

*The School of Choice ...  
a Choice  
of a Lifetime*



**1998 - 1999  
School Catalog**



*The Baton Rouge Community College  
is jointly administered by the  
Louisiana State University and Southern University Boards of Supervisors*

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## WELCOME FROM THE CHANCELLOR



The establishment of the Baton Rouge Community College represents the completion of the public higher education puzzle for the Greater Baton Rouge Metropolitan Area. For the past century, the area and the state have been served by two outstanding universities, Louisiana State University and Agricultural and Mechanical College and the Southern University and Agricultural and Mechanical College. While these two universities have provided immeasurable service to the citizens of the Baton Rouge community, the State of Louisiana, and the United States of America, the metropolitan Baton Rouge Area has not benefited from the services of a comprehensive community college as have many other states.

Over the past four decades, the higher education communities of most cities and states in America have engaged in the development of a system of education that caters to those students and citizens who, for various reasons, have not sought nor pursued the opportunities associated with education beyond the secondary level. A vehicle that has been very successful in attracting and meeting the educational needs of these citizens is a comprehensive community college for Baton Rouge.

It is an honor and a pleasure to have been selected to serve as the person responsible for the development of the institution. It is a challenging yet highly rewarding experience to undertake such a task. I, along with the faculty and staff of Baton Rouge Community College look forward to providing programs of educational excellence for the citizens of Baton Rouge.

We expect this college to provide opportunity for any student in search of personal and professional growth and development. We expect our services, programs, technology, and facilities to be the best available in higher education.

At Baton Rouge Community College we are dedicated to providing our students with the opportunity to realize their highest intellectual, social, cultural and personal development. Our faculty is highly credentialed and experienced. They are dedicated to helping students achieve their educational goals whether they are initiating goals, changing goals and careers, or updating and enhancing current skills. We understand and endorse the precept that learning is forever. Therefore, students of all ages, backgrounds and skills levels are welcome to Baton Rouge Community College.

Dr. Marion Bonaparte,  
Chancellor

# GENERAL INFORMATION

## HISTORICAL OVERVIEW

Higher education in Louisiana has long been in need of a comprehensive community college system and/or at least the development of a community college in the Greater Baton Rouge Metropolitan Area. For at least ten years during the last two decades, discussions of the development of a community college have been under way. These discussions reached fruition during the spring of 1994. The office of the Governor of Louisiana mandated that higher education parties fashion an agreement with the U.S. Department of Justice to desegregate the dual system of higher education.

Among the provisions of The Settlement Agreement, it was mandated that “the State shall create and begin operation of a community college in the Baton Rouge area ... “ and the community college “ ... shall be jointly administered initially by the LSU Board and the SU Board under a plan which assures that the community college will begin and continue operation as an integrated institution with respect to students, faculty, administration and staff (United States v. Louisiana, November 4, 1994).

To enact R.S. 17:3222, Legislative Act 921 (Senate Bill 1206) became effective upon June 28, 1995, whereby the Baton Rouge Community College was instituted.

## OUR MISSION

The Baton Rouge Community College (BRCC) will be an open admission, two-year post-secondary public institution. The mission of BRCC includes the offering of the highest quality collegiate and career education through:

- comprehensive curricula allowing for transfer to four-year colleges and universities;
- community education programs and services;
- life-long learning; and
- distance learning programs

that will prepare students to enter the job market, to enhance personal and professional growth, or to change occupations through training and retraining. The curricular offerings shall include courses and programs leading to transfer credits and to certificates, diplomas, and associate degrees.

Because of its unique location, BRCC is particularly suited to serve the special needs of area businesses and industries and the local, State, and federal governmental

complexes. All offerings are designed to be accessible, affordable, and of high educational quality.

In fulfilling our goals at BRCC, we will:

- (a) collect and analyze data on post-secondary participation in the area to identify segments of the population that lack access to higher education because of proximity, cost, preparation, appropriate programs or motivation, and to develop strategies to serve these populations;
- (b) explore and initiate new approaches while expanding proven programs for preparing disadvantaged students for post-secondary education;
- (c) develop clear procedures for transfer to four-year institutions whether by articulated academic programs, dual admissions, or other cooperative efforts;
- (d) design effective vocational programs that not only provide entry-level vocational skills, but also develop communication skills, promote intellectual growth, and provide incentives for higher educational levels;
- (e) develop partnerships and/or working relationships with area high schools and vocational/technical institutions;
- (f) evaluate our programs, our responsibilities to the Baton Rouge metropolitan area, and our ability to serve the public;
- (g) incorporate development goals (student , personal, and social) designed to emphasize the shaping of quality life-long learning experiences; and
- (h) expand the availability of customized continuing education through distance learning.

## **OUR ROLE**

The role of the Baton Rouge Community College is to provide instruction for students in the liberal arts, the sciences, and in selected professional fields. BRCC is an open admissions two-year post-secondary public college. Admission to the College is open to any person holding a valid high school diploma or its equivalent.

## **OUR SCOPE**

Our scope encompasses instruction, community outreach, and service. As a public comprehensive community college, we are committed to general education, applied science, developmental education, student support services, community services, continuing education, economic development, campus life, diversity, advisement, guidance, assessment, and occupational and vocational/career development. Together with quality and access, our mission components will result in the delivery of educational excellence.

## **OUR BELIEFS**

We believe that people, without exception, should be encouraged to pursue all opportunities to fully develop their potential and to become active participants in the affairs of society. We further believe that they have the right to:

- actively direct their own lives;
- experience diversity;
- openly communicate beliefs, values, and emotions;
- enjoy the benefits of lifelong learning;
- experience a just, valued, and caring community;
- learn about the values and laws of a disciplined community.

## **OUR VALUES**

We firmly believe in a value system that emphasizes:

- achievement of the human potential;
- equality and fairness;
- family and community;
- preservation of human dignity;
- freedom of open discourse;
- creative and innovative change;
- excellence in teaching, learning, and student success;
- recognition of individual and collective responsibility.

## **COMMUNITY COLLEGE CONCEPTS**

The central goal of Baton Rouge Community College is to build and strengthen human growth and development through education. The Commission on the Future of Community Colleges defined this goal precisely: "At the center of building community there is teaching. Teaching is the heartbeat of the educational enterprise and, when it is successful, energy is prompted into the community—continuously renewing and revitalizing the institution. Therefore, excellence in teaching is the means by which the vitality of the college is extended and a network of intellectual enrichment and cultural understanding is built."

# COLLEGE CALENDAR 1998-1999

## FALL SEMESTER, 1998

Orientation	August 12-13	(W-Th)
Registration	August 14-15	(F-Sat)
Late registration	August 17-19	(M-W)
Fee payment deadline	August 19	(W)
Classes begin	August 20	(Th)
Final date for adding courses for credit and making section changes	August 27	(Th)
Labor Day holiday	September 7	(M)
Final date for dropping courses without receiving a grade of "W"	September 9	(W)
Mid-semester exams	October 12-17	(M-Sat)
Mid-semester grades due in the Office of Enrollment Services	October 20	(Tu)
Course scheduling for spring semester begins	November 2-7	(M-Sat)
Final date for resigning from the College and/or dropping courses	November 6	(F)
Thanksgiving holiday	November 25-27	(W-F)
Concentrated study period - no meetings, social activities, or other extracurricular activities requiring student participation will be scheduled; no major examinations will be given in academic courses other than in labs or to graduating students	November 23- December 1	(M-Tu)
Classes end	December 1	(Tu)
Final examinations	December 2-5	(W-Sat)
Grades due in the Office of Enrollment Services	December 9	(W)
Semester ends	December 11	(F)

## SPRING SEMESTER 1999

Orientation	January 4-5	(M-Tu)
Registration	January 5-6	(Tu-W)
Late registration	January 7-9	(Th-Sat)
Fee payment deadline	January 9	(Sat)
Classes begin	January 11	(M)
Martin Luther King Day holiday	January 18	(M)
Final date for adding courses for credit and making section changes	January 19	(Tu)
Final date for dropping courses without receiving a grade of "W"	February 5	(F)
Mardi Gras holiday	February 15-17	(M-W)
Mid-semester exams	March 8-13	(M-S)
Mid-semester grades due in the Office of Enrollment Services	March 16	(Tu)
Final date for resigning from the College and/or dropping courses	March 26	(F)
Spring break	March 29-April 3	(M-Sun)
Course scheduling for summer and fall semesters begin	April 6-10	(Tu-Sat)
Concentrated study period - no meetings, social activities, or other extracurricular activities requiring student participation will be scheduled; no major examinations will be given in academic courses other than in labs or to graduating students	April 24-30	(Sat-F)
Classes end	April 30	(F)
Final examinations	May 1-5	(Sat-W)
Grades due in the Office of Enrollment Services for graduating students	May 3	(M)
Grades due in the Office of Enrollment Services	May 7	(F)
Commencement	May 8	(Sat)

## SUMMER SEMESTER 1999

Orientation	June 7	(M)
Registration	June 7	(M)
Late registration	June 8	(Tu)
Classes begin	June 9	(W)
Final date for adding courses for credit and making section changes	June 15	(Tu)
Final date for dropping courses without receiving a grade of "W"	June 21	(M)
Independence Day holiday	July 5	(M)
Final date for resigning from the College and/or dropping courses	July 20	(Tu)
Classes end	July 26	(M)
Final examinations	July 27-28	(Tu-W)
Grades due in the Office of Enrollment Services	July 30	(F)
Semester ends	August 2	(M)





# ADMISSIONS

## ADMISSIONS POLICY

Baton Rouge Community College (BRCC) has an open-door admissions policy. Students who can benefit from the programs offered are accepted without regard to race, religion, sex, national origin, age, physical disability, marital or veteran status. Graduates of a state-approved high school; individuals who have obtained the General Equivalency Diploma (GED); or individuals who are eighteen (18) years of age or older are eligible for admission. High school students who are at least 16 years of age may be admitted through concurrent enrollment which allows them to register in a maximum of two college courses simultaneously with their high school courses. Admission to the College does not, however, ensure admission to a particular program of study. In addition, all first time BRCC students are required to attend one of the mandatory Student Orientation sessions listed in the semester calendar.

## STUDENT CLASSIFICATIONS

First Year Undergraduate Student – a student who has earned 29 or fewer college credits, but has not previously earned a bachelor's degree..

Second Year Undergraduate Student – a student who has earned 30 or more college credits, but has not previously earned a bachelor's degree.

## APPLICATION PROCEDURE

Persons applying for admission to BRCC must:

- Complete and submit the application form.  
Priority Application Deadlines:  
Fall Semester August 1  
Spring Semester January 5  
Summer Semester June 1
- Pay a \$7.00 application fee.
- Present an official (mailed directly from the Registrar's Office) high school transcript, high school diploma (or copy), or a GED diploma that is certified by a state agency. Persons who do not meet this requirement must be approved by the Office of Enrollment Services.
- First time students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria (Louisiana R.S. 17:110). Immunization forms are available in the Office of Enrollment Services.

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*Note: Submission of forged or altered credentials may lead to criminal prosecution.*

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All admission requirements must be met within 30 calendar days from the official first day of class. Failure to provide all required documentation may result in dismissal.

## LOUISIANA RESIDENT STATUS

Eligibility for classification as a resident of Louisiana is determined by the Office of Enrollment Services in accordance with BRCC regulations and is based on evidence provided on the application for admission and related documents. Requirements relate primarily to the location of the home and place of employment. Factors considered in determining residency status include but are not limited to the following:

1. A student must have lived and worked in Louisiana for one full year immediately preceding the first day of class.
2. A student may not establish residency for the primary purpose of education.
3. A student who has paid Louisiana income taxes as a resident during the past tax year.
4. Special provisions have been made for students who have moved to Louisiana for employment purposes and military personnel stationed in Louisiana.

Resident classification and all fees are audited and adjusted, if necessary, after registration and will be reflected on the student's account.

## TEST REQUIREMENTS

The following tests will be used for placement purposes:  
American College Test (ACT)  
Scholastic Aptitude Test (SAT)  
BRCC Placement Test

Score reports should be sent to the Office of Enrollment Services. BRCC's ACT code is 1603; the SAT code is 6023. Individuals who have not taken the ACT or the SAT will take BRCC's Placement Test. Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL). A TOEFL score of at least 500 with a minimum score of 5 on the Test of Written English (TWE) is required. Test scores are used for counseling and placement purposes only.

Applicants will not be refused admission to the college because of low test scores. Students whose test scores indicate a need for preparation in basic skills will be required to enroll in developmental education courses. Enrollment in general education courses may be restricted for students who are enrolled in developmental education courses.

## TRANSFER STUDENTS

A transfer student is any student who has been previously enrolled at another college or university. Transfer students may enroll at BRCC if they are eligible for readmission at the last school attended. Transferring students must submit an application for admission, a non-refundable \$7.00 application fee (\$35.00 for international students), and official transcripts from all previous institutions attended. Students may be admitted provisionally until all required transcripts are received.

A student on academic suspension may enroll at BRCC with the written approval of the Chief Academic Affairs Officer at the suspending institution and upon approval of the Academic Appeals Committee.

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*Note: Immediate dismissal may result for failure to acknowledge attendance at another college or university.*

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## TRANSFER CREDITS

Transfer credits from all regionally accredited institutions of higher education are recorded on the student's academic record. Developmental course credits are not accepted toward a degree or certificate, but are entered on the student's record. Courses taken at institutions that are not accredited by a regional accrediting association are generally not accepted at BRCC. However, students transferring from non-regionally accredited institutions can request credit if faculty qualifications and student competencies can be documented. Students may pursue one of the following avenues to gain acceptance of such coursework:

- Use prior coursework as a basis to apply for Credit by Examinations.
- Establish that another regionally-accredited institution has accepted the courses in question toward a degree or certificate.

Acceptance of transfer credits to meet degree and certificate program requirements will be governed by the following guidelines:

1. Acceptance of courses taken before a student transfers to BRCC is determined by the student's Department Chair.
2. Acceptance of courses that are not directly equivalent to courses taught at BRCC is determined by the student's Department Chair.
3. Grades for transferred courses will be interpreted according to the BRCC grading scale and will be recorded as follows:
  - a) Grades of W, WA, WB, WC, WD, and WP will not be recorded.
  - b) Plus (+) or minus (-) symbols will be disregarded.
  - c) Grades of Pass, Credit, and Satisfactory will be treated alike.

- d) Pass, Credit, and Satisfactory will count only in hours earned.
  - e) Fail grades, including WF, will count as hours attempted.
  - f) Grades in remedial courses are treated the same as other courses.
  - g) Grades of NC (no credit) will not be recorded.
  - h) Incomplete (I) grades will be treated as if earned at BRCC.
4. Transcripts will be evaluated for degree-seeking students during their first semester at BRCC by the Office of Enrollment Services.
  5. A transfer grade of "C" is the lowest acceptable in English Composition I and II.
  6. If the transfer work was earned in quarter hours, the credits will be converted to semester hours (the number of quarter hours times 2/3 equals the number of semester hours).
  7. Transfer credits earned will be accepted toward degree requirements based upon the degree program.
  8. A student may petition the acceptance of transfer credits to the Dean of Academic Affairs.

## PROVISIONAL ADMISSION STATUS

Provisional admission status is a temporary arrangement that allows students to attend BRCC until their records have been received from another institution(s). Students may be granted provisional admission when required documentation is not available. Admission will be canceled if the required records received do not qualify the applicant for admission.

## TRANSIENT STUDENTS

Transient students are students who attend BRCC only for a summer session. Students in good standing who are currently enrolled at another institution who plan to attend BRCC for the summer session only may be admitted by applying for admission and submitting a Letter of Good Standing (from the Registrar or Dean) or official transcript from the college or university in which they are currently enrolled. Students who decide to continue past the one semester for which they were admitted will be required to apply for regular admission, submit all required official transcripts, and meet transfer admission requirements. Transient students are not eligible for Student Financial Aid.

## NON-CREDIT COURSES

In addition to the customary degree or certificate seeking routes, persons may take courses at Baton Rouge Community College for personal enrichment; for example, students sponsored by employers, governmental groups, or for other such purposes. These students are declared

as “non-degree seeking” and are not subject to most admission requirements, but may be required to meet the requirements/prerequisites for specific courses. Persons seeking to enroll in noncredit courses only must file an application for admission so that a record can be established if such should be needed. Non-degree seeking students do not qualify for Student Financial Aid.

## **EARLY ADMISSIONS PROGRAM**

BRCC has an Early Admissions Program that permits certain students to enroll at BRCC while being concurrently enrolled in high school. Students are eligible for this program if they:

- 1) are a high school junior or senior with a “B” grade point average;
- 2) have a letter of consent from the high school principal or designated official and a parent or guardian;
- 3) meet course or program requirements;
- 4) have permission of the Office of Academic Affairs.

Students admitted under the Early Admissions Program must complete all college courses attempted with a grade of “B” or better in order to continue enrollment. Students in this program may not enroll in developmental courses. The College reserves the right to limit the number of hours and the specific courses in which a high school student may enroll. During summer sessions, high school students admitted under this category are permitted to enroll for a maximum of six (6) hours. A student enrolled in the Early Admissions Program may be dropped from the College immediately if a disciplinary problem arises.

## **CONCURRENT/DUAL ENROLLMENT**

Concurrent or dual enrollment means that a student is enrolled at more than one institution. A student who is enrolled at BRCC is required to notify the Office of Enrollment Services whenever he or she enrolls at another college or university. A Concurrent Enrollment Form must be completed during the registration period of the semester in which the student is dual enrolled at BRCC and another institution. Upon completion of each semester of concurrent enrollment, the student is required to have an official transcript from the other institution sent to BRCC; academic standing is based on all coursework attempted.

This policy does not apply to students who are officially cross-enrolled with Southern University (SU), Louisiana State University (LSU), or Southeastern Louisiana University (SLU).

## **CROSS ENROLLMENT**

Cross enrollment means that a student is enrolled at one institution but also takes classes at another institution. Articulation Agreements between BRCC and SU, LSU, and SLU permit students to register for a limited number of preapproved classes at each of these institutions when they register at BRCC. Students should contact the Office of Enrollment Services for information regarding the necessary procedure. Students who enroll in course work at BRCC for the purpose of transferring the credits must get permission from the current institution to ensure that the credits will be transferable.

## **READMISSION**

Students who have not enrolled for more than two semesters must submit a new application and application fee. A transcript of credits earned at another college or university during the “non-enrolled” period is required. A student who does not enroll at BRCC for a Fall or Spring semester must adhere to the catalog in effect at the time of re-entry in order to meet graduation requirements.

## **REQUIREMENTS FOR A SECOND DEGREE OR CERTIFICATE**

A student must meet all graduation requirements for the second degree or certificate. Students seeking a second certificate must earn at least an additional nine semester hours, while an additional 15 semester hours must be earned for a second associate degree in the second major; these hours cannot have been applied toward the first degree or first certificate. In addition, an official declaration of major must be on file prior to applying for a second degree or certificate so that the appropriate catalog requirements can be determined. In degree programs where there are several options, a different option is not considered a second degree. For example, more than one business technology degree will not be awarded even when a different area of concentration has been completed.

## **ACADEMIC RENEWAL (AMNESTY)**

BRCC provides an opportunity for students who, after dropping out or being suspended because of academic deficiencies, demonstrate sufficient maturation to be afforded an opportunity to begin college matriculation again. The following standards apply:

1. At least three years must have elapsed between the end of the semester in which the student was last registered for credit at any college or university and being enrolled under academic renewal.
2. The student must submit an application for academic renewal to the Office of Enrollment Services during

the semester in which the student registers. The application shall include evidence that conditions have changed and that there is reasonable expectation of satisfactory performance.

3. The Office of Enrollment Services shall evaluate each application and only recommend for approval those who satisfy the requirements and who can indicate the potential for success. Applying for academic renewal does not ensure approval.
4. No prior academic credit carries forward as part of a degree program; however, the prior record remains a part of the student's overall academic record.
5. If granted, the date of academic renewal is entered upon the transcript along with a statement prohibiting use of previously earned credits and quality points to (a) meet degree requirements, (b) compute the GPA leading toward undergraduate certificates or degrees, or (c) determine graduation status.
6. Upon being granted academic renewal, the student has the status of a first time student and will begin a new record showing no credits attempted, no quality points earned, and no prior suspensions.
7. A student demonstrating competency in a given area may be allowed advanced standing (without credit) or a waiver of requirements just as any entering first time student. Credit examinations may be taken for courses in which grades of "C" or higher were earned.
8. BRCC will accept, in transfer, academic renewal granted at another institution. However, academic renewal may be granted to a person only once, regardless of which institutions were attended.
9. Students are cautioned that many undergraduate professional curricula, graduate, and professional schools compute the undergraduate GPA on all hours attempted when considering applications for admission.

## **CREDIT EXAMINATIONS**

### **Credit from Departmental Proficiency Examinations**

A BRCC student who believes he or she is qualified by experience or previous training may request credit by examination. A student who wishes to apply for credit by examination should contact the Academic Skills Enhancement Program (ASEP) Office.

Copies of credit examinations for eligible courses in which such examinations may be given must be approved in advance by the ASEP Department Chair. If the examination involves shop or laboratory activities, a brief description of the examination must also be approved by the Department Chair of that specific discipline. Credit examinations must test all of the competencies required to pass a course as currently required by BRCC for regularly enrolled students.

The following regulations govern the program:

1. The student must be currently enrolled at BRCC.
2. A non-refundable fee of \$5.00 per credit hour is charged

prior to administration of the examination.

3. To receive credit, a student must demonstrate minimum proficiency of 75% of all competencies for the course.
4. Semester hours of credit earned by credit examination are assigned the "P" grade. No quality points are earned. Such credit does not enter into grade point average computations.
5. Students intending to use credit by examinations to meet degree requirements of other institutions should check the requirements of the receiving institution.
6. A student who wishes to take a credit examination for a by-passed course must take the examination by the end of registration of the semester in which he or she enrolls for the more advanced course. If proficiency is not demonstrated on the examination, the student will be administratively dropped from the higher level course with no refund available or placed into the appropriate level course based upon available space.
7. Credit examinations are approved by the ASEP Department Chair only after the student is enrolled in at least one course at the College.
8. Students may take a credit examination in the same course only once.
9. Students may not take a credit examination in a course in which they are not currently enrolled or which they have previously completed at any regionally accredited college.
10. Students who declare academic amnesty may take credit examinations for any course completed prior to declaring amnesty in which a grade of "C" or higher was earned.
11. Students may not take credit examinations for a course which was audited.

## **APPLICATION PROCEDURES: CREDIT EXAMINATION**

Step 1: Student should request the Application for Credit Examination form at the Academic Skills Enhancement Program Office; current enrollment status is then verified. The student's name, social security number, course number, course title, credit hours and date are entered on the form and the student is directed to the appropriate Department Chair for approval.

Step 2: The Department Chair for the student's major should also be consulted by the student to be certain that the credit earned through examination may be used to fulfill program requirements.

Step 3: When the request has been approved by the Department Chair of the course for which credit is being sought, the student carries the form to the Office of Business Affairs and pays the required fee.

Step 4: Upon receipt of payment, the Office of Business Affairs completes the payment section of the form and issues a receipt.

Step 5: The Department Chair of the course for which credit is being sought designates a faculty member to administer the examination.

Step 6: The faculty member administering the examination completes the test information section (score, date of exam, etc.) and submits the form to the Office of Enrollment Services where the form is processed and copies are distributed.

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

The College Level Examination Program (CLEP) allows students the opportunity to earn credit in certain subject areas. Students enrolled at BRCC and prospective students may earn up to 30 semester hours of college credits for acceptable scores made on CLEP exams. Scores on the general examination must be submitted prior to initial enrollment by students who desire CLEP credit for subject examinations.

Students may receive credit only in subjects in which they have not earned academic credit that has or will be accepted by BRCC. Students may not attempt credit by examination for a course in which a failing grade has been earned or for a basic course in areas in which acceptable college credit for more advanced courses has been obtained.

Students are graded on a pass/fail basis and must earn the minimum scores indicated for a passing grade. The grade is not computed in the student's cumulative grade point average, nor does it replace an earned letter grade. Students may not attempt credit by examination more than once in a given course. Credit by examination is available only to enrolled students. Grades are recorded on the student's transcript upon successful completion of the examination.

