

1.6 Cyber stalking, that is, use in electronic mail or electronic communication any words or language threatening to inflict bodily harm, physical injury to the property of, or extortion of money or other things of value to any person or the person’s family or dependents; use of electronic mail or electronic communication for the purpose of threatening, terrifying, or harassing any person; use of electronic mail or electronic communication to make false statements to any person or the person's family or dependents with the intent to threaten, terrify, or harass.

1.7 Bullying, that is, severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person’s rights, and/or may disrupt the campus environment.

1.8 Physical abuse or threat thereof including acts of intimidation against any person or persons, or other conduct which threatens or endangers the health or safety of any such person or persons including hazing, domestic violence or offensive touching.
1.9 Sexual offenses, including offensive touching (sexual battery), nonconsensual intercourse (rape), and intercourse with a person who is not capable of giving consent due to some form of intoxication or who is otherwise incapable of giving consent.

1.10 Disregard for the property rights of others including theft, larceny, embezzlement, fraud, the temporary taking or unauthorized use of the property of another (including the property of the College), and/or possession of stolen goods.

1.11 Unauthorized entry or use of College facilities or any violation of College rules regarding the use of College property. Unauthorized use, access to, manipulation of, tampering with or duplication of any College computer hardware, software programs, and/or associated documentation including, but not limited to, telecommunications equipment, computer equipment, etc.

1.12 Using the College's computing resources for personal or financial gain; allowing non-college personnel access to computing resources on campus; displaying obscene, lewd, or sexually harassing images or text in use of the College's computers; or modifying or copying records or data belonging to the College.

1.13 Vandalism, malicious destruction, damage, defacing, misuse, or abuse of College, public, or private property, including library materials, computer equipment and software, vending machines, and vehicles.

1.14 Setting a fire on campus or campus-related premises without proper authority.

1.15 The intentional making of a false report of a bomb, fire, or other emergency.

1.16 Failure to comply with fire or safety procedures (including failure to evacuate for fires drills and weather alarms) whenever the alarm sounds.

1.17 Falsification of academic records, identification cards, medical documentation, financial aid records, academic forgery, altering official academic documents, misusing College documents, or withholding information relating to admission, transfer credits, financial aid, academic status, disciplinary status, records, etc.

1.18 Failure to answer a College summons or to appear for a discipline hearing as notified by College officials.

1.19 Failure to meet any College-related financial obligation. Passing worthless checks in order to fulfill financial obligations.

1.20 Participation in any group demonstration, sit-in, or disorderly conduct which disturbs the orderly activities and processes of the College.
1.21 Possession or consumption of alcoholic beverage in any form on campus or while participating in a College activity or on a College-sponsored trip.

1.22 Carrying a firearm, or dangerous weapon, by a student or non-student on school property, at school-sponsored functions or firearm-free zone. This includes ammunition, explosives, fireworks, or other dangerous substances or materials of any kind.

1.23 Unauthorized or illegal possession, use, or transportation of narcotics, stimulants, depressants, hallucinogenic drugs, marijuana, or other illegal drugs on campus or while on a College-sponsored event or trip.

1.24 Obstructing or restraining the passage of any person at an exit or entrance to the College campus or property.

1.25 Academic misconduct, such as cheating or plagiarism (see Academic Misconduct policy).

1.26 Personal conduct which does not comply with socially accepted behavior in the academic community (e.g. drunkenness, use of profanity, disorderly conduct, lewd, indecent, or obscene conduct).

1.27 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or College-authorized activities or events. Severe or repeated disruption of class/lab activities.

1.28 Disobedience to lawful order or directive from campus police, an instructor in the classroom, and/or insubordination or disrespect to an instructor and/or administrator when they are functioning in their official capacity.

1.29 Failure to provide a valid Student ID when requested by campus personnel acting in an official capacity.

1.30 Disturbing the peace by unreasonable loud noise or behavior.

1.31 Failure to display valid vehicle registration permit when on campus.

1.32 Gambling of any type.

1.33 Conviction of any criminal ordinances or laws.

1.34 Excessive noise.

1.35 Retaliation against any complainant, witness, or College employee.

1.36 Violation of the Smoke-Free Campus policy.

1.37 Violation of a student’s right to free expression.
Repeated or accumulated violations of any part of the code.

Any violation of the subsections listed in the Code of Student Conduct may result in a student being required to appear before the Disciplinary Hearing Committee.

Section II: Academic Misconduct

General
Academic misconduct represents a most serious type of student misconduct; therefore, the College must make a determined effort to prevent its occurrence. The College must also develop policies and procedures that assure students of due process protection when academic misconduct is alleged and that provide meaningful and consistent sanctions for students found guilty of academic misconduct.

Equal treatment guaranteed to students by the 14th Amendment to the United States Constitution requires that the same College policies, procedures, and practices be used to consider all allegations of academic misconduct and also requires the imposing of "like sanctions for like violations" on all students found guilty of academic misconduct. This obligation of the College can be fulfilled only if each instructor reports all suspected academic misconduct to the Office of the Vice Chancellor for Student Services in accordance with the provisions of this Code.

Students may be asked to sign a Student Honor Code in each class at the beginning of each semester. The Student Honor Code is as follows:

I, (student name), agree to abide by the BPCC policies and procedures as stated in the Student Handbook regarding types of academic misconduct, the disciplinary sanctions for academic misconduct, and the due process procedures. I agree that all assignments that I do for this course, including tests, will be my own and that I will neither give nor receive any unauthorized assistance.

Types of Academic Misconduct
Although all academic misconduct is wrong, premeditated acts of academic misconduct represent a greater threat to the integrity of the College than do unpremeditated acts of academic misconduct. The following definitions of and distinctions between unpremeditated and premeditated academic misconduct are established.

Unpremeditated
Unpremeditated academic misconduct is an act of academic misconduct taken without advance contemplation, prior determination, or planning, or full understanding that the act is considered academic misconduct: e.g., on the spur-of-the-moment, seizing the opportunity to cheat; collaboration to a greater degree than is permitted in a particular situation; and careless or incomplete documentation of sources.

Premeditated
Premeditated academic misconduct is an act of academic misconduct which grows out of advance contemplation or meditation, prior deliberation, or planning which may, but not necessarily, include the
preparation of a written plan or notes. Although prior thought and planning is requisite to premeditation, this prior thought and planning need not exist for any particular period of time before it is carried into effect.

For purposes of filing formal charges, each of the following offenses will normally be considered an act of academic misconduct:

• Copying from another student's test;
• Allowing another student to copy from a test paper;
• Using unauthorized materials or documents. Having such forbidden material open in sight of the student will be considered prima facie evidence of use;
• Failing to thoroughly follow instructions related to the preparation and presentation of work submitted for credit in a manner that results in submitting as one's own the work of another, or misleading faculty members as to the condition under which the work was prepared, e.g., working with another on a project that was to be done individually;
• Collaboration during a test with any person by giving or receiving information without authority;
• Using specially prepared materials, e.g., notes, formula lists or notes written on the student's clothing or body, during a test. Bringing such forbidden material to a test will be considered prima facie evidence of use or attempted use;
• Using unapproved technology during a test, e.g., a smart watch, cell phone, or calculator;
• Stealing, buying, or otherwise obtaining all or part of an un-administered test, including answers to an un-administered test;
• Selling or giving away all or part of an un-administered test, including answers to an un-administered test;
• Bribery any other person to obtain an un-administered test or information about an un-administered test;
• Substituting for another student, or permitting any other person to substitute for oneself, to take a test;
• Submitting as one's own, in fulfillment of academic requirements, any work such as, but not limited to, a theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work prepared totally or in part by another;
• Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, computer software, other written or verbal work, painting, drawing, sculpture, or other scholastic art work;
• Breaking in and/or entering a building or office for the purpose of changing a grade in a grade book, on a test paper, or on other work for which a grade is given;
• Changing, altering, or being an accessory to changing and/or altering a grade in a grade book, on a test paper, on other work for which a grade is given, on a "drop slip," or on other official academic records including computer files of the College which relate to grades;
• Proposing and/or entering into an arrangement with an instructor to receive a grade of "F" or any other reduced grade in a course, on a test, or any other assigned work instead of being charged with academic misconduct under the Code of Student Conduct;
• Plagiarism is defined as using another's work as one's own including words, ideas, or data of others, and/or information from the Internet. The source of this information must be acknowledged through complete, accurate, and specific footnote or comparable references, and, if word-for-word statements are included, through quotation marks as well. Failure to identify any source, published or unpublished,
Copyrighted or un-copyrighted, from which information, terms, phrases, or concepts have been taken, is plagiarism. Only universally available facts such as the date of Abraham Lincoln's death are excluded from such documentation requirements. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified in references;

- Attempting to commit, or being an accessory to the commission of, an offense listed above.

Instructions for Documenting Alleged Acts of Academic Misconduct
If an alleged act of academic misconduct occurs in a class, the following due process steps will be followed:

1. The instructor will verbally or electronically (e-mail) notify the student of the alleged charges and evidence against the student, will promptly complete an Academic Misconduct Student Notification Form (Appendix 2), and will document all evidence. The instructor will give the form to the instructor’s supervisor.

2. The instructor's supervisor will schedule a meeting with the student and the instructor and will present a copy of the Academic Misconduct Student Notification Form to the student. Failure of the student to attend this meeting will be interpreted as an admission of guilt. In cases concerning distance education students, the meeting may be held via phone conference or via an online venue such as Skype. The student will be given the opportunity to refute the charges. The instructor and the instructor's supervisor will then jointly determine if the charges are justified or are to be dismissed, and will complete the Academic Misconduct Student Counseling Form (Appendix 3).

3. If the charges are to be dismissed, the instructor's supervisor will so note on the Academic Misconduct Student Counseling Form. The instructor's supervisor will keep a copy of the Academic Misconduct Student Counseling Form in the division office files.

4. If the charges are deemed to be justified, the student will be advised of the disciplinary sanctions that may be imposed for the academic misconduct. The student may accept the sanction(s) or may request a meeting with the Vice Chancellor for Student Services. The instructor's supervisor will then send a copy of the Academic Misconduct Student Counseling Form to the Vice Chancellor for Student Services for further review.

Disciplinary Sanction for Academic Misconduct

Sanctions for Academic Misconduct
After an Academic Misconduct Student Counseling Form is filed by the instructor, the following sanctions for acts of academic misconduct may be imposed upon students participating in academic courses for credit or audit at BPCC by the instructor of record for the student:

1. Probation and a "0" on the assignment/test will be given.
2. Removal from the course in which the academic misconduct has occurred. A letter grade of "F" in the course will be given.
The following sanctions for acts of academic misconduct may be imposed upon students in academic courses for credit or audit at BPCC only by decision of the Academic Misconduct Appeals Committee within the venue of an Academic Misconduct Appeals hearing:

3. Separation from the College for one semester. A letter grade of "F" in the course will be given.
4. Separation from the College for not less than two semesters or more than two calendar years. A letter grade of "F" in the course will be given.
5. Expulsion from the College. A letter grade of "F" in the course will be given. This action must be approved by the Chancellor.

**Assignment of Grade**

If a student is charged with academic misconduct, and the case cannot be handled administratively or considered by the Academic Misconduct Appeals Committee prior to the final date for filing a semester grade, the instructor bringing the charge shall report an "I" grade in the course in which the alleged academic misconduct occurred. If the student is found not guilty, a permanent grade will be assigned to remove the "I" grade on the basis of the quality of work done in the course. If the student is found guilty of academic misconduct, the sanction determined by the Vice Chancellor for Student Services and/or the Academic Misconduct Appeals Committee will be applied.

**Permanent Separation from the College**

When separation from the College is the imposed sanction, students will receive an "F" in the course in which the academic misconduct has occurred. All other courses will be dropped and a "W" grade will be assigned.

**Due Process for Academic Misconduct**

**Applicable Geographical Jurisdiction**

College disciplinary action shall be taken only for academic misconduct which takes place in the following areas or situations:

- College-owned or controlled property, all other remote sites, and all electronic learning venues.
- Divisions and programs may also establish conduct standards for the student-department relationship, as long as these standards are consistent with the provisions of the Code of Student Conduct.

1. The Vice Chancellor for Student Services may dispose of the alleged academic misconduct as being unfounded, may impose administrative sanctions 1 - 2 without a hearing, or may refer the alleged violation to the Academic Misconduct Appeals Committee (a sub-committee of the Disciplinary Hearing Committee) for a formal hearing.
2. The Vice Chancellor for Student Services will notify the student by letter of the date, time, and place of the hearing. The letter of notice shall be either hand-carried to the student while on campus or sent by certified mail, return receipt requested, addressed to the student at the address appearing in official College records. The letter of notice will direct the student to appear before the Academic Misconduct Appeals Committee on the
date, time, and place specified for the hearing. The letter of notice will specify a hearing date no fewer than three, but not more than ten, working days after the receipt of the letter.

3. Prior to the hearing, the Vice Chancellor for Student Services will inform the student of the following rights of due process:
   a. The student defendant has the right to a closed hearing.
   b. The student defendant has the right to appear at the hearing alone or with an advisor or friend. The advisor or friend may advise the student defendant but may not address the Committee.
   c. The student defendant has the right to argue on his/her behalf.

4. The Chair of the Academic Misconduct Appeals Committee will inform the Vice Chancellor for Student Services in writing of the outcome of the hearing.

5. The Chair of the Academic Misconduct Appeals Committee or the Vice Chancellor for Student Services’ designee will inform the student of the outcome of the hearing.

6. The student defendant has the right to appeal the decision of guilt or any sanction resulting from it to the Chancellor of the College by submitting a written appeal within four (4) working days of the decision of the Committee.

Section III: Disciplinary Policies and Procedures
The Vice Chancellor for Academic Affairs is responsible for the administration of discipline involving the academic setting. The Vice Chancellor for Student Services is responsible for administration of discipline for all non-academic classes, as well as administration of discipline for College Transition Programs.

Initiation of Discipline Proceedings
3.1 When the Vice Chancellor receives information alleging that a student(s) has violated any rule or regulation of this Code, the Board of Supervisors, the College, or its various divisions, the Vice Chancellor shall investigate the alleged violation.

3.2 The Vice Chancellor may summon a student (either orally or in writing) to appear in connection with an alleged violation. The summons shall direct the student to appear at a specified date, time, and place.

3.3 A student who fails, without good cause, to comply with a summons or letter of notice issued by the Vice Chancellor may be charged with a violation of Sub-section 1.18 and may be placed on disciplinary probation, temporarily suspended, or barred against readmission.

3.4 The Vice Chancellor may dispose of a violation as being unfounded, may impose administrative sanctions without a hearing, or may refer the violation to a formal disciplinary hearing or formal academic misconduct hearing.
Definitions
3.5 Student: any person enrolled in academic classes (full-time, part-time, audit, or credit).

3.6 College employee: any person employed by the College including student employees.

3.7 College facilities: all lands, buildings, and facilities owned, leased, or controlled by the College.

3.8 College activity, event, or trip: any activity, event, or trip that is sponsored by the College or any division/organization of the College.

3.9 Disciplinary Hearing Committee: committee composed of four faculty/staff members, the president of the Student Government Association, and two student members appointed by the SGA. The initiating administrator is an ex-officio member only. A quorum consists of five members of the committee, two of whom must be students and two of whom must be faculty/staff.

3.10 Academic Misconduct Appeals Committee: committee composed of faculty/staff members, the president of the Student Government Association, and two student members appointed by the SGA. The initiating administrator is an ex-officio member only. A quorum consists of five members of the committee; two of whom must be students and two of whom must be faculty/staff.

Sanctions
Discipline sanctions may be imposed in response to sanctionable misconduct committed by students or a student organization. The purpose of imposing sanctions is to promote educational and social development of the student and the College community, to provide appropriate penalties, and to deter other acts of misconduct which thwarts the aims, purposes, and policies of the institution.

No refund or credit of tuition, fees, or other costs associated with attendance of the College will be made to students when discipline sanctions are imposed which result in the student's being deprived privileges and/or access to services.

In the case of serious violations, a notation of the discipline matter will be placed on a student's transcript until it is cleared. In case of dismissal from the College, the record is permanent.

Discipline records are confidential in accordance with federal and state laws. The contents of the student discipline record may not be released to anyone not associated with campus discipline except upon written approval of the student or a court-ordered subpoena.

Administrative Sanctions
The initiating administrator may dispose of a violation by imposing any of the following sanctions without a hearing:
3.11 **Written Reprimand:** from the appropriate administrator to the student on whom the penalty is imposed, placed in the student's permanent discipline record.

3.12 **Warning probation:** written notification that further violations of any sub-section of this code will result in more severe discipline action. Warning probation may be imposed for a period of not more than one calendar year.

3.13 **Disciplinary probation:** written notification that further violations of any sub-section of this code may result in suspension. The terms of disciplinary probation shall be determined by the Vice Chancellor.

3.14 **Suspension of privileges:** prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.

3.15 **Community Service:** assigned a specific number of hours of service.

3.16 **Restitution:** repair or replacement of property damaged.

3.17 **Fines:** monetary fines to fit the particular case. If the fine is not paid, it remains on the student's record as an indebtedness to the College, which then renders the student ineligible to register for subsequent semesters.

3.18 **Cancellation of registration and/or denial of credit** may be imposed in cases where the student is found guilty of withholding and/or falsifying information relating to the student's admission, transfer credits, academic status, records, etc.

3.19 **Suspension:** may be used by the Vice Chancellor in the event of a threat of safety to the College community or if a student refuses to answer a summons.

3.20 **Expulsion:** may be used by the Chancellor and/or the Disciplinary Hearing Committee in the event of a threat of safety to the college community. Most violations and infractions of behavioral standards are dealt with by administrative sanctions. The student may appeal the sanctions of the administrator and request a hearing before the Disciplinary Hearing Committee. Requests for appeals must be submitted to the administrator within four (4) working days of the notification of the administrative sanction.

**Readmission Procedure for Involuntary Removals**

A student may be involuntarily removed (suspension/expulsion) from the College in the event the student becomes a threat to the health and safety of the campus community. This does not apply to instructor initiated withdrawals due to non-attendance. If the student chooses to seek possible readmission, the student must petition for readmission in writing to the Vice Chancellor for Student Services no later than the semester prior to the semester in which the
student wishes to reenroll. The student is *not allowed* to reenroll the semester immediately following the involuntary removal.

The student must submit or agree to one or more of the following:

- A meeting with the Vice Chancellor for Student Services or her/his designee.
- A full mental health evaluation, if applicable, signed and validated by a licensed mental health professional.
- Court records, if applicable, showing adjudication of criminal charges.
- Submission to a background check.
- A signed Conduct Contract submitted to the office of the Vice Chancellor for Student Services.

Once the document(s) are submitted, the student may be allowed to readmit by the Chancellor or the Vice Chancellor for Student Services, OR, the student may be required to appear before the Disciplinary Hearing Committee or the Threat Assessment Team to appeal for readmission.

If, after being readmitted, the student once again becomes a threat to the health and safety of the campus community, the student will be removed from the College and will not be allowed to reenroll for any future semesters.

**Section IV: Disciplinary Hearing Procedures**

In disciplinary cases involving a formal hearing before the Disciplinary Hearing Committee, the hearing is informal and will be closed. All deliberations of the committee are private. The standard of guilt is whether it is more likely than not that the violation occurred. The vote is by a simple majority vote of the members present.

**Notice of Hearing**

4.1 The Vice Chancellor shall notify the student by letter, of the date, time, and place for the hearing and of the precise charges which have been lodged against him or her, stating where, when, and how the alleged violation occurred and citing the section(s) of the Code which were allegedly violated.

4.2 The letter of notice shall direct the student(s) to appear before the committee on the date, time, and place specified for the hearing.

4.3 The letter of notice shall be either hand carried to the student while on campus or sent by certified mail, return receipt requested, addressed to the student at the address appearing in official College records.

4.4 The letter of notice shall specify a hearing date no fewer than three, not more than ten, work days after the receipt of the letter.
4.5 In the event a student defendant does not accept his/her certified return receipt letter concerning the hearing and/or does not appear at the hearing at the specified time and place, the student defendant will relinquish his/her rights to serve as the student defendant and to present his/her information to the committee, and the hearing will continue as scheduled. The student defendant will be notified by certified return receipt letter of the decision of the committee.

Rights of the Student Defendants and Victims
4.6 The student defendant and victim shall be informed of the due process rights as outlined below.

4.7 The student defendant and the victim have the right to a closed hearing.

4.8 The student defendant and the victim have the right to appear at the hearing alone or with an advisor or friend. The advisor or friend may advise the defendant or victim but may not address the committee, witnesses, or other parties.

4.9 The student defendant has the right to know what documentary evidence will be offered against him/her.

4.10 The student defendant and the Vice Chancellor have the right to offer evidence.

4.11 The student defendant has the right to argue on behalf of himself or herself.

4.12 The Committee members have the right to cross-examine each witness who will testify.

4.13 The Committee members have the right to call/interview anyone not involved in the hearing who may have information that helps in the deliberation process.

4.14 The student will be notified by the Chair of the Disciplinary Hearing Committee or the Vice Chancellor for Student Services’ designee regarding finding of guilt or innocence and sanction imposed, if any.

4.15 Victims of cases involving violence and/or sexual offenses will be informed of the outcome of the hearing and subsequent appeals.

4.16 The student defendant has the right to appeal the decision of guilt or any sanction resulting there from.

4.17 The Chair of the Disciplinary Hearing Committee and/or the Vice Chancellor for Student Services may postpone the hearing for cause.

Disciplinary Hearings Committee Sanctions
4.18 Any administrative sanction listed above.

4.19 Suspension: forced withdrawal from the College for a specified period of time.
4.20 Expulsion: permanent, forced withdrawal from the College.

4.21 Bar Against Readmission: written notification issued to a student who has left the College that he/she will not be allowed to re-enroll until the pending discipline matter has been resolved. The penalty terminates on clearance of the discipline matter. This sanction may also be imposed in cases of severe disciplinary infractions and/or in the event of a threat of safety to the College community. Students may appeal to the Disciplinary Hearing Committee for readmission to the College after one year.

