



Enrollment Services

Baton Rouge Community College
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www.mybr.cc

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 the other requirements, the changes may be applied to students already enrolled provided those changes 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 a major or program of study will subject the student to the requirements specified in the catalog published at the time of change.

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Welcome from the Chancellor



Dr. Myrtle E. B. Dorsey
Chancellor

Welcome to Baton Rouge Community College --- one of the fastest growing community colleges in the nation. We have an energetic, diverse, and innovative campus that offers quality academic and enrichment programs and cutting-edge technology for our students.

BRCC opened its doors in August of 1998. Since that time the college has flourished. We offer courses that transfer to four-year institutions, programs that enhance career development, and courses that may be taken "just for fun."

In addition to the traditional classroom, our classes may be taken via television and online. Also, our courses are flexible so that whether you prefer meeting in the morning, afternoon, evening, on the weekend, or wish to enroll in short courses (mini-semester) there is something at the College for you.

We are committed to helping our students reach their personal, academic and career goals. Our dedicated faculty works with students to ensure not only that they master the skills that are taught in their academic programs, but also that our students are successful in future academic or career endeavors after the completion of their studies at BRCC.

Whether you choose BRCC for the transfer of educational programs, for vocational training, or for non-credit courses that focus on enhancing computer skills or leisure art courses, know that we are here to help you succeed.

Imagine what you can do!

Governance

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Board of Regents

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Governance

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Priscilla Sinz, Community College Student Representative	Bossier City, LA
Dr. Walter G. Bumphus, President	Baton Rouge, LA

General Information

COLLEGE PROFILE

On June 28, 1995, Baton Rouge Community College (BRCC) was established as a State of Louisiana open-admissions, two-year comprehensive community college serving an eight-parish area surrounding Baton Rouge. Despite Louisiana's strong vocational and technical college programs, prior to BRCC's inception, the state had only three existing community colleges located in the Shreveport and New Orleans areas. The creation of such an institution stemmed from an effort to provide greater access to higher education to a larger number of citizens of the Baton Rouge area. Initially, the community college was jointly administered by Baton Rouge's four-year universities, Louisiana State University and Southern University.

In January of 1996, Dr. Marion Bonaparte of New Jersey became the first Chancellor of the College, which then began operations at its temporary location at the Computer Center on the LSU campus. In April of 1996, BRCC formed a Citizen's Advisory Committee to address issues related to the College and to establish ties with the community. Dr. Bonaparte, with the help of community leaders and Governor M. J. "Mike" Foster's administration, began developing a master plan for the College's site and facilities.

In May 1997, Commissioner of Administration Mark C. Drennen and the Louisiana Legislature approved the purchase of a 60-acre tract of land. The property, located near the geographic center of Baton Rouge, would allow ample space for the future development and expansion of the campus. On July 24, 1997, construction began on the first building of the

College at Florida Boulevard and Rebel Drive.

Community and College leaders adopted a plan for the future growth of the College. Architects developed the "Millennium Master Plan," which was approved in May of 1998. The plan set up a framework for the future expansion of the physical environment of the College campus.

BRCC officials received the keys to the first building on June 1, 1998. The two-story building was designed to promote interaction between students and staff.

BRCC administrators moved their operations to the permanent facility and began the task of hiring qualified faculty and staff. State and school officials originally projected enrollment of 700 students. When the College opened its doors on August 20, 1998, the number of students enrolled had risen to 1,866.

The community marveled at the massive response when students from all over the eight-parish region came to BRCC. The student body reflected the diverse demographics of the region, including traditional and non-traditional, first-generation, and continuing education students.

Curricular offerings encompassed courses and programs leading to associate degrees, transfer credits, diplomas, and certificates. Articulation and cross-enrollment agreements with Louisiana State University, Southern University, and Southeastern Louisiana University were established. This allows students to transfer to four-year colleges/universities without loss of any academic credit.

The need for additional space became evi-

GENERAL INFORMATION

dent as BRCC's enrollment climbed. To handle the increase the state appropriated the 60,000 square foot James M. Frazier, Sr. Building, located on Highland Road, east of the Mississippi River Bridge. After renovations were made, BRCC began operating at the site in the fall of 1999.

In May of 1999, the Louisiana Board of Regents approved a new specialized program for an associate degree in Process Technology to be offered at the College. BRCC's program was a direct link to the chemical industry, one of the largest industries in the greater Baton Rouge area and Louisiana Gulf Coast region.

On July 1, 1999, the Louisiana Community and Technical College System (LCTCS) became BRCC's governing board. The LCTCS appointed Dr. Sammie W. Cospser as the Interim Chancellor of the College on July 2, 1999, and he served in this capacity until September 2000. Dr. Raymond L. Garrity served as Interim Chancellor from September to November of 2000.

In the fall of 2000 Dr. Walter G. Bumphus became BRCC's second official Chancellor. Under his leadership, the College has taken pride in responding to the changing needs of both students and the community by adapting and creating programs for degree opportunities, workforce development, and continuing education. In December 2001, Dr. Bumphus was appointed as the LCTCS president. Upon his appointment, Dr. Leana Revell was appointed as the Interim Chancellor of BRCC.

In the spring of 2001, several significant events occurred in the College's history. In February of 2001, BRCC solidified the Dual Enrollment Program with the East Baton Rouge Parish School System, offering area high school students the opportunity to earn college and high school credit simultaneously by successfully completing BRCC courses. In addition,

the College applied for accreditation candidacy with the Southern Association of Colleges and Schools.

With enrollment steadily increasing and predicted to reach 4,000 students in the fall of 2001, the state appropriated funds for additional buildings on BRCC's main campus. Construction of BRCC's second classroom building began in May of 2001. Designed to complement the architectural style of the first building, the 50,000 square foot facility offers numerous classrooms.

Additionally, the College planned for the third major building. With construction and renovations slated to begin in the early part of 2002, the third facility, part of the former State Police Headquarters, will house a one-stop student center.

Looking toward future needs, BRCC administration and state officials developed a framework to meet the needs of a steadily increasing student population. College enrollment has reached 4,000 students, and officials are projecting an enrollment of 12,000 in the coming years. Baton Rouge Community College welcomes the opportunity to serve the greater Baton Rouge community as it continues to provide high quality, accessible, and affordable educational services.



Imagine what you can do!

GENERAL INFORMATION

MISSION

Baton Rouge Community College is an open-admissions, two-year, post-secondary public institution designed to be accessible, affordable, and of high educational quality. The mission of Baton Rouge Community College is to offer collegiate and career education through comprehensive curricula allowing for the transfer to four-year colleges and universities; community education programs and services; lifelong learning; developmental education; distance learning, and workforce and continuing education programs. This variety of offerings 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, certificates, and associate degrees.



Alison & Ada Womack



Erin & Susan Clark

Imagine what you can do!



College Calendar

Pre-Fall Mini Semester, 2002

Fee payment deadline for mini -semester	July 10	Wed
Faculty report	July 29	Mon
CLASSES BEGIN	July 29	Mon
Late registration begins	July 29	Mon
Final date for adding courses for credit and making section changes	July 29	Mon
Fee payment deadline for those adding courses and making section changes	July 29	Mon
Final date for dropping courses without receiving a grade of "W"	July 31	Wed
Final date for withdrawing from the College and dropping courses	August 7	Wed
Classes end	August 15	Thu
Final examinations	August 16	Fri
Grades due in the Office of Enrollment Services	August 20	Tue

Fall Semester, 2002

Fee payment deadline	July 15	Mon
Faculty report	August 19	Mon
New student orientation	August 23	Fri
Regular registration ends	August 24	Sat, noon
CLASSES BEGIN	August 26	Mon
Late registration begins	August 26	Mon
Final date for adding courses for credit and making section changes	August 30	Fri
Labor Day Holiday	September 2	Mon
Final date for dropping courses without receiving a grade of "W"	September 13	Fri
Mid-semester exams	October 14-19	Mon-Sat
Mid-semester grades due in the Office of Enrollment Services	October 22	Tue
Advising for spring and summer begins for continuing students	October 28	Mon
Advising for spring and summer begins for new students	November 2	Sat
Final date for withdrawing from the College or dropping courses	November 8	Fri
Final check-out for fall graduation	November 8	Fri
Thanksgiving Holiday	November 27-30	Wed-Sat
Classes end	December 7	Sat
Final examinations	December 9-14	Mon-Sat
Grades due in the Office of Enrollment Services	December 17	Tue
Closed for Holidays	December 24- January 1	Tue-Wed

COLLEGE CALENDAR 2002 - 2003

Spring Semester, 2003

Advising for spring and summer begins for continuing students	October 28	Mon
Advising for spring and summer begins for new students	November 2	Sat
Regular registration continues	January 2	Thu
Fee payment deadline	January 8	Wed
Faculty report	January 13	Mon
New student orientation	January 17	Fri
Regular registration ends	January 18	Sat, noon
Martin Luther King Holiday	January 20	Mon
CLASSES BEGIN	January 21	Tue
Late registration begins	January 21	Tue
Final date to add courses for credit and make section changes	January 27	Mon
Final date to drop courses without receiving a grade of "W"	February 7	Fri
Mardi Gras Holiday	March 3-5	Mon-Wed
Mid-semester exams	March 10-15	Mon-Sat
Mid-semester grades due in the Office of Enrollment Services	March 18	Tue
Advising for fall semester for continuing students begins	March 25	Mon
Advising for fall semester for new students begins	March 29	Sat
Final check-out for spring graduation	April 1	Mon
Final date to withdraw from the College and drop courses	April 11	Fri
Spring Break/Easter Holiday	April 14-19	Mon-Sat
Classes end	May 10	Sat
Final examinations	May 12-17	Mon-Sat
Commencement	May 15	Thu
Grades due in the Office of Enrollment Services	May 20	Tue

Pre-Summer Mini-Semester, 2003

Advising for summer and fall for continuing students begins	March 25	Mon
Advising for summer and fall for new students begins	March 29	Sat
Fee payment deadline	May 14	Wed
Faculty report	May 19	Mon
CLASSES BEGIN	May 19	Mon
Late registration begins	May 19	Mon
Final date to add courses for credit and make section changes	May 19	Mon
Fee payment deadline for those adding courses and making section changes	May 19	Mon
Final date to drop courses without receiving a grade of "W"	May 21	Wed
Final date to withdraw from the College and drop courses	May 28	Wed
Classes end	June 5	Thu
Final examinations	June 6	Fri
Grades due in the Office of Enrollment Services	June 10	Tue

COLLEGE CALENDAR 2002 - 2003

Summer Semester, 2003

Faculty report	June 5	Thu
Fee payment deadline	June 6	Fri
CLASSES BEGIN	June 9	Mon
Late registration begins	June 9	Mon
Final date to add courses for credit and make section changes	June 11	Wed
Final date to drop courses without receiving a grade of "W"	June 17	Tue
Independence Day holiday	July 4	Fri
Final date to withdraw from the College and drop courses	July 11	Fri
Classes end	July 16	Wed
Final examinations	July 17-18	Thu-Fri
Grades due in the Office of Enrollment Services	July 22	Tue

IMPORTANT DATES

Fall Semester 2002		College Opens	Jan. 2
Fee payment deadline	July 15	Fee payment deadline	Jan. 8
New student orientation	Aug. 23	New student orientation	Jan. 17
Regular registration ends	Aug. 24	Regular registration ends	Jan. 18
Late registration begins	Aug. 26	Classes begin	Jan. 21
Final date to add courses for credit/make section change	Aug. 30	Late registration begins	Jan. 21
Final date to drop courses w/o receiving grade of "W"	Sept. 13	Final date to add courses for credit/make section change	Jan 27
Mid-semester exams	Oct. 14-19	Final date to drop courses w/o receiving grade of "W"	Feb. 7
Final date to withdraw from college/dropping courses	Nov. 8	Mid-semester exams	Mar. 10-15
Final date for fall graduation checkout	Nov. 8	Advising for fall, cont. students	Mar. 25
Classes end	Dec. 7	Advising for fall, new students	Mar. 29
Final exams	Dec. 9-14	Final date for spring graduation checkout	Apr. 1
Spring Semester 2003		Final date to withdraw from college/dropping courses	Apr. 11
Advising, cont. students	Oct. 28	Spring Break/Easter	April 14-19
Advising, new students	Nov. 2	Classes end	May 10
		Final exams	May 12-17
		Commencement	May 15

Admissions Policies & Procedures

Baton Rouge Community College (BRCC) has an open-door admissions policy. Students 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 for 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.

Application Procedures

- Step 1 Apply**
- Step 2 Placement Testing (if necessary)**
- Step 3 Advising**
- Step 4 Registration**
- Step 5 Pay Fees**
- Step 6 Purchase Books**
- Step 7 Attend class**

Persons applying for admission to BRCC must:

- Complete and submit the application form.
- 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.

For more information, please contact Enrollment Services 225.216.8700

All admission requirements must be met within 30 calendar days from the official first day of class. Students are responsible for submitting true, accurate and unaltered documentation. Failure to comply may result in the rejection of the application, expulsion from the College, and/or criminal prosecution.

Military Selective Service Act for Admission

In accordance with the requirements of Louisiana Law R.S. 17:3151 (Acts 1985, No. 185; Acts 1987, No. 214; Acts 1999, No. 345), and the Federal Selective Service Act, each institution within the LCTCS shall:

- Enroll/register no person who is required to register for the federal draft under the federal Military Service Act until such person has registered for the draft. Submission of a statement of compliance and written proof of draft registration and selective service status is required for admission.
- Require a veteran of the armed forces of the United States to submit a copy of his /her discharge papers or his/her discharge certificate in lieu of the statement of compliance.
- Require a person who has not registered for the federal draft to enroll in a post-secondary school if both of the following occur:

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- a. The requirement for the person to register has terminated or become inapplicable to the person.
- b. The person makes a showing satisfactory to the institution that the failure to register was not a knowing and willful failure to register and such person does indeed register.

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 must not establish residency for the sole purpose of education.
3. A student was required to pay Louisiana income taxes as a resident during the past tax year.
4. Special provisions were made for a student to move to Louisiana for employment purposes or the student is stationed in Louisiana as a member of the military.

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

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 nonrefundable \$7.00 application fee (\$45.00 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 only with the written approval of the Chief Academic Officer at the suspending institution and upon approval of the Academic Appeals Committee of BRCC.

ENROLLMENT SERVICES

Test Registration
225.216.8700

ADMISSIONS POLICIES AND PROCEDURES

college or university will result in cancellation of admission.

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 use the following avenues to gain acceptance of such coursework:

- Establish that another regionally-accredited institution has accepted the courses in question toward a degree or certificate.
- Provide verification from Chief Academic Officer of transfer institution that coursework meets SACS requirements.

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 to be determined by the dean upon the recommendation of the faculty.
2. Students lacking college level credits in English or Math may be required to take the BRCC Placement Test.
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 recorded but not counted in GPA calculation.
 - g) Grades of NC (no credit) will not be recorded.
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 grade accepted in English Composition I and II.
 6. If transfer work was earned in quarter hours, 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 by obtaining approval of the appropriate Academic Dean.

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) of higher education. Students may be granted provisional admission until required documentation is received within the (30) day grace period. Admission will be canceled if the required records are unacceptable for admission.

Non-Degree Seeking

In addition to the traditional degree or certificate programs, persons may take courses at Baton Rouge Community College for personal enrichment. Students who are sponsored by their employers, governmental groups, or others can enroll in these courses. These students are designated as "non-degree seeking"

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and are not subject to most admission requirements. However, they may be required to meet requirements/prerequisites for certain courses. Non-degree seeking students need to file an application.

Early Admissions Program

BRCC has an Early Admissions Program that permits some 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 3.00 grade point average;
2. have a letter of consent from the high school principal or his/her designated official and also from a parent or guardian, and
3. meet course or program requirements.

Students admitted under the Early Admissions Program must complete all College courses with a grade of "B" or better in order to continue in the program. Students in this program may not enroll in developmental courses. The College reserves the right to limit the number of hours and the type of courses in which a high school student may enroll. During summer sessions, high school students admitted through this program are permitted to enroll for a maximum of six (6) hours. Students in the Early Admissions Program are expected to conduct themselves according to the Code of Student Conduct.

Concurrent Enrollment

Concurrent enrollment means that a student can enroll in a secondary and postsecondary institution or in two postsecondary institutions at the same time. A student who is enrolled at BRCC is required to notify the Office of Enrollment Services whenever he/she enrolls at another college or university. Upon completion of each semester of concurrent enrollment, the student is required to have an official transcript from the second-

ary institution sent to BRCC. Academic standing is based on all coursework completed.

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

High School Dual Enrollment

BRCC has a Dual Enrollment Program that permits students to enroll while being concurrently enrolled in high school. Students enrolled in the Dual Enrollment Program can earn high school and college credit for the course enrolled. Availability of courses is limited and is accessible only through participating school systems and high schools. Interested students should contact their school principal/counselor for details.

Dual Enrollment students are expected to meet the Early Admissions Program requirements.

Cross Enrollment (Postsecondary)

Cross enrollment means that a student is enrolled at one postsecondary institution but also takes classes at another postsecondary institution. Articulation agreements existing between BRCC and SU, LSU, and SLU permit students to register for a limited number of preapproved courses at each of these postsecondary institutions while also registering at BRCC. Students should contact the Office of Enrollment Services for information regarding registration/enrollment procedures. Students enrolling in coursework at BRCC and transferring these credits must obtain permission from the current postsecondary institution to ensure that the credits are transferable.

Readmission

Students who are not enrolled for more than two semesters must submit a new application and pay an application fee. A transcript of credits earned at any other college or university dur-

ADMISSIONS POLICIES AND PROCEDURES

ing the lapsed period is required. A student who is not enrolled at BRCC for a fall or spring semester will be subject to any updates and/or applicable fees published in the most current catalog at the time of readmission in order to comply with graduation requirements. Applications are good for one calendar year when enrollment is not continuous.

Requirements for a Second Degree or Certificate

A student must meet all graduation requirements for a 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 a second major. These hours cannot have been applied toward the first degree or first certificate. In addition, an official declaration of a major must be on file prior to applying for a second degree or certificate so that the appropriate catalog standards will be met. In degree programs where there are several options, a second option is not considered for a second degree. For example, more than one business technology degree will not be awarded to a student even when credit has been completed in a separate area of concentration.

Academic Amnesty (Renewal)

Baton Rouge Community College provides an option for students who have dropped out or been suspended because of academic deficiencies. Such students who can demonstrate sufficient maturation will be afforded the opportunity to begin college matriculation again.

1. Before being allowed to enroll, at least three years must elapse between the end of the semester in which the student was last registered for credit at any college or university with academic amnesty.

2. The student must submit an application for academic amnesty to the Office of Enrollment Services during the semester in which the student decides to register. The application shall include evidence that conditions have been met and that there is reasonable expectation of satisfactory performance.
3. The Office of Enrollment Services shall evaluate each application and recommend only those who satisfy the requirements and who show the potential for success. Applying for academic amnesty does not ensure approval.
4. No prior academic credit will carry forward as part of a degree program. However, the prior record will remain part of the student's overall academic record.
5. If granted, the date of academic amnesty is entered upon the student's transcript along with a statement that prohibits the use of previously earned credits and quality points to (a) meet degree requirements, (b) compute the GPA that leads towards an undergraduate certificate or degree, or (c) determine the graduation status of a student.
6. Upon being granted academic amnesty, the student will be classified a first time student and he/she 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 earn a waiver of requirements just as any entering first-time student to obtain advanced standing.
8. BRCC will accept, in transfer, academic amnesty granted at another institution. However, academic amnesty may be granted to a person only once, regardless of the institutions attended.*
9. Students in the program are cautioned that many undergraduate, graduate, and professional schools compute the undergraduate GPA based on hours completed when they consider applications for admission.

*Policy Change Pending

ADMISSIONS POLICIES AND PROCEDURES

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) allows students to earn credit in specific 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 to BRCC prior to initial enrollment at the College by students who desire to earn CLEP credit for subject examinations.

Students may receive credit only in subjects in which they have not earned academic credit and that 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 the successful completion of the examination. For further information contact your closest CLEP center.

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. Credit cannot exceed 30 hours. To be eligible, the student must take the examination prior to enrolling in the College and he/she must be enrolled at the College when the 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 period. A student who is ineligible to enter a previous college because of academic suspension is, with the permission of the suspending institution and BRCC, eligible to attend BRCC as an audit student. Audit status students are assessed according to the most current fee schedule for credit courses.

Americans with Disabilities Act (ADA)

BRCC policy is to provide equal opportunity for all qualified persons without regard to disability in the recruitment of, admission to, participation in, treatment in, or employment in the programs and activities operated and sponsored by the College pursuant to the Americans with Disabilities Act of 1990 (ADA) and other related federal and state laws.

The College prohibits discrimination against qualified persons with disabilities in employment, academic and other programs, public services, transportation, public accommodations and telecommunications. Additionally, the College is committed to ending discrimination against individuals with disabilities, to bring them into the social and economic mainstream and provide enforceable standards that address discrimination issues against individuals with disabilities.