### **Credit for Advanced Placement**

BRCC will grant college credit to students who score 3, 4, or 5 on one or more of the Advanced Placement Examinations of the College Entrance Examination Board, not to exceed 30 hours credit. To be eligible, the student must take the examination prior to enrollment in college and must be enrolled at the College when credit is awarded.

## **AUDITING STATUS STUDENTS**

Students who do not wish to earn college credit may enroll for no credit audit status during the registration pe-

riod. A student who is ineligible to enter a previous college because of academic suspensions is, with the permission of the suspending institution and BRCC, eligible to attend BRCC as an audit student. Audit status students are assessed on the same fee schedule as students enrolled for credit courses.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

BRCC is in compliance with the regulations of the Americans with Disabilities Act. The Counselor for Special Programs is BRCC's liaison for ADA. Anyone with special needs should contact that office for specific information on disabilities, services, and facilities.

## **INTERNATIONAL STUDENTS**

A prospective student who desires to attend BRCC, but is not a U.S. citizen, must meet all admissions requirements. If the student's native language is not English, he or she will be required to have a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) with a minimum score of 5 on the Test of Written English (TWE) or demonstrate English proficiency on the BRCC Placement Test. In addition, a non-citizen who is seeking admission on a student visa must submit all documentation required by federal and state regulations, including the items listed below before Form I-20 can be issued:

1. The required nonrefundable international student fee (\$45.00).
2. A notarized Statement of Financial Support and/or Statement of Understanding to show evidence of sufficient funds to cover all costs while studying in the U.S. The verification must be in English and signed by the prospective student and person(s) who submits the verification.
3. Official secondary and/or postsecondary school records listing courses taken and examination results (photocopies are not acceptable).

All credentials must be translated into English by an official translating agency and certified as correct.

## **ABILITY TO BENEFIT**

Prospective students who lack a high school diploma, GED or equivalent must show their ability to benefit from a postsecondary program of study. The BRCC Placement Test or Department of Education approved placement test, will be used to satisfy requirements for the Ability to Benefit.

# SCHEDULE OF FEES

## TUITION

Baton Rouge Community College's tuition and fees are among the most affordable in the state. All tuition and fees must be paid in full on or before the payment deadline listed in the Academic Calendar.

A student is considered officially registered once tuition and fees are paid and all required admission documents have been submitted to the Office of Enrollment Services.

## REFUND POLICY

Refund of tuition and fees for the fall and spring semesters is based upon the student reduction in credit hours or official withdrawal of the student from college:

- 100%** - Students withdrawing prior to the first day of classes are entitled to a full refund of tuition and fees.
- 75%** - Students withdrawing during the first 10 days of classes shall receive a refund of 75% of total tuition and fees paid.
- 50%** - Students withdrawing from day 11 through day 24 of classes shall receive a refund of 50% of total tuition and fees.
- 0%** - Students withdrawing from day 25 through the end of the semester are ineligible to receive a refund.

Refund deadlines vary for the summer session and for special, short-term credit courses according to the length of the courses.

TUITION (APPLIES TO AUDITED COURSES)		
Credit Hours	Resident Tuition	Non-Resident Tuition
1	\$44.00	\$151.00
2	88.00	302.00
3	132.00	453.00
4	176.00	604.00
5	220.00	755.00
6	264.00	906.00
7	308.00	1,057.00
8	352.00	1,208.00
9	396.00	1,359.00
10	440.00	1,510.00
11	484.00	1,661.00
12 or more	<b>528.00</b>	<b>1,812.00</b>

NON-REFUNDABLE FEES	
Application	\$7.00
Late Registration	25.00
Add/Drop fee	5.00
Returned check	25.00
Graduation	25.00
International Student Fee (Per semester)	45.00
Official transcript	3.00
Duplicate identification card	5.00
Credit by exam (Per credit hour)	10.00
Advanced Placement (per credit hour)	5.00
CLEP (per credit hour)	5.00
Life experience assess. (per credit hour)	20.00
REFUNDABLE FEES <sup>1</sup>	
Science labs (each)	25.00
Computer science labs (each)	15.00
Computer applications courses (each)	15.00
Telecourses	25.00
Technology - per semester <sup>2</sup>	10.00
Technology - summer session <sup>2</sup>	5.00

<sup>1</sup> Based on refund policy  
<sup>2</sup> Complete withdrawals only

## MOTOR VEHICLE REGISTRATION

A motor vehicle registration fee will be charged to all students who wish to park a vehicle on campus; Fall \$15.00, Spring \$7.50, and Summer \$3.75.

# FINANCIAL AID AND SCHOLARSHIPS

BRCC provides equal educational opportunities for all students in all programs.

The Financial Aid and Scholarship Office at BRCC administers and coordinates funds from a number of different sources. These funds are provided to ensure post-secondary educational opportunities to eligible students.

The philosophy of the Financial Aid and Scholarship Office is to assist all eligible applicants by “packaging” or combining funds from various sources, including institutional and non-institutional funds. BRCC encourages students to apply for other federal and state programs in order to maximize their opportunities for assistance.

Need (for financial aid purposes) is the difference between the cost of attending BRCC and the resources an applicant has available. Resources include, but are not limited to, the following:

- expected parental contribution
- student contribution (through savings and employment)
- social security
- veteran’s and other benefits

All applicants must submit financial information concerning themselves and their parents. This information is submitted by completing the Federal FAFSA form and a BRCC Financial Aid Institutional Data Form. Forms are available in BRCC’s Financial Aid and Scholarship Office. The Office of Financial Aid and Scholarship uses the information received from the student in determining need and eligibility after all documentation and forms are filed with BRCC’s Financial Aid and Scholarship Office.

The priority filing date for BRCC financial aid applicants is June 1 for the fall semester. Applications received after that date may be considered late and will be processed according to availability of funds. Students must apply early in order to receive consideration for all funds. It is helpful if parents complete IRS 1040 or 1040A income tax forms in early February since the applications and financial statements require income tax data.

**Remember to retain copies of all forms sent to all agencies and BRCC for future reference.**

## Financial Aid (Student Responsibilities)

Prior to receiving any source of financial aid, the student is required to:

- 1 Successfully complete academic assessment testing if non-high school graduate.
- 2 Enroll for those classes that apply to a specific program of study leading to a degree or certificate.
- 3 Have an academic advisor approve a specific major course of study (degree objective).
- 4 Maintain satisfactory progress each semester.
- 5 Notify the Financial Aid Office of any additional financial assistance received that does not appear on the award letter.
- 6 Notify the Financial Aid Office and the Business Office of withdrawals from school.
- 7 Repay any debits stated on any promissory notes signed by the student.
- 8 Meet other requests and requirements established by the Financial Aid and Scholarship Office not mentioned here.

## ELIGIBILITY FOR FINANCIAL AID

**New, transfer and re-entry students** who meet the following criteria are eligible to apply for the various financial aid programs BRCC offers. The student must:

- Be enrolled as a regular student in a degree-granting or certificate program.
- Be a U.S. citizen or eligible non-citizen (permanent resident).
- Be enrolled at least half-time. (students should see a Financial Aid Officer if changing enrollment status during the award year).
- Not be in default on a prior student loan or owe a refund on a federal grant.
- Make satisfactory academic progress toward completion of educational objective.

## SATISFACTORY ACADEMIC PROGRESS

*(For Purposes of Financial Aid Eligibility)*

**In order to receive financial aid, a student must make satisfactory academic progress. BATON ROUGE COMMUNITY COLLEGE has established the following policy to determine satisfactory academic progress for students:**

**These requirements include grade point average, minimum semester hours earned per specified time increments, and completion of the education objectives within a specified maximum time frame.**

**New Students:** Students enrolling for the first time in college and who have met all eligibility requirements.

**Continuing Students:** The past academic record of a student will be evaluated to determine whether or not satisfactory academic progress requirements are met. It does not matter if a student has previously received financial aid.

**Transfer Students:** Transfer students will be expected to meet the same criteria as continuing students.

**Grades:** Students having a satisfactory grade point average meet the requirements for continued enrollment under the scholastic regulations of the College. However, **after completing 24 hours of course work the financial aid recipient must achieve and maintain at least a 2.0 cumulative grade point average** to meet eligibility.

**Earned Credit Hours:** In addition to grade point average requirements, the student must earn a specified number of hours per academic year increment. A student shall be expected to:

- earn an average of at least nine (9) hours of credit for each regular semester when the enrollment status is full-time (12 or more hours), or
- earn a proportionate number of credit hours when enrollment status is part-time. (usually 75% of hours carried — rounded down when there is a fraction included)

At the end of the second semester (spring) of the regular academic year, the records of each recipient shall be reviewed to determine if satisfactory academic progress is met. It should be noted that **enrollment status for a given term will be based upon the number of hours for which the student enrolls and receives aid at the beginning of the semester.**

- **Repeat courses, remedial courses** (development courses), and other **“pass/no credit” courses** will be used to determine enrollment status and hours attempted.
- **“I” — Incomplete courses** will count as credit earned only after the course is completed and a passing grade is earned.
- Courses that are **withdrawn (dropped)** and are then audited after the enrollment status has been established will be counted in the credit hours as attempted.
- Credit hours earned by **advanced standing or credit exams** will not be used to determine enrollment status.
- **Correspondence courses** or credits earned by cross-enrollment at another institution will not be used unless pre-approved by BRCC's Office of Enrollment Services.

**Maximum Time Frame:** The maximum time allowed for a student to complete his/her educational objective at BRCC will be as follows:

#### **Semesters**

**Associate Degree - 8 semesters**

**Transfer Students - 8 semesters**

#### **Number of Full-Time or Equivalency**

**Summer Term counts as a half (½) semester. This includes total numbers of terms attended whether or not the student received aid all of these terms.**

**Appeal Procedures:** The Director of Student Aid and Scholarships, along with the Academic Dean, will re-view the student's academic history. The Academic Dean will determine whether or not satisfactory academic progress is met.

#### **Re-Establishing Eligibility to Receive Financial Aid:**

If a student does not meet satisfactory academic progress the student must earn:

- the number of credit hours and/or
- the grade point average needed to meet the minimum requirements to re-establish eligibility.

Credit hours earned must be at BRCC or at a college/university from which BRCC accepts credits.

## **SCHOLARSHIPS/AWARDS PROGRAMS**

Students are selected based on academic excellence, character, leadership, general accomplishments, and financial need. A scholarship does not require community service. Scholarships are awarded only to students who are full-time. The award is made for “one year” which covers two consecutive semesters, beginning with the fall session.

Scholarships awarded by outside agencies will be administered according to the rules and regulations specified by the donors and the College's Management Board.



## **BRCC SPECIAL AWARDS**

The following scholarships and awards are given by local or area donors and administered by the Scholarship Committee at Baton Rouge Community College.

### **DR. MARION BONAPARTE SCHOLARSHIP**

Scholarships Available:	One (1)
Amount:	\$1,056
Eligible Applicants	First-time College Freshmen
Required Field of Study:	Early Childhood Education or related area
Applicant Enrollment Status:	Full-time
High School Requirement:	Louisiana high school graduate
Grade Point Average	2.50 or above
ACT Score:	17 or above
Application Location:	BRCC Financial Aid & Scholarship Office

### **MELROSE EAST COMMUNITY ASSOCIATION SCHOLARSHIP**

Scholarships Available:	One (1)
Amount:	\$1,056 each
Eligible Applicants	Graduating Seniors demonstrating financial need
	One-year resident of Melrose East Subdivision Active in community service in Melrose Subdivision
Required Field of Study:	Pursuit of an Associate Degree
Applicant Enrollment Status:	Full-time
High School Requirement:	Louisiana High School Graduate
Grade Point Average	2.3 or above
Application Location:	BRCC Financial Aid & Scholarship Office

## **OTHER SCHOLARSHIP PROGRAMS**

### **DOW PROCESS CONTROL TECHNOLOGY SCHOLARSHIP**

Scholarships Available:	Two (2)
Amount:	\$2,000 each
Eligible Applicants	Graduating Seniors
Required Field of Study:	Process Control Technology

Applicant Enrollment Status:	Full-time
High School Requirement:	Iberville Parish and West Baton Rouge Parish High Schools Four (4) units English Three (3) Units of Science & Mathematics
Grade Point Average	2.00 or above
ACT Score:	17 or above
Application Location:	High School Guidance Counselor's Office

## **STATE SCHOLARSHIPS**

The **Louisiana Honors Award**, the **Louisiana Performance Award**, and the **Louisiana Opportunity Award** are available at state-supported public colleges/universities. Additional information on these scholarships may be obtained from high school counselors, BRCC Financial Aid and Scholarship Office, and the Louisiana Office of Student Financial Assistance, 1-800-259-5626.

**Veteran's Orphan Scholarships** are awarded through the Department of Veteran's Affairs of the State of Louisiana. **Vocational Rehabilitation Grants** for disabled students are awarded through the Department of Vocational Rehabilitation, 2097 Beaumont Drive, Baton Rouge, LA 70806

## FEE EXEMPTION

BRCC offers the fee exemptions listed below. To receive an exemption students must provide appropriate documentation to qualify for exemptions governed by criteria specified in state law and by the standards of the BRCC Management Board.

Students automatically forfeit their award:

- \* when they fail to maintain the required scholastic average
- \* when they fail to claim their award any semester
- \* when they resign during a semester, or
- \* when they are dropped from the rolls of the College.

**Children of firefighters, policemen, deputy sheriffs, correctional officers, or sanitation workers** killed or permanently disabled in the performance of their duties are admitted tuition free so long as they meet academic requirements as full-time students and maintain a "C" average each semester.

**Veterans Dependent Scholarships** are awarded by the Louisiana Department of Veterans Affairs to children of Louisiana resident veterans who were killed or disabled as a result of military service. The value of the award, as defined by law, may enroll tuition free. Fee exemption certificates should be presented to the BRCC Office of Veterans Affairs. Correspondence regarding this certificate should be addressed to:

Department of Veterans Affairs  
Veterans Dependent Scholarship  
P O Box 94095, Capital Station  
Baton Rouge LA 70804-9095

**Louisiana National Guard fee exemptions** are available to Louisiana residents who are active members in good standing in the Louisiana National Guard. The students are exempt from paying tuition. Applicants should apply through their unit commander at least six weeks prior to registration. The fee exemption certificate must be received by the BRCC Office of Veterans Affairs before the exemption may be given. Recipients cannot be on scholastic probation, and other regulations also apply.

Baton Rouge Community College offers an exemption of tuition and other registration fees to any person who is at least 65 years of age and who is a Louisiana resident. This exemption is allowed under ACT 525 of the 1975 Louisiana legislature. However, all persons are required to pay a \$7.00 application fee at the time application is made for admission to the College. Further information may be obtained from the Office of Enrollment Services.

# ACADEMIC POLICIES

## CHANGE OF CATALOG

A student who interrupts his/her program of study will be required to follow the catalog in effect when he/she returns to the College. A student who has completed a substantial portion of his/her degree program may request permission to be graduated under his/her original catalog. Requests for catalog changes will be approved by the appropriate departmental chair and the Chief Academic Officer.

It is the responsibility of the student to notify the Office of Enrollment Services of a program change or of a decision to use a catalog published after his/her admission to the College.

## SECOND ASSOCIATE DEGREE

A student may obtain more than one associate degree from BRCC. If the student has already completed the requirements for one degree at an accredited institution, he/she may earn a second degree by completing the required courses in the program of study for that degree; however, a minimum of 15 additional hours must be completed to earn a second degree.

## CONCURRENT DEGREES

A student may work concurrently toward receiving two degrees, and the degrees may be awarded at the same time. In this case, the student must complete the course requirements of both degrees and at least the minimum credits for the larger number of credits required for the two degrees. At least two semesters before completion of requirements for the first of the two degrees, a student working under this option must notify in writing the appropriate departmental chair and the Office of Enrollment Services of his/her academic goal.

## CONTACT WITH ACADEMIC ADVISOR

A student should meet on a regular basis with his/her academic advisor to assure that progress is being made toward the completion of a certificate or degree. An official degree evaluation should be requested from the Office of Enrollment Services upon the completion of 30 semester hours for an associate degree. All candidates for graduation must report to the Office of Enrollment Services during the period specified in the College catalog to verify that they have satisfied the requirements for graduation.

## ACADEMIC PROGRAMS AND POLICIES

The academic program provides students with an education that enables them to succeed personally and professionally in a changing and complex global society and prepares them for satisfying and rewarding careers. It encourages seeking truth and expressing ideas and opinions without restraint from political creeds, religious doctrines, economic pressures, or personal biases.

## THE ACADEMIC COLLEGE YEAR

The academic year consists of two 15-week semesters, beginning in late August and ending in mid-May. To complete an Associate degree in two years, a student must complete an average of 16 credit hours per semester. A limited number of regular offerings are repeated in the summer sessions.

## ACADEMIC LOAD

Twelve credit hours per semester constitutes a minimum full-time academic load. Maximum load is not to exceed 18 credit hours during the first semester of the freshman year, and thereafter, not to exceed 18 hours without the written approval of the Dean of Academic Affairs. Students receiving financial aid or veterans benefits should contact the Office of Financial Aid for information about requirements for full-time status as defined by the various agencies.

## FULL-TIME/PART-TIME CLASSIFICATION

A student's classification as either full-time or part-time is determined by the number of credit hours attempted.

Any student receiving financial aid should verify, with the BRCC Financial Aid and Scholarship Office, the definition of "full-time" as applicable to BRCC's financial aid guidelines.

Enrollment Status	Semester	Credit Hours
Less than half time	Fall/Spring	0-5
Half time	Fall/Spring	6-8
Three quarter time	Fall/Spring	9-11
Full time	Fall/Spring	12 or more
Less than half time	Summer	0-2
Half time	Summer	3-4
Three quarter time	Summer	5
Full time	Summer	6-10

## ACADEMIC STATUS

The cumulative grade point average (GPA) determines students' academic status and indicates their eligibility to remain in college. Students are regarded as being in **good academic standing** if they have not been placed on academic probation because of academic deficiency in a previous semester or session. The GPA is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. A cumulative GPA of 2.0 is required of all graduates.

## ACADEMIC ADVISING

A comprehensive program for academic advising has been established in the Office of Academic and Enrollment Services to assist all students from the onset of their College experience. Upon admission students are assigned advisors who will assist them in selecting courses, choosing majors, and general orientation to college life. Advisors also help students with curriculum changes, resolution of scholastic difficulties, transfer, and career directions.

Students are strongly encouraged to work closely with faculty advisors so that appropriate courses are taken to meet the academic requirements of the desired discipline. Nevertheless, ultimate responsibility for course selection does rest with the individual student.

## ACADEMIC REVIEW

The Academic Review Committee is authorized to hold hearings and appeals on grade disputes, academic standing, eligibility, or drops for excessive absences. Grades

may be challenged within 45 days of the regular semester following the semester in which the grade was received. Only final grades may be appealed.

## ACADEMIC INTEGRITY AND DISHONESTY

Cheating in any form, including plagiarism, will be considered a matter of the gravest concern and may result in disciplinary action. Resulting disciplinary action may include, but is not limited to, reduction of a grade or suspension or expulsion from BRCC. Students may appeal disciplinary action taken against them by following the grievance policy.

**Plagiarism** is defined as using and passing off as one's own the ideas, data, or writings of another or presenting as one's own an idea or product derived from an existing source.

**Cheating** is defined as obtaining information through fraud or deceit: either by the use of unauthorized notes, books, or other sources prior to or during examinations, or by using information under false pretenses. It includes premeditated cheating, which is defined as conscious, pre-planned, deliberate cheating with materials prepared in advance.

## ACADEMIC HONORS

The **Dean's List** includes students who complete a minimum of twelve (12) or more credit hours and earn a minimum grade-point average of 3.50 or higher, with no grade below "C" for that semester.

**Honorable Mention** includes students who complete a minimum of twelve (12) credit hours and earn a minimum grade-point average of 3.00-3.49, with no grade below "C" for the semester.

## GRADUATION WITH HONORS

Honors designations are determined by the cumulative grade point average at graduation of all work attempted. Three honors grades are recognized:

**Chancellor's Honors Scholars:** 3.85 - 4.00 GPA

**Dean's Honors List:** 3.50 - 3.84 GPA

**Honors with Distinction:** 3.00 - 3.49 GPA

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**NOTE:** Developmental courses and English as a Second Language are not included in the minimum required hours in determining eligibility for academic honors and graduation with honors.

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## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Baton Rouge Community College, in an effort to maintain a level of quality in student learning outcomes, requires that the academic record of the student be evaluated session-by-session in order to determine whether or not a student is making satisfactory academic progress in the chosen degree program.

- A student must maintain at least a 2.0 cumulative grade point average.
- A student who receives Academic Suspension will be considered as not having made satisfactory academic progress.
- A student who passes no credit hours is considered as not having made satisfactory progress.

A further discussion of satisfactory academic progress and its relationship to financial aid eligibility is located in the section covering financial aid in the catalog.

## **ACADEMIC PROBATION**

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

### **Scholastic Probation, Suspension, and Readmission Regulations**

- A full-time or part-time student who earns a GPA below 2.0 on all hours pursued during a semester will be placed on probation.
- Full-time students on probation will be given one semester to take not fewer than 15 nor more than 16 semester hours from which they must earn a minimum GPA of 2.00 on all hours pursued during the semester to remove the probation. Part-time students on probation will be given the opportunity to take a part-time schedule of not fewer than six hours during a semester. Such students must make a minimum GPA of 2.00 on all hours to remove probation. They may enroll full-time with a maximum of 16 semester hours if they so desire. Failure to earn GPA of 2.00 in either case shall result in dismissal for at least one semester.

- After the lapse of one semester, students may reenter on probation; but they must make a minimum GPA of 2.00 on all hours pursued during the semester, or they will be dismissed again.
- Students dismissed at the end of the spring semester may attend the summer session, but they must remain out during the fall semester.
- The College does not accept credits for courses taken by students while on suspension.
- Students suspended for scholastic deficiencies may re-enroll after the expiration of suspension period until the second suspension, which dismisses them for one academic year.
- Appeals must be made to the Committee on Academic Appeals.

## **ACADEMIC APPEALS GUIDELINES**

Only first time suspensions may be appealed when the student can provide written verification of having been seriously ill during the semester prior to the suspension (a physician's affidavit is required) or that the death of a member of the immediate family (parent or guardian, sibling, or family member residing in the student's home) occurred. In the case of the death of a family member, a certificate of death and an affidavit attesting to the relation of the deceased to the student and the residence of the deceased must be provided.

A student who has been suspended two or more times or suspended following probation because of poor grades and who fails to earn at least a 2.0 semester grade-point average (on a 4.0 scale) during the first semester following the second suspension shall not be eligible for appeal.

A fourth academic suspension shall result in expulsion from the College.

## **WITHDRAWAL FROM THE COLLEGE**

Students who discontinue enrollment prior to the end of a semester or summer term, must complete a withdrawal form obtained from the Office of the Enrollment Services. All College accounts must be cleared. Grading will be done on the following basis:

- When students withdraw on or before the 14<sup>th</sup> class day of any semester or on or before the 7<sup>th</sup> class day during a summer session, they will not receive any grades.
- When enrolled for a semester, students may not withdraw during the last two calendar weeks prior to the first day of final examinations. In a summer term, students may not withdraw during the last calendar week prior to the first day of final examinations.

- Students who fail to officially withdraw and clear College accounts will receive a grade of “F” in all courses. Further, they will forfeit their right to a statement of honorable dismissal, thereby jeopardizing their admission into the College or their transfer to another accredited institution.

### **SCHEDULE CHANGES (Add/Drop)**

Students must consult with the assigned advisors before initiating any changes in registration. A \$5.00 fee will be assessed per semester.

### **PRE-REQUISITES/CO-REQUISITES**

There are no special pre-requisites to enter a degree program. There are, however, pre-requisites to specific courses within the program.

Lectures and labs are designed as companion courses. It is recommended that students take a lecture and lab concurrently since the lecture provides foundational theory for the lab. The lab component will be written as a co-requisite or a pre-requisite in the course description.

### **STUDENT EVALUATIONS**

The measurement and evaluation of learning are consistent with the objectives of the course. Faculty members in each course should inform the students, in writing, of their evaluations and grading policies. This information should be given to the students no later than the second week of classes. It should be clearly discussed in the classes so that each student understands the policies.

