

Mission Statement – Academic Affairs

Academic Affairs is responsible for ensuring that the highest quality of teaching and learning is prevalent within the courses and curriculum that is developed in direct response to the educational and workforce needs of the State of Louisiana.

Approved 9/15/03

Revised 1/10/07

Academic Calendar

The Academic Calendar is developed on a two-year cycle. It is approved during the fall semester prior to the start of the two-year period. The Office of Academic Affairs is responsible. Approval is required by the Executive Cabinet.

Approved 1/10/07

Academic Freedom & Responsibility

“Teachers are entitled to freedom in the classroom in discussing their subject, but they should be **careful not to introduce into their teaching controversial matter which has no relation to their subject.**” (Section b under “Academic Freedom” from the AAUP 1940 Statement of Principles on Academic Freedom and Tenure)

The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to the profession, students, college, and community. Faculty members are afforded the rights of academic freedom while willingly accepting the responsibilities that follow. Faculty members:

- should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy;
- should not attempt to force a personal viewpoint on students;
- should recognize their responsibility to maintain competence in their disciplines;
- should always make clear that the views they express are their own, and should avoid creating the impression that they speak or act on behalf of the college.

Approved 9/15/03

Revised 1/10/07

Academic Integrity

The highest standards of academic integrity are expected from students and faculty alike. All aspects of cheating, fabrication, plagiarism, interference, misrepresentation, violation of rules, and contribution to academic dishonesty constitute academic misconduct and warrant disciplinary action.

Approved 1/10/07

Academic Program Assessment

Academic Programs are reviewed on a two-year cycle. The decision is made whether the program is to be maintained or deleted. The LCTCS Board of Supervisors and System Office are notified of all changes and must approve.

Assessment should include, but shall not be limited to, the evaluation of: the level of preparedness of first-time freshmen, academic preparedness of continuing students through competency tests, evaluation of graduating student academic performance, retention/attrition studies, program/course evaluation, the attainment of professional accrediting/credentialing standards as required by industry, students passage rate of certification and licensure examinations in their respective fields of study, ease of program articulation and transferability to other institutions, and the attainment of applicable programmatic professional accreditation as required by the LCTCS Board of Supervisors and/or the Board of Regents.

Approved 2/16/07

Academic Program Development

New academic programs are developed based upon long-range strategic planning and/or emerging community needs. Requests for new programs are directed to the Office of the Vice Chancellor for Academic Affairs for consideration.

For each proposed academic program, an initial assessment of use will be conducted. Assessment of the need for new programs will include projection of available and required resources, identification of partners if appropriate, and collection of information required for feasibility of the suggested program(s).

Academic programs will be developed, added, expanded or deleted in response to business and workforce needs.

Approved 2/7/07

Class Cancellation

One week prior to the start of a semester, classes may be cancelled by the Office of the Vice Chancellor for Academic Affairs.

Approved 9/30/03

Revised 1/10/07

Course Articulation

All courses developed with the intent to transfer must obtain an articulation agreement with at least one accredited receiving college/university.

Approved 12/4/06

Credit for Prior Learning

The college recognizes that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit.

Students may be awarded no more than 24 credit hours (one year), unless required by a specific program of study. One or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE) will be used to assess prior learning:

- Articulated Programs
- Credit By Evaluation
- College-Level Equivalency Examinations

Students must be currently enrolled in a credit course and have completed 12 credit hours at BRCC at the time of application for assessment of prior learning. Credit awarded for prior learning does not count as hours in residence for graduation requirements. Credit received through prior learning assessment at BRCC is not transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university to which they plan to transfer upon completion of the certificate and/or associate degree at BRCC.

**For further information on prior learning assessment, contact the Office of Enrollment Services at BRCC.*

A. Credit by Evaluation

BRCC offers credit by evaluation for prior learning.

1. Educational Experiences in the Armed Services

BRCC may award credit for military experiences based on the American Council on Education (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services*. A student may receive college credit if:

- a. training parallels a discipline area offered through BRCC, and
- b. credit meets a program requirement or is used as elective credit.

Upon request, individuals who have successfully completed basic training, four (4) credit hours in physical education will be awarded as indicated in the ACE Guide and the Community College of the Air Force Catalog. Official documentation of military training is required.

2. Credit for Training Programs

ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in *The National Guide to Educational Credit for Training Programs*. If a student has received training which appears in the guide, he or she may receive college credit if:

- a. training parallels a discipline area offered through BRCC, and
- b. credit meets a program requirement or is used as elective credit.