The College shall not discriminate on the basis of disability in any academic program or activity associated with the College and will integrate students with disabilities into the College community mainstream to the fullest extent possible. Qualified applicants with disabilities will not be denied admission or subjected to discrimination in admission or recruitment to the College based on their disability. In its recruitment efforts, the College shall not limit the number of persons with

ADMISSIONS POLICIES AND PROCEDURES

disabilities who will be admitted. All admission criteria and testing will be selected, administered, and evaluated in a manner that is accessible and that accurately reflects the applicant's ability rather than the individual's impaired sensory, manual or speaking skills.

Applicants for admission may voluntarily identify themselves as a person with a disability during the admission process. They will routinely be provided information on services provided by the College for its students with disabilities. Deciding not to self-identify will not result in any adverse treatment of the applicant.

In all cases in which a student or applicant for student status requests an accommodation based upon disability, advice and assistance from the Office of Special Programs (OSP) should be sought by the College representative receiving the request.

International Students

Persons desiring to attend BRCC, but who are not U.S. citizens, must meet all standard admissions requirements. If the student's native language is not English, he/she will be required to earn a minimum score of 500 on the Test of English as a Foreign Language (TOEFL), along with a minimum score of 5 on the Test of Written English (TWE) or must 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. Complete the application for international students
2. Pay the required nonrefundable international student fee (\$45.00).
3. Offer a notarized Statement of Financial Support and/or Statement of Understanding as evidence of sufficient funds to cover expenses while studying in the U.S. The verification must be in English and signed by the prospective student/person(s) who submits the verification.
4. Furnish 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 the requirements for the Ability to Benefit.



**Expand your horizons.
Attend Baton Rouge
Community College.**

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 as listed in the Academic Calendar.

A student is officially registered once tuition and fees are paid in full 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's 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 7 days of classes shall receive a refund of 75% of total tuition and fees paid.
- 50%** - Students withdrawing from day 8 through day 14 of classes shall receive a refund of 50% of total tuition and fees.
- 0%** - Students withdrawing from day 15 through the end of the semester are ineligible to receive a refund.

Depending on the length of courses, refund deadlines will vary for the summer session and for special, short-term credit courses.

Deferred Tuition Installment Pay Plan (DTIPP)

Students in good financial/academic standing may apply to pay their tuition and fees in installments. The installment plan must be initiated before the first day of class.

Initial Payment Due Date	50%
Second Payment Due Date	25%
Third Payment Due Date	25%

The second and third payment due dates are established in the Payment Plan Contract. Promissory notes must be signed at the time the first payment is made. Late fees will be assessed (\$10 per payment, not to exceed \$20) for each late installment. If courses are dropped, the refund, if any, will be applied to the balance of the installment plan. If courses are dropped and no refund is due, the balance of the installment plan must still be paid in full. Course credit may be denied to students who have not made payment-in-full by the end of the semester. **Tuition installment pay plans are allowed only during the fall and spring semesters.** A \$15 fee is charged to all DTIPP participants.

PAYMENT OPTIONS

Tuition and fee payments may be made by personal check (with a valid driver's license and the date of birth of the person signing the check), money order, or credit card (VISA, Mastercard, and Discover accepted).

SCHEDULE OF FEES

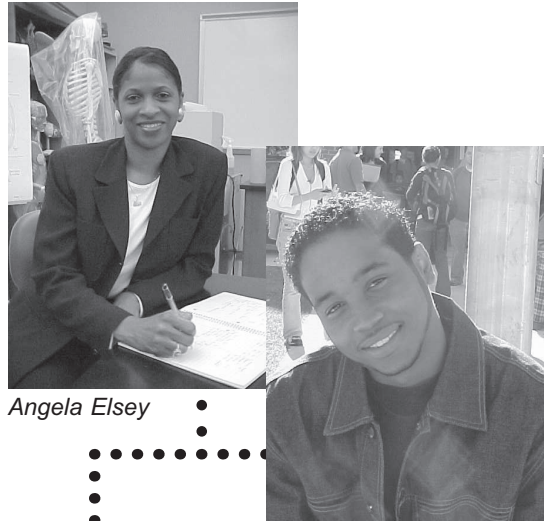
TUITION (APPLIES TO AUDITED COURSES)		
Credit Hours	Resident Tuition	Non-Resident Tuition
1	\$61.00	\$168.00
2	121.00	335.00
3	182.00	503.00
4	242.00	670.00
5	303.00	838.00
6	363.00	1,005.00
7	424.00	1,173.00
8	484.00	1,340.00
9	545.00	1,508.00
10	605.00	1,675.00
11	666.00	1,843.00
12 or more	726.00	2,010.00



Imagine what you can do!

SCHEDULE OF FEES

NON-REFUNDABLE FEES	
Application	7.00
Late Registration	25.00
Add/Drop Fee	5.00
Returned Check	25.00
Graduation	25.00
Installment Plan Processing Fee	15.00
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 Assessment (per credit hour)	20.00
Science Labs (each)	25.00
Technology (per credit hour)	5.00
Art Materials Fee	25.00
REFUNDABLE FEES	
Computer Science Labs (each)	15.00
Computer Applications Courses (each)	25.00
Telecourses	25.00
MOTOR VEHICLE REGISTRATION	
A motor vehicle registration fee will be charged to all students who operate a vehicle on campus.	
Fall, Spring, and Summer	15.00
Spring and Summer	7.50
Summer only	3.75



Angela Eisey

Donnell Washington



Marshall Barber

Financial Aid & Scholarships

The Financial Aid and Scholarship Office at BRCC administers and coordinates funds received from a number of sources. These funds are used to make available post-secondary educational opportunities to any eligible student.

The goal of the Financial Aid and Scholarship Office is to assist all eligible applicants by “packaging” or combining funds received from various sources, including tapping into 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 to pay that cost. 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
1. All applicants must complete the Free Application for Student Aid. After completion, the application is submitted to the federal processor. The federal processor will mail a Student Aid Report to the student as a record of the responses he or she submitted on the FAFSA Form. When the student receives the response from the federal processor, he or she is required to submit the document along with a current Baton Rouge Community College Financial Aid Student Data Form to the Office of Financial Aid and Scholarships. These forms are available in BRCC’s Financial Aid and Scholarship Office.

If additional information is requested, the student must provide this before his/her application will be processed. The office uses the information received from the student in determining need and eligibility for the programs available.

2. After completing 24 hours of coursework at Baton Rouge Community College, the financial aid recipient must have achieved and maintained at least a 2.0 cumulative grade point average to maintain financial aid eligibility.
3. Appeal Procedures: The Director of Financial Aid and Scholarships, along with the Financial Aid Appeals Committee, will review the student’s academic history. The committee will determine whether or not satisfactory academic progress has been made.
4. Scholarships: Students are selected based upon academic success, character, leadership, general accomplishments, and financial need. Some scholarships require community service. Scholarships are awarded only to full-time students. The one-year scholarships cover two consecutive semesters, beginning the fall semester session. Students wishing to be considered for a scholarship must complete the Scholarship Application prior to established deadlines for that academic year.

The final priority filing date for BRCC financial aid is June 1. Applications received after that date are considered late and will be awarded based on the availability of funds.

*Parents/Guardians are urged to complete IRS 1040 or 1040A income tax forms in early February since financial aid applications and financial statements require income tax data.

FINANCIAL AID & SCHOLARSHIPS

Student Responsibilities

To qualify for and receive financial aid, a student is required to:

- 1 Successfully complete academic assessment testing if non-high school graduate.
- 2 Enroll in courses that will lead to a degree or certificate.
- 3 Have an academic advisor approve a major course of study (degree objective).
- 4 Maintain satisfactory academic progress each semester.
- 5 Notify the Financial Aid Office of any additional financial assistance received that does not appear on the original award letter.
- 6 Notify the Financial Aid Office and the Business Office of withdrawals from school or any change in academic status.
- 7 Repay any debits stated on the promissory note and signed by the student.
- 8 Meet all requests and requirements established by the Financial Aid and Scholarship Office that have not been mentioned here.
- 9 Retain copies of all important documents.

Eligibility for Financial Aid

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

- be enrolled as a regular, full-time student in a degree-granting or certificate program.
- be a U.S. citizen or an eligible non-citizen with permanent residency.
- be enrolled full-time.
- not be in default on any prior student loan or owe a refund on a federal grant.
- make satisfactory academic progress toward the completion of an educational objective.

Satisfactory Academic Progress (Financial Aid Eligibility)

Satisfactory academic progress is determined by grade point average, minimum semester hours earned, and completion of the education objectives within a specified time frame.

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

Continuing Students are evaluated on their past academic record to determine whether or not satisfactory academic progress requirements have been met. Previous receipt of financial aid is not considered.



Imagine what you can do!

FINANCIAL AID & SCHOLARSHIPS

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

Grades: Students having and maintaining a satisfactory grade point average are eligible for continued enrollment under the scholastic regulations of the College. However, **after completing 24 hours of coursework, the financial aid recipient must achieve and maintain at least a 2.0 cumulative grade point average** to maintain 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 at least nine (9) hours of credit for each regular semester to be classified full-time (12 or more hours), or
- earn a proportionate number of credit hours when classified as 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 has been met. It should be noted that **enrollment status for a given term will be based upon the number of hours for which the student has enrolled. Aid is received at the beginning of that semester.**

- **Repeat courses, remedial courses** (developmental courses), and other **“pass/no credit” courses** will be used to determine enrollment status and hours completed.

- **Incomplete courses (“I”)** will count as credit earned only after the course is completed and a passing grade is earned.
- Courses **from which the student withdrew (dropped)** then audited after the enrollment status of the student had been established will be counted as credit hours 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 to determine eligibility for aid 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 is:

Semesters

Associate Degree - 8 semesters
Transfer Students - 8 semesters

Number of Full-Time or Equivalency Summer Term credits counts as a half (1/2) semester. This amount includes the total number of terms attended whether or not the student received aid during all of these terms.

Appeal Procedures: The Director of Financial Aid and Scholarships or his/her designee, along with the Financial Aid Appeals Committee, will review the student’s academic history. The committee will determine whether satisfactory academic progress has been made.

Re-establishing Eligibility to Receive Financial Aid: If a student does not achieve satisfactory academic progress, the student must earn:

FINANCIAL AID & SCHOLARSHIPS

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

Credit hours earned must have been earned from BRCC or from a college/university from which BRCC accepts credits.

Scholarships/Awards Programs

Some BRCC scholarships and awards are given by local donors and administered by the Scholarship Committee at BRCC. Students are selected based on their academic excellence, character, leadership, general accomplishments and financial need. Scholarships vary. Contact the Office of Financial Aid and Scholarships.

General Competition Entry Requirements

The student must have earned a cumulative GPA of 3.0 or above from a Louisiana high school and must meet one of the following requirements:

- 19 or above on ACT
- 79 or above in Reading, 91 or above in Math and 87 or above in English on the Accuplacer Exam
- 70 or above in English, 81 or above in Reading and 41 or above in Algebra on the COM-PASS Exam.

Academic Scholarships

First Generation Scholarship

The Baton Rouge Community College First Generation Scholarship Program was established to encourage students not otherwise attending an institution of higher education to further their education.

Criteria for Determining First Generation Scholarship Eligibility:

- Neither parent attended an institution of higher education.
- Financial need meets federal definition guidelines.
- Student maintains full-time enrollment of twelve (12) semester hours.
- Student successfully completed the classes listed below from a state-approved high school by the end of the senior year:
 - two (2) units of science (biology, general science, or an equivalent subject);
 - three (3) units of mathematics;
 - senior English; or
 - the General Equivalency Diploma (GED)



**Do You Need Financial Assistance
to attend BRCC?
Check with our
Financial Aid Office.**

FINANCIAL AID & SCHOLARSHIPS

Process Technology Scholarships

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

General Competition Entry Requirements:

The student must be a Louisiana high school graduate and pursue an Associate of Applied Science in Process Technology. Some Process Technology Scholarships may require pre-employment testing by the administering company or process technology-related testing for eligibility.

PTEC Scholarships Available:

- **ExxonMobil**
- **Formosa Plastics**

The **DOW Chemical Company** also sponsors a BRCC Process Technology Scholarship. Eligible applicants must pursue a degree in Process Technology at BRCC and have graduated from an Iberville or West Baton Rouge Parish high school.

Students interested in this scholarship should apply to the following address:

The DOW Chemical Company
Contact Person: Ms. Babs Babin
Community Relations Manager
Building 2306
P.O. Box 150
Phone: 225.353.8232
Plaquemine, LA 70765-0150

STATE SCHOLARSHIPS

The **Louisiana Honors Award**, the **Louisiana Performance Award**, the **Louisiana Opportunity Award** and the **Louisiana Tech Award** for technical majors (PTEC) are available at state-supported public colleges/universities. Additional information on the Tuition Opportunity Program for Students (**TOPS**) may be obtained from high school counselors, BRCC Financial Aid and Scholarship Office, and the Louisiana Office of Student Financial Assistance, 225. 922.1012 or 800.259.5626, Ext.1012.

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 Rehabilitation Services, 3651 Cedarcrest Avenue, Baton Rouge, LA 70816.

FEE EXEMPTION

BRCC offers the fee exemptions listed below. To qualify for an exemption, students must provide appropriate documentation. The exemptions are governed by criteria specified by state law and by the standards of the LCTCS Board of Supervisors.

Students automatically forfeit their award:

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

FINANCIAL AID & SCHOLARSHIPS

Children of fire fighters, 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 the academic requirements of a full-time student 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 performing military service. The value of the award, as defined by law, allows students to enroll tuition free. Fee exemption certificates should be presented to the BRCC Office of Special Programs. 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. These students are exempt from paying tuition. Applicants should apply through their unit commander at least six (6) weeks prior to registration. The fee exemption certificate must be received by the BRCC Office of Special Programs before the exemption may be given. Recipients cannot be on scholastic probation.

Senior Exemptions offers an exemption of tuition and other registration fees to any person who is at least 55 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.





“The class size and the one-on-one instructor to student ratio is great. At BRCC you are a name, not a number.”

Chris Carver, General Science
Denham Springs, LA

Academic Policies

CHANGE OF CATALOG

A student who misses a regular semester will be required to follow the catalog in effect at the time of re-enrolling. A student who has completed a substantial portion of his/her degree program may request permission to graduate using the original catalog. Requests for any changes must be approved by the student's appropriate Academic Dean.

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

STUDENT CLASSIFICATIONS

First Year Undergraduate Student is a student who has earned no more than 29 semester credit hours.

Second Year Undergraduate Student is a student who has earned 30 or more semester credit hours, but has not previously earned a bachelor's degree.

Non-Matriculating Student is a student taking courses but not working towards a degree.

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, postsecondary 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. The student must complete the course requirements of both degrees. Students seeking a second certificate must earn at least nine additional 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. At least two semesters before completion of the requirements for the first of the two degrees, a student working under this option must notify, in writing, the Office of Enrollment Services of his/her academic goal.

CONTACT WITH ACADEMIC ADVISOR

BRCC students may seek academic advising from a faculty member in their major or from the Center for Advising and Counseling. Regular conferences provide assurance that progress is being made toward completing the certificate or degree requirements. Advisors also mentor students to excel in their course of study. When nearing completion of any associate degree program, students who have completed at least 45 hours should request an official degree evaluation from the Office of Enrollment Services. Such students meet with the Dean who administers the degree. This is the first step in graduation check out.

**CENTER FOR ADVISING
& COUNSELING
225.216.8019**

ACADEMIC POLICIES

ACADEMIC PROGRAMS AND POLICIES

The College's academic programs provide 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. They encourage truthfulness and expression of ideas and opinions without constraint from political creeds, religious doctrines, economic pressures, or personal biases.

THE ACADEMIC COLLEGE YEAR

The academic year consists of two 16-week semesters, beginning with the first semester in late August and ending the second semester in mid-May. To complete an Associate degree in two years, a student must complete at least 16 credit hours per semester. A limited number of regular offerings are repeated in the summer sessions. Shortened sessions provide a three-week condensed pre-summer and pre-fall College course at the beginning and end of the summer semester.

ACADEMIC LOAD

Twelve credit hours per semester constitute the minimum full-time academic load. A maximum load does not exceed 18 credit hours during the first semester of the freshman year. Thereafter, a maximum load should not exceed 18 hours without written approval of the appropriate Academic Dean. Students receiving financial aid or veterans benefits should contact the Office of Financial Aid for information concerning the requirements for full-time status as defined by these two agencies.

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

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 Office of Financial Aid and Scholarship, the definition of "full-time" as applicable to BRCC's financial aid guidelines.

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 and 2.5 for recipients of the TOPS Scholarship.

ACADEMIC POLICIES

ACADEMIC ADVISING

Academic advising is available for potential, returning, and current students throughout the academic year. Potential students may see an advisor to receive information about their placement tests and course offerings and to discuss their educational plans. New students receive orientation, schedule planning assistance and mentoring from the Center for Advising and Counseling. Current students see their faculty advisor to develop or revise their educational plans to coincide with their life goals. Continuing students who are unsure of their educational plans and/or or life goals should seek assistance from the Center for Advising and Counseling.

ACADEMIC APPEALS COMMITTEE

The Academic Appeals Committee is authorized to hold hearings and appeals on grade disputes, academic standing, eligibility, drops for excessive absences and code of conduct violations. Grades must be appealed within 45 days of the regular semester following the semester in which the grade was received (25 days following the end of the summer semester). Only final grades may be appealed.

ACADEMIC INTEGRITY AND HONESTY

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 in the course involved, 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 that is 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** consists of 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 the semester.

Honors 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.



ACADEMIC POLICIES

GRADUATION WITH HONORS*

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

Chancellor's Honors Scholars:	
GPA	3.85 - 4.00
Dean's Honors List:	
GPA	3.50 - 3.84
Honors:	
GPA	3.00 - 3.49

***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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Baton Rouge Community College, in an effort to maintain a level of quality in student learning, 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 his/her chosen degree program.

- A student must maintain at least a 2.0 cumulative grade point average to be considered as making satisfactory academic progress;
- A student who receives an Academic Suspension will be considered as not having made satisfactory academic progress; and
- A student who successfully completes 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 financial aid section of the catalog.

ACADEMIC PROBATION/ SUSPENSION

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

Scholastic Probation, Suspension, and Readmission Regulations

- A student who earns a GPA below 2.0 on all hours attempted will be placed on academic probation.
- A student will remain on probation the next semester of attendance. Failure to earn a minimum GPA of 2.00 on all hours attempted during the probationary semester will result in suspension for at least one semester.
- After the end of the semester of suspension, the student may re-enter BRCC on probation. If a 2.00 GPA cannot be earned during the semester, the student will be suspended once more.
- Students suspended at the end of the spring semester may attend the summer session. Students whose summer grades raise their overall GPA to 2.00 will be taken off suspension/probation and allowed to attend the fall semester. Students who earn a 2.00 on all hours attempted in the summer but fail to earn an overall minimum GPA of 2.00 will remain on academic suspension/probation through the fall semester.
- The College does not accept transfer credits for courses taken by students while on suspension.

ACADEMIC POLICIES

- Students who are suspended may re-enroll after sitting out the semester of suspension. Students receiving second suspensions will be suspended for one academic year.
- Appeals should be addressed to the Academic Appeals Committee.

ACADEMIC STATUS DETERMINATION FOR TRANSFER STUDENTS

A student who transfers to BRCC with an adjusted cumulative grade point average of 2.00 or higher as defined by the last institution attended, will be admitted in good standing. Students who are transferring from another university or college on a probationary or suspended status will be allowed to enroll in the summer session at BRCC to improve their GPA prior to the fall term. It is the responsibility of each student on academic probation or suspension to check with their transferring institution prior to attending classes to verify that coursework completed at BRCC will be accepted by the transferring institution.

ACADEMIC APPEALS GUIDELINES

First-time suspensions may be appealed if the student can provide written verification of having been seriously ill during the semester prior to the semester he/she was suspended (a physician's affidavit is required) or that the death of a member of his/her 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, an affidavit attesting to the relation of the deceased to the student and the last residence of the deceased must be provided. A student who has been suspended two or more times or has been sus-

pending following probation because of poor grades and still fails to earn the minimum 2.0 semester grade-point average during the first semester after a second suspension shall not be eligible to appeal.

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

WITHDRAWAL FROM THE COLLEGE

Students who withdraw prior to the end of a semester or summer term must complete a withdrawal form. The form is located on the College web site. All College accounts must be cleared. Grades will be calculated on the following:

- Withdrawal dates are listed on the Academic Calendar.
- Students who withdraw prior to deadlines from a class will receive a grade of "W" on their transcript.
- Students who fail to officially withdraw and clear College accounts will receive a grade of "F" in all courses.

Students considering withdrawal should consult with their assigned faculty advisor or academic advisor or counselor in the Center for Advising and Counseling.

PRE-REQUISITES/CO-REQUISITES

No prerequisites are required to enter a degree program. There are, however, prerequisites to specific courses within the programs.

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 is written as a co-requisite or a prerequisite in the course description.