Any student who fails to receive the written policy by the second week of classes should request the statement.

### **EXAMINATIONS**

Final examinations are required in all subjects, except by permission of the Dean of Academic Affairs. Use of only the final examination to determine a grade is not permitted. It is the students’ responsibility to make arrangements to take any missed examinations or to make up any incomplete course work. It is the instructor’s responsibility to make known his/her makeup policy early in the semester.

Final examinations are scheduled in the academic calendar and may not be changed without written authorization from the Dean of Academic Affairs.

### **GRADING SYSTEM**

The college uses the following system of grading:

- “A” Exceptional
- “B” Above average
- “C” Average
- “D” Below average
- “F” Failure
- “I” Incomplete
- “W” Withdrawal

### **QUALITY POINT SYSTEM**

Quality point allotments are four points per semester credit hour for an “A,” three points for a “B,” two points for a “C,” one point for a “D,” and 0 points for an “F.”

### **INCOMPLETE GRADES**

Work which is of passing quality but because of extenuating circumstances is not complete, may be graded “I”- incomplete. Students must initiate an incomplete grade request by securing appropriate approval of excuses by the instructor, department head, and dean of the college in which the course was taken. If an excuse is not received prior to issuing of a final grade, the instructor is to consider the delinquent work to be of failing quality and an “I” grade is not to be given.

In the event that an “I” is given, the student does not register for the course again, but he/she is responsible for taking the necessary steps to complete all work within the first six (6) weeks of the following semester, if the student is enrolled in college. If the student is not enrolled the following semester, work must be completed within the first six weeks of the semester that he/she returns, not to exceed a one year period. Failure to follow the recommended procedure will result in an automatic “F.”

### **GRADE APPEAL**

A Grade Appeal Policy and the procedures to follow may be obtained from the Office of the Dean of Student Services or the Office of Academic Affairs. Appeals of final grades must be initiated by the student within 45 days of the regular semester following the semester in which the grade was received. The general procedure for appealing a grade is discussed in detail in the Student Handbook.

### **CLASS ATTENDANCE POLICY**

Perfect, punctual class attendance should be the goal of every student. Falling short of this goal should be a result of unusual or unpredictable circumstance and not

indifference or irresponsibility. Predictable absences should be discussed with instructors **beforehand**, others as soon as possible after they occur. Instructors will request verification of reasons for absences or tardiness.

BRCC absolutely discourages willful, controllable absenteeism and tardiness. Flagrant, habitual, irresponsible offenders may be subject to failing the course.

*Note: Students are not permitted, under any circumstances, to **attend a class in which they are not officially enrolled.***

## **AUDITING A COURSE**

To audit courses, applicants must be eligible to enter the College as regular students, as visiting students, or as special students. Students must obtain permission of the instructor, the chairman of the department in which the course is taught, and the Dean of Academic Affairs. Students may not audit a laboratory-type or activity course. Students will be assessed tuition and fees for courses audited. Credit will not be granted for courses audited. An audit may not be changed to credit after completing the course. The semester course load is inclusive of audited courses. The decision to audit a course should be made at the time of registration.

## **CHANGE IN MAJOR**

A student may transfer from one degree or certificate program to another. A non-degree seeking student may declare a major after meeting the admission requirements for a program of study. The student must complete the forms for declaring a new major and file them with the Office of Enrollment Services. The degree requirements of the new major will be those listed in the catalog at the time of the change in major.

## **REPEAT/DELETE POLICY**

A student may repeat a course in which he or she has previously enrolled at BRCC. An "R" is placed beside the first grade, and the first grade is not computed in the grade point average. The last grade received becomes the official grade for the course and is the grade computed in the grade point average. In an associate degree program, a maximum of twelve (12) credit hours of course work numbered above 099 may be deleted from the BRCC cumulative grade point average under this Repeat/Delete Policy. Only six (6) hours may be deleted in a certificate program. Developmental education courses are not included in the computation of the grade point average; therefore, there is no limitation on the number of courses that may be repeated and the number of hours that may be deleted for courses numbered 099 and below.

Students should be aware that other colleges and universities may not honor BRCC's Repeat/Delete Policy and may compute all grades in the cumulative grade point average.

## **COMPUTATION OF GRADE POINT AVERAGE**

A grade point average is computed on all work for which a student registers, with the following exceptions: courses with grades of "P," "W," and "AU." The temporary grade of "I" (Incomplete) carries no grade value but will convert to an "F" if the work is not completed in the specified time. The grade awarded when the "I" is removed will be used in calculating the grade point average. Overall and semester grade point averages are calculated as follows:

1. Multiply the course credit hours by the quality point value to get total quality points for each course;
2. Add the total quality points for all courses;
3. Add the total credit hours for all courses with quality points;
4. Divide the total quality points by the total credit hours for all courses with quality points.

A student enrolled in developmental education courses will be eligible to earn letter grades; however, those grades will not be used in the computation of semester grade point averages or towards meeting the requirements for earning a degree.

## **REGISTRATION, SCHEDULES AND RECORDS**

### **Registration Period**

A registration period is provided for each semester and summer term. The publication date is determined by the Office of Enrollment Services, and is published in the Academic Calendar. No registration is considered complete until tuition and fees have been paid in full or until a payment plan has been approved by the Office of Student Accounts.

### **Schedule Changes and Withdrawal From Classes or the College**

Tuition or fee refunds due because of changes in class schedules and/or withdrawal from a class(es) or the College are based upon the official date of withdrawal. The effective date of withdrawal from a course or from the College is the date the completed withdrawal form is submitted to the Office of Enrollment Services. Withdrawal forms are available in the Office of Enrollment Services. Stu-

dents should refer to the Academic Calendar for the final date for resigning from the College or withdrawing from a class(es).

## **WITHDRAWING OR DROPPING FROM CLASSES**

It is the student's responsibility to drop a class(es) if he or she is unable to complete the course(s). If the student fails to formally drop/withdraw from a course, he or she may receive an "F" in the course.

## **COURSE CANCELLATIONS**

BRCC reserves the right to cancel any course listed in the course schedule book. In the event that a student is in the last quarter of studies prior to graduation and a required course is canceled, the student should consult his/her advisor and the Dean of Academic Affairs.

## **ASSIGNMENT OF CLASS INSTRUCTOR**

BRCC reserves the right to change instructors listed in the course schedule book due to cancellation, splits, or other conditions which might necessitate the reassignment of instructors. Students should be cautioned that the listing of an instructor's name in the course schedule book is no guarantee that the instructor will teach the course.

## **GRADE REPORTS**

Faculty members must report midterm and final grades to the Office of Enrollment Services using the College's grading system. Final grade reports are issued by the Office of Enrollment Services to all students.

## **TRANSCRIPTS**

Each student at BRCC is entitled to one official transcript of his or her record without charge. A fee, which must accompany the written request, is charged for each additional transcript. All financial obligations to the College must be satisfied before a transcript is issued. Requests for transcripts should be addressed to the Office of Enrollment Services and include the following information:

1. the date(s) of attendance at BRCC;
2. the student's full name (and any other name used to identify the student); and
3. the student's social security number.

If the transcript is to be sent directly to another institution, the full name and address of the institution should be included in the request.

## **NON-TRADITIONAL CREDIT**

A maximum of thirty (30) semester hours will be accepted through all types of non-traditional credits such as CLEP, Military Service Credits, and Advanced Placement. Students may not receive credit through examination in courses in which the student has earned a final grade at an accredited college or university.

## **ACADEMIC SKILLS ENHANCEMENT PROGRAM**

The Academic Skills Enhancement Program will assist in fulfilling the mission of BRCC by providing academic and emotional support for students who need additional opportunities to develop basic and lifelong learning skills while making the transition to college life.

Developmental Education is a component of the more comprehensive Academic Skills Enhancement Program. The long range goal of the Developmental Education Program (DEP) is to strengthen the students' basic skills while simultaneously offering successful experiences in college level work.

Within the purview of the DEP, students' English, reading, and mathematics levels are assessed and students are placed in the appropriate classes. Services are also provided that address the students' academic preparedness (under-preparedness) and barriers to academic success. General and discipline-specific teaching and learning strategies that are sensitive and responsive to individual differences and special needs among the students are employed. The Academic Learning Center provides the computerized learning experiences for the developmental education classes; therefore, attendance and participation are mandatory.

A student enrolled in developmental education courses will be eligible to earn letter grades. Students earning grades of "D" and "F" are required to repeat the courses.

Course load requirements for students enrolled in developmental education courses are limited to a maximum of thirteen (13) credit hours. More specific details are provided via the Academic Skills Enhancement Program.



## **EDUCATIONAL ASSISTANCE/FEE WAIVERS**

BRCC's **Educational Assistance/Fee Waiver** Program is designed to help eligible employees develop their skills and improve their performance. Under the program, educational assistance is provided by allowing employees to take classes at BRCC.

BRCC's Employees interested in college classes are eligible for the tuition waiver if the employee is full-time and has completed one year of continuous full-time service by the last day of late registration for the semester in which the employee is taking classes. Employees taking colleges courses must secure permission from their supervisors to take classes during working hours. The employee must pay all applicable fees ( application, lab, etc.) Only three credit hours per week may be taken on college time with supervisor approval. Credit hours taken above three hours must be taken on the employees own time.

Employees of the LSU/SU may take courses at BRCC at a reduced tuition rate of \$22.00 per credit hours, to maximum of \$264.00, provided that they have been a full-time employee at LSU/SU with at least one (1) year or more of continuous service.

## **NAVAL ROTC INSTRUCTION**

BRCC, in cooperation with Southern University, will offer a cross enrollment program for Naval ROTC instruction. BRCC students may cross enroll in the Southern NROTC program as first year and second year students which allow a seamless transition into the program upon transfer to Southern University. For more information on the NROTC program, contact the Office of Enrollment Services.

# STUDENT SERVICES

Student development philosophy is grounded in human growth and development theory. In accord with this theory Baton Rouge Community College's professionals believe in:

- The dignity and growth of each person
- The uniqueness of each person; and
- The opportunity for each person to realize his or her fullest potential

The student development professional is an essential and integral member of the community of educators and, therefore, shares responsibility for creating and maintaining learning environments, providing valuable programs and services, and integrating these educational experiences to meet the life-skill needs of students and staff.

## ACADEMIC LEARNING CENTER

BRCC is committed to helping students achieve academic excellence. The Academic Learning Center provides tutoring for students and special emphasis is placed on helping students who are enrolled in developmental education classes.

The Academic Learning Center's resources are mandatory for developmental education students. However, other students are strongly encouraged to use the center's resources as they prepare papers, projects, and other assignments for class.

## BOOKSTORE

BRCC provides bookstore services for the convenience of students, faculty, and staff. A list of required textbooks, study aids and supplies for all subjects is available. Bookstore hours are posted each semester.

## BULLETINS AND POSTERS

Official notices and bulletins are posted on bulletin boards throughout the college. Information about class schedules, events on the school calendar and student activities will be posted. Any written material to be posted or distributed must be approved by the Office of Student Services. Also, specific guidelines for posting notices are available from the Office of Student Services.

## CAMPUS POLICE

BRCC provides a safe and secure learning environment for students, faculty, staff and visitors to the Col-

lege. Security officers are obligated to enforce all federal, state, and local laws, in addition to college campus policies. More detailed information on campus safety and security is available from the Office of Student Services.

In compliance with the Students Right to Know and the Campus Security Act of 1979, BRCC will provide crime statistics upon request from the Office of Student Services.

## CONTAGIOUS/COMMUNICABLE DISEASES

BRCC meets all requirements of the Communicable Disease Prevention and Control Act and the Open Records Act. The College is committed to providing a working and educational environment free of health hazards to its employees and students. Individuals with a contagious/communicable disease will normally be allowed to attend class with written approval of their doctors. The identity of such individuals is confined to those persons within the college with a direct need to know and will not be revealed without an individual's consent. Questions concerning the policy and enrollment procedures of an individual with a contagious/communicable disease should be referred to the Office of Student Services.

## COMPUTER RESOURCES/ABUSE POLICY

BRCC is committed to providing computer services/labs for all students, faculty, and staff. Computing resources are valuable, and computer abuse affects all who use the facilities. The same moral and ethical conduct expected of students in other areas of the educational environment apply in the computer laboratories. Abuse of computer resources includes, but is not limited to the following:

- a) reading protected files, which is considered the same as breaking and entering;
- b) unauthorized use of, or representing as one's own, computer files or programs belonging to another person;
- c) removing any computer equipment, software, data, or other resources, without proper authorization;
- d) vandalism: attempted or detected alteration of hardware, software, data, files, equipment, or other resources, and damaging hardware or software;
- e) copyright violations: copying, transmitting, or disclosing data, software, and documentation without proper authorization.

Individuals guilty of abuse will be disciplined by the College.

## **E-MAIL COMPUTER ABUSE POLICY**

BRCC makes computing resources (including, but not limited to, computer facilities and services, computers, networks, electronic mail, electronic information and data, and video and voice services) available to faculty, students, staff, registered guests, and the general public to support the educational, research and service missions of the College.

### **Implied consent**

Each person with access to the College's computing resources is responsible for their appropriate use and by their use agrees to comply with all applicable school, and departmental policies and regulations, and with applicable city, state, and federal laws and regulations. See Student Handbook for details.

## **EMERGENCY PROCEDURES**

In the event an emergency due to illness or accident occurs on campus, students should contact campus police as soon as possible.

## **FAMILY EDUCATION RIGHTS & PRIVACY ACT**

In accordance with the Family Education Rights and Privacy Act (sec. 513 of P.L. 93-380, Education Amendments of 1974, which amends the General Education Provisions Act sec. 438), post secondary students attending Baton Rouge Community College have access to their official records as follows:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not misleading, inaccurate, or otherwise in violation of the student's privacy or other rights.
3. The right to contest to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations authorize disclosure without consent.
4. The right to file with U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of the Act and the regulations.

5. The right to obtain a copy of the institution's student record policy. (SA-1442.2)

Under this Act, Baton Rouge Community College assumes that all students are independent. Parents of dependent students must prove such dependence through the presentation of the latest 1040 form filed with the IRS before they will be granted access to any student record of their dependents. The Act provides that certain information, designated as directory information, concerning the student may be released by the college unless the student has informed the college that such information should not be released.

Directory information includes the student's name, address, telephone number, date, and place of birth, date of enrollment, division in which enrolled, classification, major, degree(s) earned, awards, participation in officially recognized activities and sports, weight and height (members of athletic teams), and the most recent previous educational agency or institution attended. A student who desires that any or all of the above information not be released must notify the Office of Enrollment Services in writing each semester within 10 days after the final day of registration.

Requests for further information should be made to the Office of Enrollment Services.

## **INSURANCE**

Student health and accident insurance coverage information is available for all students at BRCC. Insurance plans are available for students review in the Dean of Student Services Office.

## **LIBRARY**

BRCC provides library services as a vital part of the educational program of the institution. The college library offers students a collection of books in an easily accessible open-shelf arrangement. The library also provides seating space and study space for students.

BRCC students, faculty, staff, and the public are welcomed to use the library services. All borrowed materials must be returned and fines paid by the end of each semester or final grades and transcripts are withheld.

## **LOST AND FOUND**

BRCC maintains a "lost and found" for students, faculty, and staff at points strategically located on the campus. Unclaimed items are kept only through the end of each semester.

## **PARKING**

BRCC provides opportunities for on-campus parking for students, faculty, staff. Vehicles must be registered with the college and display the appropriate parking decal at all times. Parking decals are issued for the academic year which starts in the fall semester and are valid for the fall, spring, and summer semesters. Permits are available during registration or in the Office of Student Services.

## **SPECIAL PROGRAMS/SERVICES FOR STUDENTS WITH DISABILITIES**

The counselor for special programs serves as the administrator for Disability Services, Veterans Affairs, and advisement to other students with special needs. The counselor will assist the college in the development of special services for students according to their particular needs.

BRCC is making every effort to make the educational experience of students with special needs a rewarding and successful one. Pre-admission counseling, educational planning, registration assistance, and personal/social counseling are among those services available upon request. A TDD for the hearing impaired is located in the Office of Special Programs. Interpreters, note takers, tutors, and other accommodations are available to qualified students.

## **SEXUAL HARASSMENT POLICY**

Sexual Harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Elementary/Secondary Education Act of 1972 for students.

Sexual harassment may be unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature whereby:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education;
2. submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or demeaning educational environment. No student-either male

or female-should be subjected to unsolicited and unwelcomed sexual overtures or conduct, either verbal or physical.

The educational mission of Baton Rouge Community College is to foster an open learning environment. The ethical obligation to provide an environment that is free from sexual harassment and from the fear that it may occur is implicit in the College policy on Discrimination, Sexual Harassment and Human Relations (1990).

Students may report cases of alleged harassment to the Dean of Student Services. Faculty and other employees report harassment to the College EEO/AA Office. The established policy and procedures for faculty, staff, and students can be found in the Student Handbook.

## **SMOKE FREE BUILDING**

BRCC has a smoke-free environment. Smoking is prohibited in any indoor facility, including classrooms, offices, labs, student lounge, shop areas, and hallways. Smoking by employees, students, and visitors is permitted outside of the building only in designated areas. Employees and students found smoking in non-designated areas will face disciplinary action.

## **STUDENT ACTIVITIES**

Student activities are coordinated through the campus office of Student Services. Suggestions for activities and programs may be submitted to this office by students and faculty. To form an organization, interested students may obtain information from the Office of Student Services.

## **STUDENT CONDUCT**

Each student is responsible for reading and obeying all rules outlined in the Code of Conduct described in complete detail in the Student Handbook. Student conduct at BRCC is expected to be exemplary at all times. The Student Handbook includes complete disciplinary policies as well as grievance procedures.

## **STUDENT DISCIPLINE PROCEDURES**

Any alleged violation or flagrant disregard of BRCC rules and regulations shall be brought to the attention of the college dean or chancellor who will initiate an investigation of the situation. After a complete and thorough investigation, the dean will determine the course to be followed.

The decision of the administrator may be appealed to the college discipline committee.

## **STUDENT HOUSING**

Baton Rouge Community College does not provide residential housing. A list of apartments in close proximity to the college is available from the Office of Enrollment Services.

## **STUDENT ORGANIZATIONS**

The college recognizes that student organizations provide a framework for students to develop their own special talents and interests. Objectives of organizations include assisting students in developing leadership qualities and providing profitable use of leisure time. Information about current organizations and guidelines for starting a new organization may be obtained from the Office of Student Services.

## **VETERANS BENEFITS**

All courses described in this catalog have been approved for benefits under the various laws commonly referred to as the GI Bill. Eligible veterans should contact veteran services for assistance in following established degree and certificate programs that will meet all VA requirements. Benefits are paid directly to the veteran after payment for classes has been certified through the receipt of a copy of the veteran's paid fee statement by veteran services.

Certification Procedures: Transcripts of all previous college work must be on file and evaluated toward a spe-

cific degree objective before the enrollment can be certified. Only courses that are required for the selected degree objective will be certified for benefits. Classes will be certified each semester after the receipt of a paid fee statement for that semester.

Standards of Progress For Receipt of Veterans Benefits - Veteran regulations require that a student receiving veteran educational benefits select an approved degree objective and make satisfactory progress toward completion of that objective or face the possible suspension of benefits.

Veteran students must maintain a cumulative 2.00 grade point average to receive benefits. Veterans who earn a cumulative grade point average of between 1.00 and 1.99 will be placed on probation and given one semester to achieve the 2.00 requirement. Failure to obtain a cumulative 2.00 grade point average at the end of the probationary semester will result in suspension of benefits. Also students with less than a 1.00 cumulative grade point average will be suspended from benefits without a probationary semester. Once suspended, students must obtain a 2.00 cumulative grade point average to re-establish eligibility.

Tutorial Assistance: Additional financial assistance is available for veterans who are enrolled on at least a half - time basis and need tutorial help in certain academic and vocational courses. Veteran services personnel will help the veteran make the necessary arrangements for the use of these benefits.

# PROGRAMS OF STUDY

## GRADUATION REQUIREMENTS

A student should meet on a regular basis with his or her academic advisor to assure that progress is being made toward the completion of a certificate or degree. An official degree evaluation should be requested from the Office of Enrollment Services upon the completion of 30 semester hours. All candidates for graduation must report to the Office of Enrollment Services during the period specified in the College Catalog to verify that they have satisfied all graduation requirements.

## ASSOCIATE DEGREE GRADUATION REQUIREMENTS

A candidate for an associate degree must meet the following requirements:

1. Complete all work in the curriculum described in the College Catalog in effect at the time of first enrollment at BRCC. If a student changes his/her program of study or major, or if the student does not enroll at BRCC for a fall or spring semester, he or she must use the catalog in effect at the time of the change of program of study or the return to BRCC.
2. Receive approval in writing from the Dean of Academic Affairs for any deviation from the curriculum, as stated in the catalog being followed.
3. Complete a minimum of 64 semester hours of acceptable college-level work.
4. Complete the required General Education courses.
5. Complete English 101 and English 102 with a grade of **C** or better. Demonstrate proficiency on a mandatory English competency examination and demonstrate proficiency in written communications, as required by the Louisiana Board of Regents.
6. Complete six hours of mathematics at college-level algebra or above and demonstrate proficiency on a mandatory mathematics competency examination as required by the Louisiana Board of Regents.
7. Have a cumulative Grade Point Average (GPA) of 2.0 or better on all course work, including a GPA of 2.0 or better on all course work attempted at BRCC.
8. Complete a minimum of twenty-five percent of the semester hours required for the certificate or degree through instruction at BRCC.

9. Be enrolled and in attendance at BRCC during the semester of graduation. Students who apply for a degree after leaving school must have completed course requirements for graduation and have been enrolled within a ten-month period preceding the late application for graduation.
10. Fulfill all obligations and regulations, including financial, to the College prior to established dates. Financial aid recipients must attend an exit interview before they will be allowed to participate in graduation or receive a diploma. Students should contact the Office of Financial Aid and Scholarships for details.
11. Make application for graduation by the deadline noted in the Class Schedule in the semester prior to the semester in which graduation is anticipated, but no later than the final deadline in the semester of graduation.
12. Participate in commencement exercises. Exceptions must have prior approval by the Dean of Academic Affairs.

## CERTIFICATE REQUIREMENTS

To receive a certificate, a student must meet the following requirements:

1. Complete the work in the curriculum described in the College Catalog in effect at the time of first enrollment at BRCC. If a student changes their program of study or if the student does not enroll at BRCC for a spring or fall semester, he or she must use the catalog in effect at the time of the change of program of study or the return to BRCC.
2. Have a cumulative GPA of 2.0.
3. Fulfill all obligations and regulations, including financial, to the College prior to established dates. Financial aid recipients must attend an exit interview before they will receive a certificate. Students should contact the Financial Aid Office for details.

## ASSOCIATE OF ARTS IN LIBERAL ARTS

The Associate of Arts in Liberal Arts degree is designed specifically for those students who are planning to transfer to a senior college or university. The emphasis is such that students may complete General Education courses required by most senior institutions. It also allows students to gain a breadth of knowledge while choosing a major and enables them to develop a foundation for self-fulfillment or knowledge enhancement for the work place. Students who plan to transfer to another institution should discuss their plans with a BRCC advisor and with an advisor from the other college to assure transferability of credit.

To be awarded this degree, the student must have a cumulative GPA of 2.00 or better in all credits used toward the degree; earn a "C" or better in major courses; and complete the following course sequence.

### PROGRAM OF STUDY

<b>Core Courses:</b>	<b>26 hours</b>
Social/Behavioral Sciences	3 hrs.
Natural Sciences	8 hrs.
Humanities <sup>1</sup>	15 hrs.
<b>General Education Requirements:</b>	<b>29 hours</b>
English Composition	6 hrs.
Mathematics	6 hrs.
Speech	3 hrs.
Social/Behavioral Science	3 hrs.
Natural Science	3 hrs.
Computer Education	3 hrs.
Arts/Humanities	3 hrs.
Seminars	2 hrs.
<b>Electives<sup>2</sup></b>	<b><u>9 hours</u></b>
<b>Total Hours</b>	<b>64 hours</b>

<sup>1</sup> To meet requirements of the Board of Regents, students planning to transfer to a college or university in Louisiana should take 6 hours of History of Western Civilization, 3 hours of Literature, 6 hours of a Foreign Language, and a 3-hour Humanities course at or above the sophomore level.