3. Departmental Credit By Evaluation

Students may apply for Departmental Credit By Evaluation in certain courses by obtaining the appropriate form in the Office of Enrollment Services, and completing necessary applications and requirements of the college, including tuition and payment of required fee. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:

- a. the evaluation of a course a second time;
- b. the evaluation of a course while currently enrolled in the course;
- c. to establish credit in a previously completed course; and
- d. to establish credit for a lower level of a course in which credit has been received.

Certain departments have additional requirements which must be met before credit may be granted through departmental credit by evaluation. When credit is granted as outlined above, a notation of "credit by evaluation," and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point average. Credit by evaluation is not transferable to other colleges and universities.

B. College-Level Equivalency Examinations

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the *Guide to Educational Credit By Examination*. BRCC uses these recommendations as guidelines to award credit for equivalent BRCC coursework as well as elective credit. Scores must be sent directly to the Office of Enrollment Services from the specific testing company before credit is awarded. All equivalency is subject to future review and possible catalog change.

1. Advanced Placement Examination

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit with a score of 3, 4 or 5 depending on the subject. Scores must be received directly from CEEB before credit is awarded.

2. College Level Examination Program

BRCC may award credit to individuals who have received an acceptable score on the College Level Examination Program (CLEP) General Examinations and who meet or exceed the American Council on Education (ACE) recommended scores for awarding credit on the CLEP subject examinations. Credit received through CLEP is not transferable to other colleges and universities.

English Composition: Students pursuing credit for ENG 101 must take the English Composition with Essay. BRCC does not award credit for ENG 102 through CLEP examination.

Foreign Languages: Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of BRCC.

For CLEP examinations taken prior to July 1, 2001, BRCC will grant credit based on scaled scores.

3. Defense Activity for Non-Traditional Education Support Examination Program

BRCC may award credit for the Defense Activity for Non-Traditional Education Support (DANTES) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. BRCC does not award credit for ENG 102 through DANTES examination. Credit received through DANTES is transferable within BRCC, but is not transferable to other colleges and universities.

4. Departmental Credit By Examination

Students may apply for Departmental Credit By Examination in certain courses by contacting the Office of Enrollment Services. Students will need to pay a fee and complete the examination and any other requirements. See fee schedule for appropriate fees.

Students may not request:

- a. to challenge a course a second time;
- b. to challenge a course while currently enrolled in the course;
- c. to establish credit in a previously completed course; and
- d. to establish credit for a lower level of a course in which credit has been received.

Certain departments may have additional requirements which must be met before credit may be granted through departmental credit by examination. Only grades of A, B, or C earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable. When credit is granted as outlined above, a notation of "credit by examination," a grade and the number of credits will appear on the student's transcript.

5. International Baccalaureate Diploma/Certificate

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. BRCC grants credit for college-level courses only. A grade of 5 qualifies a student to receive credit for one introductory course. No credit is awarded for English as a Second Language.

Approved 12/12/05

Revised

Electronic Learning

The electronic learning mission clearly parallels the mission of LCTCS by providing access to instructional programs and courses through electronic delivery that will provide both academic instruction for those students seeking transferable college degrees and other credentials while providing better trained employees for business and industry who contribute to the overall economic development and workforce needs of the state. Through the use of various electronic learning delivery methods, the college will provide individuals with quality and relevant learning opportunities.

Approved 2/16/07

Faculty Senate

The Faculty Senate is an established mechanism for faculty members to address a variety of issues, including the setting of standards of instruction and general educational policy. The Faculty Senate serves as a liaison with other entities of the college.

The Faculty Senate is composed of members elected by their respective divisions. The election of members to the Senate is conducted during the month of April in each year. It is the Senate's responsibility to determine and publish the method of nomination and election of its members.

Approved 9/15/03

Revised 1/10/07

Learning Outcomes

Academic Affairs monitors the extent to which educational goals and learning outcomes are achieved.

Approved 12/4/06

Mandatory Placement

The college is committed to maximizing student access to college programs and to increasing student success in all programs of study. All enrolled students must take the college's mandatory placement test unless they meet the following criteria:

1. Completion of a collegiate-level mathematics or English course with a grade of C or better;
2. Completion of an associate or higher degree from an accredited institution;
3. Enrolling in non-credit workforce, corporate and continuing education course(s);
4. Auditing a course.