ACADEMIC POLICIES

EVALUATION OF STUDENT PROGRESS

Measurement and evaluation of student progress should be consistent with the objectives of the course. Faculty members in each course should inform the students of their evaluation and grading policy. This information should be given to the students and discussed no later than the second week of classes.

If a statement and discussion of course policy is not received by the end of the prescribed period, a request should be made to obtain the statement.

EXAMINATIONS

Final examinations are required in all subjects. Exceptions can be made only by permission of the appropriate academic dean. A final examination to determine a final grade is not permitted. Students are responsible for making arrangements to take any missed examinations or to make up any incomplete course work. The instructor must make known his/her makeup policy.

Final examinations are scheduled to take place during the academic calendar year, and changes to those dates and times without explicit written authorization from the appropriate Academic Dean are not allowed.

GRADING SYSTEM

The college uses the following system of grading/symbols and designations:

Standard		Developmental Courses	
"A"	Exceptional	"A*"	Exceptional
"B"	Above average	"B*"	Above average
"C"	Average	"C*"	Average
"D"	Below average	"D*"	Below average
"F"	Failure	"F*"	Failure
"I"	Incomplete	"I"	Incomplete
"W"	Withdrawal	"W"	Withdrawal
"P"	Pass	"P"	Pass
"Au"	Audit	"Au"	Audit

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

After the last day to drop and before final grades are issued, a student who finds it impossible to complete one or more classes may have another alternative. An incomplete or "I" grade will be awarded to a student who has experienced a serious, documented problem if each of the following four conditions applies:

- 1) a final grade has not been awarded;
- 2) present work in the class reflects at least a "C" average;
- 3) it is actually possible to make up the work missed;
- 4) the instructor is willing to work with the student to complete the class.

Incomplete grades are NOT given in place of a mid-term grade. Neither is an incomplete grade appropriate for a student with excessive absences, as he/she should initiate drop in accordance with the deadlines printed in the current academic calendar.

When an incomplete grade is awarded the student has a limited time to complete the work. The student has up to six (6) weeks into the next semester to complete the missed work and/or take the final exam. A student is required to complete the course within the deadline regardless of whether he/she is enrolled at BRCC. Failure to complete the required work within the six-week timeframe will result in an automatic "F" grade for the class.

ACADEMIC POLICIES

The student should petition the instructor for an “I” grade. The instructor of record is responsible for awarding and removing an “I” grade. If the instructor of record is unavailable, the student should contact the academic dean for assistance.

GRADE APPEAL

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 (25 days following the end of the summer semester). The general procedure for appealing a grade is discussed in the Student Handbook.

CLASS ATTENDANCE POLICY

Perfect punctual class attendance is encouraged. Predictable absences should be discussed with all instructors prior to the absence or as soon as possible thereafter. Instructors may request verification for the absences or tardinesses.

Students must be enrolled in any classes that they attend.

AUDITING A COURSE

To audit courses, applicants must meet the eligibility requirements of the College, as regular students, visiting students, or special students. The decision to audit a course should be made at the time of registration. Students may not audit a laboratory or activity course. Students will be assessed tuition and fees for any courses audited, but credit will not be earned. An audit may not be changed to credit after completing the course. The semester course load is inclusive of audited courses.

CHANGE IN MAJOR

A student may transfer from one degree or certificate program to another. A non-degree-seeking student may declare a major at any time. The student must complete forms for declaring a new major and file them with the Office of Enrollment Services. The degree requirements are those listed in the most current issue of the catalog at the time the change of major is made.

REPEAT/DELETE POLICY

A student may repeat a course which he or she has previously taken at BRCC. An “E” is recorded 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 developmental courses or hours that may be repeated and the number of hours that may be deleted for courses numbered 099 and below.

Other colleges and universities may not honor BRCC’s Repeat/Delete Policy and may compute all grades in the cumulative grade point average.

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ACADEMIC POLICIES

COMPUTATION OF GRADE POINT AVERAGE

A grade point average is computed on all work which a student completes, 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 work in the course 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;
4. Divide the total number of quality points by the total credit hours for all courses carrying (having) quality points.

Students enrolled in developmental education courses will be eligible to earn letter grades. However, those grades will not be used to compute the semester grade point average or to fulfill degree requirements.

REGISTRATION PERIODS

Registration periods are provided for each semester and summer term. The beginning dates for registration are determined by the Office of Enrollment Services, and 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 Accounting and Finance.

SCHEDULE CHANGES: ADD, DROP, AND RESIGN

BRCC students have access to their academic records via the College website on the internet. Records are accessed by the student entering his/her user ID number and PIN number. Each semester, after the last day to drop, every BRCC student's PIN number is **deactivated**. Each BRCC student is required to seek advising from a faculty or staff member and receive a new PIN number.

After being advised, the student uses the new PIN to add classes for the upcoming semester(s). The new PIN also allows a student to check other records, including final grades for the current semester. Students can also electronically drop one or more classes, on-line.

There is one schedule change the student cannot accomplish electronically. If a student must drop his/her entire current schedule, that student needs to resign. Resigning means the student must leave BRCC before the official end of the semester. A student must initiate resignation in person or by phone at the Center for Advising and Counseling, according to the deadline posted in the current Academic Calendar.

STATUTE OF LIMITATIONS (ACADEMIC APPEAL)

While we strive to keep accurate records, errors can occur. It is the student's responsibility to notify College representatives in a timely manner to make corrections or request a change of grade(s). Students are encouraged to initiate an appeal within one year or less.

ACADEMIC POLICIES

COURSE CANCELLATIONS

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

ASSIGNMENT OF CLASS INSTRUCTOR

BRCC reserves the right to change instructors listed in the course schedule book due to course cancellation, class divisions, or other conditions which might necessitate the reassignment of instructors. Students are advised that the listing of an instructor's name in the course schedule book is no guarantee that the specific 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.



TRANSCRIPTS

Each student at BRCC is entitled to one official transcript of his/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 made to the Office of Enrollment Services and should 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) during his/her tenure at BRCC;
3. the student's social security number; and
4. the student's signature and date of request.

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.

EDUCATIONAL ASSISTANCE/ FEE WAIVERS

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

BRCC 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

ACADEMIC POLICIES

the employee wants to enroll. Employees taking college 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 during work hours with supervisor approval. Credit hours taken over the three approved hours must be taken on the employee's own time.

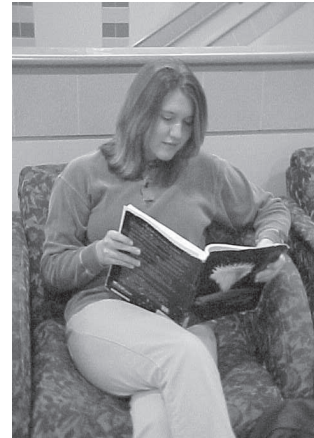
NAVAL ROTC INSTRUCTION

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. This allows a seamless transition into the program upon transfer to Southern University. For more information on the NROTC program, contact the Office of Enrollment Services.



"I came to BRCC to have a college experience at a small school before attending a larger school. I did not want to be a number. At BRCC, classes are small, teachers provide individual assistance, and you don't have to walk a mile to class."

Leigh Ann Smith, General Studies
Baton Rouge, LA

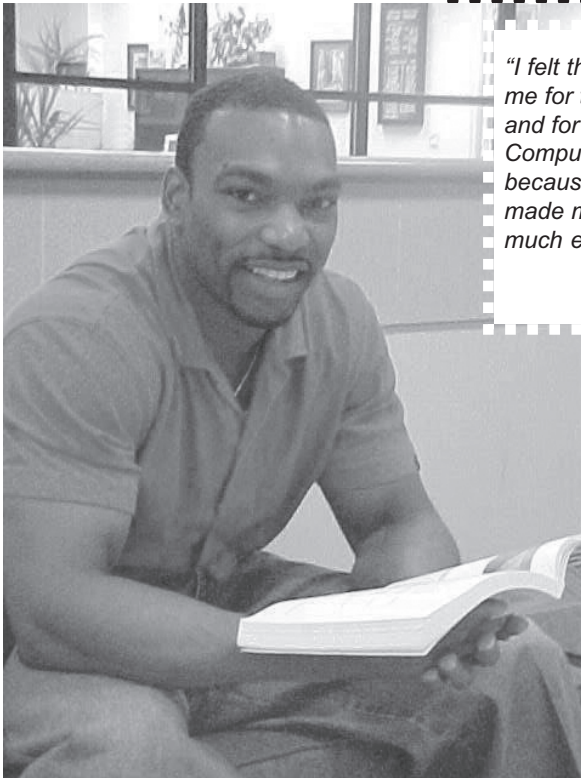


"I have attended BRCC since the spring of 1999, and I am happy to say that during that time I have managed to succeed academically with above-average grades. There is no place quite like BRCC – what an AWESOME learning environment. Both faculty and staff are supportive, and they all seem to know my name. It is a friendly atmosphere that has made my learning experience more enjoyable. I am regretful about having to leave BRCC for LSU in 2 more semesters. I will always know that I will be welcomed at BRCC."

K. T. "Kimmie" Jarreau, Liberal Arts
Zachary, LA

ACADEMIC POLICIES

Imagine what you can do!



.....
“I felt that this school would prepare me for the next level in my education and for obtaining a degree in Computer Engineering. Also, because tuition was affordable, it made my decision to attend BRCC much easier.”

Tim Robins, Business
Baton Rouge, LA



■ “I attend BRCC because outside university status, BRCC has the reputation for being one of the best community colleges in the state of Louisiana. Also, I find that the tuition is more affordable for those students who have to pay out-of-pocket expenses.”

Ivory J. Bryant, Business
Baton Rouge, LA

Academic Support Services

DEVELOPMENTAL EDUCATION

Everyone deserves an equal opportunity to learn and grow in college, but often success is hindered by the lack of good reading, writing and math skills. To rise to college-level expectations, students must possess strong skills. The Developmental Education Division assists in fulfilling the mission of BRCC. It provides academic support for students who need special attention in developing basic learning skills that makes transition to college life easier.

The primary focus of developmental education is to prepare students for a higher education learning environment. BRCC provides developmental education courses in reading, writing, and mathematics. It provides special assistance through programs like English for non-native speakers. The Developmental Education Division also offers seminars that assist students in identifying their goals, while at the same time providing them with the skills necessary to earn higher scores and to enhance their comprehension and retention skills.

In essence, BRCC's Developmental Education Division provides a comprehensive educational program that involves assessment, orientation, instruction, and performance monitoring. BRCC is committed to providing developmental education students with institution-wide support and high faculty involvement and interest. The faculty should provide effective, individualized instruction that provides continuous assessment and feedback. Students in the program will enjoy technologically advanced learning environments. The institution is "student-friendly," and the faculty and staff are committed to every student's success.

Students enrolled in developmental education courses will earn letter grades. Students earning grades of "D" or "F" are required to repeat developmental courses. The number of hours and quality points earned in developmental education courses cannot be applied towards a degree. Hours and quality points will not be used to compute grade point averages.

ADULT EDUCATION

BRCC now offers Adult Basic Education (ABE) and GED programs. The programs are the result of a collaboration with the East Baton Rouge Parish School Board's Adult Education Program. ABE and GED services are provided on the Frazier Campus. Students and community residents wishing to take advantage of the services should contact the Center for Advising and Counseling.

ACADEMIC LEARNING CENTER

The Academic Learning Center (ALC) welcomes all BRCC students at its main campus location and at the Frazier Campus extension site. In the ALC, students are able to take advantage of academic support provided by tutors, study groups, software, videotapes and audiotapes, Internet resources, workshops, and self-paced individualized courses. The Center also houses a library of print resources for students, faculty, and staff. Students are encouraged to visit the ALC for tutoring or learning assistance.

In the Center, students can work independently, with a tutor or a professional staff member, or in small groups. The ALC's Tutor Development Program is certified by the International College Reading and Learning Association.

ACADEMIC SUPPORT SERVICES

In addition to tutoring, individuals often use software, videotapes, and Internet resources in the Center to practice, review, or speed up learning. Software can also be used to diagnose strengths and weaknesses and to prescribe an individualized program of study. The professional staff in the ALC is available to meet with students to design self-paced, individualized programs of study for those seeking independent study opportunities.

In collaboration with college faculty and staff, the ALC provides services designed to help students achieve their educational goals. The Academic Learning Center staff encourages all BRCC students to become acquainted with the ALC early in their first semester and to take advantage of the free resources and services.

LIBRARY

The BRCC Library provides vital services as a part of the educational program of the institution and is staffed by professional librarians, library specialists, library clerks, and student assistants. The library offers patrons a diverse collection of books, periodicals, videos, audiocassettes, and CD-ROMs. Internet access is also provided for research, as well as a variety of online databases such as Infotrac, Galenet, EBSCO Vocational Search, Lexis-Nexis, Academic Universe, Webspirs, -ProQuest, and others. In addition, there are computers and study areas for students, as well as accessible seating space, study carrels, and a study room for small groups. The library is also wheelchair accessible.

The BRCC Library is a member of the Louisiana Library Network and the LOUIS System. Both provide access to local online catalogs and catalogs of surrounding institutions. Inter-Library Loan privileges for faculty and staff

are provided through LALINC. The Library offers media equipment for loan, including slide projectors, overhead projectors, a 35 mm camera, a camcorder, a digital camera, video duplicating machine, tape recorder, CD player, and television/VCR equipment for faculty and staff use outside the Library and student use within the Library. Scanning capabilities, color copies, laminating, and faxing are available upon request for a minimal fee. An open-use black and white copier is available to all patrons for a nominal charge. Bibliographic instruction tailored to individual or class needs is available and library tours are welcome.

Library services are available in the Frazier Building. The Library at Frazier is also staffed with professional librarians, library specialists, library clerks, and student assistants. Computers with Internet access and on-line databases are available, in addition to a varied collection of books, periodicals, videos, audiocassettes, and similar media equipment supporting the programs offered at the site. Study carrels are also available.

BRCC students, faculty, staff, and the public are welcome to use the library during scheduled hours of operation and are encouraged to make use of all services provided. All borrowed materials must be returned and fines paid by the end of each semester or final grades and transcripts will be withheld. Failure to comply with all Library policies will result in a loss of Library privileges and services.

Visit our website!

www.mybr.cc

ACADEMIC SUPPORT SERVICES

VETERANS BENEFITS

All courses in this catalog have been approved for benefits under various laws commonly referred to as the GI Bill. Students eligible for veterans-related educational benefits should contact the Office Coordinator in the Office of Special Programs for information on certification procedures.

CAREER SERVICES

The primary purpose of Career Services is to improve career opportunities and the quality of life for citizens in the Baton Rouge Metropolitan and surrounding areas. Career Services is an educational support service that provides personal information to students regarding career planning, placement and professional opportunities.

Career Services provides steps to Career life planning which teaches about career counseling, assessment, resumes, interviewing tactics, and job opportunities.

A personal profile can be developed with information provided in DISCOVER'S guidance process. DISCOVER helps a student determine the career avenue best suited to his/her interest. DISCOVER is free to BRCC students.

SPECIAL PROGRAMS/ SERVICES FOR STUDENTS WITH DISABILITIES

The Director for Special Programs serves as the administrator for Disability Services and Veterans Affairs. The Director also advises students with special needs. The Director assists the College in the development of special services for students, each developed with individual needs in mind. The Director is the College's ADA Coordinator.

BRCC attempts to make students with needs have rewarding educational experiences. Pre-admission counseling, educational planning, registration assistance, and personal/social counseling are available upon request. A TDD will be provided for any student who is hearing impaired. This request can be made in the Office of Special Programs. Interpreters, note takers, tutors, and other accommodations are also available to those who qualify. Those students requiring accommodations should contact the office before classes begin for the semester.

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ACADEMIC SUPPORT SERVICES

ELECTRONIC LEARNING

Electronic learning courses are offered to students through compressed video, the Internet, or other types of technology. Courses are equivalent to courses offered on site. Students enrolling in electronic learning courses must meet specified requirements and obtain

acceptable assessment scores set forth by BRCC. Tuition for electronic learning courses is the same as for any other courses at the College (See Tuition). Students enrolling in electronic courses must have access to a personal computer.

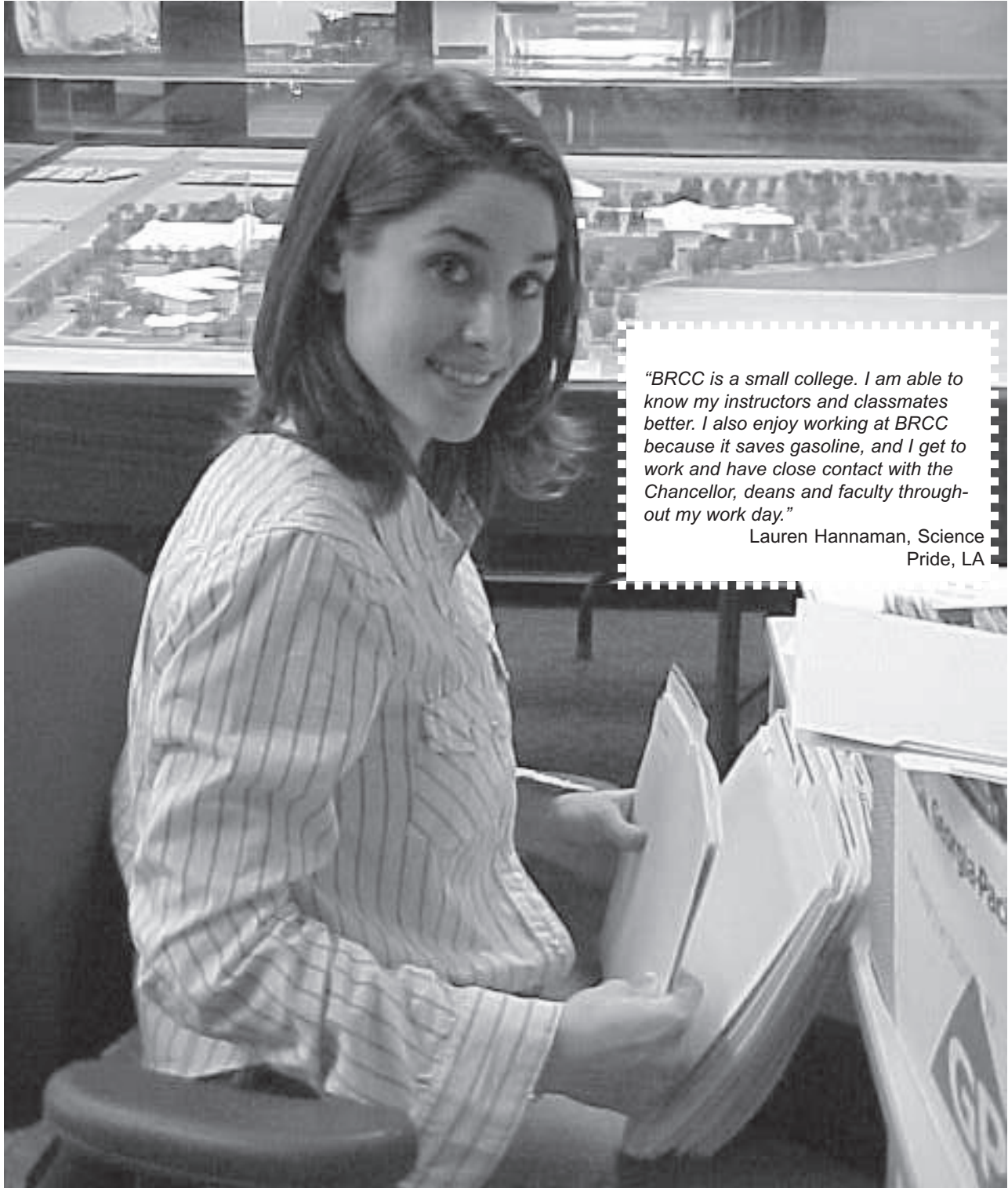


Emily C. Jones, Science
Zachary, LA

“
...one of the best
”
decisions I ever made...

“In 1999, I enrolled at BRCC for self-enrichment. After meeting with an advisor, I decided to pursue an Associate of Science degree because of my interest in science and psychology. The program looked challenging, but I was optimistic. I am in my seventh semester at BRCC. BRCC is like home. The people who work here are friendly and helpful. Enrolling at BRCC was one of the best decisions I ever made, and it has offered me a greater challenge by enabling me to attend a four-year college upon graduation.”

Imagine what you can do!



“BRCC is a small college. I am able to know my instructors and classmates better. I also enjoy working at BRCC because it saves gasoline, and I get to work and have close contact with the Chancellor, deans and faculty throughout my work day.”

Lauren Hannaman, Science
Pride, LA

Student Services

Baton Rouge Community College believes in:

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

The student services professional is an essential and integral member of the learning community who shares responsibility for creating and maintaining learning environments, provides valuable services, and utilizes the educational experience to enhance the lives of the students.

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 are available. Bookstore hours are posted each semester.

BULLETINS AND POSTERS

Official notices, bulletins and posters are placed on bulletin boards throughout the college. Information about class schedules, events on the school calendar, and student activities will be posted. Any student-related material to be posted or distributed must be approved by the Office of Student Programs and Resources. Specific guidelines for posting notices are available from the Director of Student Programs and Resources.