<sup>2</sup> Students planning to transfer to a college or university in Louisiana may wish to choose an arts course which is required by the Board of Regents for all baccalaureate degree graduates.

### SUGGESTED BRCC SEQUENCE OF COURSEWORK<sup>1</sup>

<b>Semester 1:</b>	<b>Credit Hours</b>
ENGL 101	3
BIOL 101	3
BIOL 101 L	1
MATH 101, 110 or 130	3
COMP 101	3
Seminar	<u>1</u>
	<b>14</b>

<b>Semester 2:</b>	<b>Credit Hours</b>
ENGL 102	3
BIOL 102	3
BIOL 102 L	1
MATH 111 or 131	3
FREN or SPAN 101	3
HIST 101	3
Seminar	<u>1</u>
	<b>17</b>

<b>Semester 3:</b>	<b>Credit Hours</b>
SPCH 101	3
FREN or SPAN 102	3
Social/Behavioral Science elective	3
HIST 102	3
ARTS or MUSC 101	<u>3</u>
	<b>15</b>

<b>Semester 4:</b>	<b>Credit Hours</b>
<b>PHSC 101</b>	3
Approved elective	3
Approved elective <sup>2</sup>	3
Humanities elective <sup>2</sup>	3
Free elective	3
Social/Behavioral Science elective	<u>3</u>
	<b>18</b>

**Total Hours                    64**

<sup>1</sup> This Suggested Sequence of Course Work is designed for maximum transferability of general education courses to Southern University and Louisiana State University. Baccalaureate degree graduates must complete 47-50 general education semester hours at SU and 38-39 semester hours at LSU.

<sup>2</sup> In choosing courses, students should be aware that the Board of Regents requires all baccalaureate degree graduates to complete 3 hours in an arts course, 6 hours of History of Civilization, 3 hours of Literature, 6 hours of Foreign Language, and 3 hours of Humanities at or above the sophomore level.

## ASSOCIATE OF SCIENCE IN GENERAL SCIENCE

### PROGRAM OF STUDY

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

To maximize possible transfer courses to senior institutions, students should select a college or university as soon as possible and obtain a catalog from that institution. The student should also consult with a BRCC advisor and an advisor at the other institution and should develop a degree plan to ensure progress toward the student's educational goal. Approved electives will be related to the student's intended major at a senior institution. In the event requirements deviate from the prescribed program, the student may seek modification from the Dean for Academic Affairs and Student Services.

To be awarded this degree, the student must have a cumulative GPA of 2.00 or better in all credits used toward the degree; earn a "C" or better in major courses; and complete the following course sequence.

<b>Core Courses:</b>	<b>Credit Hours</b>
Biology, Chemistry, or Physics	18
Science/Math or other approved electives	<u>6</u>
	<b>24</b>
 <b>General Education Requirements:</b>	
English Composition	6
Speech	3
Mathematics--College-level Algebra or Higher	6
Social Science	3
Natural Science <sup>1</sup>	3
Humanities/Arts <sup>2</sup>	3
Seminars	2
Computer Education	<u>3</u>
	<b>29</b>
 <b>Required Related Courses:</b>	
Humanities <sup>3</sup>	3
Social Sciences	3
Art	<u>3</u>
	<b>9</b>
 <b>Electives:</b>	
	<u>3</u>
<b>Total Hours</b>	<b>65</b>

<sup>1</sup> This requirement can be met with the same courses used to meet core requirements. Students are advised to take the first semester of History of Western Civilization.

<sup>2</sup> Students are advised to take the second semester of History of Western Civilization.

### SUGGESTED BRCC SEQUENCE OF COURSE WORK

<b>Semester 1:</b>	<b>Credit Hours</b>
ENGL 101	3
BIOL or CHEM 101	3
BIOL or CHEM 101 L	1
MATH 101 or 110	3
COMP 101	3
HIST 101	3
Seminar	<u>1</u>
	<b>17</b>

<b>Semester 2:</b>	<b>Credit Hours</b>
ENGL 102	3
BIOL or CHEM 102	3
BIOL or CHEM 102 L	1
MATH 111	3
Social Science elective (e.g. POLI 110)	3
HIST 102	3
Seminar	<u>1</u>
	<b>17</b>

<b>Semester 3:</b>	<b>Credit Hours</b>
BIOL or CHEM 101	3
BIOL or CHEM 101 L	1
ARTS 101 or MUSC 101	3
SPCH 101	3
PHSC 101	3
Approved elective <sup>2</sup> (PHIL, FREN, SPAN, HIST)	<u>3</u>
	<b>16</b>

<b>Semester 4:</b>	<b>Credit Hours</b>
BIOL or CHEM 102	3
BIOL or CHEM 102 L	1 *
Natural Science elective	3
Social Science elective (GEOG, SOCL, PSYC, ECON)	3
Approved elective	3
Free elective	<u>3</u>
	<b>15-16</b>

**Total Hours**                      **65-66**

\* - this lab is not required (recommended)

<sup>1</sup> This Suggested Sequence of Course Work is designed for maximum transferability to Southern University which requires 47-50 semester hours and Louisiana State University which requires 38-39 semester hours for their baccalaureate degree programs

<sup>2</sup> In choosing courses, students should be aware that the Board of Regents requires all baccalaureate degree graduates to complete 3 hours in an arts course, 6 hours of History of Civilization, 3 hours of Literature, 6 hours of Foreign Language, and 3 hours of Humanities at or above the sophomore level.

<sup>3</sup> To meet requirements of the Board of Regents, students planning to transfer to a college or university in Louisiana should take a 3-hour Humanities course at or above the sophomore level.



## ASSOCIATE OF APPLIED SCIENCE IN BUSINESS TECHNOLOGY

The program of study in business technology at Baton Rouge Community College has been specifically designed to meet the employment needs of the business community in the Greater Baton Rouge metro area. Besides the required courses, this Associate of Applied Science curriculum allows the student to choose three approved elective courses. The student has the opportunity to tailor his/her program of study by adding emphasis in one or more of the following areas: accounting, business, computer applications, economics, finance, management, marketing, and office careers.

To be awarded this degree, the student must have a cumulative GPA of 2.00 or better in all credits used toward the degree; earn a "C" or better in major courses; and complete the following course sequence.

### PROGRAM OF STUDY

Core Courses:	Credit Hours
Business Math	3
Introduction to Business	3
Business Law	3
Business Communication	3
Keyboarding	1
Accounting I	3
Computer Databases	3
Computer Spreadsheets	3
	<b>22</b>
<b>General Education Requirements:</b>	
English Composition	6
Speech	3
Mathematics--College-level Algebra or Higher	6
Social Science	3
Natural Science	3
Humanities/Arts	3
Seminars	2
Computer Education	3
	<b>29</b>
<b>Electives:</b>	
Open elective	3
Approved electives	9
	<b>12</b>
<b>Total Hours</b>	<b>63</b>

### SUGGESTED BRCC SEQUENCE OF COURSE WORK

Semester 1:	Credit Hours
ENGL 101	3
BUSN 110	3
COMP 101	3
SEMINAR	1
BUSN 121	3
OFCP 100	1
	<b>14</b>

Semester 2:	Credit Hours
ENGL 102	3
MATH 110 or 130	3
SPCH 101 or 120	3
SEMINAR	1
ACCT 201	3
BUSN 140	3
	<b>16</b>

Semester 3:	Credit Hours
Approved elective*	3
BUSN 220	3
Natural Science elective	3
COMP 120	3
Humanities elective	3
MATH 110 or 111	3
	<b>18</b>

Semester 4:	Credit Hours
Approved elective*	3
Approved elective*	3
Free Elective	3
COMP 130	3
ECON 201	3
	<b>15</b>

**Total Hours**                      **63**

\* Approved electives must be #200 or above and selected from: ACCT, BUSN, COMP, ECON, FINA, MANG, MARK, or OFCP.

## CERTIFICATE IN BUSINESS TECHNOLOGY

The Certificate in Business Technology at Baton Rouge Community College has been specifically designed to meet the entry level employment needs of the business community in the Greater Baton Rouge metro area. This curriculum allows the student to choose two approved elective courses. The student then has the opportunity to tailor his/her program of study by adding emphasis in the following: accounting, business, computer applications, economics, finance, management, marketing, or office careers.

To be awarded this certificate, the student must have a cumulative GPA of 2.00 or better in all credits used toward the degree; earn a "C" or better in major courses; and complete the following course sequence.

### PROGRAM OF STUDY

General Education and directly related required courses:	Credit Hours
English	3
Math	3
Computer Ed.	3
Office Careers	4
Business	3
Accounting	3
Speech	3
Approved business related elective	6
Seminar	<u>2</u>
<b>Total Hours</b>	<b>30</b>

### SUGGESTED BRCC SEQUENCE OF COURSE WORK

Semester 1:	Credit Hours
ENGL 101	3
MATH 130	3
COMP 101	3
SEMINAR	1
BUSN 110	3
OFCP 100	<u>1</u>
	<b>14</b>

Semester 2:	Credit Hours
ACCT 111	3
OFCP 110 El off.	3
SPCH 101 or 120	3
SEMINAR	1
Approved elective <sup>1</sup>	3
Approved elective <sup>1</sup>	<u>3</u>
	<b>16</b>

**Total Hours                    30**

<sup>1</sup>Approved electives must be selected from: ACCT, BUSN, COMP, ECON, FINA, MANG, MARK, OFCP or REAL.

## ASSOCIATE OF APPLIED SCIENCE IN PROCESS CONTROL TECHNOLOGY

The curriculum leading to the Associate of Applied Science in Process Control Technology has been developed in collaboration with the petro-chemical industry. This program is a rigorous study of the common operating processes found in petro-chemical plants and will prepare the student to enter the employment market as a process operator. The job market for this specialty career field is considered to be exceptionally strong in the greater Baton Rouge area.

To be awarded this degree, the student must have a cumulative GPA of 2.00 or better in all credits used toward the degree; earn a "C" or better in major courses; and complete the following course sequence.

### PROGRAM OF STUDY

Core Courses:	Credit Hours
Process Technology	28
	<u>28</u>
<b>General Education Requirements:</b>	
English Composition	6
Mathematics--College-level Algebra or Higher	6
Social Science	3
Natural Science	3
Humanities/Arts (Speech)	3
Seminar	1
Computer Education	3
	<u>25</u>
<b>Required Related Courses:</b>	
Management	3
Chemistry	1
Physics	4
	<u>8</u>
<b>Electives:</b>	
Process Technology approved elective	3
	<u>3</u>
<b>Total Hours</b>	<b>64</b>

Approved electives must be selected from PTEC or other designated courses with advisor approval.

### SUGGESTED BRCC SEQUENCE OF COURSE WORK

<b>Semester 1:</b>	<b>Credit Hours</b>
ENGL 101	3
MATH 110	3
COMP 101	3
SEMINAR 114	1
PTEC 101	3
PTEC 103	3
	<u>16</u>
<b>Semester 2:</b>	<b>Credit Hours</b>
ENGL 102	3
MATH 111	3
CHEM 101	3
CHEM 101L	1
PTEC 105	3
PTEC 107	3
	<u>16</u>
<b>Summer:</b>	<b>Credit Hours</b>
PTEC 109	3
	<u>3</u>
<b>Semester 3:</b>	<b>Credit Hours</b>
SPCH 101	3
PHYS 201	3
PHYS 210L	1
PTEC 201	3
PTEC 203	3
PTEC 205	3
	<u>16</u>
<b>Semester 4:</b>	<b>Credit Hours</b>
MANG 223	3
ECON 203	3
Approved elective (PTEC 207) <sup>1</sup>	3
PTEC 215	4
	<u>13</u>
<b>Total Hours</b>	<b>64</b>

<sup>1</sup>Approved electives must be selected from PTEC or other designated courses with advisor approval.

# DESCRIPTION OF COURSES

## **ACCT 111 FUNDAMENTALS OF ACCOUNTING**

*Credits 3*

Accounting cycle, journalizing, posting, adjusting, and preparation of financial statements. Focuses on the maintenance of a set of books for a sole proprietorship. Credit will not be granted if taken after ACCT 201.

## **ACCT 201 ACCOUNTING I**

*Credits 3*

Principles and methods of accounting concerned with financial data gathering and presentation in the form of external financial statements; legal and ethical obligations of the accounting profession.

## **ACCT 211 INTRODUCTION TO MANAGERIAL ACCOUNTING**

*Credits 3*

Principles and methods of accounting primarily concerned with data gathering and presentation for the purpose of internal management and decision making.

**Prerequisites:** ACCT 201

## **ACCT 221 COMPUTER BASED ACCOUNTING**

*Credits 3*

Accounting using the computer and an appropriate software application such as Peachtree.

**Prerequisites:** ACCT 201 & COMP 101

## **ARTS 101 INTRODUCTION TO FINE ARTS**

*Credits 3*

Lecture and discussion on the visual arts with emphasis on how and why works have been created in our own and earlier times. All major forms of drawing, painting, print making, sculpture, design, and architecture explored in basic terms. Required for all majors.

## **BIOL 101 GENERAL BIOLOGY I**

*Credits 3*

This course covers the concepts in cell biology, genetics, ecology, and evolution. BIOL 101 is not intended to be a prerequisite for BIOL 102 or vice versa.

## **BIOL 101L GENERAL BIOLOGY LAB I**

*Credits 1*

This course provides a laboratory component which coincides with the BIOL 101 lecture course. The topics covered in this course follow the sequence of material in the BIOL 101 course. BIOL 101 is a co- or prerequisite for enrollment in BIOL 101L.

**Prerequisites:** BIOL 101 **Co-requisites:** BIOL 101

## **BIOL 102 GENERAL BIOLOGY II**

*Credits 3*

This course covers the concepts of biological diversity, physiology, and behavior of living organisms. BIOL 102 is not intended to be a prerequisite for BIOL 101 or vice versa.

## **BIOL 102L GENERAL BIOLOGY LAB II**

*Credits 1*

This course provides a laboratory component which coincides with the BIOL 102 lecture course. The topics covered in this course follow the sequence of material in the BIOL 102 course. BIOL 102 is a co- or prerequisite for enrollment in BIOL 102L.

**Prerequisites:** BIOL 102 **Co-requisites:** BIOL 102

## **BIOL 210 GENERAL MICROBIOLOGY**

*Credits 4*

**Lecture:** A basic study of microorganisms with emphasis on those of medical significance and their role in public health and infectious diseases.

**Laboratory:** A survey of laboratory techniques in microbiology applicable to general microbiology, public health microbiology, medical technology, and medicine.

**Co-requisites:** BIOL 210L (included in course)

## **BUSN 110 INTRODUCTION TO BUSINESS**

*Credits 3*

A study of American business firms, organizational structures, practices, and principles. Organizational systems and terminology will be included.

## **BUSN 121 BUSINESS MATH**

*Credits 3*

A review of basic math functions to include operations relative to arithmetic problems commonly found in business practices.

## **BUSN 140 BUSINESS COMMUNICATION**

*Credits 3*

Theory and application of communication in the business world. Oral, written, and various electronic means of communication will be included and explored.

## **BUSN 220 BUSINESS LAW**

*Credits 3*

A study of the legal principles and practices in the business environment. The course will review the nature and sources of law, the judicial system, contractual relationships, contracts, employee/employer obligations, and ethics.

**Prerequisites:** BUSN 110

## CHEM 101 CHEMISTRY I

*Credits 3*

This course introduces the fundamental laws, modern theories and principles of chemistry with emphasis on atomic structure, periodicity, bonds, and stoichiometry. Integrated into the course are problem solving and quantitative approaches. This course is intended for science and engineering curricula.

**Co-requisites:** CHEM 101L

## CHEM 101L CHEMISTRY LAB I

*Credits 1*

Introduction to basic laboratory skills and operations including experiments dealing with physical and chemical properties, chemical reactions, and solution chemistry.

**Prerequisites:** None **Co-requisites:** CHEM 101

## CHEM 102 CHEMISTRY II

*Credits 3*

This course introduces chemical theories and principles with emphasis on chemical equilibria, acids and bases, electrochemistry, chemical thermodynamics, and kinetics. Integrated into the course are problem solving and quantitative approaches. This course is intended for science and engineering curricula.

**Prerequisites:** CHEM 101 **Co-requisites:** CHEM 102L

## CHEM 102L CHEMISTRY LAB II

*Credits 1*

Introduction to basic laboratory skills and operations including experiments in qualitative inorganic analysis, acid/base properties and titrations.

**Prerequisites:** None **Co-requisites:** CHEM 102

## COMP 101 INTRODUCTION TO COMPUTER TECHNOLOGY

*Credits 3*

Introduction to computers and their uses in society. In addition, students will be made aware of the use of applications of computers in the home, education and industry. An introduction to application software and its uses in, but not limited to, word processing, spreadsheets, databases and multimedia, should be included.

**Prerequisites:** High school math

## COMP 120 DATABASE MANAGEMENT I

*Credits 3*

Study of techniques for creating and maintaining database files. Current software applications such as MS-Access will be used.

**Prerequisites:** COMP 101

## COMP 130 SPREADSHEETS I

*Credits 3*

Study of techniques for creating and maintaining spreadsheets. Current software applications such as MS-Excel will be used.

**Prerequisites:** COMP 101

## COMP 190 COMPUTER SCIENCE

*Credits 3*

Overview of the historical development of microcomputers in business as well as an introduction to using the Internet as an education tool. Emphasis will be placed on the use of an integrated software package which includes word processing, spreadsheets, database managers, graphics, desktop publishing and presentation manager for business. In addition, ethical issues in software usage will be covered.

**Prerequisite** None **Co-requisite** None

## COMP 220 DATABASE MANAGEMENT II

*Credits 3*

A continuation of COMP 120.

**Prerequisites:** COMP 120

## COMP 230 SPREADSHEETS II

*Credits 3*

A continuation of COMP 130.

**Prerequisites:** COMP 130 & MATH 110

## COMP 260 COMPUTER PRESENTATIONS FOR BUSINESS

*Credits 3*

The introduction of software applications used to design and prepare business (Computer Based Teaching) presentations. Software used will be MS-PowerPoint or other similar applications.

**Prerequisites:** COMP 101

## DVEN 090 DEVELOPMENTAL ENGLISH 090

*Credits 3*

This is a basic writing course that focuses on the development of writing skills via an integrated reading and writing approach. The course emphasizes the study of the basic components of standard English, specifically grammar, sentence structure, punctuation, capitalization and spelling; and the practical application of these skills through the development of effective sentences and ultimately, the paragraph. Developmental English 090 includes both classroom and laboratory components.

## DVEN 091 DEVELOPMENTAL ENGLISH 091

*Credits 3*

This course introduces students to the writing process and gives extended practice in the development of each writing stage with special emphasis on revising and editing. Writing assignments will concentrate on, but will not be limited to, the single paragraph essay. Emphasis will focus on grammar and mechanics as a means of reinforcing writing. Essays from the textbook and clippings from the newspaper and other sources will also serve as "springboards" for creative writing. Developmental English 091 includes both classroom and laboratory components.

**DVMA 090 DEVELOPMENTAL MATHEMATICS 090***Credits 3*

This course provides a review for the student who needs to master the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. This course also assists the student in acquiring a better understanding of percent and ratio and proportion. Developmental Mathematics 090 includes both classroom and laboratory components.

**DVMA 091 DEVELOPMENTAL MATHEMATICS 091***Credits 3*

This course provides the student with an overview of mathematical techniques that can be applied to pre-algebra functions. The following mathematical functions are addressed: fundamental operations using signed numbers, simplifying and evaluating simple expressions and polynomials, simplifying exponents, solving and evaluating linear equations and inequalities, and formulating and solving word problems. Developmental Mathematics 091 includes both classroom and laboratory components.

**DVRE 090 DEVELOPMENTAL READING 090***Credits 3*

This course stresses intensive practice in vocabulary development and comprehension skills. The classroom component focuses on the following content areas: vocabulary, comprehension, and critical reading, writing and thinking skills. The laboratory component responds to student needs via individualized prescriptions. Both classroom and laboratory components address study skills.

**DVRE 091 DEVELOPMENTAL READING 091***Credits 3*

This course is designed to enhance reading skills in preparation for college level textbook reading. The course reviews the basic skills necessary for the student to become an efficient and critical reader. Developmental Reading 091 includes both classroom and laboratory components.

**ECON 201 PRINCIPLES OF ECONOMICS I***Credits 3*

Study of the operation and function of the market economy. Attention is given to current economic problems such as those relating to income, employment, the business cycle, money and banking, growth, and development.

**ECON 202 PRINCIPLES OF ECONOMICS II***Credits 3*

The study of price and output determination in a free enterprise economy with the assumptions of consumer maximization of utility and producer maximization of profits.

**Prerequisites:** *ECON 201***ECON 203 ECONOMIC PRINCIPLES***Credits 3*

Study of both micro and macro economic principles, problems associated with resource and product markets, money, banking and monetary policy; fiscal policy; government and business, labor, international trade, and economic growth.

**ENGL 101 ENGLISH COMPOSITION I***Credits 3*

Introduction to writing in forms of expressive and informative discourse with emphasis on writing as a learning, thinking process. Discussion of and practice in strategies used in prewriting, writing, and revising.

**Prerequisites:** *Placement by department***ENGL 102 ENGLISH COMPOSITION II***Credits 3*

Continuation of strategies learned in 101. Introduction to writing persuasive, evaluative, and other forms of argumentative discourse.

**Prerequisites:** *ENGL 101 or placement by department***ENGL 201 WORKFORCE WRITING AND VOCABULARY DEVELOPMENT***Credits 3*

A study of, and practice in, the forms of discourse as they apply to the preparation of reports, memoranda, letters, and a variety of technical documents.

**Prerequisites:** *ENGL 101 & ENGL 102***Co-requisites:** *Computer Literacy***ENGL 210 LITERATURE AND ETHNICITY***Credits 3*

Readings in the literature of America's diverse ethnic cultures, especially Native American, Asian, Hispanic, Jewish, and African American.

**Prerequisites:** *ENGL 102***ENGL 211 A SURVEY OF SHORT STORIES AND NOVELS***Credits 3*

Skills for reading and writing about fiction; attention to generic conventions and critical perspectives; section emphasis may vary; consult departmental handout.

**Prerequisites:** *Successful completion of ENGL 101 & 102*

## **ENGL 215 INTRODUCTION TO DRAMA AND POETRY**

*Credits 3*

The purpose of English 215 is to develop in students an ability to understand, analyze, and evaluate drama and poetry. Approximately one-half of the course focuses on drama and introduces the student to plays from different historical periods: Greek tragedy and/or comedy, Shakespearean tragedy and/or comedy, and on to the drama of the twentieth century. The other half of the course introduces the student to a large variety of poetry selected to reflect different forms, subjects, themes, and points of view. Since reading is a major focus of this course, students will practice a variety of interrelated reading and interpretive skills. Students' writing should move beyond paraphrasing into analysis, interpretation, and argumentation.

**Prerequisites:** ENGL 102

## **ENGL 220 SURVEY OF BRITISH LITERATURE**

*Credits 3*

## **ENGL 221 SURVEY OF AMERICAN LITERATURE**

*Credits 3*

## **ENGL 230 UNDERSTANDING LITERATURE**

*Credits 3*

An introduction to forms of fiction, poetry and drama. The course focuses on characteristics of each type of literature, development of ideas, and techniques for writing critical essays.

**Prerequisites:** ENGL 101 & ENGL 102--minimum grade of "C" in each

## **ENGL 240 BASIC GRAMMAR REVIEW**

*Credits 3*

An intensive overview of traditional English grammar including parts of speech, phrases and clauses, basic sentence patterns, and complex sentence structures. Course also focuses on development of writing skills through consideration of current topics relating to usage.

**Prerequisites:** ENGL 101 & ENGL 102--minimum grade of "C" in each

## **EASL 090 ENGLISH AS A SECOND LANGUAGE 090**

*Credits 3*

This course offers a general comprehensive review of English grammar. Vocabulary enrichment will be an ongoing activity. Students will be encouraged to use the dictionary and those skills will be reviewed and evaluated periodically. ESL 090 will also focus on listening, speaking, reading and writing skills in everyday contexts. The computer is used to supplement classroom instruction.