Section V: Appeal Procedures

1. The student has the right to appeal the decision of guilt or any sanction imposed if any of the following apply: procedural error occurred; insufficient evidence to support the charge(s); sanctions imposed were inappropriate; information discovered that indicates that the administrator or committee members were not impartial. The appeal is based on the records of the investigation/hearing. No new evidence may be presented.

2. The student may issue an appeal by submitting the written appeal to the appropriate administrator within four (4) working days after notice of the sanction has been given (either verbally or written) to the student. A student may issue a written appeal as follows:
   - Decision of the instructor to the academic dean of the appropriate academic area.
   - Decision of the academic dean to the Vice Chancellor for Academic Affairs.
   - Decision of administrative sanction to the Disciplinary Hearing Committee.
   - Decision of Disciplinary Hearing Committee to College Chancellor.

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

Louisiana Community and Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806-4104
225-922-2800
Student Grievance Procedures (other than appeals of academic standing or reported grade)

Introduction
BPCC affirms the rights of students to fair and judicial resolution of problems which may accompany conditions of their enrollment. Toward this end, the College maintains informal and open access to instructors and administrators as an avenue by which grievances may be discussed.

Section I: Definitions
1.1 Grievance - Defined as an expression of alleged unfair or inequitable treatment with respect to the application of policy, procedure, or regulation.

1.2 Discrimination Complaint - Written complaint alleging any policy, procedure, or practice that discriminates on the basis of race, color, national origin, gender, sexual orientation, or disability.

1.3 Student Grievant/Complainant - Individual enrolled in academic courses part-time, full-time, "credit," or audit who files the grievance.

1.4 Applicant Grievant (under ADA) - Applicant for admission to postsecondary education who submits a complaint alleging discrimination based on race, color, national origin, religion, gender, sexual orientation, age, disability, or veteran status.

1.5 Respondent - Person alleged to be responsible for the violation.

1.6 Day - Working days in which the College is open for business, excluding holidays and week-ends.

1.7 Title VI, Section 504, and ADA Coordinator - Person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and other state and federal laws addressing equal educational opportunity:

Title VI, Section 504, and ADA Coordinator
Angie Cao
Student and Disability Services Specialist, F-254
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6511
acao@bpcc.edu
1.8 Compliance Coordinator - Person responsible for processing complaints who serves as moderator and recorder during hearings:

Compliance Coordinator
Teri Bashara, Director of Human Resources
Human Resources, A-105
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6056

1.9 Title IX Coordinator for Athletics - Person responsible for processing complaints concerning Title IX as it applies to Athletics.

Title IX Coordinator for Athletics
John Rennie, Athletic Director
Athletics Department, I-157
6220 East Texas Street
Bossier City, LA 71111
Phone: 318-678-6314
Email: jrennie@bpcc.edu
Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

1.10 Chancellor's Designee - Person authorized by the Chancellor to hear appeals concerning student grievances listed as follows:

- Vice Chancellor for Academic Affairs in cases involving members of the faculty.
- Vice Chancellor for Student Services in cases involving students.
- Executive Vice Chancellor for Administration in cases involving professional and support staff members.

Section II: Discrimination Grievances (Title VI, Title IX, Section 504, and ADA)

A. Informal Pre-Filing Procedures
Prior to filing a formal grievance, the student is encouraged to make a reasonable effort to resolve the problem informally. The College is committed to making every effort possible to resolve issues in this informal manner. A grievance must be lodged with the proper authority within thirty (30) days from the date of the alleged violation.

2.1 Student requests a resolution and/or corrective action from the Title VI, Section 504, and ADA Coordinator.

Angie Cao
2.2 Student may choose to bypass Bossier Parish Community College grievance procedures and file a complaint with the appropriate office of civil rights.

Office of Civil Rights
701 Loyola Avenue, Suite 600
New Orleans, LA 70113
Phone: 504-589-2329

B. Formal Filing Procedures

2.3 Student files a written grievance. Grievance Forms (Appendix 4) are also available from the Vice Chancellor for Student Services and/or the Office of Human Resources.

Vice Chancellor for Student Services
Karen Recchia, A-221
6220 East Texas Street
Bossier City, LA 71111
Phone 318-678-6310

Compliance Coordinator, Human Resources
Teri Bashara, A-105
6220 East Texas Street
Bossier City, LA 71111
Phone 318-678-6056

2.4 Student grievant submits written grievance to the Compliance Coordinator and/or Chancellor's Designee within ten (10) days after the attempt at informal resolution has failed. The grievance must include name, nature, and date of alleged violation; names of persons responsible (where known); and requested action.

2.5 Compliance Coordinator notifies respondent within ten (10) days and asks respondent to:

- Confirm or deny facts;
- Indicate acceptance or rejection of student's or applicant's requested action; and/or
- Outline alternatives.

2.6 Within ten (10) days, respondent submits answer to the Compliance Coordinator.

2.7 Within ten (10) days after receiving respondent's answer, the Compliance Coordinator refers the written compliant and the respondent's answer to the Chancellor's Designee as defined in Section 1.9.

The Chancellor's Designee will review the written complaint and the respondent's answer
and make a written recommendation to the Compliance Coordinator for one of the following:

- Dismissal of the grievance based upon inadequate evidence.
- Acceptance of the complainant's requested action(s).
- Referral of the grievance to a hearing.

2.8 If the recommendation of the Chancellor's Designee is to dismiss the grievance without a hearing, the Chancellor's Designee will send this decision in writing to the Compliance Coordinator. The Compliance Coordinator will respond to the grievant in writing within ten (10) days as to the decision of the Chancellor's Designee.

2.9 If the recommendation of the Chancellor's Designee is to refer the grievance to a hearing, the process will be as follows:

- The Compliance Coordinator will schedule a hearing within ten (10) days with the grievant, the respondent, and the Chancellor's Designee as defined in Section 1.9.
- The Compliance Coordinator will conduct the hearing.
- Within ten (10) days after the hearing, the Chancellor's Designee will issue a written decision to the student and to the Compliance Coordinator.

2.10 If the grievant or respondent is not satisfied with the Chancellor's Designee's decision, he/she must notify the Compliance Coordinator within ten (10) days and must submit a written appeal to the Chancellor.

2.11 The Chancellor will review the written appeal, and every effort will be made to resolve all appeals within 30 business days of the formal request for appeal.

2.12 If the grievant or respondent is not satisfied with the Chancellor's decision, he/she must notify the Compliance Coordinator within ten (10) days and must request a hearing with the Governing Board*.

2.13 Within ten (10) days after receiving the request, the Compliance Coordinator notifies the Governing Board to establish a hearing date. The hearing is to be conducted within thirty (30) days from the date of notification to the Governing Board.

Board of Supervisors  
Louisiana Community and Technical College System  
Attn. Human Resources  
265 S. Foster Dr.  
Baton Rouge, LA 70806-4104  
Phone: 225-922-2800

2.14 The Governing Board or its hearing panel establishes and conducts the hearing.
2.15 After the hearing, the Governing Board issues a final, written decision regarding the validity of the grievance and any action to be taken.

Section III: Complaints (other than appeals of academic standing or reported grade and discrimination)

A. Informal Procedures
A complaint must be lodged with the proper authority within thirty (30) days from the date of the alleged violation. No student may appeal to the higher authority until he/she has exhausted all prior appeals.

3.1 When feasible, the student should try to personally approach the faculty/staff member involved in an attempt to resolve the issue.

3.2 Student must request a review of the issue with the appropriate academic dean or Department Supervisor under whom the faculty/staff member is employed.

3.3 After reasonable effort to resolve the issue informally, the student complainant may proceed by completing Student Complaint Form and moving to a more formal procedure.

B. Formal Procedures
Student Complaint Forms (Appendix 5) are also available from the Vice Chancellor for Student Services and/or the Office of Human Resources.

3.4 Student submits to the Vice Chancellor, under whom the faculty/staff member is employed, a written complaint within ten (10) days after the attempt at informal resolution has failed. The written complaint must include a copy of the informal complaint information, including the student complainant’s name, nature, and date of alleged violation; names of persons responsible (where known); name, dates, and results of the unsuccessful informal procedures.

3.5 The student complainant may request a formal hearing from the Student Complaint Committee, which is a subcommittee of the Disciplinary Hearing Committee. The Student Complaint Committee will convene within ten (10) days to render a decision.

3.6 The decision of the Student Complaint Committee may be appealed to the Chancellor within ten (10) days of the Committee's decision. The Chancellor is the final appeal on campus.

3.7 Procedures and information on appeals to the Governing Board may be addressed to:

Board of Supervisors
Louisiana Community and Technical College System
3.8 The Governing Board will issue a decision regarding the validity of the complaint and any action to be taken.

3.9 BPCC is accredited by the Southern Association of Colleges and Schools/Commission on Colleges. The Commission reviews complaints submitted by students, faculty, and other members of the public about its member institutions. Persons wishing to file a complaint against Bossier Parish Community College may access information and a complaint form by accessing the following link. It is the responsibility of the complainant first to attempt to resolve the matter with the institution.

Section IV: General Provisions
4.1 Complaint records will remain confidential unless permission is given by the parties involved to release such information.

4.2 BPCC will not tolerate any type of discipline or retaliation, direct or indirect, against any person who, in good faith, files a complaint or responds to questions in regard to having witnessed a prohibited incident.

4.3 False charges are treated as serious offenses and may result in disciplinary action.
Student Conduct and Appeal Procedures

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 2.004

Title: STUDENT CONDUCT AND APPEAL PROCEDURES

Authority: Board Action Original Adoption: 02/14/02
Effective Date: 02/08/17
Last Revision: 02/08/17

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.
Sexual Misconduct Policy

Policy Statement

The Louisiana Community and Technical College System (LCTCS) is committed to providing a learning and working environment free of sexual discrimination and sexual misconduct. As such, Bossier Parish Community College (BPCC), as a member of the LCTCS, prohibits sexual discrimination and sexual misconduct, as provided in Title IX and other applicable laws, for all individuals who participate in institutional activities and programs, including online instruction.

Sexual discrimination and sexual misconduct violates an individual’s fundamental rights and personal dignity. BPCC considers sexual discrimination and sexual misconduct in any form to be a serious offense. This policy has been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. This policy establishes the mechanism for determining when rights have been violated in employment, student life, campus support services, and/or an academic environment.

Definitions

Sexual Misconduct is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. For the purpose of this Policy, sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent of the persons depicted therein, as well as dating violence, domestic violence and stalking.

BPCC shall use the federal and state definitions of the following terms when making all decisions regarding sexual misconduct including publication of definitions, disciplinary decisions, Clery reporting decisions, campus climate decisions, and training and prevention decisions. If there are any changes to state and federal law, definitions must be amended to reflect any changes to federal and state laws and regulations.

a) Sexual Assault as defined by the Clery Act: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) program.

b) Sexual Assault as defined by Louisiana State Law:
   i. Non-Consensual Sexual Intercourse: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
   ii. Non-Consensual Sexual Contact: Any intentional sexual touching, or attempted sexual touching, without consent.
c) **Sexual Exploitation:** An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.

d) **Stalking as defined by Clery Act:** Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR intentional and repeated uninvited presence at another person's: home, work place, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted. 34 CFR 668.46(a)(ii)

e) **Stalking as defined by Louisiana State Law:** Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. La. RS § 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2(C)

f) **Domestic Violence definition in Clery Act:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the alleged victim is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
g) **Family Violence definition in Louisiana State Law:** means any assault, battery, or other physical abuse which occurs between family or household members, who reside together or who formerly resided together. La. RS § 46.2121.1 (2)

h) **Domestic Abuse definition in Louisiana State Law:** Includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. La. RS 46:2132(3)

i) **Dating Violence definition in Clery Act:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

j) **Dating Violence definition in Louisiana State Law:** “Dating violence” includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C) For purposes of this Section, "dating partner" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:
   1) The length of the relationship.
   2) The type of relationship.
   3) The frequency of interaction between the persons involved in the relationship.

Although the following definitions are not defined by state and/or federal law, the following definitions shall also be used in institutional policy and in the implementation thereof by all LCTCS institutions.

k) **Sexual Harassment:** Unwelcome conduct of a sexual nature when i) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; ii) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or iii) such conduct has the purpose or effect of unreasonably interfering with a person's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual harassment also includes non-sexual harassment or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes. For purposes of this Policy, the various forms of prohibited sexual harassment are referred to as "sexual misconduct."

l) **Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is
expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. Title IX prohibits Retaliation. For purposes of this Policy, an attempt requires a substantial step towards committing a violation.

**m) Consent:** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate consent. Consent must be knowing and voluntary. To give consent, a person must be of legal age. Assent does not constitute consent if obtained through coercion or from an individual whom the Alleged Offender knows or reasonably should know is incapacitated. The responsibility of obtaining consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving consent. A current or previous consensual dating or sexual relationship between the persons involved does not itself imply consent or preclude a finding of responsibility.

**n) Incapacitation:** An individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to Incapacitation; however, someone who is drunk or intoxicated is not necessarily incapacitated, as incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are incapacitated. Other indicators that an individual may be incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

**o) Coercion:** is the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

**p) Responsible Employee:** Each institution must designate and publish the names and contact information for easily accessible institution employees as responsible employees who have the authority to take action to redress sexual violence and have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee. However, an institutional decision to make all institution employees mandatory reporters of suspected or known sexual harassment or sexual misconduct to the Title IX Coordinator or other appropriate school designee does not render all institutional employees to be responsible employees. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as counseling
staff or similar shall not be designated as mandated reporters of sexual harassment or as responsible employees.

**Bossier Parish Community College Responsible Employees:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
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<tr>
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<td>318-357-5362</td>
</tr>
</tbody>
</table>

**q) Sexually-Oriented Criminal Offense:** Any sexual assault offense as defined in: La. R.S. 44:51 and any sexual abuse offense as defined in R.S. 14:403.

**r) Complainant:** An individual whose report of sexual misconduct has not yet been investigated and validated.

**s) Victim:** An individual who, after all due investigation and/or adjudication, has been found to be the target of sexual misconduct.

**t) Respondent:** An individual against whom a sexual misconduct complaint is brought, which complaint has not yet been validated through investigation and/or adjudication.

**u) Perpetrator:** An individual found guilty of sexual misconduct.

**v) Confidential Advisor:** The confidential advisor primarily serves to aid a student involved in a sexual misconduct complaint in the resolution process as a confidential resource. As suggested by the term "confidential advisor," confidential communications with the advisor will be kept confidential in all circumstances except where the institution or advisor may be required to disclose the communications under state and federal laws. For example, an institution may be compelled by law to disclose communications between the student and his/her confidential advisor if directed by the court in civil litigation. Each institution shall designate individuals who shall serve as confidential advisors.

**Bossier Parish Community College Confidential Advisors:**
Scope of the Policy

This policy applies to all BPCC students, staff, and faculty, without regard to sexual orientation, gender identity and/or gender expression.

This policy shall apply to conduct that occurs on BPCC’s campus, at BPCC college-sponsored activities, and/or when the student or employee is representing BPCC. BPCC shall have discretion to extend jurisdiction over conduct that occurs off-campus when the conduct adversely and significantly affects the learning environment or BPCC community and would be a violation of this Policy and/or any applicable campus policy or code of conduct, if the conduct had occurred on campus. In determining whether or not to extend jurisdiction, BPCC may consider, among other factors, its ability to gather information and effect a resolution. BPCC may extend jurisdiction (over off-campus conduct) if the alleged conduct by the student or employee:

(1) Involved violence or produced reasonable fear of physical harm; and/or
(2) Involved any other members of the BPCC community or any academic work, records, documents, or property of BPCC.

Complaint Submission and Processing

A. Initial Review of Complaint

The Campus Title IX Coordinator shall conduct or supervise the initial review of the complaint, with such assistance, as needed and/or appropriate under the circumstances, from other campus administrators with responsibilities relevant to the nature of the complaint. A complaining or responding student or employee has the right to a confidential advisor at any stage of this process. The initial review of the complaint shall be concluded as quickly as possible, within a reasonable amount of time in a manner that is adequate, reliable, and impartial.

To ensure a prompt and thorough initial review, the complainant should provide as much of the following information as possible. A complaint may be submitted anonymously or by an individual who is not a party to the alleged violation. This may, but is not required to be, provided in writing, and may include:
(1) The name, organization, department, and position of the person or persons allegedly violating this Policy;
(2) A description of the incident(s), including the date(s), location(s), and the presence of any witness(es);
(3) If the complainant is an employee, the alleged effect of the incident(s) on the complainant's position, salary, benefits, promotional opportunities, or other terms of conditions of employment;
(4) The name(s) of other student(s) or employee(s) who might have been subject to the same or similar conduct; and/or
(5) Any other information the complainant believes to be relevant to the alleged sexual misconduct, discrimination, harassment, or retaliation.

B. Resolution Procedures

BPCC shall have both an informal and formal resolution procedure for alleged violations of this Policy. Both procedures will be implemented by individuals who have received training on issues related to sexual discrimination and sexual misconduct and will utilize a preponderance of the evidence standard, throughout the process, with respect to determinations as to whether or not there has been a violation of this Policy. In both procedures, information obtained regarding the complaint will be treated as privately as possible, with only those with a need to know being informed of the complaint. The complainant and the responding student or employee has the right to one confidential advisor at any stage of the informal resolution process or formal resolution process.

As set forth below, an informal resolution procedure is available under certain circumstances. If after the initial review the Campus Title IX Coordinator finds that reasonable cause exists to believe that this Policy has been violated, the Campus Title IX Coordinator or designee will determine whether the informal resolution procedure is appropriate. If it is not appropriate, a full investigation is required (formal resolution process).

If the Campus Title IX Coordinator or designee determines that the informal resolution process is appropriate, the complainant and responding person shall be advised of the informal resolution procedure. If both consent in writing, the informal resolution procedure will be followed, without further investigation, unless the informal resolution is unsuccessful.

(1) Informal Resolution

The use of the informal resolution procedure is optional and must be agreed upon by all parties involved. Informal procedures are not appropriate for, or applied in, cases involving violence or non-consensual sexual intercourse. An attempt to informally resolve the complaint shall be made or supervised by the Campus Title IX Coordinator and should be concluded within sixty (60) calendar days of the decision to pursue informal resolution. Such informal resolution can include meeting with each party to the complaint; review of any initial findings; recommending reassignment, separation or monitoring of the parties; a mediated or facilitated meeting with the parties (however, no complainant shall ever be required to meet with the responding person in
an informal resolution); and any other actions deemed appropriate by the parties and the institution.

Once the informal resolution procedure is complete, written notification of the proposed resolution shall be given to all parties. Any party dissatisfied with the outcome of the informal resolution procedure has the right to make a written request, within fifteen (15) calendar days of written notification of the proposed resolution, to the Campus Title IX Coordinator, that the formal resolution procedure, set forth below, be pursued.

(2) Formal Resolution

The formal resolution procedure will be followed: if the Campus Title IX Coordinator deems the informal procedure inappropriate for the alleged offense; if any persons involved in the complaint do not wish to engage in the informal procedure; if an attempt to utilize the informal procedure has been unsuccessful; or, if any party is unsatisfied with the outcome of the informal resolution process. In such cases, at the recommendation of the Campus Title IX Coordinator and after an initial review, a trained investigator or the Campus Title IX Coordinator will conduct a full investigation into the facts and circumstances of the complaint. If a trained investigator is used to conduct the full investigation, the investigator shall be authorized and assigned as investigator by the Campus Title IX Coordinator. Investigators may include, but not be limited to, employees from human resources, student services, or student life. The investigation may include in-person interviews with all parties involved and interviews of any direct witnesses. The investigator may also collect and review any documents or other relevant information to include but not limited to photographs, video recordings, or other social media. All parties to the complaint will:

- Be provided written notice regarding the details of the alleged violation of this Policy prior to the initiation of the full investigation
- Have an opportunity to identify pertinent evidence to be considered by the investigator
- Have an opportunity to identify witnesses to be interviewed

The investigator will present a written investigative summary, based on a preponderance of the evidence standard, and will submit the summary to the Campus Title IX Coordinator, who will notify the appropriate Campus offices. The complainant and the individual who is the subject of the complaint will be notified in writing of the results of the investigation. Information obtained regarding the complaint will be treated as confidentially as possible (as set forth herein) with only those with a legitimate educational interest being informed of the complaint and the outcome of the investigation.

**Withholding of Transcripts for those Accused of Sexual Misconduct**

If a student accused of a sexually-oriented criminal offense seeks to transfer to another institution during an investigation, the institution will withhold the student's transcript until such investigation is complete and a final decision has been made. The institution will inform the respondent of the institution's obligation to withhold the transcript during the investigation.

**Communication with other Postsecondary Institutions**
If a student is found responsible for sexually-oriented criminal offenses upon the completion of an investigation and seeks to transfer to another institution, the institution will communicate such a violation, when the institution becomes aware of the student's attempt to transfer, with the institution(s) to which the student seeks to transfer or has transferred.

**Confidential Advisors**

Complainants and responding students or employees have the right to one confidential advisor at any stage of the informal resolution or formal resolution process. BPCC will designate an appropriate number of individuals to serve as confidential advisors (as determined by the Board of Regents) and will make the names and contact information for these individuals available on the institution's website.

Individuals designated as confidential advisors shall complete online training developed by the Louisiana Attorney General in collaboration with the Board of Regents by the 2016-2017 academic year.

The confidential advisor shall, to the extent authorized under law, provide confidential services to students and/or employees involved in a complaint. The confidential advisor may, when directed to do so by the complainant or respondent:

- Serve as a liaison between a complainant or respondent and the institution or local law enforcement.
- Accompany the complainant or respondent to interviews and other proceedings of a campus investigation and institutional disciplinary proceedings.
- Advise the complainant or respondent of, and provide written information regarding, both the complainant's or respondent's rights and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a course of competent jurisdiction or by the institution.

The confidential advisor must be authorized by the institution to liaise with appropriate staff at the institution to arrange reasonable accommodations. Any requests for accommodations shall not trigger an investigation by the institution.

The confidential advisor shall not be obligated to report crimes to the institution or law enforcement in a way that identifies an alleged victim or an accused individual, unless otherwise required to do so by law.