CAMPUS SECURITY

BRCC provides a safe and secure learning environment for students, faculty, staff and visitors to the College. Security officers are obligated to enforce all federal, state, local laws, and all College campus policies. Information on campus safety and security is available from the Office of the Chief of Police.

COUNSELING SERVICES

Counseling services are available as a part of BRCC's overall educational program. Counselors are available to help students with educational, vocational and personal concerns. In addition, BRCC's counselors can refer students to a number of counseling agencies in the Baton Rouge area.

COMPUTER USAGE POLICY

BRCC is committed to providing computer services/labs for students, faculty and staff. Computers and word processors are used for business-related purposes only; all communications are made in a professional manner; there are limitations on the use and storage of communications and services. Compliance with this policy will ensure that the business affairs of this College are conducted efficiently and professionally.

1. **Equipment/Services.** Equipment/Services are the property of the State to be used only for legitimate business purposes. Computers, software, computer media such as diskettes, CD-ROMs, cartridges, tapes, optical disks, etc., are the property of the State of Louisiana to be used exclusively for legitimate business-related purposes. Internet/Intranet services, E-Mail and

STUDENT SERVICES

other on-line services are likewise to be used exclusively for legitimate business-related communications.

2. **Content.** Content of electronic communications are not to express opinions or violate any workplace discrimination/harassment policy. No E-Mail or other on-line communication is to express opinions concerning the operations/policies of the College or personnel of the College. Workplace discrimination and harassment prohibitions equally apply to all written, E-Mail and other on-line communications. Absolutely no obscenities, vulgarities, sexual communications, racial, age, disability, ethnic or gender-oriented disparaging communications, or other defamatory or derogatory information, is to be transmitted, received, printed or stored. The recipient of any improper (discriminatory, harassing, obscene, defamatory or derogatory) communication is to immediately lodge a complaint with his/her direct supervisor.

3. **E-Mail.** Faculty, staff and students are hereby advised that their Internet/Intranet, E-Mail or other on-line communications, and the materials stored on any BRCC computer, including their computer hard drives and other media such as diskettes, CD-ROMs, etc., are not privileged or private. This lack of privacy extends to anything the employee creates, receives, prints or sends on the Department's paper or electronic documents such as E-Mail, printers or information systems. All materials stored on BRCC computers, on any media such as hard drives, diskettes, CD-ROMs, optical disks, etc., logbooks and stored electronic documents such as E-Mail transmissions, are subject to review for cause at any time by supervisory personnel.

4. **Abuses.** Information Systems' Network personnel track usage and periodically review equipment for patterns of abuse. Abuses will be brought to the attention of the Human Resources Director and the appropriate appointing authority. Abuse includes, but is not limited to, all use of Internet/Intranet access, E-Mail or other on-line services that is unrelated to legitimate business purposes. Access to adult chat sites and adult sites that offer access to sexual/pornographic materials, hate information or racially offensive materials is

strictly prohibited.

5. **Copyrighted/Patented Materials.** Faculty, staff and students should be aware that certain on-line information is copyrighted or patented, including text, pictures, video and sound. Faculty, staff and students are not to duplicate or download any software or materials that are copyrighted, patented or otherwise identified as intellectual property. Any such material which is currently stored is to be immediately deleted from State equipment.

6. **Other policies.** This policy is intended for use in conjunction with all other policies related to the use of computer equipment, software and computer-related services.

7. **Enforcement and Penalties for Violation.** Any person who violates any provision of this policy, or other relevant Baton Rouge Community College policies, or applicable City, State, or Federal Laws or regulations may face sanctions up to and including termination or expulsion.

EMERGENCY PROCEDURES

In the event an emergency due to illness or accident occurs on campus, students should contact campus security as soon as possible at 225.216.8700 or 225.216.8000.

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 personal official records as follows:

1. The right to inspect and review the 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 privacy or other rights;

STUDENT SERVICES

3. The right to contest to disclosures of personally identifiable information contained in the 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; and
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 following:

1. student's name, address, telephone number, date and place of birth;
2. date of enrollment;
3. division in which enrolled;
4. classification, major, degree(s) earned;
5. awards, participation in officially recognized activities and sports, weight and height (members of athletic teams); and
6. 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 through a third party company for all students at BRCC. Insurance plans are available for students' review in the Office of Enrollment Services.

LOST AND FOUND

BRCC maintains a "lost and found" for students, faculty, and staff at points strategically located on the campus. Lost items are to be turned in at the security desk, located on the first floor, where they are held until the end of the day. Items are then brought to the Office of Facility Services. Unclaimed items are kept only through the end of each semester.



STUDENT SERVICES

PARKING

BRCC students, faculty and staff must obtain a parking permit within 48 hours after their vehicle is brought onto campus. All shall abide by the parking regulations of the College or a citation may be issued. The person receiving the permit is responsible for any violations committed by that vehicle. Students must pay a motor vehicle registration fee at the Bursar's Office and obtain a permit. BRCC is not responsible for theft/vandalism to any vehicles parked on campus. Parking or driving is prohibited on lawns, sidewalks, grass, fire or loading zones, or anywhere the free movement of traffic might be hindered. Fines for any offenses have been set and must be paid at the Bursar's Office. There is a Right of Appeal. Contact the Security Office for procedures.

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.

OFFICE OF STUDENT PROGRAMS AND RESOURCES

Student activities are coordinated through the campus Office of Student Programs and Resources. 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 Programs and Resources.

STUDENT CONDUCT AND STUDENT DISCIPLINE PROCEDURES

Please refer to the Code of Student Conduct.

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 Programs and Resources.

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.

**FOR MORE INFORMATION ABOUT
STUDENT CLUBS & ORGANIZATIONS**
visit our website
www.mybrcc
click: Student Life

Workforce, Corporate & Continuing Education

CONTINUING EDUCATION

Continuing Education delivers a wide range of flexible educational services that enhance life-long learning and personal enrichment for professional development, employment competencies upgrades and leisure learning. Non-credit occupation-related programs and courses, seminars, and workshops are continuous, convenient and customer-oriented, with new classes starting at various times during the academic year. Programs and courses vary from short-term to long-term. Continuing Education instructors are college faculty and professionals from the community chosen for their knowledge, expertise, and experience in their fields.

Continuing Education Units (CEUs) may be provided upon successful completion of approved vocational course competencies. In all recognized educational institutions, one CEU is awarded for each ten (10) contact hours of instruction in a specified continuing education program or activity. The CEU is a means of recording and accounting for continuing education programming or meeting certification requirements of certain professional organizations.

COMMUNITY OUTREACH PROGRAMS

Community Outreach Programs advocate the creation of opportunities for community members--individuals, schools, businesses and public and private organizations. These programs have three basic components: lifelong learning, community involvement, and efficient use of resources.

BRCC works collaboratively to build partnerships with the community members to address the community's needs for education and training.

SENIOR PROGRAMS

BRCC offers programs for seniors. The Senior Academy's purpose is to engage senior citizens in life-long learning through enjoyable and interesting course offerings. The Academy offers a chance for people who are 55 and older to explore and experience subjects in a more comfortable environment designed especially for seniors. Discover the advantages of enrolling in BRCC's unique program:

- Designed for students 55 years and older.
- Classes scheduled during the day, evenings or weekends.
- Taught by experienced faculty who have time to interact with students in small classes.

YOUTH PROGRAMS

BRCC offers programs for youth. **College for Kids** promotes learning in a fun, exciting environment. BRCC Computer Club for Kids offers a computer camp that introduces children to the world of computers. Sessions focus on appropriate use of the Internet, homework assistance, and career exploration activities.

WORKFORCE, CORPORATE & CONTINUING EDUCATION

WORKFORCE TRAINING

Workforce Training is focused and offered on a contract basis. BRCC can train workers for specific job requirements. The training is customized to the industry's specific needs. Customized training programs are special training initiatives that are designed for the needs of employers. These programs are offered at the request of businesses, government, or community-based organizations for their employees. The course content and times are coordinated with the employer. Incumbent Worker

Training funds are available for business and industry to provide customized training for existing employees.

The Incumbent Worker Training Program benefits business and industry by developing the skills of current employees and by increasing employee productivity and nurturing economic development. We offer application development assistance, training program design, and budget and equipment bid assistance.

Prepare yourself for the future.

**Enter the
workforce by
taking courses at
BRCC through its
WCCE program.**



225.219.0445

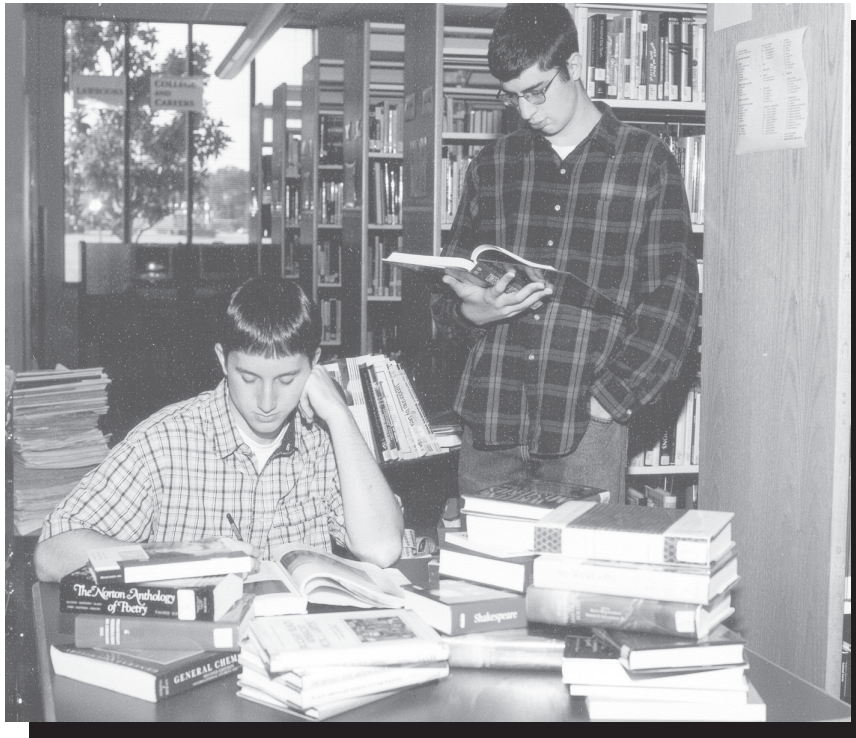
Programs of Study

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 must be requested from the Office of Enrollment Services upon the completion of 45 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.

BRCC defines categories according to BRCC course offerings. Students who have attended another college or university and have taken courses in academic areas not taught by BRCC but generally recognized as an art, humanities, natural science, or social science may petition the appropriate dean for consideration for transfer credit to fulfill a degree requirement.

Imagine what you can do!



PROGRAMS OF STUDY

ASSOCIATE DEGREE GRADUATION REQUIREMENTS

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

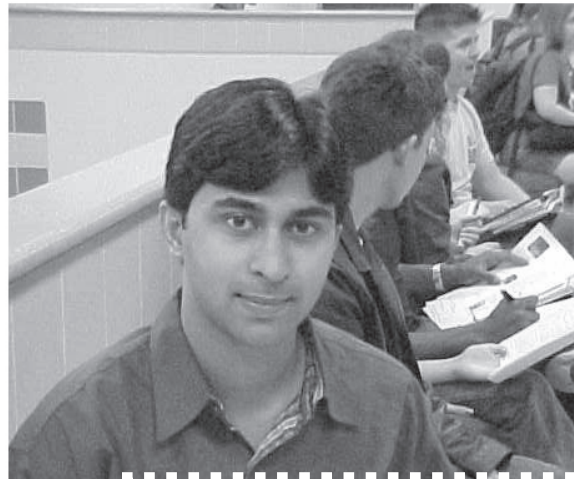
1. Complete all work in the curriculum described in the College Catalog in effect at the time of first enrollment at BRCC. If a student changes his/her program of study or major, or if the student does not enroll at BRCC for a fall or spring semester, he or she must use the catalog in effect at the time of the change of program of study or the return to BRCC.
2. Receive approval in writing from the appropriate academic dean for any deviation from the curriculum as stated in the catalog being followed.
3. Complete a minimum of 63 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 in English competency 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 in mathematics as required by the Louisiana Board of Regents.
7. Have a cumulative grade point average (GPA) of 2.0 or better on all coursework, including a GPA of 2.0 or better on all coursework 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. 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 **Academic Calendar**.

PROGRAMS OF STUDY

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 his/her 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.



"Coming from a foreign country, I found the staff at BRCC friendly and helpful; they made me feel at home. The instructor-to-student ratio is relatively small which better enables a closer interaction with the instructor. The teachers are excellent and knowledgeable. After graduating from BRCC, I plan to transfer to LSU where I will pursue a degree in engineering."

Chetan Karanth, Business
Baton Rouge, LA



"Attending BRCC has forced me to mature as a person and a student. It feels like someone cares that I succeed. BRCC is a family and I love it here. I recommend it to anyone. It's a door to opportunity."

LaTroya W. Handy, Liberal Arts
Plaquemine, LA

General Education Core Requirements

BRCC's General Education core requirements reflect the College's belief that all students need to communicate and reason effectively in order to succeed. While courses within a student's major are designed to develop a depth of knowledge and specific professional skills, general education courses expose students to a greater breadth of information, encouraging an appreciation for the realms of arts, humanities, and sciences.

To fulfill the General Education core requirement, students must complete the minimum hours of coursework indicated by their respective degree plans.

For the Associate of Arts in Liberal Arts, the Associate of Science in General Science, the Associate of Applied Science in Business Technology, and the Associate of General Studies, 29 hours of coursework are required, as follow:

I.	English Composition	6
II.	Speech	3
III.	Mathematics	6
IV.	Social/Behavioral Science	3
V.	Natural Science	3
VI.	Computer Education	3
VII.	Arts/Humanities	3
VIII.	Seminars	2

Regulations

- Students must complete the general education core requirement for their major prior to graduating from BRCC. It is recommended that students begin working on the requirement in their first semesters.
- Only those courses on the approved list below may be used to satisfy general education requirements.
- General education core courses will be graded on the "A," "B," "C," "D," "F," "P" system.
- Students must earn a grade of "D" or better in all general education core requirements, and a "C" or better in the English components of the general education core requirement.
- A request for an exception to the general education requirement must be submitted to the dean of the division in which the course is offered. The student's request and the dean's evaluation of that request must be submitted to the Office of Academic Affairs for a final decision.

GENERAL EDUCATION CORE REQUIREMENTS

**The following courses can be used to meet the
General Education Core Requirements**

AREA/COURSES	Credit Hours
---------------------	---------------------

<u>I. ENGLISH COMPOSITION</u>	6
--------------------------------------	----------

All students must earn credit in English 101 and 102, or the equivalent. A grade of "C" or better must be earned in each course.

ENGLISH

101 English Composition I	3
102 English Composition II	3
103 English Composition I (Honors)	3

<u>II. SPEECH</u>	3
--------------------------	----------

SPEECH

101 Fundamentals of Speech	3
120 Techniques of Speech	3
220 Communication for Business Professionals	3

<u>III. MATHEMATICS</u>	6
--------------------------------	----------

Students may earn credit toward their degree in either 101 or 110, but not both. Students earning credit in Mathematics 120 may not also earn credit toward their degree in 101, 110, or 111. All students must have credit in Mathematics 101, 110, 120, or 130, plus one additional course from the following:

MATHEMATICS

101 College Algebra : Five-Hour format	3
110 College Algebra	3
111 Plane Trigonometry	3
120 College Algebra and Trigonometry	3
130 Introduction to Contemporary Math	3
131 College Mathematics	3
200 Finite Mathematics	3
201 Calculus for non-science majors	3

GENERAL EDUCATION CORE REQUIREMENTS

General Education Core Requirements (Continued)

AREA/COURSES	Credit Hours
MATHEMATICS (continued)	
202 Basic Statistics I	3
203 Basic Statistics II	3
210 Calculus I	4
211 Calculus II	4
212 Multidimensional Calculus	3
<u>IV. SOCIAL SCIENCE</u>	3
ECONOMICS	
201 Principles of Macro Economics	3
202 Principles of Micro Economics	3
203 Economic Principles	3
GEOGRAPHY	
201 Introduction to Geography	3
203 Cultural Geography	3
POLITICAL SCIENCE	
110 American Government	3
PSYCHOLOGY	
200 Psychology of Adjustment	3
201 Introduction to Psychology	3
SOCIOLOGY	
200 Introduction to Sociology	3
<u>V. NATURAL SCIENCE</u>	3
BIOLOGICAL SCIENCES	
101 General Biology I	3
102 General Biology II	3
103 Honors General Biology I	3
104 Honors General Biology II	3
120 Biology for Science Majors I	3
121 Biology for Science Majors II	3

GENERAL EDUCATION CORE REQUIREMENTS

General Education Core Requirements (Continued)

AREA/COURSES	Credit Hours
CHEMISTRY	
101 Chemistry I	3
102 Chemistry II	3
130 Chemistry for Non-Science Majors I	3
131 Chemistry for Non-Science Majors II	3
GEOGRAPHY	
205 Physical Geography	3
PHYSICAL SCIENCE	
101 Physical Science I	3
102 Physical Science II	3
103 Physical Science/Lab	4
104 Physical Science/Lab	4
PHYSICS	
121 General Physics for Physics Majors I	4
122 General Physics for Physics Majors II	4
201 General Physics I	3
202 General Physics II	3
210 Physics for Technical Students I	3
211 Physics for Technical Students II	3
<u>VI. COMPUTER SCIENCE</u>	
3	
101 Introduction to Computer Technology	3
190 Microcomputer Applications	3
<u>VII. ARTS/HUMANITIES</u>	
3	
ART	
101 Introduction to Fine Arts	3

GENERAL EDUCATION CORE REQUIREMENTS

General Education Core Requirements (Continued)

AREA/COURSES	Credit Hours
ENGLISH	
210 Literature and Ethnicity	3
211 Survey of Short Stories and Novels	3
215 Introduction to Drama and Poetry	3
220 Survey of British Literature	3
221 Survey of American Literature	3
230 Understanding Literature	3
FRENCH	
101 Elementary French I	3
102 Elementary French II	3
201 Intermediate French I	3
202 Intermediate French II	3
HISTORY	
101 History of World Civilizations I	3
102 History of World Civilizations II	3
201 U.S. History I	3
202 U.S. History II	3
MUSIC	
101 Music Appreciation	3
102 History of Jazz	3
PHILOSOPHY	
201 Introduction to Philosophy	3
203 Introduction to Logic	3
205 Introduction to Ethics	3
SPANISH	
101 Elementary Spanish I	3
102 Elementary Spanish II	3
201 Intermediate Spanish I	3
202 Intermediate Spanish II	3

GENERAL EDUCATION CORE REQUIREMENTS

General Education Core Requirements (Continued)

AREA/COURSES	Credit Hours
SPEECH	
210 Interpersonal Communication	3
240 Performance of Literature	3
263 Argumentation and Debate	3
THEATRE	
100 Introduction to Theatre	3
VIII. SEMINARS	2
SEMINARS	
110 Introduction to BRCC	1
111 Career Planning	1
112 Seminar in Math/Science Anxiety	1
113A Critical Thinking I	1
113B Critical Thinking II	1
114 Orientation to Campus Resources	1
125 Honors Colloquium I	1



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; take at least 12 hours at the 200 level, and complete the following coursework.

PROGRAM OF STUDY

<u>Major Courses</u>	Credit Hours
Social Science Courses	
Economics, Geography (Excluding Physical Geography), Political Science, Psychology and Sociology	3
Natural Science Courses	
Biological Science, Chemistry, Physical Geography, Physical Science and Physics	8
Humanities Courses	
English, Foreign Language, History, Philosophy, Speech Communication	15
	26
<u>General Education Core Requirements</u> ¹	
English Composition	6
Mathematics	6
Speech	3
Social Science	3
Natural Science	3
Computer Science	3
Arts/Humanities	3
Seminars	2
	29
Approved Electives ²	6
Free Electives	3
Total Hours	64

¹ Refer to pages 55-59 for a list of General Education Courses.

² Approved Electives - Students majoring in Liberal Arts may select for degree credit in ACCT, ARTS, BIOL, CHEM, COMP, ECON, ENGL, FREN, GEOG, HIST, MATH, MUSC, PHIL, PHSC, PHYS, POLI, PSYC, SOCL, SPAN, SPCH, and THTR.

ASSOCIATE OF ARTS IN LIBERAL ARTS

SUGGESTED SEQUENCE OF COURSEWORK

Semester 1:	Credit Hours
ENGL 101	3
Natural Science Sequence	3
Natural Science Sequence lab	1
MATH 101,110 or 130	3
Computer Science ¹	3
Seminar	<u>1</u>
	14
Semester 2:	Credit Hours
ENGL 102	3
Natural Science Sequence	3
Natural Science Sequence Lab	1
Math ¹	3
Humanities	3
Humanities	3
Seminar	<u>1</u>
	17
Semester 3:	Credit Hours
Speech ¹	3
Humanities	3
Social Science ¹	3
Humanities	3
Arts/Humanities ¹	<u>3</u>
	15
Semester 4:	Credit Hours
Natural Science ¹	3
Approved elective	3
Approved elective	3
Humanities	3
Free elective	3
Social Science	<u>3</u>
	18
Total Hours	64

¹Refer to pages 55-59 for a list of General Education Courses.