## **EASL 091 ENGLISH AS A SECOND LANGUAGE 091**

*Credits 3*

This course focuses on the skills necessary for functioning at the college level and is a follow-up to ESL 090. ESL 091 emphasizes reading and writing. Instruction in listening, note-taking, and preparation for lecture classes is also included. The computer is used to supplement classroom instruction.

## **FINA 110 PERSONAL FINANCE**

*Credits 3*

A survey of personal and family finances as well as personal money management. Topics will include: budgets, savings, borrowing, taxes, insurance, and estate planning.

## **FINA 210 BUSINESS FINANCE**

*Credits 3*

A study of the organization of business firms, financial planning, funds for operation, short and long term capital, long term debt, and business expansion.

**Prerequisites:** ACCT 201

## **FREN 101 ELEMENTARY FRENCH I**

*Credits 3*

French 101 is a three-hour course. It is a beginning course designed for students with no previous knowledge of French. It places strong emphasis on vocabulary, sounds and structure of the French language.

**Co-requisites:** Language lab

## **FREN 102 ELEMENTARY FRENCH II**

*Credits 3*

French 102 is a three-hour course which continues French 101. It is a beginning course designed for students who have completed one semester of French. It places strong emphasis on vocabulary, sounds and structure of the French language.

**Prerequisites:** FREN 101 or equivalent

**Co-requisites:** Language lab

## **FREN 201 INTERMEDIATE FRENCH I**

*Credits 3*

French 201 is a three-hour course which continues French 102. It is an intermediate course designed for students who have completed two semesters of French. It places strong emphasis on vocabulary, sounds and structure of the French language. Other components of the course include reading and writing.

**Prerequisites:** FREN 101 & FREN 102 or equivalent

**Co-requisites:** Language lab

## **FREN 202 INTERMEDIATE FRENCH II**

*Credits 3*

French 202 is a three-hour, video-based course designed for intermediate students of French. It places strong emphasis on development of listening, speaking, reading and writing skills.

**Prerequisites:** FREN 101, FREN 102, & FREN 201 or Equivalent

**Co-requisites:** Language lab

## **GEOG 201 INTRODUCTION TO GEOGRAPHY**

*Credits 3*

A survey of significant geographical endeavors and ideas Western and non-Western cultures have contributed towards the development of modern geography, and their impact on historical world events; discussion of the major topical sub-disciplines that comprise modern geography; an introduction to the concepts, techniques, and tools of physical geography and human geography.

## **GEOG 203 CULTURAL GEOGRAPHY**

*Credits 3*

Introduction to the concepts, themes, and techniques of cultural geography; topical discussion of religion, politics, language, population, agriculture, urbanization, environmental and social problems.

## **GEOG 205 PHYSICAL GEOGRAPHY**

*Credits 3*

Introduction to the concepts, themes, and disciplines of physical geography. Discussion of atmospheric moisture, pressure and temperature, plate tectonics, volcanism, weathering and mass wasting, diastrophism, coastal processes, fluvial processes, global ecosystems and weather systems.

## **HIST 101 HISTORY OF WORLD CIVILIZATIONS I**

*Credits 3*

A survey of the major civilizations of the world to 1500 with particular emphasis on the interactions among them and their influences on each other.

## **HIST 102 HISTORY OF WORLD CIVILIZATIONS II**

*Credits 3*

A survey of the major civilizations of the world from 1500 to the present, with particular emphasis on the interactions among them and their influences on each other.

## **HIST 201 U.S. HISTORY I**

*Credits 3*

A survey of United States history from the period of the colonial origins to 1865.

## **HIST 202 U.S. HISTORY II**

*Credits 3*

A survey of United States history from 1865 to the present.

## **HIST 210 LOUISIANA HISTORY**

*Credits 3*

A survey of Louisiana history from the original European settlement to the present.

## **MANG 131 PERSONNEL MANAGEMENT**

*Credits 3*

A study of personnel issues to include job classification (C.O.J. & D.O.T.), compensation, benefits, discipline, and training. The class will also utilize role-playing and will discuss the impact of positive leadership.

**Co-requisites:** SEMN 114, or permission of instructor

## **MANG 201 PRINCIPLES OF MANAGEMENT**

*Credits 3*

The fundamentals of management theory, including behavioral and scientific approaches.

**Prerequisites:** BUSN 110

## **MANG 222 SMALL BUSINESS MANAGEMENT**

*Credits 3*

A study designed to introduce students to the start-up and operation of a small business. Business planning, decision making, and critical thinking will be topics of discussion. A research paper (business plan) and presentation will be required.

**Prerequisites:** COMP 101

## **MANG 223 INDUSTRIAL PLANT MANAGEMENT**

*Credits 3*

A course similar to Small Business Management but directed at the operating procedures of an industrial plant. Critical thinking, decision making, work flow, production, and scheduling will be points of study. The application of standard deviation, histograms, correlation, standardization, and quality control will be addressed. Customer satisfaction and meeting quality standards such as ISO-9000 will be a focus. A research paper and presentation will be required.

**Prerequisites:** COMP 101

## **MARK 215 RETAIL MERCHANDISING**

*Credits 3*

Students will discuss marketing, sales, advertising, display of merchandise, and promotion. The lab component will allow students to concentrate on a specific area of interest.

## **MATH 101 COLLEGE ALGEBRA (5-HOUR FORMAT)**

*Credits 3*

Quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, and theory of equations.

**Prerequisites:** Placement by department. Credit will not be given for both this course and MATH 110 or MATH 120.



### **MATH 110 COLLEGE ALGEBRA**

*Credits 3*

Quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, and theory of equations.

**Prerequisites:** Placement by department. Credit will not be given for both this course and MATH 101 or 120.

### **MATH 111 PLANE TRIGONOMETRY**

*Credits 3*

Trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, and polar coordinates.

**Prerequisites:** MATH 101 or MATH 110

### **MATH 120 COLLEGE ALGEBRA AND TRIGONOMETRY**

*Credits 3*

For qualified students, a replacement for Math 101/110 and 111 as preparation for calculus.

**Prerequisites:** Placement by department

### **MATH 130 INTRODUCTION TO CONTEMPORARY MATHEMATICS**

*Credits 3*

Primarily for students in liberal arts and social sciences. Mathematical approaches to contemporary problems of growth, size, and measurement, handling of data, and optimization using basic concepts from algebra geometry, and discrete mathematics.

**Prerequisites:** Placement by department

### **MATH 131 COLLEGE MATHEMATICS**

*Credits 3*

Designed for students who desire an exposure to mathematics as part of a liberal education. Variety of topics include: number systems, logic, counting techniques, probability and statistics, problem solving, basic concepts of Algebra including functions, graphs, systems of equations, geometry.

**Pre-requisite** MATH 130

**Co- requisite** NONE

### **MATH 201 CALCULUS FOR NON-SCIENCE MAJORS**

*Credits 3*

The course will focus on: limits, continuity, and differential and integral calculus for algebraic, logarithmic, and exponential functions together with applications in business and economics, such as optimization, marginal analysis, and exponential growth models.

**Prerequisites:** MATH 101 or MATH 110

### **MATH 210 CALCULUS I**

*Credits 4*

This course will focus on: limits, continuity and differentiation and integration of algebraic, trigonometric, exponential and logarithmic functions from analytical and graphical points of view.

**Prerequisites:** (MATH 101 (or MATH 110) and MATH 111) or MATH 120

### **MATH 211 CALCULUS II**

*Credits 4*

This course continues the focus on applications of the derivative and integral. Parametric equations, polar coordinates, infinite sequences and series, three dimensional geometry, vectors and partial derivatives.

**Prerequisites:** MATH 210

### **MUSC 101 MUSIC APPRECIATION**

*Credits 3*

This course is designed to foster an understanding of music through the study of selected examples of literature. Emphasis is placed upon the analysis of compositions in conjunction with references to cultural and historical developments.

### **OFCP 100 KEYBOARDING**

*Credits 1*

A course designed to teach the use of a standard keyboard that is typical to today's computer terminals. Basic typing and function key concepts will be discussed and practiced.

### **OFCP 110 ELECTRONIC OFFICE SYSTEMS**

*Credits 3*

This course will explore technology currently in use in the modern business office. There will be demonstrations and application of office machines to include the following: electronic calculator, FAX, E-mail and voice mail systems, transcriber, computer, copier, scanner, and printer.

### **OFCP 120 TYPING I**

*Credits 3*

A beginning course in typing. Students will learn the use of home keys, rhythm, speed, and accuracy using a standard computer keyboard. Practice will be done using business letters, manuscripts, and reports with a current software application.

### **OFCP 125 BUSINESS CORRESPONDENCE**

*Credits 3*

A study of business correspondence. Students will learn to compose and type clear, complete, concise letters, memos and reports.

**Prerequisites:** OFCP 120 & ENGL 101

### **OFCP 130 WORD PROCESSING**

*Credits 3*

Study of techniques and procedures for creating, editing, and storing text files using word processing software. Current software applications such as MS-Word will be used.

**Prerequisites:** OFCP 100, COMP 101, or demonstrated keyboard proficiency

### **OFCP 220 TYPING II**

*Credits 3*

A continuing course in typing. Students will continue to develop speed and accuracy using a standard computer keyboard. Practice will be done using business letters, manuscripts, and reports with a current software application program.

**Prerequisites:** OFCP 120

### **OFCP 230 RECORDS MANAGEMENT**

*Credits 3*

Study of basic record keeping, management, utilization, control, and storage of records will be discussed. Procedures for coding, indexing, and cross referencing will be applied and practiced.

### **PHIL 201 INTRODUCTION TO PHILOSOPHY**

*Credits 3*

An introduction to philosophical ideas, problems and methods through a study of important philosophers and the major systems of philosophy. Topics to be covered may include: appearance and reality, human nature, nature of knowledge, relation of mind and body, the right and the good, the existence of God, and freedom and determinism.

### **PHIL 203 INTRODUCTION TO LOGIC**

*Credits 3*

Formal and informal reasoning: (1) traditional logic, emphasizing syllogistic theory, validation techniques and fallacy detection; (2) elementary formal logic, including truth-tables and propositional logic.

### **PHIL 205 INTRODUCTION TO ETHICS**

*Credits 3*

Relevance, applicability, and practicality are the goals of this course in ethics. The course is a topical review of current ethical theories. Lectures, projects, and class discussions will be concerned with the development of a practical ethical perspective relevant to today's world. Special areas of concern include business, legal and medical ethics.

### **PHSC 101 PHYSICAL SCIENCE I**

*Credits 3*

The first semester of a two-semester sequence is a survey course in physical science treating topics primarily from the field of physics, including key topics in astronomy. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic course in any of these fields.

**Prerequisites:** MATH 101 **Co-requisites:** PHSC 101L strongly recommended

### **PHSC 101L PHYSICAL SCIENCE LAB I**

*Credits 1*

The first semester of a two-semester sequence is a laboratory course covering selected experiments primarily from mechanics and waves. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic laboratory course in any of these fields.

**Prerequisites:** MATH 101 **Co-requisites:** Credit or registration in PHSC 101

### **PHSC 102 PHYSICAL SCIENCE II**

*Credits 3*

The second semester of a two-semester sequence is a survey course in physical science treating the most basic principles, concepts, and developments in physics, chemistry and geology. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic course in any of these fields.

**Prerequisites:** PHSC 101 or equivalent  
**Co-requisites:** PHSC 102L strongly recommended

### **PHSC 102L PHYSICAL SCIENCE LAB II**

*Credits 1*

The first semester of a two-semester sequence is a laboratory course covering selected experiments primarily from mechanics and waves. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic laboratory course in any of these fields.

**Prerequisites:** PHSC 101L **Co-requisites:** Credit or registration in PHSC 102

### **PHYS 110 INTRODUCTION TO PHYSICS**

*Credits 3*

An introduction to the principles of physics and the techniques of problem solving. Emphasis on units of measure, three dimensional vectors and trigonometry, kinematics, graphical analysis and equivalent methods in calculus, Newton's laws of motion, work and energy, and oscillating systems.

**Prerequisites:** MATH 101 (or MATH 110) and MATH-111 (or MATH 120) or advanced placement to higher level (than MATH-120) math course.

**Co-requisites:** Registration (or credit) in MATH-210

## PHYS 121 GENERAL PHYSICS FOR PHYSICS MAJORS I

*Credits 4*

The first semester in a two-semester sequence in a primary classical physics for students intending to major in physics or astronomy. Vector operations with calculus and analytical geometry; kinematics and dynamics of particles and rigid bodies; Newton's laws of motion for translational and rotational motion, work, energy, and conservation of energy; static equilibrium and elasticity; mechanics of fluids; oscillating systems, waves and sound; gravitation; kinetic theory of gasses; thermodynamics and heat engines.

**Prerequisites:** *PHYS 110 or placement by examination. MATH 210. (minimum of 4 semester-hours credit).*

**Co-requisites:** *Registration (or credit) in MATH 211 (minimum 4 semester-hours credit).*

## PHYS 122 GENERAL PHYSICS FOR PHYSICS MAJORS II

*Credits 4*

The second of a two-semester sequence in a primary classical physics for students intending to major in physics or astronomy. Vector operations with calculus and analytic geometry; electric and magnetic fields; electrical energy and power; dc and ac circuits; electromagnetic waves; geometric optics; physical optics; structure of the atom; quantization of energy and momentum; wave-particle duality; special relativity; introduction to cosmology.

**Prerequisites:** *PHYS 121. MATH 211 (minimum 4 semester-hours credit).*

**Co-requisites:** *None*

## PHYS 201 GENERAL PHYSICS I

*Credits 3*

The first semester of a two-semester sequence is an overview of basic concepts and principles of mechanics, heat, and sound. This course is appropriate for students studying biology, (pre) medicine, architecture, technology, earth and environmental sciences, and other disciplines.

**Prerequisites:** *MATH 111 or MATH 120, or equivalent*

**Co-requisites:** *None. PHYS 210L is strongly recommended.*

## PHYS 202 GENERAL PHYSICS II

*Credits 3*

The second semester of a two-semester sequence for students studying biology, (pre) medicine, architecture, technology, earth and environmental sciences, and other disciplines. The second semester will introduce the basic concepts and principles of optics, electricity, magnetism and topics in modern physics.

**Prerequisites:** *PHYS 201*

**Co-requisites:** *None. PHYS 211L strongly recommended*

## PHYS 210 PHYSICS FOR TECHNICAL STUDENTS I

*Credits 3*

The first semester of a two-semester sequence in primarily classical physics for students in engineering or other technical disciplines. Vector operations with calculus and analytic geometry; kinematics and dynamics of particles and rigid bodies; Newton's laws of motion for translational and rotational motion; work, energy, and conservation of energy; static equilibrium and elasticity; mechanics of fluids; oscillating systems, waves and sound; gravitation; kinetic theory of gasses; thermodynamics and heat engines.

**Prerequisites:** *PHYS 110 or placement by examination. MATH 210 (min. of 4 semester-hours credit)*

**Co-requisites:** *Registration (or credit) in MATH 211 (min. of 4 semester-hours credit)*

## PHYS 210L GENERAL PHYSICS LABORATORY I

*Credits 1*

The first semester of a two-semester sequence is a laboratory course in which students will perform selected experiments in mechanics, heat, and sound.

**Co-requisites:** *Credit or registration in PHYS 210*

## PHYS 211 PHYSICS FOR TECHNICAL STUDENTS II

*Credits 3*

The second semester of a two-semester sequence in primarily classical physics for students in engineering or other technical disciplines. Vector operations with calculus and analytic geometry; electric and magnetic fields; electrical energy and power; dc and ac circuits; electromagnetic waves; geometrical optics; physical optics; structure of the atom; quantization of energy and momentum; wave-particle duality; special relativity.

**Prerequisites:** *PHYS 210, MATH 211. Minimum 4 semester hours.*

## PHYS 211L GENERAL PHYSICS LABORATORY II

*Credits 1*

The second semester of a two-semester sequence is a laboratory course in which students will perform selected experiments dealing with electricity, magnetism, optics, and modern physics.

**Prerequisites:** *PHYS 210L*

**Co-requisites:** *Credit or registration in PHYS 211*

## POLI 110 AMERICAN GOVERNMENT

*Credits 3*

The principles, institutions, processes, and functions of government. Emphasis is on the national government, the development of our constitutional system, and the role of the citizen in the democratic process.

## **PSYC 200 PSYCHOLOGY OF ADJUSTMENT**

*Credits 3*

Addresses both scientific and applied aspects of the Psychology of Adjustment. Topics covered include aspects of personality, stress and coping, social influences on adjustment, and interpersonal relationships. Designed to facilitate self-understanding and the exploration of alternative behavioral strategies and problem-solving techniques.

## **PSYC 201 INTRODUCTION TO PSYCHOLOGY**

*Credits 3*

A broad overview of the field of psychology, designed to expose students to major theories, research methods, and applied areas of psychology.

## **PTEC 101 INTRODUCTION TO PROCESS CONTROL TECHNOLOGY**

*Credits 3*

This course will provide for discussion of industrial plant responsibilities, duties, and ethics including drugs, sexual harassment, shiftwork, and workplace diversity policies. There will be a general overview of topics to include: quality control, safety, hazardous material, and nomenclature of machinery and equipment typical to the environment in the petro-chemical industry. A field trip and/or research paper and subsequent presentations will be required.

## **PTEC 103 INDUSTRIAL INSTRUMENTATION I**

*Credits 3*

This applied course will expose students to the terminology and concepts of instrumentation. Topics will include: control loops, process measurements, pressure, PH detection, flow transmitters, transducers, transmission of signals, upsets, and an overview of nuclear instrumentation. (4 hours)

## **PTEC 105 PROCESS PLANT EQUIPMENT**

*Credits 3*

Students will be exposed to definition and actual application of types of equipment actually found in processing plants. This will include the following; valves, piping, pumps, compressors, steam traps, generators, turbines, motors, lubricator systems, heat exchangers, furnaces/boilers, drums, separators, reactors, evaporators, and relief devices. (4 hours)

## **PTEC 107 INDUSTRIAL INSTRUMENTATION II**

*Credits 3*

A continuation of Instrumentation I. Topics will include theory of automatic control, error, reset and rate responses, tuning, ratio and cascade controllers. Actual application will be with a simulated or real demonstration unit. (4 hours)

**Prerequisites:** PTEC 103 and MATH 110

## **PTEC 109 PROCESS TECHNOLOGY SUMMER INTERNSHIP**

*Credits 3*

Work program during the summer session. The student will have the option of developing an employment situation (minimum of 135 supervised hours), with a local plant, or taking another approved course.

**Prerequisites:** PTEC 103 and PTEC 105

## **PTEC 201 HYDRAULICS/FLUIDS**

*Credits 3*

This applied course will address fluids, the types, chemical and physical natures, and factors affecting them while in motion. Basic calculations relative to flow and volume will be reviewed. Other topics such as laminar/turbulent flow, viscosity, and Reynolds number will be discussed. (4 hours) **Prerequisites:** PTEC 105 & 107

## **PTEC 203 INDUSTRIAL SAFETY**

*Credits 3*

This course will address many safety and environmental issues typical of today's industrial environment and regulatory issues. It will also include personal safety concerns such as fatigue and ergonomics as well as emergency response.

**Prerequisites:** PTEC 101

## **PTEC 205 UNIT OPERATIONS**

*Credits 3*

This applied course is designed to present the student with the overall concept of unit (plant) operations. The student will develop a thorough working knowledge of process control terminology and the application of these processes. (4 hours)

**Prerequisites:** PTEC 105, PTEC 107, & CHEM 101

**Co-requisites:** PTEC 201

## **PTEC 207 PROCESS TECHNOLOGY PARADIGMS**

*Credits 3*

The content of this course will be a continuously evolving study of the most current trends, equipment, and developments in the field. Guest lecturers who are current in issues will be invited to present, and students will be encouraged to actively participate. A research paper, or presentation will be required. With departmental approval, this course may be repeated for credit.

**Prerequisites:** PTEC 109 or permission of advisor

## **PTEC 215 PROCESS TECHNOLOGY CAPSTONE PROJECT**

*Credits 4*

Capstone Project - this course will challenge and apply a measure to the overall level of competency developed by the student. It may take the form of an individual or team type project directed at solving a real or simulated typical problem from an industrial plant environment. A final report will be required.

**Prerequisites:** Recommendation of advisor

## **REAL 101 INTRODUCTION TO REAL ESTATE**

*Credits 3*

This course is an overview of the entire career field. It includes study relative to closing costs, economics, financing, land, marketing, and written instruments. There will also be discussion of terminology and the career ladder in this industry.

## **SEM 110 INTRODUCTION TO BRCC**

*Credits 1*

This course is designed to introduce beginning students to Baton Rouge Community College (BRCC) and to higher education in general. Seminar 110 focuses on study skills, the use of technology, and BRCC student support systems. Instruction is delivered via faculty and/or community professional.

## **SEM 111 CAREER PLANNING**

*Credits 1*

This course focuses upon the total immersion and/or acclimation of beginning students into college environment. Seminar 111 emphasizes personal, academic, and career growth and development. Instruction will be delivered via faculty and community professionals

## **SEM 112 SEMINAR IN MATH/SCIENCE ANXIETY**

*Credits 1*

This course is designed for students who avoid mathematics and science courses because they have experienced anxiety (stress) in mathematics and/or science classes. Many students avoid careers in the sciences because of the mathematics requirements; this course addresses that problem. The class will meet for three hours on five separate occasions.

## **SEM 113A CRITICAL THINKING I**

*Credits 1*

This course studies the process by which one develops and supports one's beliefs with clear, unambiguous arguments and evaluates the strength of the arguments of others in real life situations. The course includes practice in inductive and deductive reasoning, presentation of arguments in oral and written form, and analysis of the use of language to influence thought. Applies the reasoning process in fields such as business, law, science, and the arts.

## **SEM 113B CRITICAL THINKING II**

*Credits 1*

This course (an extension of Critical Thinking --Part 1) studies the process by which one develops and supports one's beliefs with clear, unambiguous arguments and evaluates the strength of the arguments of others in everyday situations. Activities include practice in inductive and deductive reasoning, presentation of arguments in oral and written form, and analysis of the use of language to influence thought. The reasoning process will be applied to various disciplines of study.

## **SEM 114 ORIENTATION TO CAMPUS RESOURCES**

*Credits 1*

This course will consist of learning how to use the electronic resources of the library and the other computer based resources available on campus. The student will set up a BRCC email account and log onto the internet.

## **SOCL 200 INTRODUCTION TO SOCIOLOGY**

*Credits 3*

As an introduction to the discipline of sociology, this course surveys and provides students with an understanding of human society and social life. It introduces students to the major subject areas of sociology, including the major theoretical perspectives and theorists; logic and techniques of research; social organization, institutions, and inequality; and social change.

## **SOCL 205 CONTEMPORARY SOCIAL PROBLEMS**

*Credits 3*

A description and sociological analysis of major, contemporary social problems in American society. The focus is on both the individual and societal levels (thus, on both social action and social structure) and on the reciprocal relationship between them.

## **SPAN 101 ELEMENTARY SPANISH I**

*Credits 3*

An introduction to Spanish language and culture. It explores the basic grammatical structures of the Spanish language. Throughout the semester, students will develop writing, reading, and speaking skills. Emphasis will be placed on communicative skills. Supplementary work will be done in the language laboratory.

## **SPAN 102 ELEMENTARY SPANISH II**

*Credits 3*

A continuation of SPAN 101. It will extend students' elementary knowledge of the basic grammatical structures of the Spanish language. Throughout the semester, students will continue to develop reading, writing, and speaking skills. Emphasis will be placed on communicative skills. Student work will be done in the language laboratory.

**Prerequisites:** SPAN 101

**SPAN 201 INTERMEDIATE SPANISH I**

*Credits 3*

A three credit course designed to build upon and extend students' elementary knowledge of the Spanish culture and language with increasing emphasis on these four skills: speaking, listening, reading and writing. The classroom is a social and cultural setting of communication where the foreign language is used as the transmitter of meaningful messages.