**Disciplinary Action**

BPCC will take appropriate action against any person found to be in violation of this Policy (Note: violations of this Policy may subject an individual to civil or criminal liability under state or federal law).
When an employee is deemed to have violated this Policy, the Campus Title IX Coordinator and Human Resource Management will jointly determine the appropriate disciplinary action, or recommendation for disciplinary action, up to and including dismissal, in accordance with applicable laws, rules, and/or BPCC/LCTCS policies.

For violations involving students, except when acting in the capacity of an employee, the appropriate campus office for student services or student life will determine the appropriate action, pursuant to any applicable code of student conduct and/or policy/policies governing student conduct. Sanctions may include, but are not limited to, deferred suspension, suspension, expulsion, class only restriction, and separation of employment (student).

**Record Keeping**

Records will be kept in accordance with Louisiana law and federal law. For students, records will be kept for 7 (seven) years, except in cases of suspension and expulsion, in which case the records shall be permanent. Employment actions will be filed in the employee's respective Employee Relations file and will be kept on file permanently.

**Retaliation**

Retaliation against a person who has been subjected to sexual discrimination or sexual misconduct, or is assisting in the investigation of such a complaint, who in good faith brings a complaint of sexual discrimination or sexual misconduct, is prohibited and shall be a violation of this Policy and shall constitute misconduct subject to disciplinary action or other action, as described above. Any employee or student bringing a sexual discrimination or sexual misconduct complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint.

**Cooperation with Law Enforcement**

BPCC will comply with law enforcement requests for cooperation and such cooperation may require an institution to temporarily suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency is in the process of gathering evidence. BPCC will implement appropriate interim steps/remedies during any law enforcement agency's investigation to provide for the safety of all parties to the complaint and the campus community. BPCC will promptly resume a Title IX investigation as soon as notified by law enforcement that it has completed the evidence gathering process.

BPCC will make diligent effort to enter into Memorandum of Understanding (MOU) with local law enforcement and criminal justice agencies. Such MOUs will be updated every two years and may include:

1. Delineation and sharing protocols of investigative responsibilities.
2. Protocols for investigations, including standards for notification and communication and measures to promote evidence preservation.
(3) Agreed-upon training and requirements on issues related to sexually-oriented criminal offenses for the purpose of sharing information and coordinating training to the extent possible.
(4) A method of sharing general information about sexually-oriented criminal offenses occurring within the jurisdiction of the parties to the MOU in order to improve campus safety.
(5) Assurances that local peace officers in addition to each full-time college or university police officer complete a sexual assault program required by state law La. R.S. 17: 1805(H); 40:2405.8(A); (C)(I).

Reporting of Campus Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act) is a federal law which requires colleges that participate in federal financial aid programs to keep and disclose information about crime on, and near their respective campuses. BPCC will adhere to all requirements of the Clery Act and Section 304 of the Violence against Women Reauthorization Act of 2013 (VA W A), which extends the Clery Act to include dating violence, domestic violence and stalking.

Responsible Employees

BPCC will designate and publish the names and contact information for the campus Title IX Coordinator as well as easily accessible college employees as Responsible Employees. Such persons will have the authority to take action to redress sexual discrimination and sexual misconduct and will have been given the duty of reporting incidents of such offenses to the Title IX Coordinator. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as Counseling Staff or similar shall not be designated as mandated reporters or as Responsible Employees.

Prevention and Awareness Programming

BPCC will annually offer, and document, education and prevention programs that include, but are not limited to:

(1) Awareness programs which consist of community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce sexual misconduct.
(2) Bystander intervention programs which consist of safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. It also includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
(3) Ongoing prevention and awareness campaigns which consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing, dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.
(4) Prevention programs which consist of initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

(5) Risk reduction programming which consists of options designed to decrease perpetration and bystander inaction and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence. Additional options may include designation and publication of "red zones" (i.e., times and places of high incidence of crimes, including sexual violence).

**Campus Climate Surveys**

To adequately assess perceptions and behaviors of sexual misconduct on the campus, BPCC will administer the statewide campus climate survey annually, as developed by the Board of Regents, and will submit the results to the Louisiana Community & Technical College System Board by June 1 of each year, and to the Board of Regents by June 15 of each year. The survey will be voluntary, and students will be given the ability to decline to participate.

**Institutional Task Force**

BPCC will establish a task force to address sexual discrimination and sexual misconduct. All student stakeholder groups will be invited to be represented on the task force through the student body government.

**Training**

Each individual at college who is involved in implementing the college's student grievance procedures, including each individual who is responsible for resolving complaints of reported sexual discrimination or sexual misconduct, and each employee who has responsibility for conducting an interview with an alleged victim of a sexually-oriented criminal offense must receive annual training developed by the Board of Regents/Attorney General, beginning with the 2016-2017 academic year.

**Amnesty**

Any student who reports, in good faith, sexual discrimination or sexual misconduct shall not be sanctioned by the college for a nonviolent student code of conduct violation that is revealed in the course of such a report.

**Provisions for Support Services**

BPCC will, upon receipt of a report of sexual discrimination or sexual misconduct, immediately provide to complainants and respondents the following: on- and off-campus resources, including but not limited to local advocacy, counseling, health and mental health services, as
applicable. These support services will be offered regardless of whether the complainant chooses to formally report the incident. BPCC will develop and distribute contact information for this purpose as well as provide such information online. Institutions that do not have health clinics and resources available on campus are encouraged to make arrangements with local health organizations that should be reflected in a Memoranda of Understanding.

**Related Policies**

To the extent other institutional policies may conflict with this Policy, the provisions of this Policy shall supersede and govern.

**Sexual Harassment Policy**

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 the Louisiana Community and Technical College System Board of Supervisors and Bossier Parish Community College that unlawful harassment of employees and students is prohibited.

Harassment is physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work/academic performance. This includes harassment because of race, sex, 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, requests 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/academic success, (2) submission or rejection of such conduct by an individual is used as the basis for employment/academic decisions affecting such individual, or (3) such conduct has the purpose and effect of unreasonably interfering with an individual's work/academic performance or creating an intimidating, hostile or offensive working/academic environment.

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

Workplace/academic harassment infringes on employees/student's rights to a comfortable work/academic environment and it is a form of misconduct that undermines the integrity of the employment/academic relationship. No employee/student, 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 conduct that is prohibited include:
• Taking any personnel/academic action on the basis of an employee's/student's submission to or refusal of sexual overtures
• Unwelcome or unwanted conversation
• Unwelcome or unwanted touching
• Continued or repeated verbal abuse of sexual nature
• Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance
• Offensive comments regarding sexual or private matters
• Display of sexually suggestive pictures, objects
• Offensive jokes
• Verbal abuse, comments, names, or slurs that in any way relate to an individual's race, color, sex, sexual orientation, age, religion, national origin, or disability
• 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, 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.

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Any employee who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to his/her direct supervisor, and 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 institution's Chancellor's office and in the office of the System President for LCTCS system office staff.

Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to Student Services personnel. He/she also may submit a complaint to the institution's Chancellor. No student or employee is 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 complaints may be made at the system level with the LCTCS Director of Human Resources (225-219-8700), Louisiana Community and Technical College System, 265 South Foster Drive, Baton Rouge, Louisiana 70806. Each campus is required to provide to employees and students a copy of this policy and post a poster with contract list identifying individual names, titles, physical locations and telephone numbers where complaints may be filed.
Employee complaints of harassment should be reported to:

Teri Bashara, Director of Human Resources
Human Resources Office, A-105; Phone 318-678-6056

Student complaints of harassment should be reported to:

Vice Chancellor for Student Services, Karen Recchia
Student Services Office; Phone 678-6036
Chancellor Rick Bateman, A-233; Phone 318-678-6112

Complaints of harassment will be investigated promptly and in as 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.

Any employee/student or member of management 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 the institution's current policies which govern students, the Code of Student Conduct.

Misappropriation of Assets
In order to properly address issues that involve misappropriation of assets in accordance with R.S. 24:523, BPCC within the Louisiana Community and Technical College System has developed policy and procedures for reporting, in writing, any actual knowledge of the misappropriation of public funds or assets to the LCTCS director of internal audit.

Employees or students with any actual knowledge of the misappropriation of public funds or assets should report the information to the Chief of Campus Police. The Chief of Campus Police will investigate and determine the validity of the information of misappropriation. The Chief of Campus Police will provide the Vice Chancellor of Business and Financial Affairs with the information. The LCTCS director of internal audit will be notified as expedient as possible of any knowledge of misappropriation of assets.

Anti-Bullying Policy
Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. Bossier Parish Community College defines “bullying” as severe or repeated use by one or more
individuals of written, verbal, or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person’s rights, and/or may disrupt the campus environment.

Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior immediately should report such conduct to Student Services personnel, faculty, staff, or Campus Police Department personnel. Complaints of bullying will be investigated promptly and in as impartial and confidential manner as possible. Retaliation against any individual reporting such conduct will not be tolerated.

Any individual who is found, after appropriate investigation, to have participated in bullying is subject to disciplinary action per the institution’s current policies which govern faculty, staff, and students.

Complaints of bullying may be reported to the following:

- Office of the Vice Chancellor for Student Services: 318-678-6276
- Campus Police Department: 318-678-6013
- Campus Deans
- Any faculty or staff

**Campus Safety and Hazing Policy**

The Board of Supervisors of the Louisiana and Community Technical College System (LCTCS) and Bossier Parish Community College (BPCC) are committed to providing a supportive educational environment free from hazing, one that promotes its students’ mental and physical well-being, safety and respect for one’s self and others. In accordance with Louisiana Revised Statute 17:1801.1, 14:40.8, and 14.502, mandatory Acts 635, 637, and 640, as well as the Board of Regents’ Uniform Policy on Hazing Prevention and LCTCS Policy #2.003, BPCC shall prohibit hazing and take all reasonable measures to address hazing, including without limitation: adoption of an effective policy; clear communication to campus organizations, students, and other stakeholders of laws and policies; and education and training. BPCC shall take prompt and appropriate action to investigate and effectively discipline those accused of such conduct in a manner consistent with all applicable laws.

**Definition of Hazing:**

Any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when all of the following apply:

1. The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
2. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

1. Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body or similar activity.
2. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
3. Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
4. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

Hazing shall not include a physical activity that is normal, customary, and necessary for a person’s training and participation in an athletic, physical education, military training, or similar program sanctioned by the College.

Consent is Not a Defense:

A student’s request to join or become a member of an organization is not consent to any form of hazing. Further, a student’s acceptance to an invite or open enrollment to join is not consent to undergo hazing nor a defense for those accused of Hazing pursuant to this Policy.

Other Definitions:

Postsecondary education institution, education institution, or institution:

Any postsecondary education institution in the state of Louisiana supported wholly or in part by public funds.

Organization:

An association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

Pledging:
Any action or activity related to becoming a member of an organization, including recruitment. Pledging is the broader term related to the admission, initiation, joining, or any other group-affiliation activity on the basis of actual or perceived membership; pledging is not reserved solely for Greek organizations but, rather, applies to any student organization.

**Appropriate Authority:**

Any state or local law enforcement agency

A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.

Emergency Medical Personnel.

**Reckless Behavior:**

An activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

**Serious Bodily Injury:**

Bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of that function of a bodily member, organ, mental faculty, death, or substantial risk of death.

**Prohibition:**

No student organization, athletic team, or individual shall employ a program of student initiation/pledge education or social events which includes hazing. BPCC operates with a zero tolerance, and all alleged cases will be investigated.

**Duty to Report:**

It is the duty of all current or potential student organization members and any faculty or staff member to report any violation of this policy to the Vice Chancellor for Student Services or designee in the case of students and to the Director of Human Resources in the case of employees. If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the College. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the College.

**Expectations for Violations:**

In addition to potential criminal penalties related to hazing, any violation of this policy, including knowledge of and failure to report hazing activity, will result in expulsion, suspension, or dismissal, in the case of students, and may result in termination in the case of
employees. Students will not be permitted to return for at least one semester. In addition, there will be a suspension of activities for a minimum of one academic year of any student organization that participates in hazing. Individuals accused of violations of this policy will be adjudicated through the College’s codified student and/or employee judicial process and may be subject to criminal penalties as outlined in Act 635.

If any person serving as a representative or officer of an organization, including any representative, director, trustee, or officer of any national or parent organization of which any of the underlying entities as recognized in this Policy is a sanctioned or recognized member at the time of hazing, knew and failed to report to law enforcement that one or more of the organization’s members were hazing another person, the organization may be subject to penalties under R.S. 14:40.8.

**Publication and Dissemination:**

College policies on hazing shall be published on college and student organization websites and included in the Student Handbook and Code of Student Conduct. [http://www.bpcc.edu/studenthandbook/index.html](http://www.bpcc.edu/studenthandbook/index.html)

**Duty to Seek Assistance:**

In accordance with Act 637 of 2018, codified as R.S. 14:502, all members of the campus community who are at the scene of an emergency and who know that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. In addition, any person who engages in reckless behavior that results in the serious bodily injury of any person shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the person. Reasonable assistance includes immediately seeking or reporting the need for medical assistance from an appropriate authority as defined above.

**Criminal Penalties Applicable to Failure to Seek Assistance:**

Any person who violates R.S. 14:502, shall be fined not more than one thousand dollars, imprisoned with or without hard labor for not more than one year or both.

Any person who violates R.S. 14:502, and the serious bodily injury results in the death of the person shall be fined not more than two thousand dollars, imprisoned with or without hard labor for not more than five years, or both.

**Education, Awareness, and Prevention:**

BPCC provides education, awareness, and prevention activities for hazing that include but are not limited to the following:

A. Awareness seminars with organization advisors and student organization members.

B. Awareness seminars with athletic coaching staff and student-athletes.
C. Participation in National Hazing Prevention Week each September.

D. Inclusion in new faculty/staff orientation.

E. Policy posting on Canvas for students and employees.

**Discriminatory and Derogatory Acts**
Acts of discriminatory or derogatory nature in relation to race, sex, ethnic background, religious beliefs, age, and physical condition will not be tolerated. Students who believe that they have been subjected to discriminatory and/or derogatory acts may report the incidents to the Vice Chancellor for Student Services.

**Dress Code**
Although Bossier Parish Community College does not have an official policy concerning dress code, the students, faculty, and staff of the College take pride in exhibiting an appropriate and professional appearance while on campus and while representing the College. Therefore, all BPCC students are expected to dress in an appropriate manner while on campus, while in the classroom, and while representing the College within the community.

**Food and Drink in the Academic Areas**
Food and/or drinks are not allowed in the theater, classrooms, laboratories, library, and other instructional support areas. Events requiring refreshments in these areas require prior approval from the director of the designated area.

**Cell Phone and Pager Policy**
Cell phones and other electronic devices are not to be used in the classroom without the instructor’s permission. Refer to the course Section Information Sheet for specific guidelines.

**Crisis Intervention and Referral Policy**
The Personal Crisis Intervention Team (PCIT) was established by the College to support and strengthen safety and security efforts across the campus. The PCIT is made up of the Personal Crisis Intervention Team Liaison, one licensed counselor, a Life Coach, BPCC Confidential Advisors (http://www.bpcc.edu/studenthandbook/sexualmisconductpolicy.html#confidentialadvisors), and a representative from the BPCC Police Department. The Liaison leads the team and reports directly to the Vice Chancellor for Student Services. The purpose of the PCIT is to provide immediate crisis intervention for faculty, staff, and students if needed and to serve as the referral team for counseling services, emergency basic needs, psychiatric and dependency assistance, sexual assault, domestic abuse, and other crisis situations. More community resources can be found at http://www.bpcc.edu/studentservices/communityresources.html.
Referrals for the Personal Crisis Intervention Team should be made to the Vice Chancellor for Student Services (students) or the Director of Human Resources (faculty, staff).

Student Crisis Intervention Referral Form (Appendix 6)

Parking Regulations

1. **YOU MUST HAVE YOUR VEHICLE REGISTRATION TO OBTAIN THE PERMIT.**
2. **STUDENT PARKING IS ALLOWED ONLY IN THE WHITE STRIPED AREAS. STUDENTS ARE NOT ALLOWED TO PARK IN VISITOR PARKING FOR ANY REASON.**
   **FACULTY AND STAFF PARKING IS DESIGNATED BY YELLOW STRIPED AREAS.**
3. All vehicles parked on the campus of Bossier Parish Community College must have a parking permit. Parking permits must be obtained EACH semester. Please refer to Parking Website (http://www.bpcc.edu/parking/) for parking permit prices. These fees are payable at the Business Office or online.
4. Campus Police Department is located in Building F, Room 104. The office is open during school hours.
5. Parking permits are to be displayed on the bottom corner of the back glass on the driver's side. If there is no back glass, place the permit on the rear bumper, driver's side. **STICKERS MUST BE AFFIXED ON THE OUTSIDE OF YOUR VEHICLE.**
6. Parking violation fines may be paid at the Business Office, Building F, 1st floor. Fines may also be paid online. Fines are listed on the violation citation.
7. If a student does not have a BPCC parking permit, a vehicle registration check will be conducted through the State of Louisiana or officers will identify the student through other means.
8. In the event that a person locks his/her keys in a vehicle, only a licensed locksmith may unlock the vehicle. No police officer or fire personnel can unlock a vehicle unless it is an emergency or there is no licensed locksmith within that city. (R. S. 36:409C (8) subsection F)
9. **Students indebted to the College will not receive official transcripts and will not be able to register for school until all fines are paid.**

Parking violation fines are as follows:

- $15.00 - Faculty Parking  
- $20.00 - Expired Parking Permit  
- $25.00 - Fire Lane  
- $25.00 - No Parking Zone  
- $10.00 - Reserved Space  
- $20.00 - No Parking Permit  
- $50.00 - Handicapped Parking  
- $10.00 - Lawn/Sidewalk  
- $10.00 - Blocking driveway/vehicle  
- $20.00 - Failure to obey officer

Identification Cards

All students must have a valid student ID card. Student ID cards may be obtained during general registration hours and during times scheduled by the Office of Student Life (F-220). Student ID cards are used for admittance to various BPCC functions, are recognized by
cooperating community businesses for student discount privileges, and are mandatory in order to use the BPCC Library and the Learning Commons. To ensure the safety and security of all of our students, all BPCC students are required to have their student ID in their possession at all times while on campus. Campus Police Department and College Administrative personnel have direct authority to request a student to produce a student ID. Failure or resistance on the part of the student to produce a valid student ID may result in disciplinary action. Student IDs are the property of BPCC. Lending an ID to anyone or failure to show a student ID to any College representative upon request is a violation of College regulations.

**Student ID Card Policy**

**ORIGINAL STUDENT ID CARD**
Free upon the completion of registration of classes

**REPLACEMENT STUDENT ID CARD**
$5.00 replacement fee charged to BPCC student acct.
(Pay at Business Office in Building F or on LOLA)

**FREE STUDENT ID CARD REPLACEMENT**
Name or student ID number is incorrect
Issue date is over two years from current date
ID is stolen and student supplies a police report or a BPCC incident report

**Student ID Card Schedule**

**REGISTRATION WEEK:**
During posted on-site general and late registration hours.

**FIRST WEEK OF CLASSES:**
Monday - Thursday 8:30 a.m. - 6:30 p.m.
Friday 8:30 a.m. - 4:30 p.m.

**NORMAL DAILY SCHEDULE:**
Monday - Friday 9:00 a.m. - 11:00 a.m.
1:00 p.m. - 3:00 p.m.

Student ID cards made in the Office of Student Life (F-220).

**Misuse or Abuse of Computer Equipment, Programs, or Data**
Unauthorized use of computing resources is prohibited. This includes, but is not limited to, using the College's computing resources for personal or financial gain; allowing unauthorized non-College personnel access to computing resources on campus; displaying obscene, lewd, or sexually harassing images or text in use of the College's computers; or modifying or copying records or data belonging to the College.

It is the responsibility of the student to check with the lab instructor for policies concerning the specific lab that the student is using. Lab Managers may adopt a more restrictive policy for their
areas but may not adopt a policy that is less restrictive. The computers are property of Bossier Parish Community College (BPCC) and are operated under BPCC supervision. Therefore, the student should have no expectations of privacy. BPCC Computer Services has the ability to monitor activity on all aspects of its computers, and students need to be aware that the network administrators record the students' activities on the computers. **Use of the BPCC computers MUST be related to approved course work or other instructor authorized tasks.**

Unauthorized tasks include but are not limited to the following:

- Making changes to the configuration of the computer including desktop backgrounds, screensavers; installing or uninstalling software unless authorized and supervised by an instructor in a classroom activity.
- Attempting to counter security measures for any purpose or to hack passwords to gain unauthorized access to a device or to data resources.
- Installing or using a peer-to-peer file sharing software. Examples include but are not limited to the following: KaZaa, Napster, iMesh, BearShare, Streaming Video, and Internet Radio.

Bossier Parish Community College Library/Learning Commons provides connectivity to LOUIS (the Louisiana Library Network) and the Internet. All use of the Learning Commons is subject to federal, state, and local law, and BPCC regulations. All students using the Learning Commons **must have a valid BPCC ID.** An acceptable use policy is posted in the Learning Commons.

**Sales, Solicitation, Promotion, and Advertising**

Sales/solicitation, promotion, and/or advertising of a commercial nature on campus, whether by non-students or students, is strictly prohibited on the campus.

The College allows the posting of official College notices in buildings on designated bulletin boards. **No notices may be affixed to glass doors or windows or on painted walls. Placing advertisements on vehicles is prohibited.**

Political announcements, campaign literature, signs, handbills, banners, and other promotional materials may only be posted in the designated open announcement areas. Bossier Parish Community College encourages all students to register to vote. The Student Government Association hosts voter registration drives annually.

No commercial or non-commercial materials that are not official College notices shall be posted on walls, doors, in the foyers, on cars, or non-designated areas. Persons distributing materials must not block the doorways, passage ways, nor be in the buildings, or create a public nuisance.
Skateboards, Roller Blades, etc.
For the safety of users and pedestrians on BPCC's campus, skateboards, roller blades, hoverboards, unmanned aircraft systems, etc. are prohibited on campus. Bicycles may be parked in appropriate areas in the parking lot, but may not be ridden on the sidewalks, in the buildings or other areas on campus.