ASSOCIATE OF SCIENCE IN GENERAL SCIENCE

The **Associate of Science Degree in General Science** is designed as a transfer program for students who plan to transfer to a baccalaureate degree-granting 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 receiving institution. Students should also develop a degree plan to ensure progress toward their educational goals. In the event requirements deviate from the prescribed program, students may seek modification from the Vice Chancellor for Academic Affairs.

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, take at least 12 hours at the 200 level, and complete the following course work.

PROGRAM OF STUDY

Major Courses:	Credit Hours
Biology, Chemistry, or Physics	18
Core Other Science and Mathematics Electives	6
	24
 General Education Core Requirements:	
English Composition	6
Speech	3
Mathematics--College-level Algebra (MATH 101 or 110 and MATH 111 or Higher)	6
Social Science ¹	3
Natural Science ¹ (BIOL, CHEM, PHSC, PHYS and GEOG 205)	3
Computer Science	3
Humanities/Arts	3
Seminars	2
	29
 Required Related Courses:	
Humanities (ENGL, SPAN, FREN, HIST, PHIL, or SPCH) ²	3
Social Sciences (GEOG, POLI, PSYC, or SOCL)	3
Art	3
	9
 Electives:	 3
 Total Hours	 65

¹ This requirement can be met with the same courses used to meet core requirements.

² Excluding physical geography (GEOG 205)

ASSOCIATE OF SCIENCE IN GENERAL SCIENCE

SUGGESTED SEQUENCE OF COURSEWORK⁵

Semester 1:	Credit Hours
ENGL 101	3
Natural Science Sequence I *	3
(Bio, Chem, or Phys)	
Natural Science Sequence I Lab	1
(Corresponding Bio, Chem, or Phys Lab)	
MATH 101or110	3
Computer Science	3
Humanities/Arts General Education	3
Seminar	1
	17

Semester 2:	Credit Hours
ENGL 102	3
Natural Science Sequence I *	3
Natural Science Sequence I Lab	1
(Corresponding Bio, Chem, or Phys Lab)	
MATH 111	3
Social Science General Education	3
Humanities Required Related	3
Seminar	1
	17

Semester 3:	Credit Hours
Natural Science Sequence II *	3
Natural Science Sequence II Lab	1
(Corresponding Bio, Chem, or Phys Lab)	
Art Required Related	3
Speech General Education	3
Natural Science General Education	3
Core Other Science or Math Elective	3
	16

Semester 4:	Credit Hours
Natural Science Sequence II *	3
Natural Science Sequence II Lab ⁶	1
(Corresponding Bio, Chem, or Phys Lab)	
Natural Science Core Course	3
Social Science Required Related	3
Core Science or Math Elective	3
Free Elective	3
	15-16

Total Hours **65-66**

* A Natural Science Sequence consists of two sequential courses in the same area. Examples: BIOL 101 and BIOL 102, CHEM 101 and CHEM 102, PHYS 201 and PHYS 202.

⁵ This suggested sequence of coursework is designed for maximum transferability to Southern University which requires 47-50 semester hours and Louisiana State University which requires 38-39 general education semester hours for their baccalaureate degree programs.

⁶ This lab is recommended (not required).

ASSOCIATE IN GENERAL STUDIES

The **Associate in General Studies** is a flexible program designed to help students reach their educational or occupational goals. As a *transfer program*, it allows students to explore various educational fields before deciding upon a major. * As a *terminal program*, it allows students to design their course work around specific career and occupational goals.

In pursuing the General Studies program, students will have access to:

- A strong, yet flexible academic base; and
- Enrichment blocks and concentration components that enable students to choose course work that focuses on individual interests.

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 Area of Concentration courses, take at least 12 hours at the 200 level, and complete the following course sequence.

PROGRAM OF STUDY

General Education Core Requirements	29
Area of Concentration	18
Enrichment Blocks	18
Total Hours	65

General Education Core Requirements:

English Composition	6
Speech	3
Mathematics	6
Social Science	3
Natural Science	3
Computer Science	3
Arts and Humanities	3
Seminar	2
	<hr/>
	29

- * Students transferring to a four-year institution should consult with a General Studies advisor at both BRCC and the four-year receiving institution to maximize transfer credits.

ASSOCIATE IN GENERAL STUDIES

AREAS OF CONCENTRATION

Business Concentration **18 hours**

or

Liberal Arts Concentration **18 hours**

Students concentrating in liberal arts may select courses in art, humanities, mathematics, science, and social science.

Students concentrating in business may select courses in accounting, computer education, economics, finance, management, marketing, office administration, workforce writing, and business technology.

Enrichment Blocks

(Choose from three blocks-with
a minimum of six hours from each block)

Block 1. Arts and Humanities (6)

Music, Foreign Languages, History, Philosophy, Arts, Communications, English Literature, Speech, and Theatre.

Block 2. Natural Science /Mathematics (6)

Mathematics, Biology, Microbiology, Physics, Physical Science, Physical Geography, and Chemistry

Block 3. Social Sciences (6)

Sociology, Psychology, Geography, Government, Economics, and Criminal Justice

Block 4. Applied Sciences (6)

Accounting, Computer Education/Science, Finance, Management, Marketing, Office Administration, and Business Technology

Noe: Students with similar coursework from other institutions but for which BRCC does not have an exact equivalent may petition the dean to allow transfer credit to meet enrichment block requirements.

ASSOCIATE IN GENERAL STUDIES

SUGGESTED SEQUENCE OF COURSEWORK

Semester 1:	Credit Hours
ENGL 101	3
Natural Science	3
Computer Science	3
Math	3
Arts/Humanities	3
Seminar	1
	<hr/>
	16

Semester 2:	Credit Hours
ENGL 102	3
Math	3
Concentration Course	3
Concentration Course	3
Concentration Course	3
Seminar	1
	<hr/>
	16

Semester 3:	Credit Hours
Speech	3
Social Science	3
Concentration Course	3
Enrichment Block	3
Enrichment Block	3
Enrichment Block	3
	<hr/>
	18

Semester 4:	Credit Hours
Concentration Course	3
Concentration Course	3
Enrichment Block	3
Enrichment Block	3
Enrichment Block	3
	<hr/>
	15

Total Hours **65**

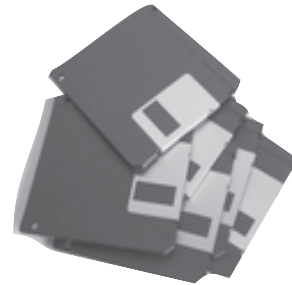
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS TECHNOLOGY

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, the Associate of Applied Science curriculum allows the student to choose two 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, computers, finance, management, marketing, office careers, and real estate.

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, take at least 12 hours at the 200 level, and complete the following course sequence.

PROGRAM OF STUDY

Major Courses:	Credit Hours
Business Math	3
Introduction to Business	3
Business Law	3
Business Communication	3
Keyboarding	1
Accounting	6
Database Management	3
Spreadsheets	<u>3</u>
	25
General Education Core Requirements:	
English Composition	6
Speech	3
Mathematics--College-level	
Algebra or Higher	6
Social Science (ECON)	3
Natural Science	3
Computer Science	3
Arts/Humanities	3
Seminars	<u>2</u>
	29
Electives:	
Free elective	3
Approved Business Related Electives*	<u>6</u>



* Approved electives must be selected from: ACCT, BUSN, FINA, MANG, MARK, OFCP or REAL. At least one of the approved electives must be at the 200 level or above.

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS TECHNOLOGY

SUGGESTED SEQUENCE OF COURSEWORK

Semester 1:	Credit Hours
ENGL 101	3
BUSN 110	3
COMP 101 or 190	3
SEMINAR	1
BUSN 121	3
OFCP 100	<u>1</u>
	14

Semester 2:	Credit Hours
ENGL 102	3
MATH 101 or 110	3
SPCH 101 or 120	3
SEMINAR	1
ACCT 111	3
BUSN 140	<u>3</u>
	16

Semester 3:	Credit Hours
ACCT 201	3
BUSN 220	3
Natural Science	3
OFCP 140	3
Arts/Humanities	3
MATH 111 or 130	<u>3</u>
	18

Semester 4:	Credit Hours
Approved elective*	3
Approved elective*	3
Free Elective	3
OFCP 150	3
Social Science (ECON)	<u>3</u>
	15

Total Hours 63

* Approved electives must be selected from: ACCT, BUSN, COMP, FINA, MANG, MARK, OFCP or REAL. At least one of the approved electives must be at the 200 level or above.

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, computers, economics, finance, management, marketing, office careers, or real estate.

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 core required courses:	Credit Hours
English	3
Speech	3
Math	3
Office Careers (See Coursework)	1-4
Business (See Coursework)	3-6
Accounting	3
Approved business related electives*	6
Computer Science	3
Seminars	<u>2</u>
Total Hours	30

* Approved electives must be selected from: ACCT, BUSN, COMP, ECON, FINA, MANG, MARK, OFCP or REAL.

CERTIFICATE IN BUSINESS TECHNOLOGY

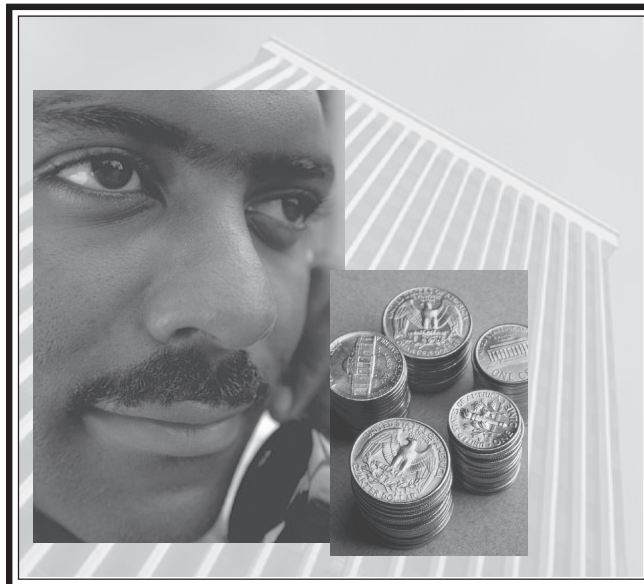
SUGGESTED SEQUENCE OF COURSEWORK

Semester 1:	Credit Hours
ENGL 101	3
MATH 101, 110, or 130	3
COMP 101 or COMP 190	3
SEMINAR	1
BUSN 110	3
OFCP 100	<u>1</u>
	14

Semester 2:	Credit Hours
ACCT 111	3
OFCP 110 or BUSN 140	3
SPCH 101 or 120	3
SEMINAR	1
Approved elective*	3
Approved elective*	<u>3</u>
	16

Total Hours 30

* Approved electives must be selected from: ACCT, BUSN, COMP, ECON, FINA, MANG, MARK, OFCP or REAL.



ASSOCIATE OF APPLIED SCIENCE IN PROCESS TECHNOLOGY

The curriculum leading to the Associate of Applied Science in Process 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 entry level operator. The job market for this specialty career is 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

Major Courses:	Credit Hours
Process Technology	<u>34</u>
	34
General Education Core Requirements:	
English Composition	6
Speech (SPCH 120)	3
Mathematics--College-level	
Algebra or Higher	6
Social Science (ECON 203)	3
Natural Science (Chem Lec/Lab)	4
Computer Science	3
Arts/Humanities	3
Seminar	1
	29
Required Related Courses:	
Management	3
Physics	<u>4</u>
	7
	—
Total Hours	67

ASSOCIATE OF APPLIED SCIENCE IN PROCESS TECHNOLOGY

SUGGESTED SEQUENCE OF COURSEWORK

Semester 1	Credit Hours
ENGL 101	3
MATH 101 or 110	3
COMP 101 or 190	3
SEMN 114 (PTEC)	1
PTEC 101	3
PTEC 131	3
	16
<hr/>	
Semester 2	Credit Hours
ENGL 102	3
MATH 111	3
CHEM 101	3
CHEM 101L	1
PTEC 161	3
PTEC 132	3
	16
<hr/>	
Summer	Credit Hours
PTEC 291	3
	3
<hr/>	
Semester 3	Credit Hours
SPCH 120	3
PHYS 201	3
PHYS 201L	1
PTEC 263	3
PTEC 203	3
PTEC 243	3
	16
<hr/>	
Semester 4	Credit Hours
PTEC 207	3
ECON 203	3
PTEC 244	3
PTEC 242	4
Arts/Humanities Elective	3
	16
Total Hours	67

Course Descriptions

All course descriptions are alphabetized by category, not by course code. Courses with numbers less than 100 are developmental classes which are non-transferable. Courses numbered in the 100s are first-year level college courses. Courses numbered in the 200s are second-year level courses. Prerequisites are listed for all courses requiring them. No prerequisite is necessary where none is listed. Developmental courses require a minimum grade of "C."

ACCT 111 FINANCIAL ACCOUNTING I

Lecture 3, Lab 0, Credits 3

Introduces basic accounting concepts and principles, accounting cycle, preparation of financial statements, general and special journals, and payroll accounting. **Prerequisite:** *Must have completed all developmental math classes.*

ACCT 201 FINANCIAL ACCOUNTING II

Lecture 3, Lab 0, Credit 3

Introduces balance sheet valuations, partnerships, corporations, and stockholders' equity; the statement of cash flows and financial statement analysis. **Prerequisite:** *ACCT 111.*

ACCT 211 INTRODUCTION TO MANAGERIAL ACCOUNTING

Lecture 3, Lab 0, Credit 3

Reviews the principles and methods of accounting primarily concerned with data gathering and presentation for the purpose of internal management and decision-making. **Prerequisite:** *ACCT 201.*

ACCT 221 COMPUTER BASED ACCOUNTING

Lecture 3, Lab 0, Credit 3

Introduces accounting using the computer and an appropriate software application such as

Peachtree. **Prerequisites:** *ACCT 201 & COMP 101 or COMP 190.*

ARTS 101 INTRODUCTION TO FINE ARTS

Lecture 3, Lab 0, Credit 3

Includes 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, printmaking, sculpture, design, and architecture are explored in basic terms.

ARTS 111 BASIC 2-D DESIGN

Lecture 3, Lab 3, Credit 3

Introduces the concepts of two-dimensional design and color. Students learn to organize the visual elements of design according to established principles of art.

ARTS 112 INTRODUCTION TO 3-D DESIGN

Lecture 3, Lab 3, Credit 3

Introduces the approaches, processes, and aesthetic concerns of three-dimensional design in studio art. A fee for materials is required.

ARTS 120 BEGINNING DRAWING

Lecture 0, Lab 6, Credit 3

A comprehensive studio course for learning the fundamentals of drawing. A structured sequence of practice exercises introduces the student to two-dimensional observational drawing.

ARTS 122 LIFE DRAWING

Lecture 0, Lab 6, Credit 3

A comprehensive drawing course that implements the principles and elements of design as related to the figure. A fee for materials is required. **Pre-**

requisite: *ARTS 120.*
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ARTS 130 BEGINNING PAINTING

Lecture 0, Lab 6, Credit 3

A studio introduction to painting course stressing basic concepts, materials, and techniques in oil and acrylic medium. Assumes that the student has no prior experience in painting.

ARTS 140 BEGINNING CERAMICS

Lecture 0, Lab 6, Credit 3

Introduces the techniques, processes, and aesthetic concerns of ceramics as a studio art medium. Students will complete a number of original works. Hand-building techniques, earthenware glazing, and firing processes will be covered. A fee for materials is required.

ARTS 142 INTRODUCTION TO CERAMIC WHEEL THROWING

Lecture 0, Lab 6, Credit 3

Introduces the techniques, processes, and aesthetic and utilitarian concerns associated with wheel-thrown vessels as a ceramic art form. A fee for materials is required.

ARTS 150 INTRODUCTION TO SCULPTURE

Lecture 0, Lab 6, Credit 3

Introduces the techniques, processes, and aesthetic concerns of sculpture as a studio art medium. A fee for materials is required.

BIOL 101 GENERAL BIOLOGY I

Lecture 3, Lab 0, Credits 3

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. **Prerequisites:** Placement by department.

BIOL 101L GENERAL BIOLOGY LAB I

Lecture 0, Lab 2, Credit 1

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

BIOL 102 GENERAL BIOLOGY II

Lecture 3, Lab 0, Credit 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

Lecture 0, Lab 2, Credit 1

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

BIOL 103 GENERAL BIOLOGY I (HONORS)

Lecture 3, Lab 0, Credit 3

Introduces basic concepts and processes in biochemistry, cell biology, genetics, ecology, and evolution. Emphasizes the integration of these concepts into a holistic framework of biological knowledge. **Co-requisites:** BIOL 103L. *Requirement for enrollment: approval and placement by department.*

BIOL 103L GENERAL BIOLOGY LAB I (HONORS)

Lecture 0, Lab 2, Credit 1

Introduces general concepts that are found in BIOL 103 lecture. This course is primarily for students majoring in science, agriculture, or science education. **Co-requisites:** BIOL 103. *Requirement for enrollment: approval and placement by department.*

BIOL 104 GENERAL BIOLOGY II (HONORS)

Lecture 3, Lab 0, Credit 3

Reviews basic concepts and processes in biochemistry, cell biology, genetics, ecology, and evolution. Emphasizes the integration of these concepts into a holistic framework of biological knowledge. **Prerequisites:** BIOL 103 and BIOL 103L. **Co-requisites:** BIOL 104L. *Requirement for enrollment: approval and placement by department.*

BIOL 104L GENERAL BIOLOGY LAB II HONORS

Lecture 0, Lab 2, Credit 1

Introduces general concepts that are found in the BIOL 104 lecture. The course is primarily for students majoring in science, agriculture, or

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science education. **Prerequisites:** BIOL 103 and BIOL 103L or **Co-requisites:** BIOL 103 and 103L. *Requirement for enrollment: approval and placement by department.*

BIOL 120 BIOLOGY FOR SCIENCE MAJORS I

Lecture 3, Lab 0, Credit 3

Covers general concepts in cellular structure, cellular metabolism, cellular communication, and genetics. This course is primarily for students majoring in science, agriculture, or science education.

BIOL 120L BIOLOGY FOR SCIENCE MAJORS LAB I

Lecture 0, Lab 2, Credit 1

Covers general concepts that are found in the BIOL 120 lecture. This course is primarily for students majoring in science, agriculture, or science education.

Prerequisite: BIOL 120 or **Co-requisites:** BIOL 120

BIOL 121 BIOLOGY FOR SCIENCE MAJORS II

Lecture 3, Lab 0, Credit 3

Covers general concepts in cellular structure, cellular metabolism, cellular communication, and genetics. This course is primarily for students majoring in science, agriculture, or science education.

Prerequisite: BIOL 121 or **Co-requisites:** BIOL 121

BIOL 121L BIOLOGY FOR SCIENCE MAJORS LAB II

Lecture 0, Lab 2, Credit 1

Covers general concepts that are found in the BIOL 121 lecture. This course is primarily for students majoring in science, agriculture, or science education. **Prerequisites:** BIOL 120, BIOL 120L or **Co-requisite:** BIOL 121.

BIOL 210 GENERAL MICROBIOLOGY

Lecture 3, Lab 3, Credit 4

Lecture: Study of micro organisms with emphasis on those of medical significance and their role in public health and infectious diseases.

Laboratory: Survey of laboratory techniques in microbiology applicable to general microbiology, public health microbiology, medical technology, and medicine. **Co-requisites:** BIOL 210L (*included in course*).

BIOL 220 HUMAN NUTRITION & DIET THERAPY

Lecture 3, Lab 0, Credit 3

Involves the principles of nutrition and their application in maintaining health and providing therapy, physiological, and biochemical basis for nutrient, and guidelines to assess nutritional status. This course is primarily for students demonstrating an interest in dietetics, nursing, and other health-related professions. **Prerequisites:** BIOL 101 or BIOL 120 and/or CHEM 130 or 101; MATH 101 OR math 110.

BIOL 230 HUMAN ANATOMY AND PHYSIOLOGY I

Lecture 3, Lab 3, Credit 4

Part I of an in-depth study of Human Anatomy and Physiology. Focuses on gross anatomy, physiological and clinical aspects of Anatomy and Physiology as it relates to the organ systems that make up the human body. This course is designed for students majoring in medical technology, nursing, nutrition, occupational therapy, and physical therapy. The laboratory component of this course will parallel the lecture. **Prerequisites:** BIOL 101, BIOL 102, or BIOL 120 or CHEM 101 or CHEM 130.

BIOL 231 HUMAN ANATOMY AND PHYSIOLOGY II

Lecture 3, Lab 3, Credit 4

Part II of an in-depth study of Human Anatomy and Physiology. Focuses on gross anatomy, physiological and clinical aspect of Anatomy and Physiology as it relates to the organ systems that make up the human body. This course is designed for students majoring in medical technology, nursing, nutrition, occupational therapy, and physical therapy. The laboratory component of this course will parallel the lecture.