**Prerequisites:** SPAN 102 or its equivalent

**SPAN 202 INTERMEDIATE SPANISH II**

*Credits 3*

A three credit course designed to build upon and extend students' intermediate knowledge of the Spanish culture and language with increasing emphasis on these four skills: speaking, listening, reading and writing. The classroom is a social and cultural setting of communication where the foreign language is used as the transmitter of meaningful messages.

**Prerequisites:** SPAN 201 or its equivalent

**SPCH 101 FUNDAMENTALS OF SPEECH**

*Credits 3*

Develops an awareness of the history and traditions of speech communication as a field of academic study. Students learn fundamental codes, functions, and processes of oral communication. Public speaking assignments are included.

**SPCH 120 TECHNIQUES OF SPEECH**

*Credits 3*

Designed to teach students basic public presentation principles and skills. Students complete one speech of introduction, one informative speech, one demonstration speech, one persuasive speech, and one special occasion speech. The ethics of public speaking are also considered.

**SPCH 210 INTERPERSONAL COMMUNICATION**

*Credits 3*

Introduces basic principles and theories of interpersonal communication. Students also learn practical skills for enhancing everyday relational communication in a variety of social and professional settings.

**SPCH 220 COMMUNICATION FOR BUSINESS PROFESSIONALS**

*Credits 3*

Designed to assist students in business related presentations. Students complete one information-seeking interview, and two (4-6) minute presentations, one of which occurs as part of a group presentation. General theories and principles of organizational communication are also examined.

# STAFF DIRECTORY

## OFFICE OF THE CHANCELLOR

Marion Bonaparte, Chancellor  
Ed.D., Temple University

Carolyn Randall, Executive Secretary to the Chancellor  
B.S., Southern University

## ACADEMIC AFFAIRS

Sandra A. Williams, Associate Dean of Academic Affairs  
& Chair, Arts, Sciences & Humanities  
Ph.D., Kansas State University

Diana Kelly, Chair, Academic Skills Enhancement  
Program  
Ph.D., Louisiana State University

Brian Keating, Chair, Business and Technology  
M.Ed., Southeastern Louisiana University

Elizabeth Lee, Director, Academic Learning Center  
M.A., Northeast Louisiana University

Phyllis Mouton, Director for Business and Industry  
Institute  
M.B.A., Louisiana State University

Anne Shepherd, Director, Library  
M.L.S., Western Michigan University

J. Melanie Hair, Assistant Director, Library  
M.L.I.S., Louisiana State University

Ben Peabody, Director, Institutional Advancement  
M.A., Southern University

Lisa Morales, Administrative Assistant for Academic  
Affairs  
M.A., Louisiana State University

Sandra Cavalier, Coordinator  
M.Ed., Southern University

Claire Lemoine, Administrative Secretary

## STUDENT SERVICES

Leonard Garrett, Dean of Administrative/Student Services  
Ed.D., University of Southern Mississippi

Vallory Hills, Coordinator, Office of Publications and Com-  
munity Relations  
M.A., Southern University

Edwin Litloff, Coordinator for Enrollment Services  
M.B.A., Southeastern Louisiana University

Jacqueline T. Chase, Admissions Counselor/Recruiter  
B.A., Louisiana State University

Allison Gervais, Admissions Recruiter  
B.S., Southeastern Louisiana University

Raymond Jetson, Counselor for Special Programs  
B.A., New Orleans Baptist Theological Seminary

Harry Thompson, Director of Financial Aid  
B.S., Southern University

**Loyd Baptiste, Director Physical Plant  
B.S., Southern University**

**Diane Didier, Coordinator  
B.S. Louisiana State University**

**Valerie Kilbourne, Secretary**

## BUSINESS AFFAIRS

Antonio Majul, Dean of Business Affairs  
M.B.A., Fairleigh Dickinson University

Steven Caldwell, Director of Accounting & Finance  
B.S., Louisiana State University

Denise Decuir, Coordinator  
B.A., University of Southwest Louisiana

Beth Segura, Administrative Specialist

Phillip Rollins, Mailing & Receiving Clerk

John Weary, Office Supply Clerk

## INSTITUTIONAL RESEARCH/PLANNING

Eugene Fields, Dean of Institutional Research/Planning  
M.S., Louisiana State University

Jo Ann Puissegur, Director of Computer Services  
Ph.D., Louisiana State University

Cynthia Cherry, Database Administrator  
B.S., University of Mobile

David Furlow, Networking Administrator  
B.A., Louisiana State University

Alice Collier, Coordinator  
B.S. Southern University

## FACULTY

Blount, Mary A., Instructor of English  
MA, University of North Carolina

Chavis, Kim T., Associate Professor of English  
MA, North Carolina A & M State University

Figueroa, Fernando, Instructor of English  
Ph.D., Louisiana State University and A & M College

Smith, Jeffrey, Associate Professor of English  
Ph.D., Louisiana State University and A & M College

Meek, Patricia, Instructor of English  
MFA, Wichita State University

Nichols, Robert, Assistant Professor of Computer Science  
MS, Southern University and A & M College

Mount, Claude R., Instructor of Process Control  
Technology  
MS, Louisiana State University and A & M College

Clark, Gwendolyn, Instructor of Developmental Reading  
MS, San Francisco State University

Holden, Jane M., Assistant Professor of Developmental Reading  
Ph.D., Louisiana State University

Procopio, Claire H., Instructor of Speech  
MS, Indiana University

Turner, Ava B., Instructor of Speech  
MS, Southern University and A & M College

Gibson, Sherry C., Assistant Professor of Biology  
MS, Southern University and A & M College

Alford, Laura C., Instructor of Business  
MS, Louisiana State University and A & M College

Wilson, Jack D., Instructor of Business  
MS, Northeast Louisiana State University and A & M College

Adams, Brunetta E., Instructor of Computer Science  
MS, Southern University and A & M College

Tebault, Bob P., Instructor of Mathematics  
MS, Southern University and A & M College

Sherman, Sharon M., Instructor of Mathematics  
MS, Southern University and A & M College

Yates, Adrian, Instructor of Business  
MS, Letourneau University

King, Arbie H., Instructor of Business  
MS, Atlanta University

## BATON ROUGE COMMUNITY COLLEGE FOUNDATION

### HISTORY

The Baton Rouge Community College Foundation was chartered in April 1998. The Foundation is a not for profit, tax-exempt organization; therefore, contributions are tax deductible. The Foundation is governed by a board of directors who represent private gift donors. The governing board is composed of business, professional and civic leaders who are committed to advancing the College from its inception to a successful academic center of learning. Contributors to the Foundation may designate that their donation be used for student scholarships, institutional development, or general foundation support. The Foundation publishes an annual report detailing receipts, expenditures, and activities and is available for public inspection.

### GOAL

The Foundation's goal is to support the Baton Rouge Community College mission by providing financial and hu-

man resources. All funds raised by the BRCC Foundation will be used to support the College's role, scope, and mission encompassing comprehensive instructional programs, community outreach opportunities, and public service. The Foundation will also provide a formal mechanism for identifying and recruiting volunteers.

### OBJECTIVE

The Baton Rouge Community College Foundation will solicit financial contributions from individuals, business and professional groups, and philanthropic organizations. These contributions will enhance existing financial aid to the College by leveraging dollars to expand and enhance instructional and support services.

Additional information regarding the Baton Rouge Community College Foundation is available from the Foundation office.



# STUDENT HANDBOOK

## STUDENT DISCIPLINE

The Dean of Student Services administers disciplinary procedures governing students. The dean may refer disciplinary problems to a student faculty and staff committee appointed by the Chancellor of the college.

Baton Rouge Community College expects all students to adhere and abide by the student disciplinary procedure. In case of student misconduct, the following procedure applies:

**1. Initial Report:**

A report is made in writing to the Dean of Student Services within forty-eight hours of the occurrence or knowledge of a violation of one or more of the enumerated student responsibilities.

**2. Dismissal or Further Investigation:**

The Dean of Student Services or a designee will determine whether the report alleges facts that set forth a violation of one or more of the enumerated student responsibilities. If it does not, the report is dismissed. If it does, the Dean of Student Services investigates the matter to include, but not limited, to one or more face to face interviews of the accused violator(s), of witnesses for and against the accused violator(s) and the receiving of evidence relevant to the investigation.

**3. Sanctions:**

If an investigation indicates to the Dean of Student Services or a designee that a violation of one or more of the student responsibilities have occurred, the Dean of Student Services or a designee may impose a sanction on the accused violator(s). In the event that a sanction(s) are imposed, the accused violator(s) will be notified by certified mail of the decision to impose a sanction, the nature of the sanction, the reasons for the imposition of sanction and the specific item(s) of evidence relied upon in reaching the decision.

**4. Right of Appeal:**

Each accused violator has the right to “appeal” any portion of the decision rendered by the Dean of Student Services or a designee by notifying in writing the Dean of Student Services or a designee of the intent to “appeal.” The notice of intent to appeal must be received by the Dean of Student Services or a designee within seventy-two hours from the date of receipt of the Notice of Decision or the right of appeal is lost.

**5. Appellate Procedure:**

Upon receipt of a timely notice of appeal, the Dean of Student Services or a designee shall convene an Appellate Review Panel comprised of three members of the current Student Disciplinary Committee (as selected by the chairperson of the Student Discipline Committee) and two students appointed by the SGA Executive Committee.

**A. Right to Counsel:**

Accused violators enjoy the right to have counsel present at any proceedings of the Review Panel for the sole purpose of advising the accused violator. The proceedings are informal by nature and do not permit counsel to participate in any other fashion. Neither the Rules of Evidence, nor of Civil or Criminal Procedure, are applicable to these proceedings.

**B. Scope of Review and Disposition:**

The Review Panel is empowered to convene hearings, call witnesses, weigh evidence and take all necessary steps to review the appropriateness of the decisions made by the Dean of Student Services or a designee with respect to the violations alleged, sanctions imposed, reasons for the decision and the evidence relied upon or any other matter deemed relevant by the Panel.

The Review Panel is likewise empowered to affirm or reverse, wholly or in part, the decision of the Dean of Student Services or a designee. The Review Panel is likewise empowered to conduct further investigation by calling other witnesses and/or receiving additional evidence if it deems it necessary. The Review Panel may adjourn and continue its proceedings as it deems necessary.

**C. Recording of Proceedings:**

All proceedings of the Appellate Review Panel will be electronically recorded and, in the event of a further appeal, transcribed at the request of any party.

**D. Judgment of the Panel:**

The Review Panel’s Judgment is reached by a voice vote of its members. The Judgment shall be rendered in written form and shall include the reasons for the decision.

**6. Further Appeal:**

Accused violators may appeal the judgment of the Appellate Review Panel to the College Chancellor by notifying him or her within seventy-two hours of receipt

of the judgment of the Appellate Review Panel. The judgment of the Chancellor constitutes a final judgment at the institutional level. The student may appeal the decision of the Chancellor to the Baton Rouge Community College Management Council. The appeal must be perfected within thirty calendar days of knowledge or receipt of the Chancellor's decision. Written procedures applicable to the filing of this appeal to the Management Council are maintained in Student Services and are available to all students upon request.

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**NOTE: NO PROVISION NOR PART OF THIS DISCIPLINARY PROCEDURE SHOULD BE CONSTRUED AS A DEROGATION OF THE RIGHT OF ANY PERSON ACCUSED HEREUNDER TO SEEK RELIEF IN ANY OTHER FORUM FOR DISPUTE RESOLUTION ESTABLISHED UNDER STATE OR FEDERAL LAW.**

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### **Alcohol & Drug Policy**

BRCC conforms to all local, state and federal laws regarding the illegal use of alcohol and other drugs on campus. BRCC is a member of the Network to Promote Drug-Free Colleges and abides by their standards regarding Policies, educational programs, enforcement and assessment. Students and employees who fail to abide by college policies regarding alcohol and other drugs will be subject to disciplinary action according to established College policies and procedures which conform to local, state and federal laws.

### **College Policy**

Students and employees of BRCC of Louisiana are hereby informed that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited on College property. Students and employees of the College found performing such acts on College premises will be subject to disciplinary action and/or criminal prosecution in accordance with applicable laws and policies of the State of Louisiana, Board of Regents for State Colleges and BRCC.

The term "*controlled dangerous substance*" means a drug, substance or immediate precursor in Schedule I through V of Louisiana RS40:964. Students and employees are also advised that the possession and consumption of alcoholic beverages on College property or during any trip sponsored by the College or affiliated organization except as provided in College policy is forbidden.

The College policy requires prior approval for any event at which alcohol is served. Local and state ordinances governing the sale, possession and/or consumption of alcoholic beverages shall be observed.

### **Legal Sanctions**

Students and employees are reminded that local, state, and federal laws provide for various legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

### **FCSA**

The Federal Controlled Substance Act provides penalties of up to fifteen years imprisonment and fines for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

### **LUCDS LAW**

**Louisiana Uniform Controlled Dangerous Substance Law** provides that any person who violates the criminal statutes by manufacturing and distributing opiates such as cocaine and heroin is subject to imprisonment for life without benefit of probation and/or parole and a fine of \$15,000. A person illegally manufacturing stimulants and depressants is subject to imprisonment up to thirty years and a fine of \$15,000. Illegal manufacture and distribution of hallucinogens such as LSD and marijuana is punishable by imprisonment of up to ten years and a fine of \$15,000. A person possessing opiates illegally is subject to a prison term of ten years and a \$15,000 fine. Possession of hallucinogens, stimulants and depressants is punishable by imprisonment up to five years and a \$5,000 fine.

### **CRIMINAL CODE RS14:91**

The State of Louisiana Criminal Code RS 14:91 provides for punishments ranging from up to six months imprisonment and fines of up to \$3,000 for violation of statutes relating to the possession and sale of alcohol. The local ordinances of East Baton Rouge Parish and the metro area also provide prohibitions relating to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law. Further information on these local ordinances, state and federal statutes are maintained by college police. Students and employees are encouraged to obtain copies of this information.

### **COLLEGE SANCTIONS**

In accordance with the policies of BRCC, employees found in violation of college policies governing alcohol and

illicit drugs on college property may be subject to penalties up to and including termination.

Students who violate college policy will be afforded due process as prescribed in the college Code of Student Conduct. Sanctions for policy violation include reprimand, probation, suspension, and expulsion. Students may also be referred for counseling and/or referral for individual assessment that may be included as a condition of any sanction.

The following types of conduct are prohibited by Article IV, and individuals or groups found to have committed such infractions by the procedures set forth in the Code of Student Conduct shall be subject to sanctions, those of suspension or expulsion from the College.

### **SUBSTANCE INFRACTIONS**

Possession or consumption of alcoholic beverages on college property or during any trip sponsored by the college or affiliated organization, except as provided in college policy.

Unauthorized or illegal possession, use, sale, manufacture, or transportation of narcotics, stimulants, depressants, hallucinogens, or other controlled substances as defined by state statute.

Public intoxication and/or operation of a motor vehicle or water craft while intoxicated.

### **HEALTH RISKS ASSOCIATED WITH ILLICIT DRUGS & ABUSE OF ALCOHOL**

Beer, Wine, Gin, Vodka, Bourbon, Whiskey, Liquors, Brandy, Champagne, Rum Sherry, Port, Coolers; Ethyl Alcohol, Liquor, Drinks, Cocktails, Highballs, Nightcaps, Moonshine, White Lightning, Mountain Dew, Firewater, Home Brew Disorientation; lack of coordination, impaired memory, judgment and perception; high blood pressure; liver damage; impairs kidney functions; damages the pancreas; interferes with male sexual performance; disrupts menstrual cycle; affects electrolyte balance; causes birth defects; alters hormone balance; impairs immune system; organ damage; heart disease; gastrointestinal imitations; possible irreversible brain and nervous system damage. Physical and psychological tolerance can develop.

### **ANABOLIC STEROIDS**

Cholesterol increase; gallstones; heart disease; kidney disease; kidney stones; liver disease; menstrual irregularities; testicular atrophy; unusual bleeding; urination problems; high blood pressure; bone pain; fetal

damage; hypercalcemia; rostrate enlargement; cancer; possible death.

### **CANNABIS**

Marijuana: *THC, Tetrahydrocannabinol, Pot, Grass, Reefer, Joint, stick Weed, Mary Jane, Rope, Acapulco Gold, Thai Sticks.*

#### **Hashish: Hash, Hash Oil**

Loss of coordination; possible confusion; stimulated appetite; distortion of reality; lowered body temperature; possible depression; possible hallucinations; paranoia; lung problems; chronic lung disease (bronchitis and emphysema); possible lung cancer; disrupts short term memory; dulled thinking calculation skills, reasoning and comprehension; dulled reaction time; hormonal changes; drop in blood levels of testosterone, problems in ovulation and menstruation - Moderate tolerance, psychological dependence can develop.

**Cocaine:** *Coke, Flake Snow, Dust Happy Dust, Gold Dust, Heaven Dust, Girl, Cecil, Blow, Toot, Freebase, C, Corine).*

Causes heart palpitations, which can lead to a heart attack and possible death; increases pulse rate and blood pressure; chronic fatigue and exhaustion, chronic nausea and vomiting; causes epileptic seizures; brings about suicidal tendencies; causes sexual problems; causes chronic nosebleeds and runny nose, which can possibly lead to large ulcers which is followed by loss of septum; causes sinus problems/headaches; smoking may cause lesions in lungs; causes depression, paranoia and irritability; loss of weight and vitamin deficiencies; risk of hepatitis or AIDS by using contaminated needles; overdose -- death; Physical and psychological tolerance can develop.

#### **Crack: (a form of Cocaine) Rock**

Health risks for Crack are virtually the same as Cocaine, except possibly at a greater intensity, highly potent and extremely addictive. Users have reported becoming addicted after smoking Crack just a few times.

### **DEPRESSANTS**

**Barbiturates** (Seconal, Nembutal, Amytal, Butisol, Tuinol, Phenobarbital): Downers, Barbs, Candy, Goofballs, Reds, Yellows, Blues, Yellow Jackets, Nimbles, Pink Devils, Chridthmas Trees, Phennies, Peanuts

**Benzodiazepines:** Vahlym, Libnum, Serax, Tranxene, .Ativan, Dalmane, Tranquilizer, Mickey Finn, Knock-out Drops (all alcohol), Achenial, Miltown, Noludar, Placidyl, Valmid, Doridem

Chloral Hydrate: Nectee, Mickey Finn, Knock-out -Drops (with alcohol) Slowed heart rate and breathing; lowered blood pressure; slowed reactions; confusion; loss of coordination; respiratory arrests; convulsions; overdose: possible coma and death; possible death -- Physical and psychological tolerance can develop.

### **HALLUCINOGENS: Lysergic Acid**

**Diethylamide:** *LSD, Acid, Pearly Gates, Wedding Bells, Microdot, Heavenly Blue, Royal Blue, Windowpane*

**Phencyclidine:** PCP, Angel Dust, Hog

**Methylenedioxy (methamphetamine):** MDAM, Ecstasy, Love Drug, Adam, M & M

**Dimethoxymeth (amphetamine):** STP, Serenity & Peace

**Dimethyltryptamine :** DMT, Businessman's Trip

**Peyote Cactus:** Mescaline, Mescal Buttons, Mescal Beans, Huatari

**Psilocybe**

**Mushrooms:** *Psilocybin, Sacred Mushrooms, Magic Mushrooms*

Loss of concentration; impaired judgement; unpredictable behavior; depression; possible suicidal behavior; possible psychosis; liver damage; increase of birth defects; permanent brain damage; permanent memory loss; overdose: possible convulsions, coma, and death -- Tolerance develops.

### **INHALANTS**

**Solvents/Aerosols:** Volatile, Hydrocarbons, Airplane Glue, Nail Polish Remover, Lighter Fluid, Gasoline, Thinner, Paints, Hair sprays, Cleaning Fluids.

**Anesthetics:** Nitrous Oxide, Halothane, Laughing Gas

**Nitrites:** Amyl or Butyl Nitrite, Snappers, Poppers, *Locker Room, Rush, Room Deodorizer* Weight loss; electrolyte imbalance; fatigue; memory problems; loss of self-control; violent behavior; blackouts; damage to liver, kidneys, blood and bone marrow; heart failure -- instant death; loss of consciousness; possible coma; suffocation - death; brain damage -- Tolerance develops. Long-term use of nitrites: possible impairment of the immune system - may allow development of a form of cancer (often seen in AIDS victims); glaucoma; blood cell damage.

### **NARCOTICS**

**Heroin:** *Diacetylmorphine, Snow, Stuff, Harry, H, White Horse, Hard Stuff, Joy Powder, Junk, Scag, Smack*

**Morphine:** Morphine Sulfate, Morpho, Miss Emma,

Unkie, Hocus, M

**Opium:** Dover's Powder, Paregoric, Parepectollin

**Codeine:** Empirin, Compound with Codeine, Robitussin A-C, Cough syrups & compound with codeine, schoolboy

**Hydromorphone:** Ditaudid, Lords

**Meperidine:** *Demerol, Mepergan, Pethadol* Doctors

**Methodane:** *Dolophine Methadone, Methadose, Dollies*

**Others:** *Percodan, Talwin, Lomotil, Darven*

Malnutrition; reduced libido, hunger, thirst; anemia; rapid heartbeat; hallucinations; respiratory arrest; shock; lack of coordination; loss of ability to concentrate; loss of judgment and self-control; cardiac arrest; infection; painful withdrawal; overdose: possible convulsions, coma; possible death; possible risk of hepatitis or AIDS.

### **STIMULANTS**

**Amphetamines:** Dextroamphetamine, Biphphetamine, Methamphetamine, Dexedrine

**Desoxyn:** *Uppers, Pep Pills, Wake-Ups, Bennies, Eye Openers, Coast to Coast Co-Pilots, Cartwheels, Sky Rocket, Bombidos, JellyBeans, Sweets, A's, Black Beauties*

**Phernuetrazine:** *Preludin, Preludes*

**Methylphenidate:** Ritalin

**Others:** Ionamin, Tenuate, Tepanil, Sanorex, Plegine

**Crystal:** Methamphetamines

**Ice:** Speed, Smoke, Fire

**Crank:** Street Speed

Severe anxiety; vitamin deficiencies; malnutrition, high blood pressure; chronic sleeplessness; infections; rapid and irregular heartbeat; loss of coordination; suicidal depression; possible cerebral hemorrhage; skin disorders; damage to organ systems (lungs, liver, kidneys) brain damage; amphetamine psychosis (hallucinations, paranoid delusions, compulsive/bizarre behavior); overdose possible convulsions, coma and/or death Psychological and sometimes physical dependence can develop. Crystal, Ice, and Crank - Greater intensity of health risks than of other stimulants; tolerance

### **TOBACCO**

**Nicotine:** *Cigarettes, Chewing Tobacco, Snuff, Chew*

Shrinks blood vessels in the skin; raises blood pressure; lowers body temperature; increases chance of blood clots; increases blood sugar - decreases appetite; nutrition deficiencies; increases heartbeat; increases chances of lung cancer, respiratory disease; heart disease and lung disease (emphysema and bronchitis); may cause low birth weight in infants; may retard or slow down growth in unborn babies; death may result due to infections, disease, cancer, Tolerance to nicotine develops quickly. These are general health risks for the specific drug category (i.e. depressants, narcotics, etc.)

## REGULATIONS GOVERNING STUDENT ORGANIZATIONS

### THE ROLL OF STUDENT ORGANIZATIONS

Operating on the basis of voluntary participation and self-government, organizations are an integral part of the community. They are obligated to contribute to the scholastic attainment and general development of the individual. Skills and experiences obtained through membership in an organization serve as a valuable supplement to the formal curricula.

### GENERAL POLICY

When groups of students wish to have a continuous association, intended to last beyond the term of those immediately involved, causing them to congregate for activities on the campus requiring the use of college facilities and advertising them to the general public as a group centered on the campus, it is proper that they be required to register with the college. All registered associations should be accorded the same privileges and bound by the same obligations. No student organization may carry on any activity on college property unless it has been registered under the procedures herein outlined.

### REGULATIONS FOR RECOGNIZED ORGANIZATIONS

BRCC recognizes the right of groups to freely assemble, but also accepts the responsibility to protect the rights of the members of the campus community from organizations which infringe upon the purposes of the institution.