Gaming on Campus
It shall be the policy of BPCC to forbid gaming of any nature on campus. Gaming includes the playing of dominoes, cards, dice or any other game of chance.

Students who think they may have a gambling problem can call the following numbers for help:

- The Louisiana Association on Compulsive Gambling in Shreveport: 222-7657
- Statewide Hot Line: (800)749-COPE (2673)
- Nationwide Help Line: (800)522-4700

BPCC Smoke-Free Campus Policy

Policy
Bossier Parish Community College seeks to provide a safe, healthy, pleasant environment for its faculty, staff, and students. To this end, the use of smoke-producing tobacco products and the advertising, sale, free distribution, and discarding of such tobacco products shall be prohibited in all indoor and outdoor facilities and in all state-owned vehicles. The policy extends to faculty, staff, students, vendors, guests, and visitors.

Specifications
Smoke-producing tobacco products are defined as products including, but not limited to, cigarettes (clove, bidis, kreteks), cigars and cigarillos, pipe, hookah-smoked products, and electronic or e-cigarettes.

"Use of tobacco products" shall include:

- Use or possession of a lighted tobacco product
- Use of Electronic Cigarettes

"Indoor and outdoor facilities and state-owned vehicles" shall include:

- All buildings and facilities owned or leased by Bossier Parish Community College
- All outdoor areas owned or leased by Bossier Parish Community College, including the grounds of all campuses
- All state-owned or leased vehicles, including cars and vans

Exceptions:

- None
Compliance
Non-compliance with this policy will be handled in the same manner as any other policy violation and is subject to disciplinary process.

Enforcement and Penalties
Enforcement of this policy will be made by Campus Police Department.

Students
• 1st offense – written warning that BPCC is a smoke-free campus
• 2nd offense – student is required to meet with Vice Chancellor for Student Services or her designee

Staff and Faculty
• Any faculty or staff members who violate the Smoke-Free Campus policy will be referred to their immediate supervisor and/or Human Resources.

Visitors to Academic Classes
In order to maintain an academic environment conducive to the well being of all students, Bossier Parish Community College prohibits visitors to the academic classroom, the student lounges, the Library, the Learning Commons (Library and Tutoring Center) without prior approval from the instructor, or director of the service area, the Vice Chancellor for Academic Affairs, and/or the Vice Chancellor for Student Services.

This policy applies to the presence of children or pets (with the exception of service animals) of enrolled students. Such a policy protects the children and eliminates distractions for other students.

Policy violations may result in class dismissal or College suspension.

All visitors to the campus must check in at Campus Police Department located in Building F.

Weapons Policy
BPCC does not permit the unauthorized possession of, display of, or attempt or threat to use firearms, ammunition, fireworks, or other dangerous weapons on the College facilities property or at any College activity. Students found in violation of the Weapons Policy will be brought before the Disciplinary Hearing Committee for sanctions up to and including suspension or expulsion.

Military Mobilization
In compliance with the Louisiana Board of Regents’ Uniformed Service Mobilization Policy (BoR Academic Affairs Policy 2.21), BPCC is committed to help any military student who has received military mobilization orders. Students should contact the Office of the Vice Chancellor for Student Services at 318-678-6276 to begin the mobilization process at the College.
Alcohol and Drug Free Campus Policy

Drug Free Schools and Communities Act
The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires the College to certify to the Department of Education that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

This program must include the following:

1. Standards of conduct concerning the unlawful possession, use, or distribution of drugs, and the illegal use of alcohol by students and employees on College property or at any College activity;
2. Description of legal sanctions;
3. Clear statement of the College's sanctions for violations;
4. Description of any drug and alcohol counseling, treatment, or rehabilitation services;
5. Description of the health risks associated with use of illicit drugs and abuse of alcohol.

The information below is in compliance with the requirements of the Act.

Statement of Purpose
In an effort to assure compliance with Public Law 101-226, all facilities of BPCC are designated as Drug Free Zones. It is unlawful to possess, use, or distribute illicit drugs on BPCC property or at any College-sponsored event. Alcohol and drug use is a major issue in the community and on college campuses. Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety. In addition, excessive alcohol consumption may lead to physical abuse, date rape, auto accidents, violence, and other behaviors which lead to self-destruction.

The College abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws. BPCC policy prohibits the consumption, possession, or distribution of alcoholic beverages or other drugs in or on any College property or while participating in any College-sponsored trip or activity. All state, local, and federal laws are enforced and may result in disciplinary action by the College as well as criminal prosecution. Violation of the underage drinking laws will be enforced.

College Sanctions
Complete sanctions and hearing procedures are described in the Code of Student Conduct section of this handbook. Examples of sanctions may include suspension of privileges, community service, suspension, or expulsion from campus.
Programs with a Clinical Component

Upon acceptance into a program with a clinical component, each student will be required to sign an Authority to Release Drug and/or Alcohol Testing Records release form and is assessed a non-refundable drug screen fee. Drug testing can be performed randomly, selectively or as a group. Refusal of the program student to submit to a drug test or a positive drug screen indicating alcohol or drug use will result in the student’s immediate dismissal from the program.

A student who has been dismissed from a program for a positive drug screen indicating alcohol or drug use may reapply to the program from which he/she was dismissed or to another clinical program after a period of one year with the understanding that the positive drug screen will remain on his/her record. Should a student have another positive drug screen, the student will be dismissed from the program immediately and shall not be permitted to apply to any Bossier Parish Community College allied health program.

Programs with a clinical component also abide by regulations set forth by accreditation agencies, state and federal regulatory boards/agencies, and state and federal law. Program specific management of positive drug/alcohol screen results may vary due to these external requirements. Program specific management is outlined in the program handbook.

Alcohol and Drug 101

What kind of substance is alcohol?

Alcohol is classified as a depressant because it slows down the central nervous system, causing a decrease in motor coordination, reaction time and intellectual performance. At high doses, the respiratory system slows down drastically and can cause a coma or DEATH.

How does alcohol move through the body?

Once swallowed, a drink enters the stomach and small intestine, where small blood vessels carry it to the bloodstream. Approximately 20% of alcohol is absorbed through the stomach and most of the remaining 80% is absorbed through the small intestine. Alcohol is metabolized by the liver, where enzymes break down the alcohol. In general, the liver can process one ounce of liquor (or one standard drink) in one hour. If you consume more than this, your system becomes saturated, and the additional alcohol will accumulate in the blood and body tissues until it can be metabolized. This is why pounding shots or playing drinking games can result in high blood alcohol concentrations that last for several hours.

How much is "one" drink?

A standard drink contains about 14 grams (about 0.6 fluid ounces) of pure alcohol. Counting your drinks gets tricky when a drink container holds multiple standard drinks, such as a red cup or certain mixed drinks. Approximate standard drink equals to:

- 12 oz. of beer (Note: a red SOLO cup holds 16 oz.)
- 5 oz. table wine (Note: table wine bottles (typically 750 ml) hold five standard drinks)
8-9 oz. of malt liquor (Note: malt liquor is often sold in 16, 22, or 40 oz. containers that hold 2-5 standard drinks)

1.5 oz. of 80 proof liquor (Note: the same amount of liquors with higher alcohol content (above 80 proof) contain more than one standard drink)

What are some common effects of drinking alcohol? Alcohol may:

- Cause mood swings.
- Make you less patient.
- Give you a false sense of confidence.
- Make you more aggressive.
- Impede your ability to make responsible decisions.
- Make you less cautious

Alcohol may impair:

- Memory
- Muscle coordination
- Balance
- Sense of touch
- Hearing
- Sense of Control
- Your ability to react and form judgments
- Vision by decreasing
- Peripheral (side) vision
- Frontal vision and focusing
- Ability to recover from glare
- Number and speed of scans
- Depth perception
- Color sensitivity

*These effects increase substantially when alcohol is combined with other drugs*

What are the short-term risks of drinking?

When you're drinking, one of the first things to go is your judgment. So, celebrating or having fun with friends can quickly turn into embarrassing yourself, getting hurt, throwing up or nursing a hangover.
These statistics show the very real risks of drinking in college:

- 70% of college students admit to engaging in unplanned sexual activity primarily as a result of drinking or to having sex they wouldn't have had if they had been sober.
- At least 1 out of 5 college students abandons safer sex practices when they're drunk, even if they do protect themselves when they're sober.
- Heavy drinkers consistently have lower grades.
- One night of heavy drinking can impair your ability to think abstractly and grasp difficult concepts for as long as a month.

*Content adapted from information found at Foundation for a DrugFreeWorld.org*

**Alcohol poisoning**

*What is Alcohol Poisoning?*

Alcohol Poisoning occurs when someone has consumed more alcohol than their body can safely metabolize.

*Warning Signs Include:*

- Won't wake up
- Vomiting while passed out
- Slow/Irregular Breathing
- Extreme Confusion
- Pale Skin

*What do you do?*
• **Call 911 immediately.**
• **Do not let them "sleep it off".** Even though the person may have stopped drinking, alcohol continues to be released into the bloodstream and alcohol levels continue to rise. If left alone, the person’s symptoms could get worse.
• **Do not try to make the person vomit.** Someone who is very drunk has an impaired gag reflex and may choke on their vomit or accidentally inhale vomit into their lungs.
• **Turn the person on their side** to prevent choking while vomiting.
• **Stay calm.**

**What Happens If I Don’t Do Anything?**

If someone with alcohol poisoning is left untreated, they can suffer from:

- hypothermia (severe low body temperature)
- heart beats become irregular or stop
- breathing slows, becomes irregular or stops
- severe dehydration
- death

Even if the person lives, an alcohol overdose can cause irreversible brain damage.

**Not Sure? Call 911.**

- Not sure if you should call? **Just Call 911.** Let the medical professionals make the educated decision.
- **Serious medical repercussions** or death are obviously worse than a hospital bill.

**Blackouts**

A **blackout** is caused by the intake of any substance that disrupts the creation of long term memory.

Alcohol also affects the functioning of the hippocampus, which affects emotion, memory, and learning capabilities.

**Blackouts** ("alcoholic or drug related amnesia") occur when people lose or have no memory of what happened while intoxicated. These periods may last from a few hours to several days. During a blackout, someone may appear fine to others; however, cannot remember parts of the night and what they did. The cause may involve the brain’s diminished ability to store short term memory, deep seizures, or in some cases, psychological depression. Blackouts shouldn't be confused with "passing out," which happens when people lose consciousness from drinking excessive amounts of alcohol. Anyone who loses consciousness has reached a very dangerous level of intoxication and could slip into a coma.
How can I prevent a blackout?

- Blackouts tend to occur after rapid consumption of alcohol, especially on an empty stomach.
- It’s not **how much** you drink, but **how fast** you drink.
- Avoid **chugging** or **gulping** alcoholic beverages.
- **Eat a meal** before you begin drinking.

**Types of Blackouts**

**True blackout:**
No details are remembered
People tend to fall asleep before it’s over
Conversations and behaviors are only stored for 2 minutes or less
Memory is intact for 2 minutes or less

**Partial blackouts (brown-out):**
More common than full blackouts
Partial blockade of memory function
Missing information but some memory recall

**Hangovers**

*What is a hangover and can I prevent it?*

Hangovers are the body’s withdrawal symptoms from alcohol use and the body's reaction to the toxicity of alcohol. The severity of symptoms varies according to the individual and the quantity of alcohol consumed.

**Symptoms may include:**

- Fatigue
- Depression
- Headache
- Thirst
- Nausea
- Vomiting

There are many myths about how to prevent or alleviate hangovers, and many different approaches to relieve the effects of “the morning after, but the only safe way to prevent a hangover is to drink in moderation:
Eat a good dinner and continue to snack throughout the night.
Alternate one alcoholic drink with one non-alcoholic drink. (Water is a GREAT choice)
Avoid drinking games or shots. Drinking a large amount of alcohol in a short amount of
time is the most likely way to become dangerously intoxicated.

Here are some of the things that WON'T help a hangover:

- Drinking a little more alcohol the next day. This simply puts more alcohol in your body
  and prolongs the effects of the alcohol intoxication.
- Having caffeine while drinking will not counteract the intoxication of alcohol; you
  simply get a more alert drunk person. Excessive caffeine will continue to lower your
  blood sugar and dehydrate you even more than alcohol alone.
- Cold Showers will only make you cleaner not sober or help with a hangover.
- Giving water to someone who is throwing up. Once the stomach is irritated enough to
  cause vomiting, it doesn't matter what you put into it -- it's going to come back up. Any
  liquid will cause a spasm reaction and more vomiting.
- Tylenol (Acetaminophen) may help with a headache, but the liver is on overdrive
  getting rid of the alcohol. Acetaminophen will only make it work harder and may
  become lethal.

Here are some things that MIGHT help a hangover:

- Hydrate, Hydrate, HYDRATE!! Drink plenty of water and juice.
- Eat a healthy meal. Processing alcohol causes a drop in blood sugar and can contribute
  to headaches.
- An over-the-counter antacid (Tums, Pepto Bismol or Maalox) may relieve some of the
  symptoms of an upset stomach.
- Simple sugars from soft drinks and candy get used up quickly. Eat complex
  carbohydrates like breads, cereals or pasta.

Mixing Drugs/Alcohol

Alcohol and Energy Drinks/Caffeine:

When using Red Bull or Monster as a mixer or drinking pre-mixed drinks like Four Loko or
Sparks, you are tricking your body into thinking it’s not tired. Your body is more intoxicated
than you may feel, which can lead to alcohol poisoning. Energy drinks also increase
dehydration which leads to hangovers the next day. Those who consumed both alcohol and
caffeine were at least two times as likely -- compared to those drinking alcohol without caffeine
-- to be hurt, need medical attention, take sexual advantage of another, or accept a ride with
someone who was inebriated.

Alcohol and Adderall:
Adderall causes one to feel like they are not as drunk as they really are. This can lead to making very dangerous decisions since you are unaware of your level of intoxication. Because alcohol is a depressant and Adderall is a stimulant, drinking alcohol while taking Adderall can cause cardiac arrhythmias, and paranoid or psychotic reactions, on top of the risks of vomiting, dizziness, muscle twitching and headaches that are more likely to increase when mixed with alcohol.

When prescribed Adderall, patients are advised not to drink alcohol. The side-effects could be much more dangerous for students using Adderall without a prescription.

**Alcohol and Painkillers:**

Includes: Vicodin, Xanax, Oxycontin, Percocet, Demerol, Norco, etc.

Mixing painkillers with alcohol is dangerous. The mixture of these two substances can lead to intensified sedative effects and respiratory depression. Painkillers can lead to liver problems and disease when used recreationally, the mixture of this drug with alcohol can intensify these side-effects.

**Alcohol and Marijuana:**

Mixing these two substances can cause heavy vomiting, spins, very strong paranoia, decreased motor control and decreased mental concentration. Also, because marijuana suppresses the gag reflex, you may not be able to throw up alcohol when your body needs to.

**Alcohol and Cocaine:**

These two substances are commonly mixed with the thought that they cancel each other out; this is NOT TRUE. Combining cocaine and alcohol produces a high amount of a third unique substance, called cocaethylene. A high amount of cocaethylene in the body increases the already harmful risk of cardiovascular toxicity to a much higher extent than any other drug. Cardiovascular toxicity causes pressure and stress on the heart.

**Alcohol and Heroin:**

Each of these substances alone causes depression of the central nervous system, so the mixture of the two is extremely dangerous and has been proven to be fatal.

**Alcohol and Ecstasy:**

It is very well known that one should never mix ecstasy with any other drug substance, especially alcohol. It is known that most ecstasy related deaths have been due to the mixture of alcohol with the drug. When the two are mixed the alcohol reduces the feeling of the ecstasy’s high and puts a much greater strain on the kidneys. Also, dehydration caused by drinking alcohol occurs more rapidly when on ecstasy.

**Alcohol and LSD/Acid:**
Alcohol is mixed with LSD to take down or slow down the effects and relax. However, more commonly combining alcohol can make the comedown of the drug much worse with extreme nausea and vomiting.

**Alcohol and Amphetamines:**

Amphetamines alone are very risky because of the strain on the heart and the increase in blood pressure. When mixing alcohol with amphetamines side-effects can become much more serious. Consuming alcohol while taking amphetamines can make someone act very aggressive and irresponsible; it is extremely harmful to the kidneys and intensifies hangover effects.

**Alcohol and Antibiotics:**

It is important to always read the labels on prescription medications and adhere to the warnings about alcohol intake. Drinking alcohol while on antibiotics can cause nausea, dizziness, vomiting, fatigue and in some cases convulsions, immense headache, flushing, rapid heart rate and shortness of breath. Since antibiotics and alcohol are both broken down through the liver the combination of these substances can result in liver damage. This combination also diminishes the effects of the antibiotics you are taking. Try to focus on getting healthy again. You'll probably enjoy drinking more once you’re healthy anyway.

**Alcohol and Antidepressants**

Combining alcohol with antidepressants (Zoloft, Prozac, etc.) can cause an increased response to alcohol -- For example, having one drink might feel like two. Also, the combination might create unexpected emotions and inhibit the antidepressant from doing what it's supposed to do. If it is a new prescription, try it out without drinking alcohol so you are familiar with your body's reaction first and ask your doctor if you have problems.

**Alcohol and Antihistamines:**

Drinking alcohol while taking antihistamines can cause a less effective outcome of the medication. Your body will choose to metabolize the alcohol before the antihistamines. Labels typically suggest you stay away from alcohol all together when on antihistamines so it is very important to always check any label on the drug.

**Alcohol and Birth Control Pills:**

Birth control pills take three full hours to get into your blood stream and be effective. If you vomit due to drinking or any other causes before that three hour window, the effectiveness of birth control pills is diminished. Mixing alcohol and birth control can make some people feel nauseous, which can cause vomiting.

*Information adapted from National Institute on Alcohol Abuse and Alcoholism (www.niaaa.nih.gov) and University of Rochester Health Service (rochester.edu/uhs/healthtopics/Alcohol).*
Sobering Up

**Question:** What's the best way to sober up?

A. take a cold shower  
B. drink black coffee  
C. exercise  
D. eat bread  
E. make yourself throw up

**Answer:** None of the above!

The amount of alcohol in your blood is controlled by the metabolic rate of the liver. The only effective thing that will sober someone up is time.

F.Y.I.- It takes as many hours to sober up as the number of drinks ingested. Even after a night’s sleep, someone can still wake up with a BAC over .08, which is legally drunk in Louisiana.

**Louisiana DUI laws/Penalties for D.U.I. or D.W.I.**

**First conviction**  
- Offender shall be fined $300-$1,000  
- imprisoned for 10 days to 6 months  
- Probation with a minimum condition of two days in jail and a court-approved substance abuse program and participate in a court-approved driver improvement program  
- May be ordered to variety of community service projects

**Second Conviction**  
- Offender shall be fined $750-$1,000  
- Imprisoned for 30 to 6 months  
- 48 mandatory jail time without parole or suspension of sentence  
- May be ordered to variety of community service projects  
- Probation includes 15 day jail stay and substance abuse training.

**Third Conviction**  
- Offender shall be fined $2,000  
- Imprisoned for 1-5 years  
- 30 eight-hour days of community service  
- Psychological evaluation  
- Must participate in a appointed treatment program
Penalties for Drunk Driving Vehicular Homicide

- Vehicular Homicide: Not less than 5 years (3 years mandatory) or more than 30 years and not less than $2,000 or more than $15,000. LA R.S. § 14:32.1(B).

Source: Louisiana State Legislature (www.legis.state.la.us)

Biennial Review
Bossier Parish Community College
Drug Free Schools and Community Act

BIENNIAL REVIEW 2016
Table of Contents

- Introduction
- Annual Policy Notification Process
- Drug and alcohol-related student violations
- Alcohol and Drug Program Overview
- Research methods and measurable outcomes
- Program strengths and weaknesses
- Conclusion
Introduction

Bossier Parish Community College values its students and faculty/staff members and also recognizes their need for a safe and healthy campus environment. In an effort to create the best possible outcomes in terms of safety, productivity, and overall satisfaction, the College is committed to establishing a drug/alcohol FREE environment that prohibits usage and offers assistance to those in need.

This biennial review is to establish the current state of Bossier Parish Community College’s Alcohol/Drug Prevention plan and assure its continuity for its future population. As stated in The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), colleges are required to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. This program must include the following:

- Standards of conduct concerning the unlawful possession, use, or distribution of drugs, and the illegal use of alcohol by students and employees on College property or at any College activity;
- Description of legal sanctions;
- Clear statement of the College’s sanctions for violations;
- Description of any available drug and alcohol counseling, treatment, or rehabilitation services; and
- Description of the health risks associated with use of illicit drugs and abuse of alcohol.

In an effort to assure compliance, all facilities of Bossier Parish Community College are designated as Drug Free Zones. The College abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws. It is unlawful to possess, use, or distribute illicit drugs on BPCC property or at any college-sponsored event, whether or not the event occurs on or off campus. In addition, BPCC prohibits the consumption, possession, or distribution of alcohol on campus, except as designated in the College’s Alcoholic Beverages at Student Functions policy which is at the Chancellor’s discretion.
The College provides referral services and other assistance to students, faculty, and staff who seek help with substance abuse problems through direct contact with Personal Crisis Intervention Team (PCIT) or self-referral via the Employee Assistance Program/Alcohol/Drug Prevention Program on the BPCC Human Resources webpage.

**College Sanctions**

Bossier Parish Community College has specific sanctions imposed for violations that are announced annually and distributed to all faculty, staff, and students via multiple platforms. Violations of the college drug policy by students, faculty, or staff result in disciplinary action, as outlined in BPCC's Alcohol and Drug Free Campus Policy and LCTCS Drug Free Workplace Act. 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 BPCC. Penalties for faculty and staff members may include termination of employment. Disciplinary actions against students will be imposed in accordance with the College's Student Handbook, and may include suspension or expulsion. As with all illegal activities, substance abuse can result in criminal prosecution as well, under state and federal laws, including section 22 of the Drug-Free Schools and Campuses Act Amendment of 1989 (Public Law of 101-226).