Prerequisites: BIOL 230

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BUSN 110 INTRODUCTION TO BUSINESS

Lecture 3, Lab 0, Credit 3

Studies American business firms, organizational structures, practices, and principles. Organizational systems and terminology are included.

BUSN 121 BUSINESS MATH

Lecture 3, Lab 0, Credit 3

Reviews basic math functions to include operations relative to arithmetic problems commonly found in business practices.

BUSN 140 BUSINESS COMMUNICATION

Lecture 3, Lab 0, Credit 3

Introduces theory and application of communication in the business world. Oral, written, and various electronic means of communication are included and explored. **Prerequisite:** ENGL 101.

BUSN 220 BUSINESS LAW

Lecture 3, Lab 0, Credit 3

Introduces a study of the legal principles and practices in the business environment. Reviews the nature and sources of law, the judicial system, contractual relationships, contracts, employee/employer obligations, and ethics. **Prerequisite:** BUSN 110.

BUSN 250 BUSINESS INTERNSHIP

Lecture 3, Lab 0, Credit 3

Allows business students the opportunity to obtain "real world" work experiences related to coursework. **Prerequisites:** COMP 101 or 190, BUSN 110, 121, 140 and 220, minimum GPA of 2.0 (overall and major), recommendation of an advisor/instructor, and good academic standing.

CHEM 101 CHEMISTRY I

Lecture 3, Lab 0, Credit 3

Introduces the fundamental laws and 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 students planning to major in science or engineering. **Prerequisites:** MATH 101 or 110 or 120 **Co-requisites:** CHEM 101L.

CHEM 101L CHEMISTRY LAB I

Lecture 3, Lab 0, Credit 3

Introduction to basic laboratory skills and operations including experiments dealing with physical and chemical properties, chemical reactions, and solution chemistry. **Prerequisite:** CHEM 101 or **Co-requisites:** CHEM 101.

CHEM 102 CHEMISTRY II

Lecture 3, Lab 0, Credit 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 students planning to major in science or engineering.

Prerequisite: CHEM 101 **Co-requisites:** CHEM 102L.

CHEM 102L CHEMISTRY LAB II

Lecture 0, Lab 2, Credit 1

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

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

CHEM 130 CHEMISTRY FOR NON-SCIENCE MAJORS I

Lecture 3, Lab 0, Credit 3

Designed for students who, while perhaps having had high school chemistry, require a thorough review of basic principles as preparation for taking a general chemistry course. It can also be used to satisfy the needs of a general education requirement in the natural sciences or provide the basic principles of chemistry necessary to meet particular career goals and interests. It is strategically tailored to meet the needs of those students who have had little or no previous background in Chemistry. This course will be based on a systematic, semi-empirical approach to the world of chemistry and cover the development of modern ideas concerning atomic and molecular structure, principles of compound formation, stoichiometry and bonding. Selected topics in applied chemistry and the application of chemical principles to life and environmental sciences will be explored. **Prerequisite:** DVMA 093 or above. **Co-requisites:** CHEM 130L.

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CHEM 130L CHEMISTRY FOR NON-SCIENCE MAJORS LAB I

Lecture 0, Lab 2, Credit 1

Covers basic laboratory skills and provides an opportunity for students to conduct investigations which will reinforce the principles that have been learned in Chemistry 130 lecture. **Prerequisite:** DVMA 093 or above **Co-requisites:** CHEM 130.

CHEM 131 CHEMISTRY FOR NON-SCIENCE MAJORS II

Lecture 3, Lab 0, Credit 3

Continues to present modern theories and principles of chemistry with emphasis on the gas laws, properties of solutions, acids and bases and a survey of organic chemistry. Selected topics in applied chemistry and the application of chemical principles to life and environmental sciences will be explored.

Prerequisite: CHEM 130.

CHEM 131L CHEMISTRY FOR NON-SCIENCE MAJORS LAB II

Lecture 0, Lab 2, Credit 1

Covers basic laboratory skills and provides an opportunity for students to conduct investigations which will reinforce the principles that have been learned in Chemistry 131 lecture. **Prerequisite:** CHEM 130L **Co-requisites:** CHEM 131.

CHEM 210 INTRODUCTION TO ORGANIC CHEMISTRY

Lecture 3, Lab 3, Credit 4

Provides an introduction to organic chemistry for students enrolled in science-related curricula. It is structured particularly for those students in biology, pharmacy, medical technology, nursing, health science, engineering and nutrition-related areas. **Prerequisites:** CHEM 101, 101L & 102, 102L; and MATH 101.

CJUS 101 INTRODUCTION TO CRIMINAL JUSTICE

Lecture 3, Lab 0, Credit 3

Introduces the basic concepts of crime and criminal justice in America. Focuses on the main elements of criminal justice and how criminal justice operates as a system and a process.

COMP 001 INTRODUCTION TO COMPUTER TECHNOLOGY (Credit by Exam for COMP 101)

Lecture 0, Lab 0, Credit 3

Allows 3 hours credit for COMP 101 students seeking to satisfy the computer literacy requirement. Students who have taken a formal Introduction to Computers course from a licensed postsecondary school for which BRCC has no signed articulation agreement will be allowed to take the test. Exam can be taken only once during enrollment at BRCC. Must pass test with a minimum of 70%.

COMP 101 INTRODUCTION TO COMPUTER TECHNOLOGY

Lecture 3, Lab 0, Credit 3

Reviews computers and their applications in society (home, education and industry). Introduces application software and its uses including, but not limited to, its uses in word processing, spreadsheets, databases and multimedia.

COMP 190 MICROCOMPUTER APPLICATIONS IN BUSINESS

Lecture 3, Lab 0, Credit 3

Provides an introduction to computers, systems, and the management of information. Focuses on the use of management information in a business environment to improve managerial decision-making. Students apply word processing, spreadsheets, database managers, presentation software, and web-authoring software used in a technologically advanced business.

COMP 193 INTRODUCTION TO ALGORITHMS AND PROGRAMMING

Lecture 3, Lab 0, Credit 3

Introduces the first of a two-course sequence intended for students wishing to transfer to a four-year institution for a major or minor in computer science. Offers a disciplined approach to problem-solving, program design, algorithms and logic development. A high-level programming language is used as a vehicle for expressing algorithms. **Prerequisites:** Math 101 or 110 and Comp 101 or 190.

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CSSK 101 COLLEGE SUCCESS SKILLS

Lecture 3, Lab 0, Credit 3

Provides an opportunity for students to acquire, reinforce, and utilize strategies that promote success in college as well as in the workplace. Course includes an introduction to the College and its resources, recognition of various learning styles, critical thinking, problem solving, money management, and other necessary skills; also provides for the practical application of time management, note taking, test taking and listening skills. Students are required to develop an Education Portfolio.

DVEN 090 FOUNDATIONS OF ENGLISH 090

Lecture 3, Lab 0, Credit 3

Focuses on the development of writing skills via an integrated reading and writing approach. 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, paragraphs. ***Academic Learning Center is a co-requisite.***

DVEN 091 FOUNDATIONS OF ENGLISH 091

Lecture 3, Lab 0, Credit 3

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 concentrate on, but are not limited to, the single paragraph essay. Emphasis is on grammar and mechanics as a means of reinforcing writing. Essays from the textbook and items from the newspaper and other sources serve as "springboards" for creative writing. ***Academic Learning Center is a co-requisite.***

DVMA 093 INTRODUCTORY ALGEBRA

Lecture 3, Lab 0, Credit 3

Prepares the student for the study of college algebra. Topics include the following: a review of the fundamental operations of addition, subtraction, multiplication, and division; using integers and fractions, graphing on the number line, evaluating simple expressions and polynomials, simplifying expressions containing

exponents and simple radicals, solving and evaluating linear equations and inequalities, and solving word problems. ***Academic Learning Center is a co-requisite.***

DVMA 094 INTERMEDIATE ALGEBRA

Lecture 3, Lab 0, Credit 3

Designed for students who need exposure to pre-algebraic concepts. Topics covered are linear equations with two variables, system of linear equations, inequalities, radical expressions, and quadratic equations. ***Academic Learning Center is a co-requisite.***

DVRE 090 FOUNDATIONS OF READING 090

Lecture 3, Lab 0, Credit 3

Designed to prepare students for the demands of college-level reading. Course reviews and builds upon the basic skills necessary for the student to become an efficient and critical reader. ***Academic Learning Center is a co-requisite***

DVRE 091 FOUNDATIONS OF READING 091

Lecture 3, Lab 0, Credit 3

Designed to enhance reading skills in preparation for college level textbook reading. Course reviews the basic skills necessary for students to become better readers and stronger thinkers. Students will write a book report and/or complete another project to satisfy course requirements. ***Academic Learning Center is a co-requisite.***

EASL 090 ENGLISH AS A SECOND LANGUAGE

Lecture 3, Lab 0, Credit 3

Provides a general comprehensive review of English grammar. Vocabulary enrichment will be an ongoing activity. Focuses on dictionary usage, listening, speaking, reading and writing skills in everyday contexts. ***Academic Learning Center is a co-requisite.***

EASL 091 ENGLISH AS A SECOND LANGUAGE

Lecture 3, Lab 0, Credit 3

Provides the skills necessary for functioning at the college level and is a follow-up to EASL 090. Emphasizes reading and writing, listening, note taking, and preparation for lecture classes. ***Academic Learning Center is a co-requisite.***

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ECON 201 PRINCIPLES OF MACRO-ECONOMICS

Lecture 3, Lab 0, Credit 3

Reviews 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 MICRO ECONOMICS

Lecture 3, Lab 0, Credit 3

Introduces 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.

ECON 203 ECONOMIC PRINCIPLES

Lecture 3, Lab 0, Credit 3

Reviews 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

Lecture 3, Lab 0, Credit 3

Introduces writing in forms of expressive and informative discourse with emphasis on writing as a learning, thinking process. Includes discussion of and practice in strategies used in prewriting, writing, and revising. **Prerequisites:** *Appropriate score on ACT, SAT, or BRCC placement test.*

ENGL 102 ENGLISH COMPOSITION II

Lecture 3, Lab 0, Credit 3

Continues strategies learned in ENGL 101. Introduces writing persuasive, evaluative, and other forms of argumentative discourse. **Prerequisite:** *ENGL 101—minimum grade of “C.”*

ENGL 103 ENGLISH COMPOSITION I (HONORS)

Lecture 3, Lab 0, Credit 3

Introduces writing in forms of expressive and informative discourse with emphasis on writing as a learning, thinking process. Involves discussions of and practice in strategies used in prewriting, writing and revising. The course also

addresses critical reading and thinking skills necessary for the development and completion of two documented papers, one of which is a formal research paper. **Prerequisite:** *Placement by Department.*

ENGL 201 WORKFORCE WRITING AND VOCABULARY DEVELOPMENT

Lecture 3, Lab 0, Credit 3

Introduces the 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—minimum grade of “C” in each.*

ENGL 205 INTRODUCTION TO WRITING SHORT STORIES

Lecture 3, Lab 0, Credit 3

Includes writing short stories for workshop criticism and analyzing short stories; students practice techniques of using point of view, dialogue, setting, and characterization. **Prerequisite:** *ENGL 101 & ENGL 102—minimum grade of “C” in each.*

ENGL 210 LITERATURE AND ETHNICITY

Lecture 3, Lab 0, Credit 3

Studies the literature of America's diverse ethnic cultures, especially Native American, Asian, Hispanic, Jewish, and African American. **Prerequisites:** *ENGL 101 & ENGL 102—minimum grade of “C” in each.*

ENGL 211 A SURVEY OF SHORT STORIES AND NOVELS

Lecture 3, Lab 0, Credit 3

Introduces skills for reading and writing about fiction; attends to generic conventions and critical perspectives; emphasis varies by section. **Prerequisites:** *ENGL 101 & ENGL 102—minimum grade of “C” in each).*

ENGL 215 INTRODUCTION TO DRAMA AND POETRY

Lecture 3, Lab 0, Credit 3

Develops in students an ability to understand, analyze, and evaluate drama and poetry. One-half focuses on drama and introduces the student to plays from different historical periods, from the classic Greek theatre through the twentieth century. The

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course also introduces a large variety of poetry reflecting different forms, subjects, themes, and points of view. Requires writing beyond paraphrasing into analysis, interpretation, and argumentation. **Prerequisites:** ENGL 101 & ENGL 102—minimum grade of “C” in each.

ENGL 220 SURVEY OF BRITISH LITERATURE

Lecture 3, Lab 0, Credit 3

Includes study of prose and poetry by major writers of English literature. Emphasizes the development of appreciation. **Prerequisites:** ENGL 101 & ENGL 102—minimum grade of “C” in each.

ENGL 221 SURVEY OF AMERICAN LITERATURE

Lecture 3, Lab 0, Credit 3

Includes study of prose, drama, and poetry by major writers of American literature. Emphasizes the development of appreciation. **Prerequisites:** ENGL 101 & ENGL 102—minimum grade of “C” in each.

ENGL 230 UNDERSTANDING LITERATURE

Lecture 3, Lab 0, Credit 3

Introduces forms of fiction, poetry, and drama. 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

Lecture 3, Lab 0, Credit 3

Provides intensive overview of traditional English grammar including parts of speech, phrases and clauses, basic sentence patterns, and complex sentence structures. 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.

FINA 110 PERSONAL FINANCE

Lecture 3, Lab 0, Credit 3

Surveys personal and family finances as well as personal money management. Topics include budgets, savings, borrowing, taxes, insurance, and estate planning.

FINA 210 BUSINESS FINANCE

Lecture 3, Lab 0, Credit 3

Studies the organization of business firms, financial planning, funds for operation, short and long-term capital, long-term debt, and business expansion. **Prerequisite:** ACCT 111.

FREN 101 ELEMENTARY FRENCH I

Lecture 3, Lab 0, Credit 3

Designed for students with no previous knowledge of French. Emphasizes vocabulary, sounds, and structure of the French language.

FREN 102 ELEMENTARY FRENCH II

Lecture 3, Lab 0, Credit 3

Designed for students who have completed one semester of French. Emphasizes vocabulary, sounds, and structure of the French language. **Prerequisite:** FREN 101.

FREN 201 INTERMEDIATE FRENCH I

Lecture 3, Lab 0, Credit 3

Designed for students who have completed two semesters of French. Emphasizes vocabulary, sounds, and structure of the French language. Includes reading and writing. **Prerequisite:** FREN 101 & FREN 102 or equivalent.

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FREN 202 INTERMEDIATE FRENCH II

Lecture 3, Lab 0, Credit 3

Designed for intermediate students of French. Places strong emphasis on development of listening, speaking, reading, and writing skills. **Prerequisites:** *FREN 101, FREN 102, & FREN 201 or equivalent*.

GEOG 201 INTRODUCTION TO GEOGRAPHY

Lecture 3, Lab 0, Credit 3

Surveys 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; discusses major topical sub-disciplines that comprise modern geography; introduces concepts, techniques, and tools of physical geography and human geography.

GEOG 203 CULTURAL GEOGRAPHY

Lecture 3, Lab 0, Credit 3

Introduces concepts, themes, and techniques of cultural geography; discusses religion, politics, language, population, agriculture, urbanization, environmental and social problems.

GEOG 205 PHYSICAL GEOGRAPHY

Lecture 3, Lab 0, Credit 3

Introduces concepts, themes, and disciplines of physical geography. Discusses 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

Lecture 3, Lab 0, Credit 3

Surveys major civilizations of the world before 1500 and emphasizes interactions among them and their influences on each other.

HIST 102 HISTORY OF WORLD CIVILIZATIONS II

Lecture 3, Lab 0, Credit 3

Surveys major civilizations of the world from 1500 to the present and emphasizes interactions among them and their influences on each other.

HIST 103 HISTORY OF WORLD CIVILIZATIONS I (HONORS)

Lecture 3, Lab 0, Credit 3

Surveys the growth and development of world civilizations from prehistoric times to the Protestant Reformation. Emphasis is placed on each civilization's identity and contributions, as well as the impact of political, economic, and social factors on its history and development. **Prerequisite:** *Placement by Department.*

HIST 201 U.S. HISTORY I

Lecture 3, Lab 0, Credit 3

Surveys United States history from colonial origins to 1865.

HIST 202 U.S. HISTORY II

Lecture 3, Lab 0, Credit 3

Surveys United States history from 1865 to the present.

HIST 210 LOUISIANA HISTORY

Lecture 3, Lab 0, Credit 3

Surveys Louisiana History from original European settlement to the present.

KIN100 BEGINNING SWIMMING

Lecture 0, Lab 2, Credit 1

This course is designed for persons with little or no knowledge of swimming. Instruction is provided to include, but is not limited to, styles of swimming, jumping, diving, deep water skills, and basic water safety.

KIN120 FITNESS WALKING

Lecture 0, Lab 2, Credit 1

This course is designed to teach the novice exerciser the necessary skills and concepts for a lifetime of walking enjoyment. Students will be taught the proper techniques and body mechanics of efficient walking patterns and will be introduced to the components of health-related fitness and contemporary concepts of wellness. Students will learn how to monitor and record their efforts and progress and how to build a personal fitness plan around walking.

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KIN130 AEROBICS

Lecture 0, Lab 2, Credit 1

This course is designed to promote cardiovascular improvement, muscular strength and endurance, and to reduce body fat through energetic movement set to contemporary music.

KIN140 BEGINNING WEIGHT TRAINING

Lecture 0, Lab 2, Credit 1

This course emphasizes the development of muscular strength and endurance through the use of free weights and weight machines. Typical activity includes a circuit-training routine, which works all major muscle groups of the body. Principles of strength training, safety guidelines, and various training techniques are presented.

LIBS 101 BIBLIOGRAPHIC INSTRUCTION

Lecture 1, Lab 0, Credit 1

Introduces students to the BRCC Library and its resources. Students enhance their research skills and become more knowledgeable about the myriad resources and services provided by the library (scholarly vs. popular references, periodicals, index citation, abstracts, evaluation criteria for search engines and meta-search engines).

MANG 131 PERSONNEL MANAGEMENT

Lecture 3, Lab 0, Credit 3

Studies personnel issues to include job classification, compensation, benefits, discipline, and training. Utilizes role-playing and discusses the impact of positive leadership.

MANG 201 PRINCIPLES OF MANAGEMENT

Lecture 3, Lab 0, Credit 3

Introduces the fundamentals of management theory, including behavioral and scientific approaches. **Prerequisite:** BUSN 110.

MANG 222 SMALL BUSINESS MANAGEMENT

Lecture 3, Lab 0, Credit 3

Introduces a design for students who wish to start-up and operate a small business. Business planning, decision-making, and critical thinking are topics of discussion. Development of a business plan and a presentation are required.

Prerequisites: COMP 101 or COMP 190.

MANG 223 INDUSTRIAL PLANT MANAGEMENT (Online)

Lecture 3, Lab 0, Credit 3

Addresses the operating procedures of an industrial plant. The application of standard deviation, histograms, correlation, standardization, and quality control will be studied. The history of "quality," customer satisfaction and meeting quality standards will be a focus. There is a \$40 charge for online software. **Prerequisite:** COMP 101.

MARK 215 RETAIL MERCHANDISING

Lecture 3, Lab 0, Credit 3

Discusses marketing, sales, advertising, merchandise display and promotion. Students gain hands-on experience in specific areas of interest. **Prerequisite:** BUSN 110.

MATH 101 COLLEGE ALGEBRA (5-HOUR FORMAT)

Lecture 5, Lab 0, Credit 3

Equivalent to Math 110 except it is offered as a 5-class hour course to meet the needs of students requiring additional class time to be successful. The 5-class hour format is particularly recommended for students who have not had Algebra for some time or whose placement scores are at a level suggesting that the students would benefit from this format. Includes quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, and theory of equations. **Prerequisites:** Appropriate test scores on the math section of the enhanced ACT, SAT or COMPASS or placement by Department. Credit will not be given for both this course and MATH 110 or MATH 120.

MATH 110 COLLEGE ALGEBRA

Lecture 3, Lab 0, Credit 3

Equivalent to Math 101 except it is offered as a 3-class hour course. It is recommended for students whose math placement scores are at a level suggesting they would succeed with the 3-class hour format and who need limited additional resources to succeed. Includes quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, and theory of equations. **Prerequisites:** Appropriate test score

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on the math section of the enhanced, ACT, SAT, or COMPASS or placement by department. Credit will not be given for both this course and MATH 101 or MATH 120.

MATH 111 PLANE TRIGONOMETRY

Lecture 3, Lab 0, Credit 3

Includes the study of trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, vectors and polar coordinates. **Prerequisites:** MATH 101 or MATH 110 or placement by department.

MATH 120 COLLEGE ALGEBRA AND TRIGONOMETRY

Lecture 5, Lab 0, Credit 5

Includes all content covered in MATH 101 OR 110 plus the content covered in MATH 111. It is offered to students who demonstrate a high proficiency on an appropriate math placement test. MATH 120 serves as a replacement for MATH 101/110 and MATH 111 as a preparation for calculus. Topics include quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, theory of equations, trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, vectors and polar coordinates. **Prerequisites:** Appropriate test score on the math section of the enhanced ACT, SAT, or COMPASS or placement by department.