An organization shall be open to all students of Baton Rouge Community College who otherwise meet membership requirements. An organization may not deny membership on the basis of race, national origin, gender, age, religion, sexual orientation, disability, or status as a veteran. (\*Exclusion based on gender is applicable based on Title IX Education Amendments.)

Membership in the organization shall be limited to currently enrolled students.

Individuals and groups are responsible for conducting activities in accordance with the rules, regulations, standards and BRCC Code of student Conduct.

Organizations shall not require of its members any activity incompatible with scholastic attainment or acceptable general development of the individual.

To serve as an officer of an organization or in any elected or appointed position, a student must be in good standing with the college and maintain both a cumulative and previous semester grade point average of 2.0.

All organizations must maintain one faculty advisor. All persons who hold the rank of professor, instructor, staff member, shall be considered eligible to serve as advisors of organizations. The advisor must be notified of, and encouraged to attend, meetings and functions of the organization and to assume partial responsibilities for its activities.

Every organization must furnish a complete list of officers and any members of the organization who are authorized to receive official notices, directives, or information from the College. Such lists shall be kept current and accurate throughout the year by the organization and it shall be presumed that officers and members whose names appear on the list most recently filed are authorized to speak for and represent the organization in its relations with the college.

### SPECIAL PRIVILEGES

A registered organization is entitled:

- To use the name of Baton Rouge Community College in connection with organizational activities.
- To be listed as a student organization.
- To reserve the use of facilities.
- To post signs and distribute literature in accordance with college regulations.
- To use campus mail services.
- To request advertising in and news coverage in campus publications normally open to organizational interests.
- To nominate in Student Government Association elections as provided in the SGA Election Code.

### REGISTRATION OF NEW ORGANIZATIONS

A group of students wishing to register an organization at BRCC should consult with the Dean of Student Services. Those students wishing to form a social organization

should request so from the Dean of Student Services. A petitioning group must meet all the regulations for student organizations and provide the following documents:

- (1) A Prospective Student Organization Application
- (2) The Proposed Constitution and Bylaws of the organization which clearly contains the following:
  - the name and purpose of the group
  - rules of membership in the organization
  - terms and methods of membership selection, officers, and duties
  - proposed nature and frequency of meetings
  - proposed activities
  - financial plans of the organization including proposed fees, dues and assessments and provisions for the distribution of all funds and assets in the event of dissolution.

New organizations must be denied registration when their purposes are within the scope of a current organization. Once all information submitted by a proposed organization is in order, and the college Chancellor approves the request for recognition, they will be allowed to register as a student organization at BRCC. Notification will be sent by the Office of Student Services.

An organization need only follow the preceding steps one time. To maintain active status (and thereby continued recognition), a Renewal Card for registered organizations must be completed each fall semester and filed with the Dean of Student Services. A group not maintaining active status cannot be approved to execute programs and activities on campus.

### **SANCTIONS FOR ORGANIZATIONAL MISCONDUCT AND WITHDRAWAL OF REGISTRATION**

A student club or organization that fails to comply with BRCC's Code of Student Conduct or the policies and procedures established by the college or if it fails to function within its prescribed purpose, shall be subject to sanction(s). Sanctions may be imposed following procedures outlined in the Code of Student Conduct. A sanction may be imposed alone or in conjunction with one or more additional sanctions. The sanctions for Organizational Misconduct and Withdrawal of Registration can be found in Article VII, Section 3.0 of the college Code of Student Conduct.

### **SEXUAL ASSAULT INFORMATION**

No student or employee shall be subjugated to unsolicited and unwelcome sexual conduct, either verbal or physical. Sexual harassment violates college policy as well as state and federal laws and is specifically prohibited. It is neither permitted nor condoned.

### **APPEALS PROCEDURES**

An organization may appeal a decision which results in the organization receiving the sanction of disciplinary probation, suspension or expulsion from the college. The organization shall submit a written receipt within five class days of notice of such sanction. Appeals procedures shall follow BRCC's Code of Student Conduct.

### **SEXUAL HARASSMENT**

*Sexual harassment has been defined by the Equal Employment Opportunity Commission as unwelcome sexual advances, including requests for sexual favors and other verbal or physical conduct of a sexual nature, when:*

- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or living environment, or adversely any student.
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, educational, or living environment, or adversely affecting any student.
- If any college employee, student, staff member, faculty member, administrator, Dean, or Chancellor, Fiscal Officer or Controller does not satisfactorily resolve the matter, the Complainant may file a written grievance form. Employee Complainants can obtain this form from the Human Resources Office.
- If student Complainants want to proceed with their complaints, the Dean of Student Services will assist the student in initiating the formal grievance process. ( See Appendix III.)

### **FORMAL GRIEVANCE PROCEDURES**

If the informal proceedings are deemed inappropriate, for whatever reason, by either party, or if the matter is not resolved through the informal process, the Complainant may initiate the formal grievance procedure.

1. Student Complainants should follow the grievance procedure as outlined in the Code of Conduct.
2. Staff member Complainants are directed to the Director of Human Resources for the grievance procedure which should be followed.

### **CONFIDENTIALITY**

To the extent possible, confidentiality will be maintained to protect the privacy of all individuals involved. Only those individuals involved in the resolution of such a case will be given access to information about the case.

However, Complainants are advised that confidentiality can only be respected insofar as it does not interfere with the College's obligation to investigate allegations of misconduct which, when brought to the College's attention, requires it to take corrective action.

## **STUDENT CODE OF CONDUCT**

### **CODE OF CONDUCT PREFACE**

By issue of this Code of Student Conduct, BRCC hereby established the standards and procedures which shall govern the conduct of students on college property, in college facilities and away from the college campus. Students and student organizations will be expected to become familiar with this Code and assure the Code's successful implementation by their observance of the provisions and their support of the objectives stated herein.

### **ARTICLE 1. INTRODUCTION**

Baton Rouge Community College of Louisiana is an institution with an educational mission which is carried out by means of programs and activities devoted to the pursuit of knowledge, through instruction, research and service. The College exists as a community of students, faculty, administrators, and staff who provide, participate in and support these activities and programs. The College campus, facilities, properties and other resources exist to facilitate this educational mission.

The college has an inherent interest in developing policies to preserve and enhance the college's ability to function effectively and efficiently as an academic institution. These policies entail recognition of both rights and responsibilities for all members of the college community. These considerations make student conduct a legitimate concern of the college.

As a member of the college community, a student is entitled to the freedoms and rights guaranteed to students by the Constitutions of the United States and Louisiana. A student has a right to the opportunity to learn and benefit from an intellectual environment free of distractions.

Accompanying these rights are certain responsibilities. A student must abide by federal, state and local laws. A student is obliged to respect the rights of others. A student shall comply with valid institutional regulations, contribute to the order of the college's academic and administrative processes and uphold standards of decency and honor in all conduct. Only when individuals are responsible can their rights be assured. Freedom must be exercised responsibly in the context of recognized interest of others and the institution.

The policies and procedures in this Code are established to secure these ends. Such policies and procedures are fundamentally designed to help maintain a campus environment conducive to learning and other educational pursuits. This Code is intended to ensure the enjoyment of students of all proper rights, without undue infringement by others. This Code is a means to, the attainment of the college's educational mission by protecting the institution's processes, resources and constituent community.

General authority in the governance of students enrolled at BRCC is delegated to the Chancellor by the state of Louisiana Board of Regents. Within the scope of this authority delegated the Chancellor, and pursuant to further delegation to the Dean of Student Services, this Code of Student Conduct is promulgated for BRCC.

This Code shall be published and made available by reasonable means, to students attending the college, and shall be applicable to all students. Upon enrollment a student shall be deemed to have accepted the conditions and obligations stated herein and to have agreed to be bound hereby, in addition to all other applicable college regulations which any have been or may in the future be issued and published by proper authority. This Code shall likewise apply to all student groups, whether formally or informally organized and whether recognized by the college or not. Conduct off campus as well as that taking place on college property shall be fully within the scope of this Code. The fact that criminal or civil proceedings may be instituted against a student shall not bar commencement of the disciplinary process involving such student under this Code, nor shall the college be bound by the outcome of such proceedings in the college's determination of whether misconduct did or did not occur or in the selection of an appropriate sanction. In regard to conduct by a student which may be the subject of such a criminal or civil action, the college shall have the discretionary right to proceed under this Code against the student before, during the pendency of, or after the final disposition of such action, or even in the absence thereof. The college shall resort to the disciplinary process only where the alleged conduct directly and/or adversely affects the mission of the institution or the campus community.

### **ARTICLE II. DEFINITIONS**

To enhance the understanding of this Code and protect the due process right of students, the terms and phrases of this Code are herein defined.

#### **SECTION 1 TERMS**

**1.1 Attorney:** An attorney licensed to practice law in the state of Louisiana.

- 1.2 Conference:** Meeting conducted by the Dean of Student Services at which time a student is verbally informed of an allegation(s), that the student has committed an infraction(s) of this Code and the student is provided an opportunity to respond.
- 1.3 Counsel:** College faculty, staff or students selected to advise a student during a hearing.
- 1.4 Record:** A written or electronic transcript of the proceedings of an administrative or appeals hearing.
- 1.5 Student:** Any person who is registered for class(es) in the college.
- 1.6 College:** Baton Rouge Community College of Louisiana.
- 1.7 Dean of Student Services:** College employee (or designee) empowered by the Chancellor to implement this Code and perform other assigned duties.

**SECTION 2 PHRASES**

- 2.1 Administrative Hearing:** A formal hearing conducted by the Dean of Student Services in which allegations of misconduct be substantiated, the alleged student violator is subject to the sanction of probation, suspension or expulsion.
- 2.2 Appeals Hearing:** A formal hearing conducted by a committee to hear an appeal of the sanction of probation, suspension or expulsion imposed on the student appellant by the Dean of Student Services.
- 2.3 Class Day:** A day on which classes or final exams are scheduled.
- 2.4 Normal College Communication Channels:** The use of college personnel to deliver a written or oral notification to a student.
- 2.5 Preponderance of Evidence:** Fifty-one percent of the evidence presented at a hearing.
- 2.6 College Personnel:** Any person employed by the college for any purpose.
- 2.7 College Property:** All land, buildings, equipment, and facilities owned, leased or controlled by the college.

**ARTICLE III. STUDENT RIGHTS AND RESPONSIBILITIES**

As a means of giving greater content and definition to

the important notion of student rights and irresponsibilities, those identified below shall be recognized as belonging to students of this institution. This enumeration is not intended to be exhaustive, however, nor shall it in any way prevent recognition of additional, different or modified rights and obligations for students through supplementation to this Code, issuance of other college policy, or any alternative appropriate means provided a legitimate reason exists for such additions.

**SECTION 1 COLLEGE COMMUNITY**

- 1.1** The college has the right and the responsibility to formulate and disseminate policies to promote the general welfare of the college community. Students have the responsibility to know such policies of the college.
- 1.2** Students shall be represented through the Student Government Association, in those affairs of the college that concern student welfare.
- 1.3** Students shall conduct themselves in a manner which recognizes the rights of others and promotes the welfare of the college community.

**SECTION 2 ACADEMIC FREEDOMS AND RESPONSIBILITIES**

- 2.1** In academic matters students have a right to be governed by justifiable regulations.
- 2.2** Students have a right to an environment conducive to learning and free from distraction. Students are responsible for behavior which is conducive to the teaching/learning process.
- 2.3** Students shall be free to take reasoned exception to data and views offered in the classroom and to penalty provided such exception does not hinder the structured learning process.
- 2.4** Students have a right to grades that represent the instructor's professional judgment.
- 2.5** Students have a right to accurately and clearly stated information which would enable them to determine:
  - 2.51** The general requirements for establishing and maintaining an acceptable academic standing.
  - 2.52** Their own academic/admission status with the college and any special conditions which apply.
  - 2.53** The graduation requirements of any particular



degree program.

- 2.6 Students have a right to be informed of the content and objectives of a course, the method of evaluation and the relative importance of each test, paper, etc., comprising the total evaluation for the course.
- 2.7 Students are responsible for meeting the requirements of a course according to the standards of performance established by the instructor.
- 2.8 Students have a right to protection against improper disclosure of information acquired by instructors related to the student's grades, views, beliefs, health or character.
- 2.9 Students have a right to seek assistance from an instructor during the instructor's scheduled office hours.
- 2.10 Students have the right to refrain from activities that involve unreasonable risk to the student's physical and mental health.

### **SECTION 3 EDUCATIONAL RECORDS**

- 3.1 A student's right of confidentiality in and access to student educational records shall be stated in college policy.
- 3.2 A student's academic transcript and disciplinary records shall be separately maintained. A student's transcript shall only contain information concerning a student's academic experience.

### **SECTION 4 FREEDOM OF INQUIRY AND EXPRESSION**

- 4.1 Students shall be free to examine and to discuss all questions of interest and express opinions.
- 4.2 Students shall be free to support any causes by lawful means. At the same time, it shall be made known that public expression or demonstration of students or student organizations represent only the views of those making the statement and not the college community.
- 4.3 Discussion and expression of all lawful views is permitted within the institution in public places subject to reasonable time, manner and place required for maintenance of order and to applicable state, federal and local laws. The college retains the right to provide for the safety of individuals, the protection of property, and the community of the educational process in maintaining order.
- 4.4 Recognized student organizations may invite and hear any persons of their own choosing, subject to

requirements for use of institutional facilities and subject to the college speakers policy stated in 4.3 above.

- 4.5 Students have a right to express opinions through student media and they have a responsibility to adhere to the canons of professional journalism.

### **SECTION 5 STUDENT LIFE**

- 5.1 Students shall be free to organize and associate to promote their common interests.
- 5.2 Student organizations are required to publicize information concerning purpose, criteria for membership and a current list of officers.
- 5.3 Recognized student groups may use college facilities, if available, in accordance with normal scheduling policies.

### **SECTION 7 REDRESS OF GRIEVANCES**

- 7.1 In any instance a student's rights as outlined herein are contravened, the student shall have the right to petition for redress of such a grievance through procedures found in Appendix I of this document.

### **ARTICLE IV. INFRACTIONS**

Every student and student group shall be required to act lawfully and in such a way as not to adversely affect the educational processes of the college or the rights of others. Violation of this general standard shall be considered an infraction of this code. The following types of conduct are prohibited and individuals found to have committed such infractions by the procedures set forth in this code shall be subject to sanctions being imposed including the sanction of suspension or expulsion from the college.

#### **SECTION 1 ACADEMIC INFRACTIONS**

- 1.1 Collaborating, conspiring or cooperating during an examination with any other person by giving or receiving information without authority.
- 1.2 Copying or obtaining information from another student's examination paper.
- 1.3 "Duplicity," defined as the offering for credit identical or substantially unchanged work in two or more courses without approval in advance by the instructor(s).
- 1.4 "Plagiarism," defined as the use of any other person's work and the unacknowledged incorporation of that work in one's own work in fulfillment of academic requirements.

- 1.5 Requesting, bribing, blackmailing or in any other way causing any other persons to obtain an unadministered examination or examination in the process of being administered.
- 1.6 Selling or giving away all or part of an unadministered examination.
- 1.7 Selling, giving or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, other written work painting, drawing, sculpture, or other art work.
- 1.8 Stealing, buying or otherwise obtaining all or part of an unadministered examination.
- 1.9 Submitting as one's own, in fulfillment of academic requirements, any theme, report, term paper, essay, other written work, painting, drawing, sculpture, or other art work of another person.
- 1.10 Substitute for another person or permit another person to substitute for one's self to take an examination.
- 1.11 Using material not authorized by the person administering the examination during the examination.

## **SECTION 2 FINANCIAL INFRACTIONS**

- 2.1 Failure to promptly meet college related financial obligations.
- 2.2 Issuance of worthless checks for college related financial obligations.

## **SECTION 3 HEALTH AND SAFETY INFRACTIONS**

- 3.1 Possession of firearms, ammunition, explosives, fireworks or other dangerous weapons (any instrument which may be used to inflict bodily harm), substance or materials of any kind on college property or at any college approved activity.
- 3.2 Setting a fire or attempting to set a fire on college property without property authorization.
- 3.3 Unauthorized use, possession, or alteration of fire fighting equipment, alarm devices, security systems, or other emergency or safety equipment.
- 3.4 The making of a false report of a bomb, fire, or other emergency on college property by means of activating an alarm or any other method.

- 3.5 Conduct which threatens or endangers the health and safety of another person.

## **SECTION 4 INFORMATIONAL INFRACTIONS**

- 4.1 Fabricating, forging, altering, or misusing any college document, record, instrument of identification, etc.
- 4.2 Furnishing false information to the college with the intent to deceive.
- 4.3 Obtaining any service or thing of value from the college by false pretense.
- 4.4 Providing false identification to duly authorized college personnel.
- 4.5 Unauthorized use of or access to information, in any form proprietary to the college.
- 4.6 Unauthorized use, access to, manipulation of, tampering with, or duplication of any University computer hardware, software programs, and/or associated documentation.

## **SECTION 5 ORGANIZATIONAL INFRACTIONS**

- 5.1 A student group or organization shall be deemed responsible for infractions committed by individuals where such acts:
  - 5.1.1 Are mandated, sponsored, approved, or encouraged by the group or organization, whether explicit or implicit.
  - 5.1.2 Take place in the context of a tradition, custom or past practice of the group or organization.
  - 5.1.3 Are reasonably foreseeable as a result of an activity carried on by the group or organization.

## **SECTION 6 PERSONAL CONDUCT INFRACTION**

- 6.1 Disorderly conduct which disturbs the orderly functions and processes of the college and/or infringes on the rights of others as defined by this code.
- 6.2 Intentional interference with the right to access college facilities.
- 6.3 Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, or college authorized activities and events.
- 6.4 Intentional interference with the lawful rights of any person on campus.

- 6.5 Disrespect or inappropriate behavior at any time when dealing with other students and/or college employees.
- 6.6 Public profanity, loud, indecent or obscene language and/or conduct on the college campus or while representing the college.
- 6.7 Physical abuse or threat thereof against any person on campus or at any college authorized event.

**SECTION 7 UNLAWFUL ACTS AND POLICY INFRACTIONS**

- 7.1 Failure to comply with written Board of Regents or college regulations including those related to operation of motor vehicles on college property.
- 7.2 Conduct in violation of federal or state statutes or local ordinances.

**SECTION 8 PROPERTY INFRACTIONS**

- 8.1 Vandalism, destruction, damage, defacement, abuse, or misuse of public or personal property, whether intentional or by negligence.
- 8.2 Theft, embezzlement, misappropriation, or the unauthorized temporary taking of the property of another, including the property of the college.
- 8.3 Littering on college property.
- 8.4 Unauthorized occupation of, entry on or into college property.
- 8.5 Unauthorized use, possession, duplication, and/or distribution of one or more keys to college property.

**SECTION 9 SUBSTANCE INFRACTIONS**

- 9.1 Possession or consumption of alcoholic beverages on college property, during any trip sponsored by the college or college affiliated organization except as provided in college policy.
- 9.2 Unauthorized or illegal possession, use, sale, manufacture, or transportation of narcotics, stimulants, depressants, hallucinogenic, or other controlled substances as defined by state statute.
- 9.3 Public intoxication and/or operation of motor vehicle or water craft while intoxicated.

**SECTION 10 OTHER INFRACTIONS**

- 10.1 Failure to comply with a lawful order, direction, request of a college employee made by the employee

in the performance of the employee's duties.

- 10.2 Any conduct not specifically stated herein which adversely affects the educational processes of the college or the rights of members of the college community or others.
- 10.3 Aiding or inciting others to commit any infraction in this code.
- 10.4 Hazing in any form, including any action taken or situations intentionally created which may bring to an individual undue attention that may be degrading, demeaning or cause physical discomfort, emotional ridicule or harassment.
- 10.5 Visitation on other college or university campuses or industrial sites, or any property for the purpose of defacing or destroying said property, or of disrupting normal activities of such institutions or property.

**ARTICLE V. ADMINISTRATION OF THE CODE OF STUDENT CONDUCT**

The Dean of Student Services is responsible for administration of this Code of Student Conduct in a fair and impartial manner. It shall be the responsibility of the Dean to see that this code is available to all students and that students subject to actions prescribed in this code understand their right to due process.

**SECTION 1 FILING COMPLAINT**

- 1.1 A complaint alleging a student or an organization committed an infractions of this code may be filed by any member of the college community or authorized college having knowledge of the infractions based on personal observation of other reliable information.
- 1.2 Complaints must be in writing.
- 1.3 The complaint shall identify the alleged infraction(s), the facts upon which the allegation is based, and shall be signed by the person filing the complaint.
- 1.4 Filing the complaint shall be accomplished by submitting the signed complaint to the Dean of Student Services

**SECTION 2 PRELIMINARY INVESTIGATION**

- 2.1 Upon receipt of a complaint that a student has allegedly committed an infraction(s) of this code, the Dean shall conduct a preliminary investigation.

- 2.2** If the preliminary investigation indicates the allegation to be unsubstantiated, the Dean shall dismiss the complaint.
- 2.3** If the allegation is found to have substance, the Dean shall summon and inform the student of the specific allegation(s).
- 2.4** The student may choose during the conference to:
  - 2.4.1** Admit knowingly and willingly to the allegation(s) in writing and waive all further hearings and right to appeal and agree to accept the Dean of Student Services disposition of the matter.
  - 2.4.2** Deny the allegation(s) in writing and agree to accept the Dean of Student Services disposition of the matter without benefit of an administrative hearing or right to appeal.
  - 2.4.3** Deny the allegation(s) and request an administrative hearing.
- 2.5** Following the conference, the Dean shall dismiss the complaint as unsubstantiated, administer appropriate sanctions, or schedule an administrative hearing.

**SECTION 3 ADMINISTRATIVE HEARING**

- 3.1** Notice of an administrative hearing shall be in writing through normal college channels or certified mail return receipt requested. The notice shall state the alleged act(s) of the student, the infraction(s) of the code allegedly committed, and the date, item and place of the hearing.
- 3.2** The notice of the hearing shall advise the student of his/her student's right to counsel (as defined in Article 11, Section 1.3) during the hearing and the right to view evidence prior to the hearing.
- 3.3** Legal rules of evidence do not apply in an administrative hearing, but the Dean may use and give probative effect to evidence that possesses probative value and is commonly accepted by a reasonable mean.
- 3.4** An administrative hearing shall be scheduled at a reasonable time to allow the student to prepare proper defense.
- 3.5** The Dean shall set the date, time, place and make necessary arrangements for the administrative hearing.

- 3.6** The Dean, for good cause, may reschedule the hearing.
- 3.7** The hearing procedure shall be informal and provide reasonable opportunity for the student to present a defense and for witnesses to be heard.
  - 3.71** The hearing shall be closed only to those persons directly involved.
  - 3.72** The Dean shall present the college's evidence and call such witnesses as required.
  - 3.73** The student shall present any evidence or call such witnesses to present a defense.
  - 3.74** The Dean of Student Services may question all witnesses.
  - 3.75** The student is given an opportunity to make a final statement.
- 3.8** Within three class days of the conclusion of the administrative hearing, the Dean may dismiss the allegations as unsubstantiated or impose appropriate sanctions. The notice of decision shall be delivered by normal college communication channels or certified mail return receipt requested. The notice shall include proper appeals procedures.

**ARTICLE VI. APPEALS PROCEDURES**

A student may appeal a decision of the Dean of Student Services which results in the student receiving the sanction of disciplinary probation, suspension or expulsion from the college. The student shall submit a written appeal to the Dean of Student Services within five class days of receipt of notice of such sanction.

**SECTION 1 APPEALS COMMITTEE**

- 1.1** The appeals committee shall consist of eleven members, four faculty or staff members and two students appointed by the Chancellor, and two faculty or staff members and three students recommended by the Student Government Association and appointed by the Chancellor.
- 1.2** The chairperson shall be appointed by the Chancellor. In the absence of the appointed chairperson, a temporary chairperson shall be elected by the committee.
- 1.3** A quorum shall consist of six members, two of which must be student members.

- 1.4 Faculty or staff members shall serve staggered terms of four years, student members shall serve for their tenure as a full-time student in good standing with the college.
- 1.5 A member unable to serve shall submit a written resignation to the chairperson.
- 1.6 The committee may remove a member by simple majority vote for malfeasance, nonfeasance or misfeasance of the committee's responsibilities.
- 1.7 If a quorum of the committee cannot be assembled in order to meet time lines required by this code, the Chancellor shall make the necessary temporary appointments to provide a quorum.