**Legal Sanctions**

It is unlawful in Louisiana to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines. The *Criminal Code of Louisiana* carries specific penalties for the possession and use of illegal drugs. Louisiana Revised Statute 40:891.3, *Violation of Uniform Controlled Dangerous Substances Law; Drug Free Zone*, states that any person who violates a provision of the Uniform Controlled Dangerous Substances Law (Louisiana Revised Statute 40:966-970) while on any property used for school purposes by any school, within two thousand feet of any such property, or while on a school bus, shall, upon conviction, be punished by the imposition of the maximum fine and be imprisoned for not more than one...
and one-half times the longest term of imprisonment authorized by the applicable provisions of R.S. 40:966 through 970 of the Uniform Controlled Dangerous Substances Law.

**Biennial Review Process**

Bossier Parish Community College’s biennial review committee consists of the Vice Chancellor for Student Services, Student Support Specialist, and the Personal Crisis Intervention Team. The Personal Crisis Intervention Team (PCIT) was established by the College to support and strengthen safety and security efforts across the campus. The PCIT is made up of the Crisis Intervention Team Liaison, two licensed counselors, a Life Coach, BPCC Confidential Advisors, and a representative from the BPCC Police Department. The Liaison leads the team and reports directly to the Vice Chancellor for Student Services. The purpose of the PCIT is to provide immediate crisis intervention for faculty, staff, and students if needed and to serve as the referral team for counseling services, emergency basic needs, psychiatric and dependency assistance, sexual assault, domestic abuse, and other crisis situations.

**Data Collection**

Data is collected through student participation in scheduled events, seminars, and student assessments/surveys. Violations of the college’s Alcohol and Drug Free Campus Policy will be recorded by the Campus Police Department. Campus Police statistics will be used annually to assess current conditions throughout the college in terms of drug and alcohol law violations. Statistics for the year will be included in future biennial reports and final copies will be kept within the Campus Police Department. Copies will be available upon request.

**Annual Policy Notification Process**

In an effort to make appropriate information readily available to all students, and faculty/staff members, BPCC has adopted a variety of methods in which required information reaches its target audience. As stated in Sections 120(a)(1) and (2) of
Title I of the Higher Education Act of 1965, as Amended Sections 120(a)(1) and (2) of Title I of the HEA states, the minimum requirements for IHE drug and alcohol abuse prevention programs must include a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that, at a minimum, includes annual distribution in writing to each student and employee of the following:

1. Standards of conduct clearly prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities.

BPCC is committed to maintaining a drug free workplace. The Drug Free Workplace policy is included in the BPCC HR Manual. This information is also available in the BPCC Student Handbook (http://www.bpcc.edu/studenthandbook/alcoholdrugpolicy.html ). The Alcohol and Drug Free Campus Policy is emailed to all students each semester (spring, summer and fall). Lastly, college wide email notifications will be sent to each faculty/staff member and student twice a year (Spring and Fall semesters), as a reminder of the BPCC’s position on alcohol and drugs in the collegiate setting.

2. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol

All applicable legal sanctions under local, State and Federal Law for the unlawful possession or distribution of illicit drugs and alcohol are included in the Drug Free Workplace Policy in the BPCC HR Manual and the Alcohol and Drug Free Campus Policy. This information is also available on the College’s Human Resources webpage and Alcohol and Drug Free Campus Policy webpage. The Alcohol and Drug Free Campus Policy is emailed to all students each semester (spring, summer and fall). Lastly, college wide email notifications will be sent to each faculty and staff member and student Bi-annually (Spring and Fall semesters), as a reminder of BPCC’s position on alcohol and drugs in the collegiate setting.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol

BPCC’s Alcohol and Drug Free Campus Policy includes a component containing an extensive amount of information on health risks associated with high risk behavior [http://www.bpcc.edu/studenthandbook/alcoholdrugpolicy.html](http://www.bpcc.edu/studenthandbook/alcoholdrugpolicy.html). This information is readily available and included in the Drug Free Campus - Drug Free Schools and Community Act found within the college’s annually distributed catalog and in each employee handbook. This information is also available within the college’s faculty/staff intranet and student sections of the website. The Alcohol and Drug Free Campus Policy is emailed to all students each semester (spring, summer and fall). Lastly, college wide email notifications will be sent to each faculty and staff member and student Bi-annually (Spring and Fall semesters), as a reminder of the BPCC’s position on alcohol and drugs in the collegiate setting.

4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students

Bossier Parish Community College has implemented an Employee Assistance Plan (EAP) that is available through its Human Resources department. This program is available through the HR webpage at [http://www.bpcc.edu/humanresources/employeeassistance.html](http://www.bpcc.edu/humanresources/employeeassistance.html). This is also distributed bi-annually via email to all faculty and staff members. Students are notified of available services in the Drug Free Campus - Drug Free Schools and Community Act found within the college’s annually distributed catalog and available within the college’s website. The Alcohol and Drug Free Campus Policy is emailed to all students each semester (spring, summer and fall). A college wide email notification will be sent to students Bi-annually (Spring and Fall semesters), as a reminder of BPCC’s position on alcohol and drugs in the collegiate setting.
5. A clear statement that the IHE will impose disciplinary sanctions on students and a description of those sanctions.

BPCC’s stance on alcohol and drug use in the collegiate setting is very clear throughout the institution. Disciplinary sanctions are listed within the Alcohol and Drug Free Campus Policy found within the college’s annually distributed catalog and available within the college’s website. A college-wide email notification announcing the Alcohol and Drug Free Campus Policy and all of its components will also be sent to students bi-annually (spring and fall semesters). The BPCC Student Handbook also lists prohibited substances and subsequently discusses all disciplinary actions that will be taken and possible sanctions applied if violations occur. This information can be found on BPCC website at http://www.bpcc.edu/studenthandbook/studentconductcode.html#section1.

Drug and alcohol-related student violations

BPCC’s Crime statistics show that the number of annual Alcohol and Drug Free Campus Policy violations within the college remains consistently low. Drug or alcohol law violations have been reduced on its campus since 2012. According to our Chief of Campus Police, the college has addressed 5 separate violations since January 1, 2011.

| Campus Police Crime Statistics/ Drug or Alcohol related incidences |
|---------------------------------|-----------------|-----------------|-----------------|
|                                 | 1-1-13 to       | 1-1-14 to       | 1-1-15 to       |
|                                 | 12-31-13        | 12-31-14        | 12-31-15        |
| Occurrence of:                  |                 |                 |                 |
| Murder                         | 0               | 0               | 0               |
| Sexual Offenses (forcible or non-forcible) | 0               | 0               | 0               |
| Robbery                        | 0               | 0               | 0               |
| Aggravated Assault             | 0               | 0               | 0               |
| Burglary                       | 1               | 1               | 0               |
Motor Vehicle Theft | 0 | 0 | 0
Hate Crimes | 0 | 0 | 0
Arrests for:
Liquor Law Violation | 0 | 0 | 0
Drug Abuse Violation | 1 | 1 | 0
Weapons Possessions | 1 | 0 | 0
Hate Crimes | 0 | 0 | 0
TOTAL | 3 | 2 | 0

Due to the college’s current policies and stringent approach toward drug and alcohol related incidences, the primary focus has become to develop a program aimed at changing the culture and the attitude related to drugs and alcohol within our population through education and opportunity. Students will be surveyed to establish current status of drugs and alcohol use and our program will adapt to meet their needs.

**Alcohol and Drug Program Overview**

Bossier Parish Community College values its students and recognizes their need for a safe and healthy campus environment. In an effort to create the best possible outcomes for our students, the College has committed itself to establishing a drug/alcohol FREE environment and offer assistance to those in need. Our overall mission is to educate our students on the misconceptions developed in regard to drug and alcohol use within the traditional college arena. Our goal is to give our students as much information as needed to make educated decisions when choosing to use alcohol or drugs in any situation. Our comprehensive program now offers a variety of avenues and events, and stretches college wide.

BPCC’s Alcohol and Drug Free Campus Policy was developed with these basic guidelines in mind.

1. Change policy to assure continuity. Complete
2. Develop a Plan to reach goals and ensure compliance with DFSCA.
   Complete, but revised continually
3. Develop one clear message and “branding” opportunity. In Progress
4. Engage students through honest and relevant information Ongoing
5. Develop and recruit committee members Complete

Research method and measurable outcomes

One of the goals of BPCC’s Alcohol and Drug Free Campus Policy is to reach as many students, demographics and cultures as possible. Our principal research methods used to measure the program’s success are as follows:

- Student participation during events
- Specific webpage within our program
- Number of completed surveys submitted online
- Data collected from seminars

Measurable Events

BPCC coordinated college wide events addressing alcohol and drug usage among college students and within its community. Success was measured by the number of students attending the event:

- **CORE Survey**

In March, 2015, 2,100 randomly selected BPCC students were invited to participate in the CORE Alcohol and Drug survey. 102 students chose to participate in the survey. The Executive Summary is as follows:
CORE ALCOHOL AND DRUG SURVEY - FORM 191

EXECUTIVE SUMMARY

The Core Alcohol and Drug Survey was developed to measure alcohol and other drug usage, attitudes, and perceptions among college students at two and four-year institutions. Development of this survey was funded by the U.S. Department of Education. The survey includes several types of items about drugs and alcohol. One type deals with the students’ attitudes, perceptions, and opinions about alcohol and other drugs, and the other deals with the students’ own use and consequences of use. There are also several items on students’ demographic and background characteristics as well as perceptions of campus climate issues and policy.

Key Findings from students at Bossier Parish Community College (online)

Following are some key findings on the use of alcohol:

- 72.3% of the students consumed alcohol in the past year ("annual prevalence").
- 60.6% of the students consumed alcohol in the past 30 days ("30-day prevalence").
- 22.7% of undergraduate students (younger than 21) consumed alcohol in the previous 30 days.
- 20.8% of students reported binge drinking in the previous two weeks. A binge is defined as consuming 5 or more drinks in one sitting.

Following are some key findings on the use of illegal drugs:

- 9.0% of the students have used marijuana in the past year ("annual prevalence").
- 3.0% of the students are current marijuana users ("30-day prevalence").
- 6.5% of the students have used an illegal drug other than marijuana in the past year ("annual prevalence").
- 4.0% of the students are current users of illegal drugs other than marijuana ("30-day prevalence").

The most frequently reported illegal drugs used in the past 30 days were:

- 3.5% Amphetamines (diet pills, speed)
- 3.2% Marijuana (pot, hash, hash oil)
- 1.2% Sedatives (downers, ludes)
Following are some key findings on the consequences of alcohol and drug use:

- 11.1% reported some form of public misconduct (such as trouble with police, fighting/argument, DWI/DUI, vandalism) at least once during the past year as a result of drinking or drug use.
- 12.1% reported experiencing some kind of serious personal problems (such as suicidality, being hurt or injured, trying unsuccessfully to stop using, sexual assault) at least once during the past year as a result of drinking or drug use.

Following are some key findings on opinions about the campus environment:

- 60.2% of students said the campus has alcohol and drug policies.
- 19.8% said they "don't know," and
- 0.6% said there wasn't a policy.

- 30.3% of students said the campus has an alcohol and drug prevention program.
- 67.7% said they "don't know," and
- 2.0% said there wasn't a program.

- 73.3% of students said the campus is concerned about the prevention of drug and alcohol use.
- 19.8% said they "don't know," and
- 6.6% said the campus is not concerned.

With regard to students' perceptions of other students' use:

- 85.0% of students believe the average student on campus uses alcohol once a week or more.
- 65.0% of students believe the average student on this campus uses some form of illegal drug at least once a week.

- 62.4% of students indicated they would prefer not to have alcohol available at parties they attend.
- 91.8% of students indicated they would prefer not to have drugs available at parties they attend.
Use of Drugs

The following tables provide additional details about student-reported use of drugs at this institution. Unless otherwise indicated, percentages are based on the total number of students responding validly to a given item.

For comparison purposes, some figures are included from a reference group of 143191 students from 312 institutions who completed the Core Alcohol and Drug Survey Long Form in 2011 to 2013 National Data. More detailed analyses can be found by contacting the Core Institute.

In general, substantial proportions of students report having used alcohol, tobacco, and marijuana in response to the question, “At what age did you first use ______?”, whereas comparatively few report having used each of the other substances. This question examines “lifetime prevalence” as opposed to annual prevalence and 30-day prevalence.

Table 2 describes lifetime prevalence, annual prevalence, 30-day prevalence, and high frequency use (2 times a week or more).

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Tobacco</td>
<td>65.5</td>
<td>43.1</td>
<td>38.0</td>
<td>33.2</td>
</tr>
<tr>
<td>Alcohol</td>
<td>85.1</td>
<td>94.4</td>
<td>75.3</td>
<td>81.4</td>
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<tr>
<td>Marijuana</td>
<td>49.0</td>
<td>44.6</td>
<td>9.0</td>
<td>32.4</td>
</tr>
<tr>
<td>Cocaine</td>
<td>12.1</td>
<td>7.4</td>
<td>1.0</td>
<td>4.2</td>
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<tr>
<td>Amphetamines</td>
<td>39.8</td>
<td>10.1</td>
<td>3.0</td>
<td>5.5</td>
</tr>
<tr>
<td>Sedatives</td>
<td>17.0</td>
<td>6.4</td>
<td>1.0</td>
<td>3.3</td>
</tr>
<tr>
<td>Hallucinogens</td>
<td>4.0</td>
<td>7.5</td>
<td>0.0</td>
<td>4.2</td>
</tr>
<tr>
<td>Opiates</td>
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<td>2.5</td>
<td>1.0</td>
<td>1.4</td>
</tr>
<tr>
<td>Inhalants</td>
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<td>2.5</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
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<td>0.2</td>
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<td>Steroids</td>
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<td>0.0</td>
<td>0.7</td>
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<tr>
<td>Other drugs</td>
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<td>0.3</td>
<td>0.0</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Notes:
- Coll. = Bossier Parish Community College (online)
- Ref. = Reference group of 143191 college students
The average number of drinks consumed per week at this institution is 1.7 drinks. The national average is 4.4 drinks (based on a sample of 143,191). The percentage of students who report having binged in the last two weeks at this institution is 20.8% compared to the national average of 43.9%.

Consequences of Alcohol and Drug Use

The proportion of students who report having had problems as a result of drinking or drug use is another indicator of the level of substance abuse. The percentages of students who reported that within the past year they had various problematic experiences are given in Table 3. The top group of items represents public misconduct or behaviors that involve actual or potential harm to others. The second group represents possibly serious personal problems. The last group may consist of less serious (and more common) experiences which nevertheless may indicate excessive use.

<table>
<thead>
<tr>
<th>Experience</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Been arrested for DWI/DUI</td>
<td>0.2</td>
</tr>
<tr>
<td>Been in trouble with police, residence hall, or other college authorities</td>
<td>1.3</td>
</tr>
<tr>
<td>Damaged property, pulled fire alarms, etc.</td>
<td>0.3</td>
</tr>
<tr>
<td>Driven a car while under the influence</td>
<td>12.1</td>
</tr>
<tr>
<td>Got into an argument or fight</td>
<td>11.2</td>
</tr>
<tr>
<td>Tried to commit suicide</td>
<td>4.2</td>
</tr>
<tr>
<td>Seriously thought about suicide</td>
<td>5.1</td>
</tr>
<tr>
<td>Been hurt or injured</td>
<td>2.9</td>
</tr>
<tr>
<td>Been taken advantage sexually</td>
<td>3.2</td>
</tr>
<tr>
<td>Taken advantage of another sexually</td>
<td>0.0</td>
</tr>
<tr>
<td>Tried unsuccessfully to stop using</td>
<td>2.5</td>
</tr>
<tr>
<td>Thought I might have a drinking or other drug problem</td>
<td>4.8</td>
</tr>
<tr>
<td>Performed poorly on a test or important project</td>
<td>9.1</td>
</tr>
<tr>
<td>Done something I later regretted</td>
<td>15.2</td>
</tr>
<tr>
<td>Missed a class</td>
<td>15.2</td>
</tr>
<tr>
<td>Been criticized by someone I know</td>
<td>15.3</td>
</tr>
<tr>
<td>Had a memory loss</td>
<td>10.1</td>
</tr>
<tr>
<td>Got nauseated or vomited</td>
<td>28.3</td>
</tr>
<tr>
<td>Had a hangover</td>
<td>46.5</td>
</tr>
</tbody>
</table>
Differences among Student Groups

Table 4 compared substance use patterns and consequences of several campus groups: males and females, younger and older, academically more and less successful, and on and off-campus residents.

Table 4 - Differences among Student Groups

<table>
<thead>
<tr>
<th>Sample Sizes</th>
<th>Gender</th>
<th>Age</th>
<th>Average Grades</th>
<th>Campus Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
<td>16-20</td>
<td>21+</td>
</tr>
<tr>
<td>Currently use (in the past 30 days) alcohol</td>
<td>47.4</td>
<td>60.5</td>
<td>25.0</td>
<td>58.2</td>
</tr>
<tr>
<td>Currently use (in the past 30 days) marijuana</td>
<td>6.6</td>
<td>8.4</td>
<td>0.6</td>
<td>3.8</td>
</tr>
<tr>
<td>Currently use (in the past 30 days) illegal drugs other than marijuana</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Had 5 or more binges in the past 2 weeks</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Had been taken advantage of sexually during past year</td>
<td>11.8</td>
<td>13.0</td>
<td>5.3</td>
<td>14.1</td>
</tr>
<tr>
<td>Have taken advantage of another sexually during past year</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Sample Demographics

- 37.6% were freshmen
- 49.5% were sophomores
- 3.0% were juniors
- 7.9% were seniors
- 0.0% were graduates
- 2.0% were others
- 27.7% were in the “typical” college age range of 16–22
- 77.2% were female
- 95.0% lived off campus
- 61.4% worked part-time or full-time
- 71.3% were full-time students
- 19.6% reported spending at least 5 hours per month in volunteer work.
• The Drug Show presentation on Apr. 21, 2015
• The Dangers of Drugs # Current Drug Trends presentation by Lt. Carl Townley on Apr. 7, 2016
• Arrive Alive Tour on Oct. 25, 2016.

Webpage

BPCC's Alcohol and Drug Free Campus Policy webpage is continually updated to provide information and resources for students. Web page caters to both Students and Faculty/Staff members and includes required information.

Program strengths and weaknesses

In an effort to achieve our goals and reach our projected outcomes, the BPCC Personal Crisis Intervention Team has identified specific strengths and weaknesses of its program:

Strengths

• Strong program message
• Reasonable budget
• Supportive upper Administration and PR department
• Strong policy support

Weaknesses

• Lack of engaged student population
• Lack of student data
• Web page limitations

In terms of strengths, our Crisis Intervention Team has begun focusing on creating programs that engage our students and deliver strong and measurable outcomes.
Weaknesses of the program are being addressed. In an effort to develop a stronger college wide presence, the Personal Crisis Intervention Team is being requested to help facilitate events, develop programs, and deliver a consistent effort for all students, faculty and staff members.

Conclusion

BPCC strives to incorporate many forms of alcohol and drug prevention components into its program in order to reach an extremely diverse community. The success of any program begins with a strong foundation, a clear message, and a supportive staff. Our program currently has each of these components in place. Our long term goal is the development of a sustainable program that adapts to current trends and engages students on a personal level. It is with this concept in mind that we move forward and expand our program each semester. By educating students and changing attitudes towards alcohol and drugs, our Alcohol and Drug Free Campus Policy augments the college’s mission and clears a path to a successful college and professional career.

Chancellor

Date

Vice Chancellor for Student Services

Date
Bossier Parish Community College

Drug Free Schools and Community Act

BIENNIAL REVIEW 2014
Table of Contents

- Introduction
- Annual Policy Notification Process
- Drug and alcohol-related student violations
- Alcohol and Drug Program Overview
- Research methods and measurable outcomes
- Program strengths and weaknesses
- Conclusion
Introduction

Bossier Parish Community College values its students and faculty/staff members and also recognizes their need for a safe and healthy campus environment. In an effort to create the best possible outcomes in terms of safety, productivity, and overall satisfaction, the College is committed to establishing a drug/alcohol FREE environment that prohibits usage and offers assistance to those in need.

This biennial review is to establish the current state of Bossier Parish Community College’s Alcohol/Drug Prevention plan and assure its continuity for its future population. As stated in The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), colleges are required to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. This program must include the following:

- Standards of conduct concerning the unlawful possession, use, or distribution of drugs, and the illegal use of alcohol by students and employees on College property or at any College activity;
- Description of legal sanctions;
- Clear statement of the College’s sanctions for violations;
- Description of any available drug and alcohol counseling, treatment, or rehabilitation services; and
- Description of the health risks associated with use of illicit drugs and abuse of alcohol.

In an effort to assure compliance, all facilities of Bossier Parish Community College are designated as Drug Free Zones. The College abides by all state, federal, and local laws pertaining to alcohol and will enforce under-age drinking laws. It is unlawful to possess, use, or distribute illicit drugs on BPCC property or at any college-sponsored event, whether or not the event occurs on or off campus. In addition, BPCC prohibits the consumption, possession, or distribution of alcohol on campus, except as designated in the College’s Alcoholic Beverages at Student Functions policy which is at the Chancellor’s discretion.
The College provides referral services and other assistance to students, faculty, and staff who seek help with substance abuse problems through direct contact with Crisis Intervention counselors or self-referral via the Employee Assistance Program/Alcohol/Drug Prevention Program on the BPCC Human Resources webpage.

College Sanctions

Bossier Parish Community College has specific sanctions imposed for violations that are announced annually and distributed to all faculty, staff and students via multiple platforms. Violations of the college drug policy by students, faculty, or staff result in disciplinary action, as outlined in BPCC’s Alcohol and Drug Free Campus Policy and LCTCS Drug Free Workplace Act. 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 BPCC. Penalties for faculty and staff members may include termination of employment.

Disciplinary actions against students will be imposed in accordance with the College’s Student Handbook, and may include suspension or expulsion. As with all illegal activities, substance abuse can result in criminal prosecution as well, under state and federal laws, including section 22 of the Drug-Free Schools and Campuses Act Amendment of 1989 (Public Law of 101- 226).