MATH 130 INTRODUCTION TO CONTEMPORARY MATHEMATICS

Lecture 3, Lab 0, Credit 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

Lecture 3, Lab 0, Credit 3

Designed for students who desire an exposure to mathematics as part of a liberal education. Topics include number systems, logic, counting techniques, probability and statistics, problem solving, basic concepts of algebra including functions, graphs, systems of equations, and geometry. **Pre-requisite:** MATH 130.

MATH 200 FINITE MATHEMATICS

Lecture 3, Lab 0, Credit 3

Topics include systems of linear equations, vectors, matrices, and matrix algebra; linear inequalities and linear programming; counting techniques: permutations and combinations; probability, basic concepts in introduction to statistics. **Prerequisites:** MATH 101/110 or Placement by Department.

MATH 201 CALCULUS FOR NON-SCIENCE MAJORS

Lecture 3, Lab 0, Credit 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. **Prerequisite:** MATH 200 recommended.

MATH 202 BASIC STATISTICS I

Lecture 3, Lab 0, Credit 3

Descriptive statistics: graphical, tabular, and computer data summary, measures of location and dispersion and their application; basic probability: rules and relationships, Bayes theorem, discrete and continuous probability distributions (especially the binomial and normal), sampling and sampling distribution; inferential statistics, single population: estimation and hypothesis testing for the mean and proportion and associated errors, sample size determination, p values. **Pre-requisites:** MATH 201, COMP 101 or COMP 190

ENROLLMENT SERVICES

225.216.8700

2002-2003 COURSE DESCRIPTIONS

MATH 203 BASIC STATISTICS II

Lecture 3, Lab 0, Credit 3

Continuation of Math 202; brief review of Math 202; data analysis (including computer applications) and interpretation using correlation and simple regression, multiple regression, analysis of variance; analytical approaches to decision making using linear programming, and decision analysis. **Prerequisite:** MATH 202.

MATH 210 CALCULUS I

Lecture 5, Lab 0, Credit 5

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

Lecture 5, Lab 0, Credit 5

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.

Prerequisite: MATH 210

MATH 212 MULTIDIMENSIONAL CALCULUS

Lecture 3, Lab 0, Credit 3

Three dimensional analytic geometry, partial derivatives, multiple integrals. **Prerequisites:** MATH 210 and MATH 211 with a minimum grade of "C" in each.

MUSC 101 MUSIC APPRECIATION

Lecture 3, Lab 0, Credit 3

Fosters an understanding of music through study of selected examples of music literature. Emphasizes analysis of compositions in cultural and historical context.

MUSC 102 HISTORY OF JAZZ

Lecture 3, Lab 0, Credit 3

Fosters an understanding of music history emphasizing jazz and Louisiana ethnic music in cultural and historical context.

OFCP 100 KEYBOARDING

Lecture 1, Lab 0, Credit 1

Teaches the use of a standard keyboard that is typical of today's computer terminals. Basic typing and function key concepts are discussed and practiced.

OFCP 110 ELECTRONIC OFFICE SYSTEMS

Lecture 3, Lab 0, Credit 3

Explores technology currently used in the modern business office. Demonstrations and application of office machines include the following: electronic calculator, FAX, E-mail and voice mail systems, transcriber, computer, copier, scanner and printer.

OFCP 120 TYPING I

Lecture 3, Lab 0, Credit 3

Teaches beginning typing through the use of home keys, rhythm, speed, and accuracy using a standard computer keyboard. Practice is done using business letters, manuscripts, and reports with a current software application.

OFCP 125 BUSINESS CORRESPONDENCE

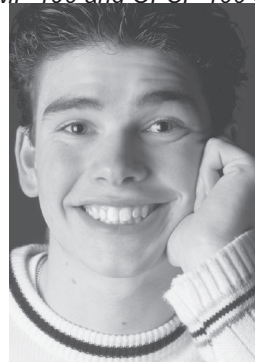
Lecture 3, Lab 0, Credit 3

Introduces business correspondence through composing and typing clear, complete, concise letters, memos and reports. **Prerequisites:** OFCP 120 & ENGL 101.

OFCP 140 DATABASE MANAGEMENT I

Lecture 3, Lab 0, Credit 3

Introduces techniques for creating and maintaining database files. Current software applications such as MS-Access are used. **Prerequisites:** COMP 101 or COMP 190 and OFCP 100 or OFCP 120.



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OFCP 150 SPREADSHEETS I

Lecture 3, Lab 0, Credit 3

Introduces techniques for creating and maintaining spreadsheets. Current software applications such as MS-Excel are used. **Prerequisites:** *COMP 101 or COMP 190 and OFCP 100 or OFCP 120.*

OFCP 220 TYPING II

Lecture 3, Lab 0, Credit 3

Continuation in development of typing speed and accuracy. Emphasizes the use of software as a word processing tool. Utilizes word processing software to develop business letters, manuscripts and reports. **Prerequisite:** *OFCP 120.*

OFCP 230 RECORDS MANAGEMENT

Lecture 3, Lab 0, Credit 3

Introduces basic record keeping, management, utilization, control and storage of records. Teaches application and practice of procedures for coding, indexing, and cross referencing.

OFCP 240 DATABASE MANAGEMENT II

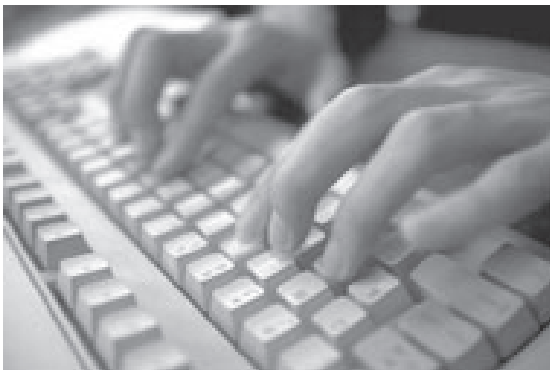
Lecture 3, Lab 0, Credit 3

Continuation of OFCP 140. **Prerequisite:** *OFCP 140.*

OFCP 250 SPREADSHEETS II

Lecture 3, Lab 0, Credit 3

Continuation of OFCP 150. **Prerequisites:** *OFCP 150 & MATH 101 or 110.*



PHIL 201 INTRODUCTION TO PHILOSOPHY

Lecture 3, Lab 0, Credit 3

Introduces philosophical ideas, problems, and methods through a study of important philosophers and major systems of philosophy. Includes 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

Lecture 3, Lab 0, Credit 3

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

PHIL 205 INTRODUCTION TO ETHICS

Lecture 3, Lab 0, Credit 3

Reviews current ethical theories. Includes lectures, projects, and class discussions concerned with the development of a practical ethical perspective relevant to today's world, especially in the business, legal, and medical fields.

PHSC 101 PHYSICAL SCIENCE I

Lecture 3, Lab 0, Credit 3

The first semester of a two-semester sequence is a survey course in physical science treating topics in physics and astronomy. Intended to give students a greater appreciation for the wonders of the physical universe in which they live through a study of kinematics, Newton's laws of motion, rotational motion, fluids, thermodynamics, waves, the solar system and other key topics in astronomy. This course is not intended for science majors. **Prerequisite:** *MATH 101* **Co-requisites:** *PHSC 101L* *Strongly recommended.*

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PHSC 101L PHYSICAL SCIENCE LAB I

Lecture 0, Lab 2, Credit 1

The first semester of a two-semester sequence is a laboratory designed to complement PHSC 101. Provides the means to gain an empirical understanding of the topics covered in the physical science lecture course. This course is not intended for science majors. **Prerequisite:** MATH 101 **Co-requisite:** Credit or registration in PHSC 101

PHSC 102 PHYSICAL SCIENCE II

Lecture 3, Lab 0, Credit 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. Not intended for science majors. **Prerequisite:** PHSC 101 or equivalent **Co-requisites:** PHSC 102L strongly recommended

PHSC 102L PHYSICAL SCIENCE LAB II

Lecture 0, Lab 2, Credit 1

The second semester of a two-semester sequence is a laboratory course covering selected experiments primarily from electricity, magnetism and chemistry. This course is not intended for science majors. **Prerequisite:** PHSC 101L **Co-requisites:** Credit or registration in PHSC 102.

PHSC 103 PHYSICAL SCIENCE LAB for PTEC / LIBERAL ARTS MAJORS I

Lecture 3, Lab 2, Credit 4

Covers the basic concepts of physics and chemistry in the context of physical science while treating core topics in both areas in a constructivist, student-centered, and hands-on format. **Prerequisites:** MATH 101/ 110; MATH 111 or 120.

PHSC 104 PHYSICAL SCIENCE LAB for PTEC / LIBERAL ARTS MAJORS II

Lecture 3, Lab 2, Credit 4

This course is a continuation of PHSC 103 and covers the basic physical science and chemistry in a constructivist, student-centered, and hands-on format. **Prerequisites:** PHYS 103.

PHYS 110 INTRODUCTION TO PHYSICS

Lecture 3, Lab 0, Credit 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(110) and MATH-111 or MATH 120 or 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

Lecture 3, Lab 2, Credit 4

The first semester in a two-semester sequence in a primary classical physics course for students intending to major in physics or astronomy. Includes 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

Lecture 3, Lab 2, Credit 4

The second of a two-semester sequence in a primary classical physics for students intending to major in physics or astronomy. Includes vector operations with calculus and analytic geometry; electric 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

2002-2003 COURSE DESCRIPTIONS

PHYS 201 GENERAL PHYSICS I

Lecture 3, Lab 0, Credit 3

The first semester of a two-semester sequence is an overview of basic concepts and principles of mechanics, heat, and sound. Appropriate for students studying biology, earth and environmental sciences, pre-med, nursing, construction and other disciplines. **Prerequisites:** MATH 111 or MATH 120, or equivalent **Co-requisites:** None. PHYS 210L is strongly recommended.

PHYS 202 GENERAL PHYSICS II

Lecture 3, Lab 0, Credit 3

The second semester of a two-semester sequence for students studying biology, (pre) medicine, architecture, technology, earth and environmental sciences, and other disciplines. Introduces 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

Lecture 3, Lab 0, Credit 3

The first semester of a two-semester sequence in primarily classical physics for students in engineering or other technical disciplines. Includes 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

Lecture 0, Lab 2, Credit 1

The first semester of a two-semester sequence is

a laboratory course in which students perform selected experiments in mechanics, heat, and sound. Designed for students enrolled in both PHYS 201 and PHYS 210. **Co-requisites:** Credit or registration in PHYS 210 or PHYS 201.

PHYS 211 PHYSICS FOR TECHNICAL STUDENTS II

Lecture 3, Lab 0, Credit 3

The second semester of a two-semester sequence in primarily classical physics for students in engineering or other technical disciplines. Includes 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

Lecture 0, Lab 2, Credit 1

The second semester of a two-semester sequence is a laboratory course in which students perform selected experiments dealing with electricity, magnetism, optics, and modern physics. **Prerequisite:** PHYS 210L; **Co-requisite:** Credit or registration in PHYS 211.

POLI 110 AMERICAN GOVERNMENT

Lecture 3, Lab 0, Credit 3

Introduces the principles, institutions, processes, and functions of the United States government. Emphasizes national government, development of our constitutional system, and the role of the citizen in the democratic process.

PSYC 200 PSYCHOLOGY OF ADJUSTMENT

Lecture 3, Lab 0, Credit 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

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relationships. Designed to facilitate self-understanding and the exploration of alternative behavioral strategies and problem-solving techniques.

PSYC 201 INTRODUCTION TO PSYCHOLOGY

Lecture 3, Lab 0, Credit 3

Designed to expose students to major theories, research methods, and applied areas of psychology.

PSYC 202 PSYCHOLOGY OF DEVELOPMENT

Lecture 3, Lab 0, Credit 3

Addresses both scientific and applied aspects of the field of Developmental Psychology and how it applies to development of humans throughout their lifespan. Topics covered include childhood, adolescence, adult and aging, and changes experienced during these periods. Social and formal learning is examined as well as personality development and adjustment and interpersonal relationships. **Prerequisite:** P S Y C 200.

PSYC 203 EDUCATIONAL PSYCHOLOGY

Lecture 3, Lab 0, Credit 3

Addresses both scientific and applied aspects of the field of educational psychology and how it is applied to education and learning. The principles of teaching and relating information to facilitate maximum learning are presented, based on the current research in this field. **Prerequisite:** PSYC 200.

PTEC 101 INTRODUCTION TO PROCESS TECHNOLOGY

Lecture 3, Lab 0, Credit 3

Introduces the field of process operations within the process industry. Reviews the roles and responsibilities of Process Technicians, the environment in which they work, and the equipment and systems which they operate. LEAP Credit is available. **Prerequisites:** Must have completed MATH 101/110.

PTEC 131 PROCESS INSTRUMENTATION I

Lecture 2, Lab 2, Credit 3

Studies the instruments and instrument systems used in the chemical processing industry,

including terminology, primary variables, symbology, control loops and basic troubleshooting.

Prerequisites: Must have completed all developmental classes.

PTEC 132 PROCESS INSTRUMENTATION II

Lecture 2, Lab 2, Credit 3

Continuation of Instrumentation I and actual application with simulated and real demonstration units.

Prerequisites: PTEC 131 and Math 101/110.

PTEC 161 PROCESS TECHNOLOGY I (EQUIPMENT)

Lecture 2, Lab 2, Credit 3

Introduces equipment used in the process industry. Studies many process industry-related equipment concepts including purpose, components, and operation. Emphasizes the Process Technician's role in operating and troubleshooting equipment.

Prerequisite: PTEC 101.

PTEC 203 SAFETY, HEALTH, AND ENVIRONMENT

Lecture 2, Lab 1, Credit 3

Introduces various types of plant hazards, safety and environmental systems and equipment, and regulations under which plants are governed.

Prerequisites: PTEC 101 & 161.

PTEC 207 QUALITY

Lecture 3, Lab 0, Credit 3

Introduces many process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, and statistical process control (SPC).

Prerequisites: COMP 101 or 190, PTEC 101, 131 & 161.

PTEC 209 PROCESS TECHNOLOGY PARADIGMS

Lecture 3, Lab 0, Credit 3

Studies the most current trends, equipment, and developments in the field. Guest lecturers who are

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current in issues are invited to present, and students are encouraged to actively participate. A research paper or presentation is required. **Prerequisites:** PTEC 291 & departmental approval.

PTEC 242 PROCESS TECHNOLOGY III - OPERATIONS/CAPSTONE

Lecture 4, Lab 0, Credit 4

Teaches the operation of an entire unit within the process industry using existing knowledge of equipment, systems and instrumentation. Studies concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the Process Technician's role in performing the tasks associated with these concepts within an operating unit. A project is required to complete this course. Co-requisite: PTEC 243.

PTEC 243 PROCESS TECHNOLOGY II - UNIT SYSTEMS

Lecture 2, Lab 2, Credit 3

Studies the interrelation of process equipment and process systems by arranging process equipment into basic systems; describing the purpose and the function of specific process systems; explaining how factors affecting process systems are controlled under normal conditions; and recognizing abnormal process conditions. Students are also introduced to the concept of system and plant economics. **Prerequisites:** PTEC 131 & 161; Chem 101 & 101L. **Co-requisites:** PTEC 203 & 263.

PTEC 244 PROCESS TROUBLESHOOTING

Lecture 3, Lab 0, Credit 3

Applies a six-step troubleshooting method for solving and correcting operation problems. The focus is on malfunctions as opposed to process design or configuration improvements. Data from the instrumentation is used to determine the cause for the abnormal conditions in an organized and regimented way. **Prerequisite:** PTEC 243.

PTEC 263 FLUID MECHANICS

Lecture 3, Lab 0, Credit 3

Addresses fluids, fluid types, chemical and physical natures, and factors affecting fluids while in motion. Basic calculations relative to flow and volume are reviewed. Other topics such as laminar/turbulent flow, viscosity, and Reynolds Number are discussed. **Prerequisites:** PTEC 131, 161, Math 101 or 110, Physics 201 & 210L.

PTEC 291 PROCESS TECHNOLOGY INTERNSHIP

Lecture 3, Lab 0, Credit 3

Provides a work program during the semester. Students also have the option of developing an employment situation (minimum of 135 supervised hours) with a local plant, or taking another approved course. **Prerequisites:** PTEC 131, 161, & 203; and department approval.

REAL 101 INTRODUCTION TO REAL ESTATE

Lecture 3, Lab 0, Credit 3

Provides 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.

SEMN 110 INTRODUCTION TO BRCC

Lecture 1, Lab 0, Credit 1

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. Required for students transferring to Southern University.

SEMN 111 CAREER PLANNING

Lecture 1, Lab 0, Credit 1

Provides an opportunity for students to explore and evaluate their own interests, abilities, and career options. Instruction includes guest speakers, lecture, and computer-assisted learning. Required for students transferring to Southern University.

SEMN 112 SEMINAR IN MATH/

ENROLLMENT SERVICES

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Lecture 1, Lab 0, Credit 1

Designed for students who avoid mathematics and science courses because they have experienced anxiety (stress) in mathematics and/or science classes.

SEMN 113A CRITICAL THINKING I

Lecture 1, Lab 0, Credit 1

Designed to study 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.

SEMN 113B CRITICAL THINKING II

Lecture 1, Lab 0, Credit 1

An extension of Critical Thinking I, 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. **Prerequisite:** SEMN 113A.

**SEMN 114 ORIENTATION TO
CAMPUS RESOURCES**

Lecture 1, Lab 0, Credit 1

Teaches students how to use the electronic resources of the open computer lab, the library, and the other computer-based resources available on campus.

SEMN 125 HONORS COLLOQUIUM I

Lecture 1, Lab 0, Credit 1

Focuses on contemporary issues and ideas. Essays, reviews and editorials are used as primary reading material. Students analyze and integrate the significance of selected events and interpret information in light of history and circumstances. Critical reading, thinking and writing are integral parts of class activities. Guest speakers and other resources are also utilized to enhance course content.

SOCL 200 INTRODUCTION TO SOCIOLOGY

Lecture 3, Lab 0, Credit 3

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**

Lecture 3, Lab 0, Credit 3

Focuses 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

Lecture 3, Lab 0, Credit 3

Introduces Spanish language and culture and explores basic grammatical structure of the Spanish language. Develops writing, reading, and speaking skills.

SPAN 102 ELEMENTARY SPANISH II

Lecture 3, Lab 0, Credit 3

Extends elementary knowledge of basic grammatical structures of the Spanish language. Continues to develop reading, writing, and speaking skills. **Prerequisite:** SPAN 101 or equivalent.

SPAN 201 INTERMEDIATE SPANISH I

Lecture 3, Lab 0, Credit 3

Extends elementary knowledge of basic grammatical structures of the Spanish language. Continues to develop reading, writing, and speaking skills. **Prerequisite:** SPAN 101 or equivalent.

SPAN 202 INTERMEDIATE SPANISH II

Lecture 3, Lab 0, Credit 3

Extends intermediate knowledge of Spanish culture and language with increasing emphasis on speaking, listening, reading, and writing. **Prerequisites:** SPAN 101, SPAN 102, & SPAN 201 or equivalent.

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SPCH 101 FUNDAMENTALS OF SPEECH

Lecture 3, Lab 0, Credit 3

Develops an awareness and appreciation of the history and traditions of speech communication as a field of academic study. Includes fundamental codes, functions, and processes of oral communication and public speaking assignments.

SPCH 120 TECHNIQUES OF SPEECH

Lecture 3, Lab 0, Credit 3

Teaches basic public presentation principles and skills and considers ethics of public speaking. Students complete a speech of introduction, an informative speech, a demonstration speech, a persuasive speech, and a special occasion speech.

SPCH 210 INTERPERSONAL COMMUNICATION

Lecture 3, Lab 0, Credit 3

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

SPCH 220 COMMUNICATION FOR BUSINESS PROFESSIONALS

Lecture 3, Lab 0, Credit 3

Assists student in business-related presentations. Students complete one information-seeking interview and two four- to six-minute presentations, including one group presentation. Also examines general theories and principles of organizational communication.

SPCH 240 PERFORMANCE OF LITERATURE

Lecture 3, Lab 0, Credit 3

Introduces students to the study of literature through performance of poetry, prose, and dramatic literature. Students prepare texts for performance; study various methods of performing texts; and write about literary texts, performances, and performing. Includes in-class performances and written assignments.

SPCH 263 ARGUMENTATION AND DEBATE

Lecture 3, Lab 0, Credit 3

Introduces fundamentals of argumentation and debate: analysis, brief-construction, evidence, reasoning, and refutation. Students debate vital questions of the day. **Prerequisite:** SPCH 101, SPCH 120, or equivalent.

THTR 100 INTRODUCTION TO THEATRE

Lecture 3, Lab 0, Credit 3

Surveys history of theatre and develops an appreciation and enjoyment of dramatic art. Develops an appreciation for artists who bring the playwright's pages to life and considers the contribution of the audience.