Approved 3/31/04
Revised

Minimum Length for Academic Courses

In conjunction with LCTCS policy I.1.019, the following standards are identified for academic classes:

- One semester hour of credit, a class must meet a minimum of 750 minutes and span no less than a workweek.
- Two semester hours, of credit, a class must meet a minimum of 1,500 minutes and span no less than two workweeks.
- Three semester hours of credit, a class must meet a minimum of 2,250 minutes and span no less than three workweeks.
- Four semester hours of credit, a class must meet a minimum of 3,000 minutes and span no less than four workweek.
- Five semester hours of credit, a class must meet a minimum of 3,750 minutes and span no less than five workweeks.
- Six semester hours of credit, a class must meet a minimum of 4,500 minutes and span no less than six workweeks.

Any other semester hours including lab hours, are to be determined at the discretion of the Office of Vice Chancellor for Academic Affairs.

Approved 9/15/03

Revisions to College Catalog

Academic-related revisions or recommendations to the existing college catalog will be forwarded to the Office of Vice Chancellor for Academic Affairs.

Approved 1/10/07

Students with Advanced Degrees

Students with advanced degrees (bachelor's, masters, and doctorate) from an accredited college or university as verified by an official transcript(s) will not require the following:

- COMPASS placement testing
- Course prerequisites, when applicable
- Advisement

Students with the above degrees will be issued their student ID number (B#) and PIN at the BRCC Welcome Center.

Approved 6/20/07

Salary Adjustment for Faculty Earning a Terminal Degree

Full-time faculty earning the terminal degree of Ph.D. or Ed. D. from an accredited college or university while employed at Baton Rouge Community College will have their credentials reviewed for possible salary adjustment. The Vice Chancellor for Academic Affairs will make a salary recommendation, if appropriate, to the Chancellor except in the case of financial exigency.

Approved 10.9.06

Approved 3.10.08

Attempted Courses (Repeating Courses)

Students are permitted to repeat courses. An “F” is recorded as the first grade, and the first grade is not calculated in the Grade Point Average (GPA). The last grade received is the official grade for the course and is used to compute the students’ GPA. In an associate degree program, a maximum of twelve (12) credit hours of coursework numbered above 099 may be repeated. Once a student has been provided three attempts in any one developmental course, BRCC will not submit a report of Student Credit Hour (SCH) for that student for that course to the Board of Regents.

Procedure

After the 14th class day of each semester, the Assistant Director of Institutional Effectiveness (IE) will correlate a report listing students who are currently enrolled in a developmental education course that they have attempted more than three times. “Attempt” is defined as being enrolled in the course as of the 14th class day. The Assistant Director of IE will then remove the credit hours associated with the necessary courses and names from the final SCH report to be submitted to the Board of Regents.

Approved 10/01/07

Twelve Month Faculty and Staff Teaching Assignments

Twelve month faculty and staff who desire to teach at BRCC on an adjunct contract must secure the permission of their immediate supervisor, vice chancellor for the area, and the vice chancellor for academic affairs. Unless special permission is granted and appropriate arrangements are made, this assignment must be scheduled outside of the regular working hours of the employee. The adjunct teaching load cannot exceed six (6) credit hours.

Approved 3.10.08

Student Credit Load

A full-time course load ranges from a minimum of 12 credit hours to a maximum of 18 credit hours in fall and spring. During the three-week summer term, a full course load is equal to three credit hours, and during the six-week, seven-week or nine-week terms, a full course load is equal to six credit hours. Nine cumulative credit hours is the maximum course load allowed for the combined summer sessions (three-week, six-week, and nine-week).

Approved 3.17.08

Adjunct Faculty Evaluation

Adjunct faculty teaching at Baton Rouge Community College are evaluated each semester. The evaluation includes:

- evaluation by the students,
- observation by the discipline chair or associate dean or academic dean will be conducted a minimum of once each semester, and
- completed observation form is shared with the faculty member within 10 days of the observation.

Approved 3.17.08

Transfer Courses and GPA Calculation

Credit will be accepted from an accredited college or university. Grades awarded for any and all transfer credits are not calculated as part of the BRCC grade point average. Accepted credits will be posted to the official transcript with the designation of 'T' for transfer. BRCC accepts only transfer credits that have been awarded a grade of "C" or better.

Approved 3.10.08

Professional Liability Insurance for Nursing Students

Proof of professional liability insurance is required for all students accepted into the nursing program prior to the first day of the start of each semester through their enrollment. It is the student's responsibility to submit proof of liability insurance coverage including:

- name of insurance company,
- contact person at the insurance company,
- policy effective dates, and
- itemized coverage limits as provided by the insurer.

Approved 3.17.08