Legal Sanctions

It is unlawful in Louisiana to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines. The Criminal Code of Louisiana carries specific penalties for the possession and use of illegal drugs. Louisiana Revised Statute 40:891.3, Violation of Uniform Controlled Dangerous Substances Law, Drug Free Zone, states that any person who violates a provision of the Uniform Controlled Dangerous Substances Law (Louisiana Revised Statute 40:966-970) while on any property used for school purposes by any school, within two thousand feet of any such property, or while on a school bus, shall, upon conviction, be punished by the imposition of the maximum fine and be imprisoned for not more than one...
and one-half times the longest term of imprisonment authorized by the applicable provisions of R.S. 40:966 through 970 of the Uniform Controlled Dangerous Substances Law.

**Biennial Review Process**

Bossier Parish Community College’s biennial review committee consists of the Vice Chancellor for Student Services, Dean of Behavior-Social Sciences and College Transition Programs, and the Crisis Intervention Team. The Crisis Intervention Team is made up of professional faculty and staff from various areas of the college. The following are represented areas on the Team: Student Services, Security, Physical Plant, Risk Management, Human Resources, Disability Services, Workforce Development, and Behavioral-Social Sciences and College Transition Programs. This team is led by the Mental Health Coordinator. This committee evaluates current policies, program initiatives/outcomes, and sets goals for following academic year.

**Data Collection**

Data is collected through student participation in scheduled events, seminars, and student assessments/surveys. Violations of the college’s Alcohol and Drug Free Campus Policy will be recorded by the Office of Security. Campus Police statistics will be used annually to assess current conditions throughout the college in terms of drug and alcohol law violations. Statistics for the year will be included in future biennial reports and final copies will be kept within the Office of Security. Copies will be available upon request.

**Annual Policy Notification Process**

In an effort to make appropriate information readily available to all students, and faculty/staff members, BPCC has adopted a variety of methods in which required information reaches its target audience. As stated in Sections 120(a)(1) and (2) of Title I of the Higher Education Act of 1965, as Amended Sections 120(a)(1) and (2) of Title I of the HEA states, the minimum requirements for IHE drug and alcohol abuse prevention programs must include a program to prevent the use of illicit
drugs and the abuse of alcohol by students and employees that, at a minimum, includes annual distribution in writing to each student and employee of:

1. Standards of conduct clearly prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities.

BPCC is committed to maintaining a drug free workplace. The Drug Free Workplace policy is included in the BPCC HR Manual. This information is also available in the BPCC Student Handbook. Lastly, college wide email notifications will be sent to each faculty/staff member and student twice a year (Spring and Fall semesters), as a reminder of the BPCC’s position on alcohol and drugs in the collegiate setting.

2. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol

All applicable legal sanctions under local, State and Federal Law for the unlawful possession or distribution of illicit drugs and alcohol are included in the Drug Free Workplace Policy in the BPCC HR Manual and the Alcohol and Drug Free Campus Policy. This information is also available on the College’s Human Resources webpage and Alcohol and Drug Free Campus Policy webpage. Lastly, college wide email notifications will be sent to each faculty and staff member and student Bi-annually (Spring and Fall semesters), as a reminder of BPCC’s position on alcohol and drugs in the collegiate setting.

3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol

BPCC’s Alcohol and Drug Free Campus Policy includes a component containing an extensive amount of information on health risks associated with high risk
behavior [http://www.bpcc.edu/studenthandbook/alcoholdrugpolicy.html](http://www.bpcc.edu/studenthandbook/alcoholdrugpolicy.html). This information is readily available and included in the Drug Free Campus - Drug Free Schools and Community Act found within the college’s annually distributed catalog and in each employee handbook. This information is also available within the college’s faculty/staff intranet and student sections of the website. Lastly, college wide email notifications will be sent to each faculty and staff member and student Bi-annually (Spring and Fall semesters), as a reminder of the BPCC’s position on alcohol and drugs in the collegiate setting.

4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students

Bossier Parish Community College has implemented an Employee Assistance Plan (EAP) that is available through its Human Resources department. This program is available through the HR webpage. This is also distributed bi-annually via email to all faculty and staff members. Students are notified of available services in the Drug Free Campus - Drug Free Schools and Community Act found within the college’s annually distributed catalog and available within the college’s website. A college wide email notification will be sent to students Bi-annually (Spring and Fall semesters), as a reminder of the BPCC’s position on alcohol and drugs in the collegiate setting.

5. A clear statement that the IHE will impose disciplinary sanctions on students and a description of those sanctions.

BPCC’s stance on alcohol and drug use in the collegiate setting is very clear throughout the institution. Disciplinary sanctions are listed within the Alcohol and Drug Free Campus Policy found within the college’s annually distributed catalog and available within the college’s website. A college wide email notification announcing the Alcohol and Drug Free Campus Policy and all of its components will also be sent to students Bi-annually (spring and fall semesters). The BPCC Student Handbook also lists prohibited substances and subsequently
discusses all disciplinary actions that will be taken and possible sanctions applied if violations occur.

Drug and alcohol-related student violations

BPCC’s Crime statistics show that the number of annual Alcohol and Drug Free Campus Policy violations within the college remains consistently low. Drug or alcohol law violations have been reduced on its campus since 2012. According to our Director of Campus Security, the college has addressed 5 separate violations since January 1, 2011.

**Campus Police Crime Statistics/ Drug or Alcohol related incidences**

<table>
<thead>
<tr>
<th>Occurrence of:</th>
<th>1-11-11 to 12-31-11</th>
<th>1-11-12 to 12-31-12</th>
<th>1-11-13 to 12-31-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Offenses (forcible or non-forceful)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Arrests for:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquor Law Violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violation</td>
<td>1</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Weapons Possessions</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
Due to the college’s current policies and stringent approach toward drug and alcohol related incidences, the primary focus has become to develop a program aimed at changing the culture and the attitude related to drugs and alcohol within our population through education and opportunity. Students will be surveyed to establish current status of drugs and alcohol use and our program will adapt to meet their needs.

Alcohol and Drug Program Overview

Bossier Parish Community College values its students and recognizes their need for a safe and healthy campus environment. In an effort to create the best possible outcomes for our students, the College has committed itself to establishing a drug/alcohol FREE environment and offer assistance to those in need. Our overall mission is to educate our students on the misconceptions developed in regard to drug and alcohol use within the traditional college arena. Our goal is to give our students as much information as needed to make educated decisions when choosing to use alcohol or drugs in any situation. Our comprehensive program now offers a variety of avenues and events, and stretches college wide.

BPCC’s Alcohol and Drug Free Campus Policy was developed with these basic guidelines in mind.

1. Change policy to assure continuity. Complete
2. Develop a Plan to reach goals and ensure compliance with DFSCA. Complete, but revised continually
3. Develop one clear message and “branding” opportunity. In Progress
4. Engage students through honest and relevant information Ongoing
5. Develop and recruit committee members Complete

Research method and measurable outcomes

One of the goals of BPCC’s Alcohol and Drug Free Campus Policy is to reach as many students, demographics and cultures as possible. Our principal research methods used to measure the program’s success are as follows:
- Student participation during events
- Specific webpage within our program
- Number of completed surveys submitted online
- Data collected from seminars

**Measurable Events**

BPCC coordinated college wide events addressing alcohol and drug usage among college students and within its community. Success was measured by the number of students attending the event:

- **CORE Alcohol and Drug Survey in March 2013**
- **Council on Alcoholism & Drug Abuse of NWLA**

On October 28, 2013, CADA presented an Alcohol and Drug Awareness seminar to BPCC students. In addition, the presentation was pod-casted so students not in attendance or students in all online courses so that they could benefit from the presentation. Posters were created and displayed campus wide.

- **Arrive Alive Tour**

The Arrive Alive Tour came to BPCC's campus on October 28, 2014 with a simulator showing students how being drug/alcohol impaired affected their driving. Approximately 75 students participated in this event.

**Webpage**

BPCC's Alcohol and Drug Free Campus Policy webpage is continually updated to provide information and resources for students.

Web page caters to both Students and Faculty/Staff members and includes required information.

**Program strengths and weaknesses**
In an effort to achieve our goals and reach our projected outcomes, the BPCC Crisis Intervention Team has identified specific strengths and weaknesses of its program:

**Strengths**

- Strong program message
- Reasonable budget
- Supportive upper Administration and PR department
- Strong policy support

**Weaknesses**

- Lack of engaged student population
- Lack of student data
- Web page limitations

In terms of strengths, our Crisis Intervention Team has begun focusing on creating programs that engage our students and deliver strong and measurable outcomes.

Weaknesses of the program are being addressed. In an effort to develop a stronger college wide presence, the Crisis Intervention Team is being requested to help facilitate events, develop programs, and deliver a consistent effort for all students, faculty and staff members. Specific changes are also being developed in regard to our notification and tracking processes.

**Conclusion**

BPCC strives to incorporate many forms of alcohol and drug prevention components into its program in order to reach an extremely diverse community. The success of any program begins with a strong foundation, a clear message, and a supportive staff. Our program currently has each of these components in place. Our long term goal is the development of a sustainable program that adapts to current trends and engages students on a personal level. It is with this concept in mind that we move forward and expand our program each semester. By educating students and changing attitudes towards alcohol and drugs, our Alcohol
and Drug Free Campus Policy augments the college’s mission and clears a path to a successful college and professional career.

Chancellor

Date

Vice Chancellor for Student Services

Date
Campus Safety and Annual Security Report

2018 Annual College Safety & Security Report can be found at http://www.bpcc.edu/studenthandbook/campussafety.html

Academic Policies and Procedures

Academic Policies and Procedures are located in the BPCC General Catalog. (www.bpcc.edu/catalog/current/academicpolicies.html)

Hard copies of the catalog can be found in the BPCC Public Relations Office or any academic division office.

Student Life

In keeping with the mission of Bossier Parish Community College to provide instruction and service to its community, the Student Services Division has adopted the following mission statement: To maximize student success in achieving a well-rounded education. The Student Services Division coordinates its services with all the other divisions within the College to enhance the educational experiences of the students and to support the mission of the College.

To achieve this mission, the Division has established the following goals:

- To provide convenient access to appropriate educational opportunities to all;
- To maintain an effective student financial aid program;
- To increase student awareness and stimulate participation by students in seminars, programs, organizations, and activities offered on campus and in the community;
- To promote a well-rounded educational experience through participation in extracurricular activities including cheerleading, danceline, and athletic programs;
- To take reasonable steps to provide a healthful, safe, and secure campus community environment;
- To promote appreciation for and understanding of the cultural, economic, and educational diversities among students, faculty, and staff; and,
- To expand community outreach efforts to recruit minority, under-represented, and diverse students.

In keeping with the mission of the Student Services Division, the Office of Student Life has adopted the following mission statement to provide out of classroom learning that educates and entertains the “whole” student: physically, socially, mentally, and spiritually. To achieve its mission, the Office of Student Life will utilize the following:

- Events
- Entertainment
- Hands-on Activities
- Leadership Programs
BPCC is committed to the active involvement of students in all phases of college life. The College has established procedures and policies to regulate student life, organizations, and activities. The responsibility for interpreting and enforcing these policies and procedures lies primarily with the Vice Chancellor for Student Services and the Student Life Committee. The College regulates the campus activities insofar as these activities relate to the educational or service objectives of the College.

Since a well-rounded education involves more than attending classes, Bossier Parish Community College offers extra-curricular activities to satisfy students’ needs. The College encourages the student body to become involved in any of the organizations and activities on campus.

A number of chartered student organizations are available to students. All College policies and the Code of Student Conduct will be adhered to while members are participating in any student activity or organization. Students will be allowed freedom of association with organizations, which promote the interests of the academic community or College. The membership policies and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in the College community. Each student organization must have a faculty/staff advisor.

Student organizations are open to all students without regard to race, color, national origin, gender, age, religion, qualified disability, marital status, veteran’s status, or sexual orientation. Students and student organizations are free to examine and discuss all questions of interest to them and are free to express opinions publicly and privately. An organization is allowed to invite and hear any person of its choosing, in keeping with educational objectives of the College. As members of the academic community, students are free to express their views on issues of institutional policy and on matters of general interest to the student body.

Student organizations may be chartered based upon the recommendations of the Student Government Association and approval by the Student Life Committee. Applications for chartering a new student organization as well as a list of current organizations may be obtained from the Office of Student Life, 2nd Floor, Building F.

For further information on student organizations and student life on campus, please visit the Student Life website. (www.bpcc.edu/studentlife)

**Student Representation in College Governance**

The Student Government Association (SGA) is elected to represent and to execute the student will and to promote the general welfare of all students. Through the SGA, students are encouraged to provide input into the decision-making process of the College. The SGA office is located in the Student Life Office, F-220.
Students also have a voice in College governance through representation on the Academic Misconduct Appeals Committee, the College Planning Council, the Disciplinary Hearing Committee, the Student Self-Assessed Fee Oversight Committee, and the Student Technology Fee Committee. In addition, the open-door policy of campus administrators allows for additional student input.

Student opinion surveys, event evaluations following activities/events on campus, and student focus groups provide students the opportunity to make recommendations concerning policies and procedures at BPCC.

**Athletics**

Bossier Parish Community College is a member of the National Junior College Athletic Association (NJCAA). The athletic program at BPCC, which is an integral part of the institution, fosters the College’s mission of instruction and service. BPCC competes in three collegiate sports: men’s baseball, men’s basketball, and women’s softball.

Student/athletes are bound by the College’s Code of Student Conduct. The Athletic Policies and Procedures Manual can be found at www.bpcc.edu/policiesprocedures.html. For more information about intercollegiate sports, contact the Athletic Department, located in Building I, at 318-678-6058, or visit the Athletic Department site. (www.bpcc.edu/athletics)

**Title IX**

**What is Title IX?**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX. Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX - regardless of their sex, sexual orientation, gender identity, part or full time status, disability, race, or national origin - in all aspects of a recipient’s educational programs and activities.

**Nondiscrimination Statement**

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

**Coordinator for Section 504 and ADA**
Name/Title: Angie Cao, Student and Disability Services Specialist  
Office address: Disability Services, F-254  
6220 East Texas Street, Bossier City, LA 71111  
Phone number: 318-678-6511  
Email: acao@bpcc.edu  
Days/hours available: Monday - Friday -- 8:30 a.m.-5:00 p.m.

**Equity/Compliance Coordinator**  
Name/Title: Teri Bashara, Director of Human Resources  
Office address: Human Resources Office, A-108  
6220 East Texas Street, Bossier City, LA 71111  
Phone number: 318-678-6056  
Days/hours available: Monday - Friday -- 8:00 a.m.-4:30 p.m.

**Title IX Coordinator for Athletics**  
Name/Title: John Rennie, Athletic Director  
Office address: Athletics Department, I-157  
6220 East Texas Street, Bossier City, LA 71111  
Phone number: 318-678-6314  
Email: jrennie@bpcc.edu  
Days/hours available: Monday - Friday -- 8:00 a.m.-4:30 p.m.

**BPCC Web Site Accessibility**

The BPCC web site pages are checked using WC3 (validator.w3.org). WC3 follows the Web Content Guidelines as noted in the Americans with Disabilities Act (www.ada.gov). We strive to make the BPCC web site experience as accessible as possible to all individuals. However, due to the large variety and amount of content on our site, and ever-changing world of technology, there may be portions that are not accessibility compliant. If you find any aspect of our web site for which this is the case, please email the Disabilities Services Office at acao@bpcc.edu or call 318-678-6511 and we will strive to correct the issue wherever possible. To learn more about the College's ADA policy and how to access ADA services, visit the Disability Services web page (www.bpcc.edu/disabilityservices). Students are encouraged to visit Building F, room 254 or call 318-678-6020.

**Confidential Advisors:**

Marjoree Harper  
Email: mharper@bpcc.edu  
Phone: 318-678-6144

Yolanda Cooper  
Email: ycooper@bpcc.edu  
Phone: 318-678-6102

Gina Rider  
Email: grider@bpcc.edu  
Phone: 318-678-6284
More Information

• Know your rights: Title IX prohibits sexual harassment and sexual violence where you go to school (Appendix 7)

• Know your rights: Pregnant or Parenting? Title IX protects you from discrimination at school (Appendix 8)

• Know your rights: Pregnant or Parenting? Title IX protects you from discrimination at school (Appendix 9)

• Frequently asked questions about service animals and the ADA (Appendix 10)

Voter Registration

Bossier Parish Community College encourages all students to register to vote. A Voter Registration box along with Louisiana Voter Registration Applications is placed in the Student Life Office. The staff members of Student Life Office will help students to answer the questions and fill out the Voter Registration form (Appendix 11). The Student Government Association hosts voter registration drives annually.
The Disability Services Office provides one-on-one assistance with completing and submitting Voter Registration forms to students with disabilities on an ongoing basis and during authorized voter registration periods. For more information, please stop by Building F, Room 254, or call 318-678-6511 for an appointment.

The BPCC Student Handbook is a publication of the Student Services Division

For further information you may contact us at

   studentservices@bpcc.edu
   318-678-6036
   Fax: 318-678-6474
   Building A, Room 220
Appendices Appendix 1

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
ACCESS AUTHORIZATION

The Family Educational Rights and Privacy Act (FERPA), otherwise known as the Buckley Amendment, provides that there are certain rights of the student to have access to educational records.

We have provided this form so that the STUDENT may authorize persons other than him/herself to personally, telephonically, or electronically make inquiries and receive information about Admission/Registrar’s & Billing pertaining to the student. Additionally, the STUDENT must provide the information requested below if the student wishes to make telephonic or electronic inquiries and receive individualized information.

This code will be entered into the student records system and will be used to allow or restrict access until the STUDENT either rescinds the authorization in writing to the Admissions/Registrar’s office or provides a new access code which will immediately replace the one in force. If a FERPA code is not on file, we will not be able to discuss student records information with anyone unless the student is present and allows access.

The student must write any combination of five (5) numbers in the following blocks, sign and date this form, and return it to the Admissions/Registrar’s Office. To increase security the number should not be sequential (eg. 12345) or repeating (eg. 11111).

☐ ☐ ☐ ☐ ☐

By signing this form, I understand that whomever I share my personal FERPA number with has access to my student educational records and may make changes/additions/deletions to my record. Student educational records may include admission, registration, financial aid, billing, and transcript information, as well as other student information. I also understand that I may change my personal FERPA number at anytime by submitting a new form to the Admissions/Registrar’s Office.

Name: _______________________________ Date: _______________________________

Date of Birth: __________________________ ID#: __________________________

Signature: ______________________________

A COPY OF A STATE OR FEDERAL PHOTO ID MUST BE SUBMITTED WITH
THIS FORM, IF NOT DELIVERED IN PERSON, FOR IT TO BE PROCESSED.
Appendix 2

BOSSIER PARISH COMMUNITY COLLEGE
ACADEMIC MISCONDUCT STUDENT NOTIFICATION FORM

Part I. Instructor Directions: The following is to be completed by the instructor, saved, and electronically sent to the Academic Dean.

Student Name: ___________________________ Student ID: ___________________________

Course Name/Number: ___________________ Instructor Name: _______________________

You are hereby notified that discipline charges may be filed against you regarding violation of the Academic Misconduct policy as outlined in the Student Handbook under Student Services General Policies and Procedures, Section II.

The specific charges are as follows: ________________________________________________
                                                                                     ________________________________________________
                                                                                     ________________________________________________

Supporting information: (Describe in detail the violation(s). Give date, time, and location. Attach a separate sheet if necessary) ________________________________________________
                                                                                     ________________________________________________
                                                                                     ________________________________________________

The student has been notified verbally or by e-mail of the alleged charges and the intent of the instructor to file this form. Method of notification and date: ________________________________________________
                                                                                     ________________________________________________
                                                                                     ________________________________________________

Part II. Dean Instructions: The following is to be completed by the Academic Dean and electronically sent to the student.

You are directed to meet with __________________, your academic instructor, and __________________, the Academic Dean for the academic discipline, at __________, on ________ in __________ for a preliminary investigation.

NOTICE: FAILURE OF THE STUDENT TO ATTEND THIS MEETING WILL BE INTERPRETED AS AN ADMISSION OF GUILT.

For more information contact ___________________ at ___________________.

_________________________________                          ________________
 Student Signature                        Date

Student Services                          Revised: April, 2018

104
Appendix 3

BOSSIER PARISH COMMUNITY COLLEGE
ACADEMIC MISCONDUCT STUDENT COUNSELING FORM

Proceedings Status

Name and ID#________________________ Course Name/Number________________________

_____ Proceedings against the student are dismissed on ________________________________

Instructor Signature Academic Dean Signature Date of Student Notification

OR

_____ The student is placed under Sanction(s)____________________ as outlined in the Academic

Misconduct Policy, Section II. The sanction(s) is (are) as follows:________________________

________________________________________

________________________________________

_____ The student agrees to accept the sanction(s) stated above for the described offense.

_________________________ __________________________
Student’s Signature Date

OR

_____ The student requests a meeting with the Vice Chancellor for Student Services and/or a

hearing of this case by the Academic Misconduct Appeals Committee, and he/she must file a
written statement within four working days to the Vice Chancellor for Student Services. The Vice
Chancellor may dispose of a violation as being unfounded, may impose administrative sanctions
without a hearing, or may refer the violation to a formal disciplinary hearing or formal academic
misconduct hearing. The student is also aware that Student Services will place a temporary hold
on his/her academic records pending resolution of the academic misconduct allegations.