## **SECTION 2 CHAIRPERSON'S RESPONSIBILITIES**

- 2.1 The chairperson shall instruct the committee on this code and hearing procedures. The hearing shall be conducted in the spirit of fair play. Rulings of the chair may be overruled by a two-thirds vote of the members present.
- 2.2 The chairperson presides over the hearing
- 2.3 The chairperson ascertains that the Dean of Student Services and the student have performed their responsibilities.
- 2.4 The chairperson rules on the admissibility of evidence, motions, objections and recognizes committee members for the purpose of questioning.

## **SECTION 3 DEAN OF STUDENT SERVICES RESPONSIBILITIES**

- 3.1 The Dean of Student Services, with the concurrence of the chairperson shall establish the date, time, place and provide notice of hearing to all involved persons.
- 3.2 The Dean of Student Services shall provide the student with a transcript of the administrative hearing if requested by the student. New evidence and/or names of witnesses which were unobtainable or unavailable for the administrative hearing shall also be provided to the student.
- 3.3 The Dean of Student Services summons students and/or college personnel to serve as witnesses and insures that evidence and/or witnesses requested by the student and/or committees are available for the hearing.

- 3.4 The Dean of Student Services reports noncompliance with a summons by college personnel to the Chancellor.
- 3.5 The Dean of Student Services makes necessary arrangements for the hearing, including the recording of the proceedings.
- 3.6 The Dean of Student Services shall present the case on behalf of the college.

## **SECTION 4 STUDENT'S RESPONSIBILITIES**

- 4.1 The student shall appear for the hearing on the scheduled date at the prescribed time.
- 4.2 The student shall notify the Dean of Student Services in writing three days prior to the hearing of any documents or witnesses the student wishes summoned on the student's behalf
- 4.3 At least three class days prior to the hearing, the student shall notify the Dean of Student Services if the student is to be advised by an attorney during the hearing.

## **SECTION 5 NOTICE OF HEARING**

- 5.1 Notification of the hearing shall be in writing through normal college communication channels or by certified mail addressed to the student at the address appearing in the registrar's records. If the student is a minor, a copy of the letter shall be mailed to the student's parents or guardian.
- 5.2 The notice shall specify the date, time and place of the hearing. The hearing shall not be less than four nor more than ten class days after the date of receipt of notification. The chairperson, for good cause, may postpone the hearing and request the Dean of Student Services to notify involved persons of the new hearing date.
- 5.3 The notice shall direct the student to appear and inform the student that failure to do so without good cause will result in the student's forfeiture of the right to appeal.
- 5.4 The notice shall advise the student that the hearing shall be closed. The student's right to be advised by counsel or attorney and right to present evidence and question witnesses. The notice shall also advise the student of the right to appeal to the Chancellor the decision of the committee.

## SECTION 6 HEARING PROCEDURES

- 6.1** The hearing procedures shall be informal in nature and provide reasonable opportunities for witnesses to be heard.
- 6.2** The hearing shall be closed. Persons present shall be limited to the Dean of Student Services and appropriate staff, members of the students immediate family, attorneys or counsel for the student and college, and the committee members. Witnesses shall be sequestered.
- 6.3** The standard of review shall be that of arbitrary and capricious. The committee shall ascertain whether or not valid reasons for the sanctions were substantiated and the procedures followed were consistent in their application.
- 6.4** The committee shall follow the procedures outlined herein:
- 6.4.1** The Dean of Student Services presents the procedures and evidence used to reach the decision.
- 6.4.2** The members of the committee shall have an opportunity to question the Dean of Student services for points of clarification.
- 6.4.3** The student shall have an opportunity to explain irregularities or inconsistencies in the procedures and/or application of the rules and regulations.
- 6.4.4** The members of the committee will have an opportunity to question the student for point of clarification.
- 6.4.5** New evidence may be presented by the college or the student. Such evidence must have been unavailable for the administrative hearing.
- 6.4.6** The Dean of Student Services shall present the college's final closing remarks.
- 6.4.7** The student shall make closing remarks.
- 6.4.8** Succinct final remarks shall be made by the Dean of Student Services.
- 6.4.9** All involved parties including the Dean of Student Services shall be excused and the committee shall commence sequestered deliberations.

- 6.5** The committee can uphold the decision of the Dean of Student Services, reduce the sanctions imposed by the Dean of Student Services, vacate the decision of the Dean of Student Services due to irregularities in procedures or remand the matter for rehearing to cure procedural irregularities.
- 6.6** The student shall be notified in writing by normal college communication channels or certified mail return receipt requested of the committee's decision within three class days following the hearing. The notice of decision shall inform the student of the student's right to appeal, in writing, the committee's decision within five class days to the Chancellor.

## ARTICLE VII. SANCTIONS

An individual or student organization committing an infraction(s) of this Code shall be subject to sanctions outlined in this article. A sanction may be imposed alone or in conjunction with one or more additional sanctions. Sanctions shall be categorized as sanctions for disciplinary misconduct, academic misconduct and organization misconduct.

### SECTION 1 SANCTIONS FOR DISCIPLINARY MISCONDUCT

- 1.1 Expulsion:** Permanent, involuntary forced withdrawal from the college.
- 1.2 Suspension:** Involuntary forced withdrawal from the college for a specified period of time determined on an individual case basis.
- 1.3 Probation:** Placement of that student in a probationary status for a specified period of time. Restrictions which accompany probation shall be determined on a case by case basis. Probation shall also indicate that further infractions of the Code may result in suspension or expulsion from the college.
- 1.4 Restriction of Privileges:** Denial withdrawal or limitation of one or more privileges made available for students by the college for a specified period of time.
- 1.5 Work Reparation:** An option which can be used in lieu of restitution, probation or fine.
- 1.6 Fine:** An order that the student pay the college a designated sum of money in view of the type of offense.
- 1.7 Restitution:** An order that the student make a compensatory payment to an appropriate party for damages to property, loss of funds, or medical bills as a result of the act of battery.

**1.8 Educational Alternative:** An order or option that the student issue an apology, carry out research, participate in counseling, attend a seminar, or perform any other reasonable assignment intended to have an educational effect.

**1.9 Censure:** An official, written reprimand, which includes a notification that further instances of misconduct within a stated or indefinite period of time may result in more severe disciplinary action.

**1.10 Warning:** A written or oral notice to the student that a continuation or repetition of a specific conduct may be cause for further and more severe disciplinary action.

**1.11 Bar Against Readmission:** Imposed on a student who has left the college and has action pending on allegation of disciplinary misconduct. Sanction terminates on resolution of the matter of disciplinary misconduct.

## SECTION 2 SANCTIONS FOR ACADEMIC MISCONDUCT

**2.1 Expulsion:** Permanent, involuntary forced withdrawal from the college.

**2.2 Suspension:** Involuntary forced withdrawal from the College for a specified period of time determined on an individual case basis.

**2.3 Voluntary Withdrawal:** Option offered to a student to voluntarily withdraw from the college upon the condition that readmission not be sought for a specified period of time.

**2.4 Forced Withdrawal From Course:** Involuntary forced withdrawal from the course in which the offense occurred without credit for the course.

**2.5 Voluntary Withdrawal from Course:** Option offered to a student to voluntarily withdraw from the course in which the offense occurred without credit for the course.

**2.6 Probation:** Placement of the student in a probationary status for a period of time. Restrictions which accompany probation shall be determined on a case by case basis. Probation shall also indicate that further infractions of the code may result in suspension or expulsion from the college.

**2.7 Change in Course Grade:** Change in grade of the course in which the infraction occurred. Required approval of the Dean of Academic Affairs.

**2.8 Change in Assignment Grade:** Change of grade for the theme, report, term paper, essay, the written work, painting, drawing, sculpture, or other art work in which the infraction occurred.

**2.9 Censure:** An official, written reprimand, which includes a notification that further instances of misconduct within a stated or indefinite period of time may result in more severe disciplinary action.

**2.10 Warning:** A written or oral notice to the student that a continuation or repetition of a specific conduct may be cause for further and more severe disciplinary action.

**2.11 Bar Against Readmission:** Imposed on a student who has left the college and has action pending on allegations of disciplinary misconduct. Sanction terminates on resolution of the matter of disciplinary misconduct.

## SECTION 3 SANCTIONS FOR ORGANIZATIONAL MISCONDUCT

**3.1 Expulsion:** Termination of college recognition of the organization permanently or for an indefinite period of time. Reapplication for an organization expelled for an indefinite period of time shall not be permitted within two calendar years from the date of expulsion.

**3.2 Suspension:** Denial to the organization of access to college facilities, services, and any other privileges granted to organizations recognized by the college for a specified period of time not to exceed two years.

**3.3 Probation:** Placement of the organization in a probationary status for a designated period of time. Restrictions which accompany probation shall be determined on an individual basis. Probation shall also carry with it a warning that further infractions of the Code may result in suspension or expulsion.

**3.4 Restriction of Privileges:** Denial, withdrawal or limitations of one or more privileges made available by the college to organizations for a designated period of time.

**3.5 Fine:** An order that the organization pay the college a designated sum of money.

**3.6 Work Reparation:** An option offered to the organization, usually in instances in which restitution to the college is an appropriate sanction, and members of the organization perform work for the college without pay.

**3.7 Restitution:** An order that the organization make a compensatory payment to an appropriate party for damage to property or loss of funds. In the case of

property damage, restitution shall be limited to the actual cost of repairs or replacement.

**3.8 Educational Alternative:** An order or option that the organization participate in a workshop or carry out any other reasonable assignment intended to have an educational effect.

**3.9 Censure:** An official, written reprimand, which includes a notification that further instances of misconduct within a stated or indefinite period of time may result in more severe disciplinary action.

**3.10 Warning:** A written or oral notice to the organization that a continuation or repetition of a specific conduct may cause for further and more severe disciplinary action.

## ARTICLE VIII. INTERIM SUSPENSION

Under certain exigent circumstances, expedited, temporary suspension of a student may be necessary or appropriate. The following policies and procedures shall govern such suspensions.

### SECTION 1 CIRCUMSTANCES FOR USE

**1.1** A student may be suspended on an interim basis without benefit of due process procedures as previously outlined in Article V of this Code where the student's continued presence is a threat to the safety of other members of the college community and/or substantially interferes with the college's educational processes.

**1.2** A student may be suspended on an interim basis without benefit of due process procedures as previously outlined in Article V of this Code where the student's continued presence is a threat to the student.

### SECTION 2 PROCEDURES

**2.1** An interim suspension may be imposed only by the Dean of Student Services.

**2.2** The student shall be given written notice of the imminent possibility of suspension and opportunity to appear before the Dean.

**2.3** The Dean shall provide the Chancellor with a written rationale for the need to suspend a student on an interim basis and provide the student with a copy of such rationale.

## SECTION 3 LENGTH OF INTERIM SUSPENSION

**3.1** An interim suspension shall remain in effect pending completion of the normal disciplinary process.

**3.2** The Dean of Student Services shall have the authority to modify the terms of an interim suspension.

## SECTION 4 OTHER INTERIM SANCTIONS

**4.1** The Dean of Student Services shall have the authority to impose any lesser sanction on an interim in accordance with these procedures.

**4.2** A student organization shall be subject to interim sanctions under the same circumstances and procedures as an individual student.

## APPENDIX I : STUDENT GRIEVANCE PROCEDURE

Resolution of a student's grievance, unless otherwise specified, shall begin with the person whose decisions is being appealed. If the problem cannot be resolved at this level, the matter may be pursued through the appropriate administrative chain, the immediate supervisor of the person rendering the last decision. Appeals are to be submitted in written form.

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

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

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

If the student believes that a satisfactory resolution of the grievance has been reached at any level, the process



shall be concluded and no further action taken by any party. If after exhausting the administrative chain, a student still believes that there is just cause for grievance, the student may seek redress from the Chancellor. When the matter is presented in writing to the Chancellor, he shall request the College Appeals Committee to conduct a hearing on the matter and forward to the Chancellor a recommendation as to disposition of the matter. The Chancellor shall render a final decision within fifteen class days of receipt of the grievance.

## **APPENDIX II : INVOLUNTARY WITHDRAWAL DUE TO SEVERE PSYCHOLOGICAL DISTURBANCE**

BRCC is committed to offering educational opportunities to all students. However, when a student constitutes a threat to the health, safety and welfare of the student, or others, or to college property, or is unable to effectively pursue academic studies because of maladaptive behavior which is disruptive to the educational process of the college, the student may be withdrawn from the college. Such withdrawal should follow the procedures prescribed herein.

Involuntary withdrawal for medical reasons will be undertaken when the student exhibits behavior resulting from severe psychological disturbance as documented by a licensed psychologist or counselor, which is not attributable to voluntary conduct subject to sanctions under the college Code of Student Conduct. Such behavior shall include but not be limited to:

- Posing a significant threat of danger or physical harm to the student, or other members of the college community or property
- Interfering with the rights of other members of the college.
- Lacking the capacity to respond to institutional charges or understand the nature and quality of the act(s).
- Subsequent to the determination of the existence of circumstances cited above, the following procedures shall apply where involuntary withdrawal is being considered.

**A.** A student shall be summoned in writing to attend a conference with the Dean of Student Services and any person the Dean requests as a consultant. The notice shall include:

A statement of the reasons for the conference.

A statement that if the appropriate professional staff and/or consultant recommends the student to be involuntarily withdrawn from the college, the student has the option to voluntarily withdraw from the college while waiving any rights to a hearing or to request a hearing.

A statement advising the student that the election of a hearing waives the student's confidentiality rights to medical and psychological records for the purpose of the hearing. A statement outlining the rights of the student as provided herein.

**B.** The purposes of the conference with the Dean of Student Services are:

- To review with the students the incidents.
- To assess the degree of the problem.
- To determine whether the individual will be referred immediately to the appropriate professional staff or consultant for an interview and, if so, advise the student that refusal to participate in the interview will subject the student to suspension from the college.
- To review the rights of the student as cited herein.
- To afford the student the right to choose voluntary withdrawal from the college or request a hearing before the Committee on Involuntary Withdrawal.

**C.** If an administrative referral is made, the following procedures shall be used:

Whenever possible, the student will be accompanied to the interview by an appropriate professional staff member.

The professional staff member or consultant conducting the interview shall make a determination concerning the degree of psychological disturbance and advise the Dean of Student Services of the appropriate action.

**D.** The student shall be afforded the following rights when a hearing is requested before the Committee on Involuntary Withdrawal:

A written letter of the time and place of the hearing at least three class days prior to the hearing. The letter will also advise the student of the student's right to attorney as defined in the college Code of Student Conduct and inform the student that if the student chooses to have an attorney present during the hearing, the student is required to notify the Dean of Student Services at least two days prior to the hearing. Additionally, the letter shall inform the student that the student's representative shall be limited to advising the student during the proceedings.

The right to present witnesses and evidence on behalf of the student and to question witnesses and challenge evidence presented by the college.

The right to appeal the decision of the committee to the Chancellor within five class days of receipt of the committee's decision. The appeal is limited to grounds of prejudicial procedural error or actions which are arbitrary

and capricious. The decision to appeal will not stay initiation of the withdrawal. The Chancellor shall notify the Dean of Student Services and the student within five days of receipt of the appeal.

If a hearing is requested before the Committee on Involuntary Withdrawal, a hearing shall be arranged within five class days. The committee is appointed by the Chancellor and includes but is not limited to a staff counselor, faculty member from the social science department and the Dean of Student Services shall serve in an ex officio capacity. The committee shall determine by substantial weight of the evidence:

Whether the student exhibits behavior cited herein.  
Whether the student should be involuntarily withdrawn.

On determination that involuntary withdrawal is necessary, and in turn carried out, the conditions for readmission are specified and depend on a psychological evaluation by a psychiatrist and a medical clearance being submitted for review by appropriate college professional staff and/or consultant. A student may be removed immediately from college property as provided in Article VII of the college Code of Student Conduct pending initiation of the above procedures.

## **BRCC'S POSITION STATEMENT ON SEXUAL HARASSMENT**

### **Unprofessional Conduct and Sexual Harassment**

Members of the college community--students, staff, faculty, and administrators--are entitled to a professional working environment, free of harassment or interference for reasons unrelated to the performance of their duties. Since some members of the community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power, so as to avoid actions that are abusive or unprofessional. Faculty and supervisors, in particular, in their relationships with students and fellow employees, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to a strictly professional relationship. It is the responsibility of faculty and supervisors to behave in such a manner that their words or actions cannot reasonably be perceived as suggestive or coercive.

Unprofessional conduct includes, but is not limited to, the following:

1. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual

nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status, or submission to or rejection of such contact by an individual is used as a basis of employment or academic decisions affecting such individual;

2. Exploitation of another person for private advantage;
3. Appropriation of another person's work without credit;
4. Unreasonable and substantial interference with another person's work performance;
5. Creating an intimidating, hostile, or offensive environment based on sex, race, religion, age, political belief, or national origin;
6. Any conduct severely prejudicial to the college, or which is detrimental to the college and its working and processes.

Students and employees will be provided the use of separate grievance procedures. All faculty, staff, and administrators will be held accountable for compliance with this policy. While each case of unprofessional conduct and/or sexual harassment and intimidation and harassment are inconsistent with the maintenance of academic freedom on campus; therefore, nothing contained in this policy shall be construed either to limit the legitimate exercise of the right of free speech or to infringe upon the academic freedom of any member of the college community.

Any questions regarding either this policy or a specific past situation should be addressed to the appropriate college administrator, affirmative action officer, Dean of Student Services, Academic Affairs or the Chancellors office.

### **PROCEDURES FOR RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS**

BRCC's procedure for handling sexual harassment complaints:

1. A mechanism to resolve complaints informally;
2. A procedure to handle formal charges if the first procedure is unsuccessful or if further action is deemed appropriate.

## **Procedures for Resolving Complaints Informally:**

### **Initial Contact**

1. Any employee or student who believes he/she has been the subject of sexual harassment or sexual intimidation is encouraged to consult with an appropriate college officer (Department Head, Dean, Director) to gain an understanding of both the BRCC Sexual Harassment Policy and of possible options and resources.
2. Students have the option of consulting with the Dean of Student Services. Faculty members may select the option to consult with the Dean for Academic Affairs. Staff members have the option of consulting with the appropriate Dean/Department Head responsible for their particular college unit.
3. Upon receiving the initial complaint, the college officer will schedule a preliminary meeting to discuss the charges, to explain proper procedures, to complete the Sexual Harassment Complaint Checklist, and to determine whether further information is needed. Based upon the outcome of this meeting, the administrator will take one of the following actions:
  1. If the person wants to proceed with the complaint, the college officer will explain the process and the procedures.
  2. If the person does not want to proceed with the complaint, the college officer will make a record of the complaint and take such action as necessary to protect the interest of the complainant and of the college.
  3. If after the preliminary investigation the college officer feels that sexual harassment has not occurred, the officer will advise the person of his/her findings and will advise the person of his/her options if the person wishes to proceed further with the complaint.

### **Informal Resolution**

If a person decides to file a sexual harassment complaint, the following procedure shall be adhered to:

Every effort should be made to resolve a complaint within thirty (30) days of the complaint using an informal process. During this preliminary stage, the complainant will be encouraged to provide information contained in the Sexual Harassment Complaint Checklist. The administrator will use the Assessment Form to determine appropriate courses of action. If the college officer decides that the described situation fits the definition of sexual

harassment, he/she will request the names of the involved parties and will request an agreement to conduct an informal investigation.

The objective of this process will be to provide appropriate relief to the aggrieved party, sensitize the alleged harasser to the effects of such behavior, and resolve the complaint to the mutual satisfaction of both parties. An investigation will minimally include contacting the college officer responsible for the accused, i.e., if a student makes a complaint to the Dean of Student Services about a faculty member, the Dean will notify the faculty member's dean and/or department head relative to the complaint. Other steps that may take place in the investigative process are the following: (1) additional fact-finding; (2) a meeting with the administrative officer of the accused to discuss the grievance; and (3) a meeting with the complainant and accused separately or together.

Where a resolution is reached, a dated copy of the terms of the resolution indicating the nature of the complaint and the names of the parties shall be recorded and kept in a separate case file to be located in the appropriate college office.

**Note:** The person filing the complaint will be protected against retaliation in any form. Words or behavior that punish a person for filing a complaint of sexual harassment are illegal. False accusations have a damaging effect on innocent people. False accusations are not condoned and may lead to disciplinary action.

### **Confidentiality**

BRCC will make every effort to maintain confidentiality to the extent legally possible throughout the investigation and hearing procedures.

### **Formal Complaint Procedures:**

If the informal proceedings are deemed inappropriate by either party, or if the matter is not resolved, the aggrieved party may initiate the formal grievance procedure. In extraordinary circumstances, when the continued working or academic relationship between the aggrieved party and the accused creates an impossible working/academic environment, a temporary transfer or reassignment of duties will be considered. If the aggrieved party decides to proceed with a formal grievance the following action will take place:

A written and signed complaint of sexual harassment must be submitted to the appropriate college officer by the aggrieved party within ten (10) working days after the informal resolution has failed or within sixty (60) calendar days of the incident cited as sexual harassment. Student complaints should be submitted within ten (10) months of

the incident. The complaint shall state, as clearly and concisely, the facts which are the grounds for the proceeding, and the relief sought. The college officer receiving the written complaint shall inform the appropriate Dean of the complaint so that a hearing may be set. In special circumstances, time limits may be waived with the mutual consent of college officers. All matters will be handled as expeditiously as possible.

2. Upon receipt of the written complaint, the appropriate college officer(s) will within five (5) days, contact the person who allegedly engaged in the sexual harassment, and inform him/her of the basis of the complaint and the opportunity to respond.

That person will have five (5) days to respond to the complaint. The response shall contain full, direct, and specific responses to each claim in the complaint.

3. Within fifteen (15) days of the aforementioned deadline, the Dean of Student Services will convene the college advisory committee to establish hearing procedures concerning the complaint.

4. The function of the college Advisory Committee will be to hear and consider testimony and other relevant evidence, to make findings of fact, to determine whether the college's policy on sexual harassment has been violated, and if so, to recommend appropriate relief and disciplinary action(s). A copy of the Committee's findings will be made and retained by the appropriate college officer(s).

5. If the college Advisory Committee determines that sexual harassment has occurred, it will recommend appropriate corrective action.

The corrective action will reflect the severity of the incident and any past sexual harassment offenses. Appropriate corrective action can include but is not limited to the following:

- a. Oral reprimand
- b. Written reprimand
- c. Suspension
- d. Reassignment of duties
- e. Termination
- f. Counseling
- g. Any combination of the above

6. Within five (5) days following the conclusion of its investigation and hearing, the college Advisory Committee will forward its findings and recommendation for action to the Chancellor. Within fifteen (15) working days, the Chancellor will review the Committee's recommendation and determine an appropriate course of action. The decision will be communicated in writing to the accuser, accused, and the accused's appropriate administrative supervisors.

7. Either party may appeal the Committee's recommendation by submitting a written request to the Chancellor. Request for an appeal must be made to the Chancellor within fifteen (15) days after the appealing party receives a copy of the Committee's findings. The written ruling of the Chancellor shall constitute the final decision. Beyond that point, both parties may seek remedies outside the college.

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Baton Rouge Community College  
5310 Florida Boulevard  
Baton Rouge, Louisiana

### **CATALOG POLICY**

The College catalog is published periodically. The provisions of the catalog are not to be regarded as an irrevocable contract between the student and the College. Normally a student may expect to be graduated under the requirements published in the catalog year in which he/she was officially accepted into the specific degree program; however, the College reserves the right to make and designate the effective date of changes in curriculum, course offerings, fees and other regulations if such changes are considered to be desirable or necessary.

If the College makes changes in curriculum, courses, and/or other requirements, the changes may be applied to students already enrolled provided they do not increase the number of hours needed to complete a program of study and receive a degree. If a program of study is revised, but the changes are not applied to students already enrolled, a student may voluntarily elect to follow the new requirements. However, the total credit hours required for graduation could be increased. A change in major or program of study will subject the student to the requirements specified in the catalog published at the time of change.