_________________________ __________________________
Student’s Signature Date

Student Services Revised: April, 2018

105
BOSSIER PARISH COMMUNITY COLLEGE
Grievance/Discrimination/Harassment/Title IX Violation Form*

Complainant: ___________________________ Date Form Completed: _______________
Address: ___________________________ City: ___________________________ State: ___________________________ Zip: _______________
Home Phone: ___________________________ Business Phone: ___________________________

1. If discrimination or harassment, charge based on:
   Race/color
   Sex
   Sexual orientation
   Religious creed
   National origin/ancestry
   Disability or medical condition
   Age
   Other ___________________________

2. If grievance, charge based on alleged unfair treatment with respect to the application of:
   Policy
   Procedure
   Regulation

3. Statement of grievance/discrimination/harassment/Title IX violation. Please provide the following information (use an additional sheet if necessary).
   a. Date(s), time(s), and location(s) of the alleged incident(s):
   b. Description of each incident: e.g. Was any physical contact made? What was said and/or done?
   c. Name(s) of person(s) against whom grievance is being filed (if known):
   d. Name(s) of anyone else present during each incident:
   e. Name(s) of others who might have been subjected to same or similar conduct:
   f. Requested actions:

Complainant Signature: ___________________________ Date: ___________________________
Complaint Recipient Signature: ___________________________ Date: ___________________________

* This form is to be used for non-academic grievances.
Appendix 5

BOSSIER PARISH COMMUNITY COLLEGE
Student Complaint Form

Date: ____________________________

Student Information:

Name:________________________________________________________________________

Student ID:___________________________________________________________________

Address:_____________________________________________________________________

City:_________________________ State:__________ Zip Code:________________________

Phone: (day/ evening) __________________________________________________________

E-Mail: _____________________________________________________________________

Complaint being filed against: (complete all sections that are appropriate)

Name(s):________________________

Department(s):_________________

Date(s), time(s), and location(s) of incident:

Description of each incident: (please provide statements of fact and nature of the complaint and use an additional sheet of paper if necessary)

Name(s) of anyone else present during each incident:

How have you attempted to resolve the situation?

What specific actions do you desire to resolve this complaint?

Student Signature:_________________________ Date:___________________________

Date Received:_______________________ By Office:__________________________

___________________________

Student Services

Revised: May 2016

107
Appendix 6

Student Crisis Intervention Referral Form

Date: ____________________________

Student Name (Print): ________________________________________

Student ID Number: __________________________________________

Student Contact Number(s): __________________________________

Student Email Address: _________________________________________

Instructor Name (Print): _______________________________________

Staff Name (Print): __________________________________________

I am referring you to a member of BPCC’s Personal Crisis Intervention Team (PCIT). The referral is based on the following concerns:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

The referral process is voluntary and in no way required. Please contact Denise Morgan to set up an appointment. (Phone: (318) 678-6276 Email: dmorgan@bpcc.edu)

Our PCIT will advocate for the student in need. All information shared by the student during the crisis intervention referral process is confidential. Exceptions to the confidentiality are guided by the Louisiana state law, ethical standards, and professional practice. You will be informed about exceptions to confidentiality prior to speaking to a team member.

Please take advantage of meeting with one of our PCIT members.

____ Accept  ____ Decline  ____________________________________________

____________________________________________________________________

Faculty/Staff Signature  Date (sent to PCIT)
Know Your Rights: Title IX Prohibits Sexual Harassment and Sexual Violence Where You Go to School

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter "schools") receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Below is additional information regarding the specific requirements of Title IX as they pertain to sexual harassment and sexual violence.

What are a school's responsibilities to address sexual harassment and sexual violence?

- A school has a responsibility to respond promptly and effectively. If a school knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, the school must take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.
- Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student’s behalf, if a school knows or reasonably should know about possible sexual harassment or sexual violence, it must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.
- A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and equitably.

What procedures must a school have in place to prevent sexual harassment and sexual violence and resolve complaints?

- Every School Must Have And Distribute A Policy Against Sex Discrimination
  - Title IX requires that each school publish a policy that it does not discriminate on the basis of sex in its education programs and activities. This notice must be widely distributed and available on an on-going basis.
  - The policy must state that inquiries concerning Title IX may be referred to the school’s Title IX coordinator or to OCR.

- Every School Must Have A Title IX Coordinator
  - Every school must designate at least one employee who is responsible for coordinating the school’s compliance with Title IX. This person is sometimes referred to as the Title IX coordinator. Schools must notify all students and employees of the name or title and contact information of the Title IX coordinator.
  - The coordinator’s responsibilities include overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

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1 Use of the term “sexual harassment” throughout this document includes sexual violence unless otherwise noted.
Every School Must Have And Make Known Procedures For Students To File Complaints Of Sex Discrimination.

- Title IX requires schools to adopt and publish grievance procedures for students to file complaints of sex discrimination, including complaints of sexual harassment or sexual violence. Schools can use general disciplinary procedures to address complaints of sex discrimination. But all procedures must provide for prompt and equitable resolution of sex discrimination complaints.

- Every complainant has the right to present his or her case. This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same appeal processes, for both parties.

- Every complainant has the right to be notified of the time frame within which: (a) the school will conduct a full investigation of the complaint; (b) the parties will be notified of the outcome of the complaint; and (c) the parties may file an appeal, if applicable.

- Every complainant has the right for the complaint to be decided using a preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred).

- Every complainant has the right to be notified, in writing, of the outcome of the complaint. Even though federal privacy laws limit disclosure of certain information in disciplinary proceedings:
  - Schools must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to the harassed student. This includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall.
  - Additionally, the Clery Act (20 U.S.C. §1092(f)), which only applies to postsecondary institutions, requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense. Therefore, colleges and universities may not require a complainant to abide by a non-disclosure agreement, in writing or otherwise.

- The grievance procedures may include voluntary informal methods (e.g., mediation) for resolving some types of sexual harassment complaints. However, the complainant must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault, mediation is not appropriate.

If you want to learn more about your rights, or if you believe that a school district, college, or university is violating Federal law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or ocr@ed.gov. If you wish to file a complaint form online, you may do so at: http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.
Appendix 8

Know Your Rights: Pregnant or Parenting? Title IX Protects You From Discrimination At School

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities.

All public and private schools, school districts, colleges, and universities receiving any Federal funds ("schools") must comply with Title IX.

Here are some things you should know about your rights:

Classes and School Activities – your school MUST:

- Allow you to continue participating in classes and extracurricular activities even though you are pregnant. This means that you can still participate in advanced placement and honors classes, school clubs, sports, honor societies, student leadership opportunities, and other activities, like after-school programs operated at the school.
  - Allow you to choose whether you want to participate in special instructional programs or classes for pregnant students. You can participate if you want to, but your school cannot pressure you to do so. The alternative program must provide the same types of academic, extracurricular and enrichment opportunities as your school’s regular program.

- Allow you to participate in classes and extracurricular activities even though you are pregnant and not require you to submit a doctor’s note unless your school requires a doctor’s note from all students who have a physical or emotional condition requiring treatment by a doctor. Your school also must not require a doctor’s note from you after you have been hospitalized for childbirth unless it requires a doctor’s note from all students who have been hospitalized for other conditions.

- Provide you with reasonable adjustments, like a larger desk, elevator access, or allowing you to make frequent trips to the restroom, when necessary because of your pregnancy.

Excused Absences and Medical Leave – your school MUST:

- Excuse absences due to pregnancy or childbirth for as long as your doctor says it is necessary.

- Allow you to return to the same academic and extracurricular status as before your medical leave began, which should include giving you the opportunity to make up any work missed while you were out.

- Ensure that teachers understand the Title IX requirements related to excused absences/medical leave. Your teacher may not refuse to allow you to submit work after a deadline you missed because of pregnancy or childbirth. If your teacher’s grading is based in part on class participation or attendance and you missed class because of pregnancy or childbirth, you should be allowed to make up the participation or attendance credits you didn’t have the chance to earn.

- Provide pregnant students with the same special services it provides to students with temporary medical conditions. This includes homebound instruction/at-home tutoring/independent study.

*A school that is controlled by a religious organization is exempt from Title IX when the law’s requirements would conflict with the organization’s religious tenets.
Harassment – your school MUST:

○ Protect you from harassment based on sex, including harassment because of pregnancy or related conditions. Comments that could constitute prohibited harassment include making sexual comments or jokes about your pregnancy, calling you sexually charged names, spreading rumors about your sexual activity, and making sexual propositions or gestures, if the comments are sufficiently serious that it interferes with your ability to benefit from or participate in your school’s program.

Policies and Procedures – your school MUST:

○ Have and distribute a policy against sex discrimination. It is recommended that the policy make clear that prohibited sex discrimination covers discrimination against pregnant and parenting students.

○ Adopt and publish grievance procedures for students to file complaints of sex discrimination, including discrimination related to pregnancy or parental status.

○ Identify at least one employee in the school or school district to carry out its responsibilities under Title IX (sometimes called a “Title IX Coordinator”) and notify all students and employees of the name, title, and contact information of its Title IX Coordinator. These responsibilities include overseeing complaints of discrimination against pregnant and parenting students.

Helpful Tips for Pregnant and Parenting Students:

○ Ask your school for help—meet with your school’s Title IX Coordinator or counselor regarding what your school can do to support you in continuing your education.

○ Keep notes about your pregnancy-related absences, any instances of harassment and your interactions with school officials about your pregnancy, and immediately report problems to your school’s Title IX Coordinator, counselor, or other staff.

○ If you feel your school is discriminating against you because you are pregnant or parenting you may file a complaint:
  • Using your school’s internal Title IX grievance procedures.
  • With the U.S. Department of Education, Office for Civil Rights (OCR), even if you have not filed a complaint with your school. If you file with OCR, make sure you do so within 180 days of when the discrimination took place.
  • In court, even if you have not filed a complaint with your school or with OCR.

○ Contact OCR if you have any questions. We are here to help make sure all students, including pregnant and parenting students, have equal educational opportunities!

If you want to learn more about your rights, or if you believe that a school district, college, or university is violating Federal law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or ocr@ed.gov. If you wish to fill out a complaint form online, you may do so at:
Appendix 9

Dear Colleague:

Schools across the country strive to create and sustain inclusive, supportive, safe, and nondiscriminatory communities for all students. In recent years, we have received an increasing number of questions from parents, teachers, principals, and school superintendents about civil rights protections for transgender students. Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations prohibit sex discrimination in educational programs and activities operated by recipients of Federal financial assistance. This prohibition encompasses discrimination based on a student’s gender identity, including discrimination based on a student’s transgender status. This letter summarizes a school’s Title IX obligations regarding transgender students and explains how the U.S. Department of Education (ED) and the U.S. Department of Justice (DOJ) evaluate a school’s compliance with these obligations.

ED and DOJ (the Departments) have determined that this letter is significant guidance. This guidance does not add requirements to applicable law, but provides information and examples to inform recipients about how the Departments evaluate whether covered entities are complying with their legal obligations. If you have questions or are interested in commenting on this guidance, please contact ED at ocr@ed.gov or 800-421-3481 (TDD 800-877-8339); or DOJ at education@usdoj.gov or 877-292-3804 (TTY: 800-514-0383).

Accompanying this letter is a separate document from ED’s Office of Elementary and Secondary Education, Examples of Policies and Emerging Practices for Supporting Transgender Students. The examples in that document are taken from policies that school districts, state education agencies, and high school athletics associations around the country have adopted to help ensure that transgender students enjoy a supportive and nondiscriminatory school environment. Schools are encouraged to consult that document for practical ways to meet Title IX’s requirements.

Terminology

- Gender identity refers to an individual’s internal sense of gender. A person’s gender identity may be different from or the same as the person’s sex assigned at birth.

- Sex assigned at birth refers to the sex designation recorded on an infant’s birth certificate should such a record be provided at birth.

- Transgender describes those individuals whose gender identity is different from the sex they were assigned at birth. A transgender male is someone who identifies as male but was assigned the sex of female at birth; a transgender female is someone who identifies as female but was assigned the sex of male at birth.
Dear Colleague Letter: Transgender Students

- **Gender transition** refers to the process in which transgender individuals begin asserting the sex that corresponds to their gender identity instead of the sex they were assigned at birth. During gender transition, individuals begin to live and identify as the sex consistent with their gender identity and may dress differently, adopt a new name, and use pronouns consistent with their gender identity. Transgender individuals may undergo gender transition at any stage of their lives, and gender transition can happen swiftly or over a long duration of time.

**Compliance with Title IX**

As a condition of receiving Federal funds, a school agrees that it will not exclude, separate, deny benefits to, or otherwise treat differently on the basis of sex any person in its educational programs or activities unless expressly authorized to do so under Title IX or its implementing regulations. The Departments treat a student’s gender identity as the student’s sex for purposes of Title IX and its implementing regulations. This means that a school must not treat a transgender student differently from the way it treats other students of the same gender identity. The Departments’ interpretation is consistent with courts’ and other agencies’ interpretations of Federal laws prohibiting sex discrimination.

The Departments interpret Title IX to require that when a student or the student’s parent or guardian, as appropriate, notifies the school administration that the student will assert a gender identity that differs from previous representations or records, the school will begin treating the student consistent with the student’s gender identity. Under Title IX, there is no medical diagnosis or treatment requirement that students must meet as a prerequisite to being treated consistent with their gender identity. Because transgender students often are unable to obtain identification documents that reflect their gender identity (e.g., due to restrictions imposed by state or local law in their place of birth or residence), requiring students to produce such identification documents in order to treat them consistent with their gender identity may violate Title IX when doing so has the practical effect of limiting or denying students equal access to an educational program or activity.

A school’s Title IX obligation to ensure nondiscrimination on the basis of sex requires schools to provide transgender students equal access to educational programs and activities even in circumstances in which other students, parents, or community members raise objections or concerns. As is consistently recognized in civil rights cases, the desire to accommodate others’ discomfort cannot justify a policy that singles out and disadvantages a particular class of students.

- **Safe and Nondiscriminatory Environment**

   Schools have a responsibility to provide a safe and nondiscriminatory environment for all students, including transgender students. Harassment that targets a student based on gender identity, transgender status, or gender transition is harassment based on sex, and the Departments enforce Title IX accordingly. If sex-based harassment creates a hostile environment, the school must take prompt and effective steps to end the harassment, prevent its recurrence, and, as appropriate, remedy its effects. A school’s failure to treat students consistent with their gender identity may create or contribute to a hostile environment in violation of Title IX. For a more detailed discussion of Title IX
Dear Colleague Letter: Transgender Students

requirements related to sex-based harassment, see guidance documents from ED’s Office for Civil Rights (OCR) that are specific to this topic.10

2. Identification Documents, Names, and Pronouns

Under Title IX, a school must treat students consistent with their gender identity even if their education records or identification documents indicate a different sex. The Departments have resolved Title IX investigations with agreements committing that school staff and contractors will use pronouns and names consistent with a transgender student’s gender identity.11

3. Sex-Segregated Activities and Facilities

Title IX’s implementing regulations permit a school to provide sex-segregated restrooms, locker rooms, shower facilities, housing, and athletic teams, as well as single-sex classes under certain circumstances.12 When a school provides sex-segregated activities and facilities, transgender students must be allowed to participate in such activities and access such facilities consistent with their gender identity.13

- **Restrooms and Locker Rooms.** A school may provide separate facilities on the basis of sex, but must allow transgender students access to such facilities consistent with their gender identity.14 A school may not require transgender students to use facilities inconsistent with their gender identity or to use individual-user facilities when other students are not required to do so. A school may, however, make individual-user options available to all students who voluntarily seek additional privacy.15

- **Athletics.** Title IX regulations permit a school to operate or sponsor sex-segregated athletics teams when selection for such teams is based upon competitive skill or when the activity involved is a contact sport.16 A school may not, however, adopt or adhere to requirements that rely on overly broad generalizations or stereotypes about the differences between transgender students and other students of the same sex (i.e., the same gender identity) or others’ discomfort with transgender students.17 Title IX does not prohibit age-appropriate, tailored requirements based on sound, current, and research-based medical knowledge about the impact of the students’ participation on the competitive fairness or physical safety of the sport.18

- **Single-Sex Classes.** Although separating students by sex in classes and activities is generally prohibited, nonvocational elementary and secondary schools may offer nonvocational single-sex classes and extracurricular activities under certain circumstances.19 When offering such classes and activities, a school must allow transgender students to participate consistent with their gender identity.

- **Single-Sex Schools.** Title IX does not apply to the admissions policies of certain educational institutions, including nonvocational elementary and secondary schools, and private undergraduate colleges.20 Those schools are therefore permitted under Title IX to set their own
Dear Colleague Letter: Transgender Students

sex-based admissions policies. Nothing in Title IX prohibits a private undergraduate women’s college from admitting transgender women if it so chooses.

- **Social Fraternities and Sororities.** Title IX does not apply to the membership practices of social fraternities and sororities. Those organizations are therefore permitted under Title IX to set their own policies regarding the sex, including gender identity, of their members. Nothing in Title IX prohibits a fraternity from admitting transgender men or a sorority from admitting transgender women if it so chooses.

- **Housing and Overnight Accommodations.** Title IX allows a school to provide separate housing on the basis of sex. But a school must allow transgender students to access housing consistent with their gender identity and may not require transgender students to stay in single-occupancy accommodations or to disclose personal information when not required of other students. Nothing in Title IX prohibits a school from honoring a student’s voluntary request for single-occupancy accommodations if it so chooses.

- **Other Sex-Specific Activities and Rules.** Unless expressly authorized by Title IX or its implementing regulations, a school may not segregate or otherwise distinguish students on the basis of their sex, including gender identity, in any school activities or the application of any school rule. Likewise, a school may not discipline students or exclude them from participating in activities for appearing or behaving in a manner that is consistent with their gender identity or that does not conform to stereotypical notions of masculinity or femininity (e.g., in yearbook photographs, at school dances, or at graduation ceremonies).

4. **Privacy and Education Records**

Protecting transgender students’ privacy is critical to ensuring they are treated consistent with their gender identity. The Department may find a Title IX violation when a school limits students’ educational rights or opportunities by failing to take reasonable steps to protect students’ privacy related to their transgender status, including their birth name or sex assigned at birth. Nonconsensual disclosure of personally identifiable information (PII), such as a student's birth name or sex assigned at birth, could be harmful to or invade the privacy of transgender students and may also violate the Family Educational Rights and Privacy Act (FERPA). A school may maintain records with this information, but such records should be kept confidential.

- **Disclosure of Personally Identifiable Information from Education Records.** FERPA generally prevents the nonconsensual disclosure of PII from a student’s education records; one exception is that records may be disclosed to individual school personnel who have been determined to have a legitimate educational interest in the information. Even when a student has disclosed the student's transgender status to some members of the school community, schools may not rely on this FERPA exception to disclose PII from education records to other school personnel who do not have a legitimate educational interest in the information. Inappropriately disclosing (or requiring students or their parents to disclose) PII from education records to the school community may
Dear Colleague Letter: Transgender Students

violate FERPA and interfere with transgender students’ right under Title IX to be treated consistent with their gender identity.

Disclosure of Directory Information. Under FERPA’s implementing regulations, a school may disclose appropriately designated directory information from a student’s education record if disclosure would not generally be considered harmful or an invasion of privacy.38 Directory information may include a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.38 School officials may not designate students’ sex, including transgender status, as directory information because doing so could be harmful or an invasion of privacy.38 A school also must allow eligible students (i.e., students who have reached 18 years of age or are attending a postsecondary institution) or parents, as appropriate, a reasonable amount of time to request that the school not disclose a student’s directory information.33

Amendment or Correction of Education Records. A school may receive requests to correct a student’s education records to make them consistent with the student’s gender identity. Updating a transgender student’s education records to reflect the student’s gender identity and new name will help protect privacy and ensure personnel consistently use appropriate names and pronouns.

Under FERPA, a school must consider the request of an eligible student or parent to amend information in the student’s education records that is inaccurate, misleading, or in violation of the student’s privacy rights.32 If the school does not amend the record, it must inform the requestor of its decision and of the right to a hearing. If, after the hearing, the school does not amend the record, it must inform the requestor of the right to insert a statement in the record with the requestor’s comments on the contested information, a statement that the requestor disagrees with the hearing decision, or both. That statement must be disclosed whenever the record to which the statement relates is disclosed.33

Under Title IX, a school must respond to a request to amend information related to a student’s transgender status consistent with its general practices for amending other students’ records.34 If a student or parent complains about the school’s handling of such a request, the school must promptly and equitably resolve the complaint under the school’s Title IX grievance procedures.34

We appreciate the work that many schools, state agencies, and other organizations have undertaken to make educational programs and activities welcoming, safe, and inclusive for all students.

Sincerely,

/s/
Catherine E. Lhamon
Assistant Secretary for Civil Rights
U.S. Department of Education

/s/
Vanita Gupta
Principal Deputy Assistant Attorney General for Civil Rights
U.S. Department of Justice
Dear Colleague Letter: Transgender Students

20 U.S.C. §§ 1681–1688, 34 C.F.R. Pt. 106, 28 C.F.R. Pt. 54. In this letter, the term school refers to recipients of Federal financial assistance at all educational levels, including school districts, colleges, and universities. An educational institution that is controlled by a religious organization is exempt from Title IX unless it is shown that the school or educational institution controlled by the religious organization has possessed or is capable of exercising direct control over its educational programs and activities. 20 U.S.C. § 1681(a)(1); 34 C.F.R. § 106.12(a).


Ed., Examples of Policies and Emerging Practices for Supporting Transgender Students (May 13, 2016), www.ed.gov/essa/osh/emerinfo/practices.pdf. OCR also posts many of its resolution agreements in cases involving transgender students online at www.ed.gov/ocr/let.html. While these agreements address fact-specific cases, and therefore do not state general policy, they identify examples of ways OCR and recipients have resolved some issues addressed in this guidance.

34 C.F.R. §§ 106.4, 106.31(a). For simplicity, this letter cites only to ED’s Title IX regulations. OCR has also promulgated Title IX regulations. See 28 C.F.R. Pt. 54. For purposes of how the Title IX regulations as issued in this guidance apply to transgender individuals, OCR interprets its regulations similarly to ED. State and local rules cannot limit or override the requirements of Federal laws. See 34 C.F.R. § 106.6(b).


See Lusardi v. Dept’ of the Army, Appeal No. 0120133395 at 9 (U.S. Equal Emp’t Opportunity Comm’n Apr. 1, 2015) (“An agency may not condition access to facilities—or other terms, conditions, or privileges of employment—on the completion of certain medical steps that the agency itself has unilaterally determined will somehow prove the bona fide of the individual’s gender identity.”).

See G.G., 2016 WL 1567467, at *1 n.1 (noting that medical authorities “do not permit sex reassignment surgery for persons who are under the legal age of majority”).

34 C.F.R. § 106.31(b)(4); see G.G., 2016 WL 1567467, at *8 & n.10 (affirming that individuals have legitimate and important privacy interests and noting that these interests do not inherently conflict with nondiscrimination principles); Cresen v. Special Sch. Dist. No. 2, 234 F.3d 981, 984 (8th Cir. 2002) (rejecting claim that allowing a transgender woman “merely [to be] present in the women’s faculty restroom” created a hostile environment); Glenn, 663 F.3d at 1321 (defendant’s proffered justification that “other women might object to [the plaintiff’s] restroom use” was “wholly irrelevant”). See also Palmore v. Sidoti, 466 U.S. 429, 433 (1984) (“Private biases may be outside the reach of the law, but the law cannot, directly or indirectly, give them effect.”); City of Cleburne v. Cleburne Living Ctr., 473 U.S. 432, 448 (1985) (recognizing that “mere negative attitudes, or fear . . . are not permissible bases for” government action).
Frequently Asked Questions about Service Animals and the ADA

Many people with disabilities use a service animal in order to fully participate in everyday life. Dogs can be trained to perform many important tasks to assist people with disabilities, such as providing stability for a person who has difficulty walking, picking up items for a person who uses a wheelchair, preventing a child with autism from wandering away, or alerting a person who has hearing loss when someone is approaching from behind.

The Department of Justice continues to receive many questions about how the Americans with Disabilities Act (ADA) applies to service animals. The ADA requires State and local government agencies, businesses, and non-profit organizations (covered entities) that provide goods or services to the public to make “reasonable modifications” in their policies, practices, or procedures when necessary to accommodate people with disabilities. The service animal rules fall under this general principle. Accordingly, entities that have a “no pets” policy generally must modify the policy to allow service animals into their facilities. This publication provides guidance on the ADA’s service animal provisions and should be read in conjunction with the publication *ADA Revised Requirements: Service Animals*.

**DEFINITION OF SERVICE ANIMAL**

**Q1: What is a service animal?**

A: Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person’s disability.

**Q2: What does “do work or perform tasks” mean?**

A: The dog must be trained to take a specific action when needed to assist the person with a disability. For example, a person with diabetes may have a dog that is trained to alert him when his blood sugar reaches high or low levels. A person with depression may have a dog that is trained to remind her to take her medication. Or, a person who has epilepsy may have a dog that is trained to detect the onset of a seizure and then help the person remain safe during the seizure.
Q3: **Are emotional support, therapy, comfort, or companion animals considered service animals under the ADA?**

A: No. These terms are used to describe animals that provide comfort just by being with a person. Because they have not been trained to perform a specific job or task, they do not qualify as service animals under the ADA. However, some State or local governments have laws that allow people to take emotional support animals into public places. You may check with your State and local government agencies to find out about these laws.

Q4: **If someone’s dog calms them when having an anxiety attack, does this qualify it as a service animal?**

A: It depends. The ADA makes a distinction between psychiatric service animals and emotional support animals. If the dog has been trained to sense that an anxiety attack is about to happen and take a specific action to help avoid the attack or lessen its impact, that would qualify as a service animal. However, if the dog’s mere presence provides comfort, that would not be considered a service animal under the ADA.

Q5: **Does the ADA require service animals to be professionally trained?**

A: No. People with disabilities have the right to train the dog themselves and are not required to use a professional service dog training program.

Q6: **Are service animals in training considered service animals under the ADA?**

A: No. Under the ADA, the dog must already be trained before it can be taken into public places. However, some State or local laws cover animals that are still in training.

**GENERAL RULES**

Q7: **What questions can a covered entity’s employees ask to determine if a dog is a service animal?**

A: In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions: (1) is the dog a service animal required because of a disability? and (2) what work or task has the dog been trained to perform? Staff are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person’s disability.

Q8: **Do service animals have to wear a vest or patch or special harness identifying them as service animals?**

A: No. The ADA does not require service animals to wear a vest, ID tag, or specific harness.

Q9: **Who is responsible for the care and supervision of a service animal?**

A: The handler is responsible for caring for and supervising the service animal, which includes toileting, feeding, and grooming and veterinary care. Covered entities are not obligated to supervise or otherwise care for a service animal.
Q10: Can a person bring a service animal with them as they go through a salad bar or other self-service food lines?

A: Yes. Service animals must be allowed to accompany their handlers to and through self-service food lines. Similarly, service animals may not be prohibited from communal food preparation areas, such as are commonly found in shelters or dormitories.

Q11: Can hotels assign designated rooms for guests with service animals, out of consideration for other guests?

A: No. A guest with a disability who uses a service animal must be provided the same opportunity to reserve any available room at the hotel as other guests without disabilities. They may not be restricted to “pet-friendly” rooms.

Q12: Can hotels charge a cleaning fee for guests who have service animals?

A: No. Hotels are not permitted to charge guests for cleaning the hair or dander shed by a service animal. However, if a guest's service animal causes damages to a guest room, a hotel is permitted to charge the same fee for damages as charged to other guests.

Q13: Can people bring more than one service animal into a public place?

A: Generally, yes. Some people with disabilities may use more than one service animal to perform different tasks. For example, a person who has a visual disability and a seizure disorder may use one service animal to assist with way-finding and another that is trained as a seizure alert dog. Other people may need two service animals for the same task, such as a person who needs two dogs to assist him or her with stability when walking. Staff may ask the two permissible questions (See Question 7) about each of the dogs. If both dogs can be accommodated, both should be allowed in. In some circumstances, however, it may not be possible to accommodate more than one service animal. For example, in a crowded small restaurant, only one dog may be able to fit under the table. The only other place for the second dog would be in the aisle, which would block the space between tables. In this case, staff may request that one of the dogs be left outside.

Q14: Does a hospital have to allow an in-patient with a disability to keep a service animal in his or her room?

A: Generally, yes. Service animals must be allowed in patient rooms and anywhere else in the hospital the public and patients are allowed to go. They cannot be excluded on the grounds that staff can provide the same services.

Q15: What happens if a patient who uses a service animal is admitted to the hospital and is unable to care for or supervise their animal?

A: If the patient is not able to care for the service animal, the patient can make arrangements for a family member or friend to come to the hospital to provide these services, as it is always preferable that the service animal and its handler not to be separated, or to keep the dog during the hospitalization. If the patient is unable to care for the dog and is unable to arrange for someone else to care for the dog, the hospital may place the dog in a boarding facility until the patient is released, or make other appropriate arrangements. However, the hospital must give the patient opportunity to make arrangements for the dog's care before taking such steps.
Q16: Must a service animal be allowed to ride in an ambulance with its handler?

A: Generally, yes. However, if the space in the ambulance is crowded and the dog’s presence would interfere with the emergency medical staff’s ability to treat the patient, staff should make other arrangements to have the dog transported to the hospital.

CERTIFICATION AND REGISTRATION

Q17: Does the ADA require that service animals be certified as service animals?

A: No. Covered entities may not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal, as a condition for entry.

There are individuals and organizations that sell service animal certification or registration documents online. These documents do not convey any rights under the ADA and the Department of Justice does not recognize them as proof that the dog is a service animal.

Q18: My city requires all dogs to be vaccinated. Does this apply to my service animal?

A: Yes. Individuals who have service animals are not exempt from local animal control or public health requirements.

Q19: My city requires all dogs to be registered and licensed. Does this apply to my service animal?

A: Yes. Service animals are subject to local dog licensing and registration requirements.

Q20: My city requires me to register my dog as a service animal. Is this legal under the ADA?

A: No. Mandatory registration of service animals is not permissible under the ADA. However, as stated above, service animals are subject to the same licensing and vaccination rules that are applied to all dogs.

Q21: My city / college offers a voluntary registry program for people with disabilities who use service animals and provides a special tag identifying the dogs as service animals. Is this legal under the ADA?

A: Yes. Colleges and other entities, such as local governments, may offer voluntary registries. Many communities maintain a voluntary registry that serves a public purpose, for example, to ensure that emergency staff know to look for service animals during an emergency evacuation process. Some offer a benefit, such as a reduced dog license fee, for individuals who register their service animals. Registries for purposes like this are permitted under the ADA. An entity may not, however, require that a dog be registered as a service animal as a condition of being permitted in public places. This would be a violation of the ADA.
BREEDS

Q22: Can service animals be any breed of dog?
A: Yes. The ADA does not restrict the type of dog breeds that can be service animals.

Q23: Can individuals with disabilities be refused access to a facility based solely on the breed of their service animal?
A: No. A service animal may not be excluded based on assumptions or stereotypes about the animal's breed or how the animal might behave. However, if a particular service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or is not under the control of the handler, that animal may be excluded. If an animal is excluded for such reasons, staff must still offer their goods or services to the person without the animal present.

Q24: If a municipality has an ordinance that bans certain dog breeds, does the ban apply to service animals?
A: No. Municipalities that prohibit specific breeds of dogs must make an exception for a service animal of a prohibited breed, unless the dog poses a direct threat to the health or safety of others. Under the “direct threat” provisions of the ADA, local jurisdictions need to determine, on a case-by-case basis, whether a particular service animal can be excluded based on that particular animal's actual behavior or history, but they may not exclude a service animal because of fears or generalizations about how an animal or breed might behave. It is important to note that breed restrictions differ significantly from jurisdiction to jurisdiction. In fact, some jurisdictions have no breed restrictions.

EXCLUSION OF SERVICE ANIMALS

Q25: When can service animals be excluded?
A: The ADA does not require covered entities to modify policies, practices, or procedures if it would “fundamentally alter” the nature of the goods, services, programs, or activities provided to the public. Nor does it overrule legitimate safety requirements. If admitting service animals would fundamentally alter the nature of a service or program, service animals may be prohibited. In addition, if a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, that animal may be excluded.

Q26: When might a service dog's presence fundamentally alter the nature of a service or program provided to the public?
A: In most settings, the presence of a service animal will not result in a fundamental alteration. However, there are some exceptions. For example, at a boarding school, service animals could be restricted from a specific area of a dormitory reserved specifically for students with allergies to dog dander. At a zoo, service animals can be restricted from areas where the animals on display are the natural prey or natural predators of dogs, where the presence of a dog would be disruptive, causing the displayed animals to behave aggressively or become agitated. They cannot be restricted from other areas of the zoo.
Q27: What does under control mean? Do service animals have to be on a leash? Do they have to be quiet and not bark?

A: The ADA requires that service animals be under the control of the handler at all times. In most instances, the handler will be the individual with a disability or a third party who accompanies the individual with a disability. In the school (K-12) context and in similar settings, the school or similar entity may need to provide some assistance to enable a particular student to handle his or her service animal. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. For example, a person who uses a wheelchair may use a long, retractable leash to allow her service animal to pick up or retrieve items. She may not allow the dog to wander away from her and must maintain control of the dog, even if it is retrieving an item at a distance from her. Or, a returning veteran who has PTSD and has great difficulty entering unfamiliar spaces may have a dog that is trained to enter a space, check to see that no threats are there, and come back and signal that it is safe to enter. The dog must be off leash to do its job, but may be leashed at other times. Under control also means that a service animal should not be allowed to bark repeatedly in a lecture hall, theater, library, or other quiet place. However, if a dog barks just once, or barks because someone has provoked it, this would not mean that the dog is out of control.

Q28: What can my staff do when a service animal is being disruptive?

A: If a service animal is out of control and the handler does not take effective action to control it, staff may request that the animal be removed from the premises.

Q29: Are hotel guests allowed to leave their service animals in their hotel room when they leave the hotel?

A: No, the dog must be under the handler's control at all times.

Q30: What happens if a person thinks a covered entity's staff has discriminated against him or her?

A: Individuals who believe that they have been illegally denied access or service because they use service animals may file a complaint with the U.S. Department of Justice. Individuals also have the right to file a private lawsuit in Federal court charging the entity with discrimination under the ADA.

MISCELLANEOUS

Q31: Are stores required to allow service animals to be placed in a shopping cart?

A: Generally, the dog must stay on the floor, or the person must carry the dog. For example, if a person with diabetes has a glucose alert dog, he may carry the dog in a chest pack so it can be close to his face to allow the dog to smell his breath to alert him of a change in glucose levels.
Q32: Are restaurants, bars, and other places that serve food or drink required to allow service animals to be seated on chairs or allow the animal to be fed at the table?

A: No. Seating, food, and drink are provided for customer use only. The ADA gives a person with a disability the right to be accompanied by his or her service animal, but covered entities are not required to allow an animal to sit or be fed at the table.

Q33: Are gyms, fitness centers, hotels, or municipalities that have swimming pools required to allow a service animal in the pool with its handler?

A: No. The ADA does not override public health rules that prohibit dogs in swimming pools. However, service animals must be allowed on the pool deck and in other areas where the public is allowed to go.

Q34: Are churches, temples, synagogues, mosques, and other places of worship required to allow individuals to bring their service animals into the facility?

A: No. Religious institutions and organizations are specifically exempt from the ADA. However, there may be State laws that apply to religious organizations.

Q35: Do apartments, mobile home parks, and other residential properties have to comply with the ADA?

A: The ADA applies to housing programs administered by state and local governments, such as public housing authorities, and by places of public accommodation, such as public and private universities. In addition, the Fair Housing Act applies to virtually all types of housing, both public and privately-owned, including housing covered by the ADA. Under the Fair Housing Act, housing providers are obligated to permit, as a reasonable accommodation, the use of animals that work, provide assistance, or perform tasks that benefit persons with a disabilities, or provide emotional support to alleviate a symptom or effect of a disability. For information about these Fair Housing Act requirements see HUD’s Notice on Service Animals and Assistance Animals for People with Disabilities in Housing and HUD-funded Programs.

Q36: Do Federal agencies, such as the U.S. Department of Veterans Affairs, have to comply with the ADA?

A: No. Section 504 of the Rehabilitation Act of 1973 is the Federal law that protects the rights of people with disabilities to participate in Federal programs and services. For information or to file a complaint, contact the agency’s equal opportunity office.

Q37: Do commercial airlines have to comply with the ADA?

A: No. The Air Carrier Access Act is the Federal law that protects the rights of people with disabilities in air travel. For information or to file a complaint, contact the U.S. Department of Transportation, Aviation Consumer Protection Division, at 202-366-2220.
For more information about the ADA, please visit our website or call our toll-free number.

**ADA Website**

www.ADA.gov

To receive e-mail notifications when new ADA information is available, visit the ADA Website's home page and click the link near the bottom of the right-hand column.

**ADA Information Line**

800-514-0301 (Voice) and 800-514-0383 (TTY)

24 hours a day to order publications by mail.

M-W, F 9:30 a.m. – 5:30 p.m., Th 12:30 p.m. – 5:30 p.m. (Eastern Time)

to speak with an ADA Specialist. Calls are confidential.

For people with disabilities, this publication is available in alternate formats.

Duplication of this document is encouraged.  

July 20, 2015
# Louisiana Voter Registration Application (LA-VRA - Rev. 4/17)

**OFFICIAL USE ONLY**

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**Reason for Application:**
- New Voter Registration
- Updating Voter Registration

**Eligibility**
1. Are you a citizen of the United States of America?  
   - Yes
   - No

2. Will you be 18 years of age on or before election day?  
   - Yes
   - No

**Name**
1. LAST NAME
2. FIRST NAME

**Residence Address**
(Where you live and claim homestead exemption, if any)

- HOUSE # & STREET (P.O. BOX):  
- CITY/TOWN:  
- STATE: LA
- ZIP CODE:  
- UNIT/APT:  

**Mailing Address**
(If different from Residence Address)

- HOUSE # & STREET (P.O. BOX):  
- CITY/TOWN:  
- STATE: LA
- ZIP CODE:  
- UNIT/APT:  

**Birthday**
1. MM
2. DD
3. YYYY

**SSN**

**Sex**
- M
- F

**Race**
- WHITE
- HISPANIC
- AMERICAN INDIAN
- OTHER

**Party Affiliation**
- DEM
- GRN
- IND
- LBT
- REP
- NO PARTY
- OTHER (specify)

**Place of Birth**

**Mother’s Maiden Name**

**Email (Optional)**

**Phone (Optional)**

**Do you need assistance in voting?**
- Yes
- No

**Place of Last Registration**

**LA DLD Card #**

**Affirmation and Signature**
(I read and sign or make my mark)

**Witnesses**
1. Witness #1
   - Signature:  
   - Print Name:  
2. Witness #2
   - Signature:  
   - Print Name:  

*Last 4 digits of the social security number are required, if issued, and you have no LA driver’s license or LA special ID; full SSN number is preferred but optional.

Note: If you decline to register to vote, this fact will remain confidential and will be used only for voter registration purposes. If you register to vote, the office where your application was submitted will remain confidential and will be used only for voter registration purposes. You may request a copy of your voter registration form at any time from the registrar of voters.

**Remarks:**
APPLICANT INSTRUCTIONS

USE THIS LOUISIANA VOTER REGISTRATION APPLICATION TO: 1) register to vote; 2) change your address; 3) request a name change; 4) change party affiliation; or 5) request assistance in voting.

TO REGISTER AND BE ELIGIBLE TO VOTE AN APPLICANT MUST: 1) be a U.S. citizen; 2) be 17 years old (16 years old if registering to vote in person at the Registrar’s Office or the Office of Motor Vehicles), but must be 18 years old before actually voting; 3) not be under an order of imprisonment for conviction of a felony; 4) not be under a judgment of full or limited interdiction where your right to vote has been suspended; 5) reside in the state and parish in which you seek to register and vote.

Instructions: the grey section numbers on this page correspond to the grey section numbers on the application.

1. Eligibility - Federal law requires you to affirm that you are a citizen of the United States of America and that you will be 18 years of age on or before the election day in which you are eligible to vote. If you answered “No” to these questions, do not complete this application form. You are not eligible to vote at this time. If you are registering as a 16 or 17 year old, you may check “Yes” because you will not be allowed to vote until you are 18.

2. Name - You must provide your full name. Do not use nicknames or initials for middle or maiden name. If this application is for a change of name, please also complete section 17: “Former Registered Name”.

3. Residence Address - “Residence Address” means the address (Number, Street, City, State and Zip) where you live and are registering to vote. Residence address must be the address where you claim homestead exemption, if any, except for a resident in a nursing home or veterans’ home where they have a homestead exemption. A college student may elect to use their home address or their address at school while attending. Do not use a post office box for your “Residence Address”. If you use a rural route and box number, you may draw a map in box labeled “Give Location” to provide the exact location. Write in the names of the crossroads (streets) nearest to residence. Draw an X to show residence. Use a dot to show any schools, churches, stores or landmarks near residence and write the name of the landmark.

4. Mailing Address - If you check that you do not receive postal service at your residence address, you must provide your mailing address (Number, Street, City, State and Zip). Otherwise a mailing address may be provided and you may use a Post Office Box for a mailing address.

5. Social Security Number - If you do not have a LA driver’s license or LA special identification card, you must provide the last four digits of your social security number, if issued. The full social security number is preferred and may be provided on a voluntary basis and will be kept confidential. If you were not issued a social security number, you must attach either one or more documents to prove your identity, residence and date of birth. Documents may be: a) a copy of current and valid photo identification and/or b) a copy of a current utility bill, bank statement, government check, paycheck, or other government document. Your SSN number remains confidential and is only used for registration purposes.

6. Sex - Check male or female (for statistical purposes only).

7. Race - Race/Ethnic origin is optional (for statistical purposes only).

8. Party Affiliation - If you are registering for the first time, you may choose a party affiliation of Democrat, Green, Independent, Libertarian or Republican parties. You may specify any other party affiliation by checking “other” and then listing the party you wish to affiliate. If you do not want to register with a political party affiliation check “No Party”, or if you do not complete this section, your party affiliation will be listed as “no party”. If you are already registered with a party affiliation and no political party change is being made with this application, you may leave this section blank or re-enter your political party affiliation.

9. Place of Birth - Print the city/town, parish/county, state and country of your birth place (for statistical purposes only).

10. Mother’s Maiden Name - Print your mother’s maiden name, which is her last name at her birth. If unknown, write “unknown”.

11. Email - Give your email address for election officials to contact you if there is a problem with your registration. Email addresses are protected from disclosure by law and are for official use only.

12. Phone - Give your phone numbers for election officials to contact you if there is a problem with your registration. Phone numbers are optional and a public record unless you make a request for your phone numbers to be kept confidential by election officials.

13. LA DL/ID Card # - Print your LA driver’s license or LA special identification card number, if issued. If you do not have one, check “I do not have a LA DL/ID card”. This ID number remains confidential and is for official use only.

14. Assistance in Voting Needed? - Indicate if you will need assistance in voting by checking either the “No” or “Yes” box. If “Yes”, write the reason for needing assistance. The registrar of voters in your parish may contact you for proof of disability.

15. Place of Last Residence - Print the address (number and street), city, and state of your prior residence, if different from residence address in section 3 or write “Same”.

16. Place of Last Registration - Print the state and parish (or county) of your last registration if you were registered in another parish or state prior to completing this application. Important: Contact the local election office in your prior state and cancel your prior registration. Registering in Louisiana does not automatically cancel or transfer your voter registration from another state.

17. Former Registered Name - If you are using this application to make a name change to your registration, print your former registered name (name you are changing) in this section. If name changed by court order, provide a copy of the order with this application.

18. Affirmation and Signature - Read the affirmation and sign your full name or make your mark and print the date this application was signed and completed. If assistance in registering is being provided, make sure the applicant understands what they are affirming and that they meet the requirements to register to vote.

19. Witnesses - If you are unable to sign your name, you may make your mark, but it must be witnessed by two people or it is not valid.

Mailing Instructions - If returned by mail, place in an envelope and mail to your Registrar of Voters Office. You can find your registrar of voters mailing address on the Registrar of Voters Address Page, by visiting our website at www.geauxvote.com or by calling the toll free at 1-800-883-2805. Your application or envelope must be postmarked 30 days prior to the first election in which you seek to vote.

Online Voter Registration - Voter registration is also available at www.geauxvote.com and you may register online before the 20th day prior to the election. Please call your registrar of voters if you do not receive your voter information card two weeks after registering.