THTR 200 ACTING I

Lecture 3, Lab 0, Credit 3

Exercises the separate parts of the composite art of acting: thought, emotion, and specific movement and vocal technique. Emphasizes improvisation and practical exercises leading to formal scene work. Develops a firm foundation in basic acting technique.

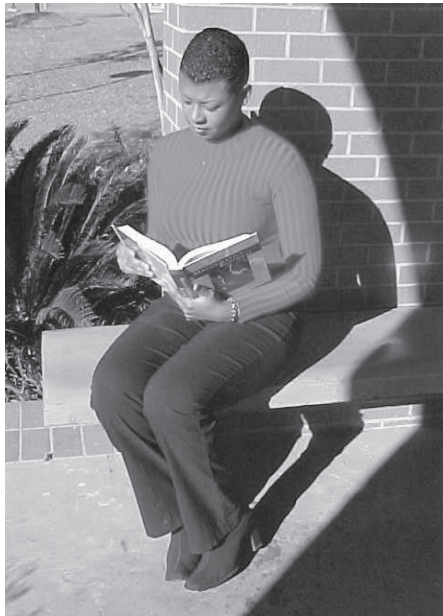


(top to bottom)
Heather & Emily Harshbarger

EVENING AND WEEKEND COLLEGE

The Evening and Weekend College is designed to address the community's educational needs in the development of programs and services offered to enhance career opportunities. The program administers credit and non-credit course offerings to the citizens in the College's service region.

Imagine what you can do!



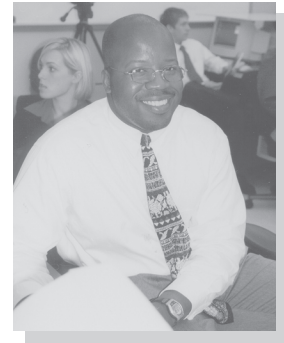
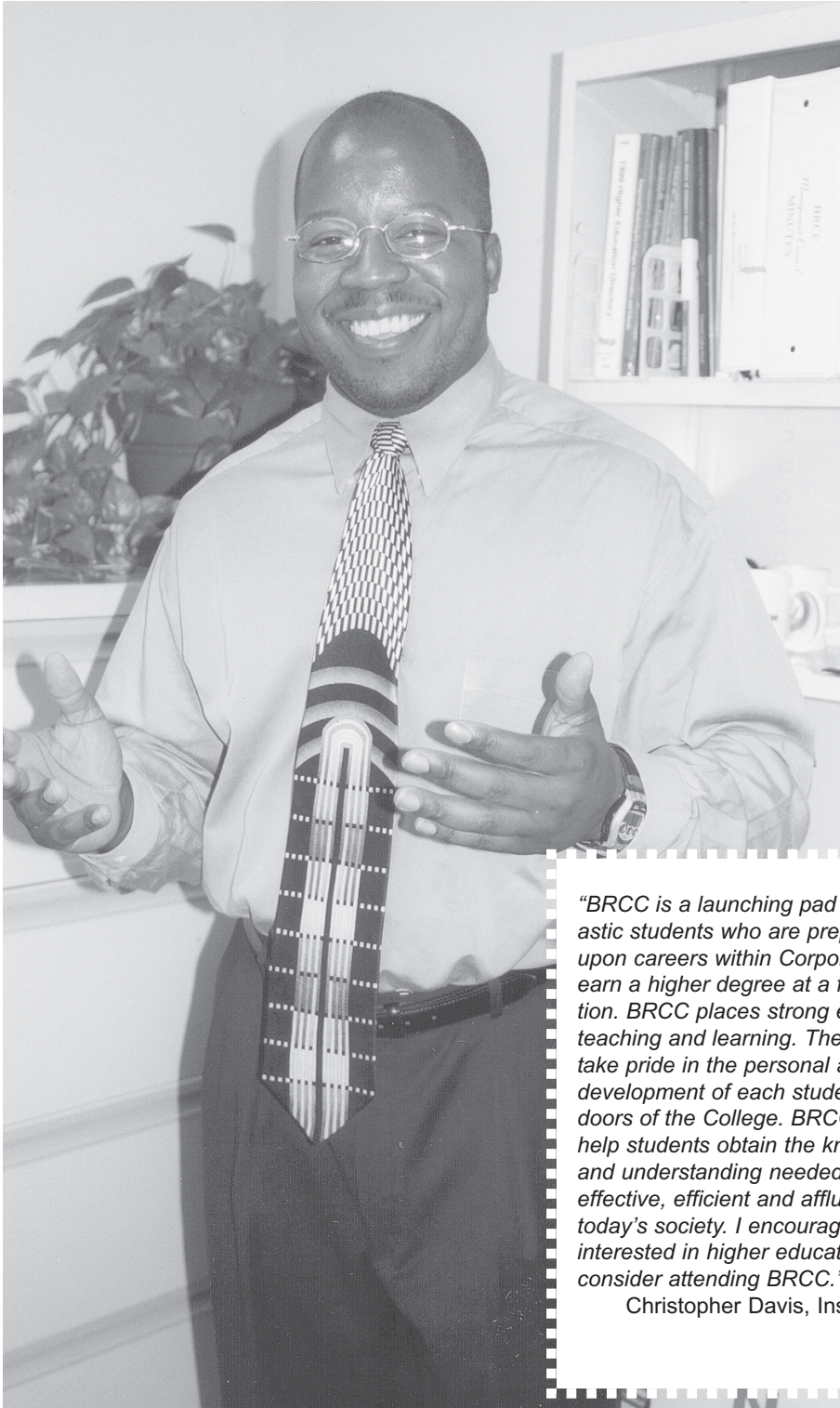
"The College has become my second home, my workplace, and the place to equip me with the knowledge and ability to move forward in life. I am currently working on my second Associate's Degree in Process Technology."

*Kristal Clay, Baton Rouge, LA
Class of 2001, AAS Business
Technology*



"The size of the class is a real benefit to me in that I find more time to conference with my teachers. BRCC will allow me to achieve my goals."

*Cornell Prentiss, Maringouin, LA
AA Liberal Arts*



“BRCC is a launching pad for bright, enthusiastic students who are preparing to embark upon careers within Corporate America or earn a higher degree at a four-year institution. BRCC places strong emphasis upon teaching and learning. The faculty and staff take pride in the personal and professional development of each student that enters the doors of the College. BRCC is equipped to help students obtain the knowledge, wisdom, and understanding needed to become effective, efficient and affluent citizens in today’s society. I encourage students who are interested in higher education to seriously consider attending BRCC.”

Christopher Davis, Instructor, Economics
Baton Rouge, LA

The Student Code of Conduct*

The Dean of Student Affairs 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 to and abide by the student disciplinary procedures. In case of student misconduct, the following procedures apply:

1. **Initial Report:**

A report is made in writing to the Dean of Student Affairs 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 Affairs 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 Affairs investigates the matter to include, but not limited, to one or more face-to-face interviews with the accused violator(s), or 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 Affairs or a designee that a violation of one or more of the student responsibilities has occurred, the Dean of Student

Affairs or a designee may impose a sanction on the accused violator(s). In the event that a sanction(s) is 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 Affairs or a designee by notifying in writing the Dean of Student Affairs or a designee of the intent to “appeal.” The notice of intent to appeal must be received by the Dean of Student Affairs 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 Affairs 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.

* The Student Code of Conduct is under revision. For the latest version visit our website at

www.mybr.cc

STUDENT CODE OF CONDUCT

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 Affairs 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 Affairs 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 Board of Supervisors for LCTCS. 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 LCTCS are maintained in Student Services and are available to all students upon request.

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

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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/staff advisor.

All persons who hold the rank of professor, associate professor, instructor, adjunct

instructor, and/or 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 Office of Student Programs and Resources (SPAR). Those students wishing to form a social organization should request so from the SPAR Office. A petitioning group must meet all the regulations for student organizations and provide the following documents:

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- (1) A Prospective Student Organization Application
- (2) The Proposed Constitution and Bylaws of the organization which clearly contain 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 may 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 Director approves the request for recognition, they will be allowed to register as a student organization at BRCC. The SPAR Office will send notification.

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 SPAR Office. 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 that 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 of the College Code of Student Conduct.

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.

CODE OF STUDENT OF CONDUCT

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 while attending official functions 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. Failure to comply may result in the rejection of the application, expulsion from the College and/or criminal prosecution.

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ARTICLE I. 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 interests of others and the institution.

The policies and procedures in this Code are established to secure these ends. Such policies and procedures are fundamentally de-

signed 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.

The State of Louisiana, College Management Board, delegates general authority in the governance of students enrolled at BRCC to the Chancellor. Within the scope of this authority delegated the Chancellor, and pursuant to further delegation to the Dean of Student Affairs, 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 may 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. Off campus conduct and conduct on College property shall be 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

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pendency of, or after the final disposition of such action, or even in the absence thereof.

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.

Article II: Section 1. TERMS

- A. **Attorney:** An attorney licensed to practice law in the state of Louisiana.
- B. **Conference:** Meeting conducted by the Dean of Student Affairs 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.
- C. **Counsel:** College faculty, staff or students selected to advise a student during a hearing.
- D. **Record:** A written or electronic transcript of the proceedings of an administrative or appeals hearing.
- E. **Student:** Any person who is registered for class(es) in the College.
- F. **College:** Baton Rouge Community College of Louisiana.
- G. **Dean of Student Services:** College employee (or designee) empowered by the Chancellor to implement this Code and perform other assigned duties.

Article III: Section 2. ACADEMIC FREEDOMS AND RESPONSIBILITIES

- A. In academic matters students have a right to be governed by justifiable regulations.
- B. 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.
- C. Students shall be free to take reasoned exception to data and views offered in the classroom, provided such exception does not hinder the learning process.
- D. Students have a right to grades that represent the instructor's fair and objective evaluation.
- E. Students have a right to accurately and clearly stated information, which would enable them to determine:
 - 1. The general requirements for establishing and maintaining an acceptable academic standing.
 - 2. Their own academic/admission status with the College and any special conditions which apply.
 - 3. The graduation requirements of any particular degree program.
- F. 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.
- G. Students are responsible for meeting the requirements of a course according to the standards of performance established by the instructor.

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- H. 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.
- I. Students have a right to seek assistance from an instructor during the instructor's scheduled office hours.
- J. Students have the right to refrain from activities that involve unreasonable risk to the student's physical and mental health.

Article III: Section 3. EDUCATIONAL RECORDS

- A. A student's right of confidentiality in and access to student educational records shall be stated in College policy.
- B. 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 standing.

Article III: Section 4. FREEDOM OF INQUIRY AND EXPRESSION

- A. Students shall be free to examine and to discuss all questions of interest and express opinions.
- B. 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 represents only the views of those making the statement and not the College community.
- C. 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 continuity of the educational process in maintaining order.

- D. Recognized student organizations may invite and hear any persons of their own choosing, subject to requirements for use of institutional facilities and subject to College policy.
- E. Students have a right to express opinions through student media and they have a responsibility to adhere to the canons of professional journalism.

Article III: Section 5. STUDENT LIFE

- A. Students shall be free to organize and associate to promote their common interests.
- B. Student organizations are required to make public information concerning purpose, criteria for membership, and a current list of officers.

Recognized student groups may use College facilities, if available, in accordance with normal scheduling policies.

Article III: Section 6. REDRESS OF GRIEVANCES

- A. 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.

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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. The following list is non-exclusive:

Article IV: Section 1. ACADEMIC INFRACTIONS

- A.** Collaborating, conspiring or cooperating during an examination with any other person by giving or receiving information without authority.
- B.** Copying or obtaining information from another student's examination paper.
- C.** Copying or acquiring information from a document or any other source during a quiz or examination.
- D.** "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).
- E.** "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.

- F.** 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.
- G.** Selling or giving away all or part of an unadministered examination.
- H.** 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.
- I.** Stealing, buying or otherwise obtaining all or part of an unadministered examination.
- J.** 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.** Substitute for another person or permit another person to substitute for one's self to take an examination.
 - 2.** Using material not authorized by the person administering the examination during the examination.

Article IV: Section 2. FINANCIAL INFRACTIONS

- A.** Failure to promptly meet College-related financial obligations.
- B.** Issuance of worthless checks for College-related financial obligations.

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Article IV: Section 3. HEALTH AND SAFETY INFRACTIONS

Baton Rouge Community College is a gun-free campus. Health and safety infractions are as follows:

- A.** Unauthorized 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 or in College buildings or any College-approved activity.
- B.** Setting a fire or attempting to set a fire on College property without proper authorization.
- C.** Unauthorized use, possession, or alteration of fire-fighting equipment, alarm devices, security systems, or other emergency or safety equipment.
- D.** 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. Conduct which threatens or endangers the health and safety of another person.

Article IV: Section 4. INFORMATIONAL INFRACTIONS

- A.** Fabricating, forging, altering, or misusing any College document, record, instrument of identification, etc.
- B.** Furnishing false information to the College with the intent to deceive.
- C.** Obtaining any service or thing of value from the College by false pretense.

D. Providing false identification to duly authorized College personnel.

E. Unauthorized use of or access to information, in any forms proprietary to the College.

F. Unauthorized uses, access to, manipulation of, tampering with, or duplication of any College computer hardware, software programs, and/or associated documentation.

Article IV: Section 5. ORGANIZATIONAL INFRACTIONS

A. A student group or organization shall be deemed responsible for infractions committed by individuals where such acts:

- 1.** Are mandated, sponsored, approved, or encouraged by the group or organization, whether explicit or implicit.
- 2.** Take place in the context of a tradition, custom or past practice of the group or organization.
- 3.** Are reasonably foreseeable as a result of an activity carried on by the group or organization.

Article IV: Section 6. PERSONAL CONDUCT INFRACTION

A. 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.

B. Intentional interference with the right to access College facilities.

C. Intentional obstruction or disruption of teaching, research, administration, disciplin-

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ary procedures, or College-authorized activities and events.

- D. Intentional interference with the lawful rights of any person on campus.
- E. Disrespect or inappropriate behavior at any time when dealing with other students and/or College employees.
- F. Public profanity, loud, indecent or obscene language and/or conduct on the College campus or while representing the College or any conduct not specifically stated herein which disrupts the educational processes of the College or the rights of members of the College community or others.
- G. Physical abuse or threat thereof against any person on campus or at any College authorized event.

Article IV: Section 7. UNLAWFUL ACTS AND POLICY INFRACTIONS

- A. Failure to comply with written Management Board or College regulations including those related to operation of motor vehicles on College property.
- B. Conduct in violation of federal or state statutes or local ordinances on the College campus or an official College-sponsored event.

Article IV: Section 8. PROPERTY INFRACTIONS

- A. Vandalism, destruction, damage, defacement, abuse, or misuse of public or personal property, whether intentional or by negligence.

- B. Theft, embezzlement, misappropriation, or the unauthorized temporary taking of the property of another, including the property of the College.
- C. Littering on College property.
- D. Unauthorized occupation of, entry on or into College property.
- E. Unauthorized use, possession, duplication, and/or distribution of one or more keys to College property.

Article IV: Section 9. SUBSTANCE INFRACTIONS

- A. 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.
- B. Unauthorized or illegal possession, use, sale, manufacture, or transportation of narcotics, stimulants, depressants, hallucinogenic, or other controlled substances as defined by state statute.
- C. Public intoxication and/or operation of motor vehicle or water craft while intoxicated.

Article IV: Section 10 OTHER INFRACTIONS

- A. 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.
- B. Any conduct not specifically stated herein which disrupts the educational processes of the College or the rights of members of the College community or others.

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- C. Aiding or inciting others to commit any infraction in this code.
- D. 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.
- E. 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 Affairs 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.

Article V: Section 1. FILING COMPLAINT

- A. A complaint alleging a student or an organization committed an infraction(s) of this code may be filed by any member of the College community having knowledge of the infractions based on personal observation or other reliable information.
- B. Complaints must be in writing.
- C. The complaint shall identify the alleged infraction(s) and the facts upon which the

allegation is based, and shall be signed by the person filing the complaint.

- D. Filing the complaint shall be accomplished by submitting the signed complaint to the Dean of Student Affairs.

Article V: Section 2. PRELIMINARY INVESTIGATION

- A. Upon receipt of a complaint that a student has allegedly committed an infraction(s) of this code, the Dean shall conduct a preliminary investigation.
- B. If the preliminary investigation indicates the allegation to be unsubstantiated, the Dean shall dismiss the complaint.
- C. If the allegation is found to have substance, the Dean shall summon and inform the student of the specific allegation(s).
- D. The student may choose during the conference to:
 - 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 Affairs disposition of the matter.
 - 2. Deny the allegation(s) in writing and agree to accept the Dean of Student Affairs disposition of the matter without benefit of an administrative hearing or right to appeal.
 - 3. Deny the allegation(s) and request an administrative hearing.
- E. Following the conference, the Dean shall dismiss the complaint as unsubstantiated, administer appropriate sanctions, or schedule an administrative hearing.

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Article V: Section 3. ADMINISTRATIVE HEARING

- A.** 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.
- B.** The notice of the hearing shall advise the student of his/her student's right to counsel (as defined in Article II, Section 1.3) during the hearing and the right to view evidence prior to the hearing.
- C.** 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 person.
- D.** An administrative hearing shall be scheduled at a reasonable time to allow the student to prepare proper defense.
- E.** The Dean shall set the date, time, place and make necessary arrangements for the administrative hearing.
- F.** The Dean, for good cause, may reschedule the hearing.
- G.** The hearing procedure shall be informal and provide reasonable opportunity for the student to present a defense and for witnesses to be heard.
 - 1.** The hearing shall be open only to those persons directly involved.
 - 2.** The Dean shall present the College's evidence and call such witnesses as required.

- 3.** The student shall present any evidence or call such witnesses to present a defense.
- 4.** The Dean of Student Affairs may question all witnesses.
- 5.** The student is given an opportunity to make a final statement.

- H.** 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 Affairs 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 Affairs within five class days of receipt of notice of such sanction.

Article VI: Section 1. APPEALS COMMITTEE

- A.** 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.
- B.** The chairperson shall be appointed by the Chancellor. In the absence of the appointed chairperson, a temporary chairperson shall be elected by the committee.

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- C. A quorum shall consist of six members, two of whom must be student members.
- D. 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.
- E. A member unable to serve shall submit a written resignation to the chairperson.
- F. The committee may remove a member by simple majority vote for malfeasance, nonfeasance or misfeasance of the committee's responsibilities.
- G. 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.

Article VI: Section 2. CHAIRPERSON'S RESPONSIBILITIES

- A. 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.
- B. The chairperson presides over the hearing.
- C. The chairperson ascertains that the Dean of Student Affairs and the student have performed their responsibilities.
- D. The chairperson rules on the admissibility of evidence, motions, objections and recognizes committee members for the purpose of questioning.

Article VI: Section 3. DEAN OF STUDENT AFFAIRS RESPONSIBILITIES

- A. The Dean of Student Affairs, with the concurrence of the chairperson, shall establish the date, time, place and provide notice of hearing to all involved persons.
- B. The Dean of Student Affairs 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.
- C. The Dean of Student Affairs 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.
- D. The Dean of Student Affairs reports non-compliance with a summons by College personnel to the Chancellor.
- E. The Dean of Student Affairs makes necessary arrangements for the hearing, including the recording of the proceedings.
- F. The Dean of Student Affairs shall present the case on behalf of the College.

Article VI: Section 4. STUDENT'S RESPONSIBILITIES

- A. The student shall appear for the hearing on the scheduled date at the prescribed time.
- B. The student shall notify the Dean of Student Affairs in writing three days prior to the hearing.

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ing of any documents or witnesses the student wishes summoned on the student's behalf.

- C. At least three class days prior to the hearing, the student shall notify the Dean of Student Affairs if the student is to be advised by an attorney during the hearing.

Article VI: Section 5. NOTICE OF HEARING

- A. 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.
- B. The notice shall specify the date, time and place of the hearing. The hearing shall be not less than seven 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 Affairs to notify involved persons of the new hearing date.
- C. 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.
- D. The notice shall advise the student that the hearing shall be closed and that the student has the right to be advised by counsel or attorney and the 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.

Article VI: Section 6. HEARING PROCEDURES

- A. The hearing procedures shall be informal in nature and provide reasonable opportunities for witnesses to be heard.
- B. The hearing shall be closed. Persons present shall be limited to the Dean of Student Affairs 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.
- C. 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.
- D. The committee shall follow the procedures outlined herein:
 - 1. The Dean of Student Affairs presents the procedures and evidence used to reach the decision.
 - 2. The members of the committee shall have an opportunity to question the Dean of Student Affairs for points of clarification.
 - 3. The student shall have an opportunity to explain irregularities or inconsistencies in the procedures and/or application of the rules and regulations.
 - 4. The members of the committee will have an opportunity to question the student for point of clarification.

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5. New evidence may be presented by the College or the student. Such evidence must have been unavailable for the administrative hearing.
 6. The Dean of Student Affairs shall present the College's final closing remarks.
 7. The student shall make closing remarks.
 8. Succinct final remarks shall be made by the Dean of Student Affairs.
 9. All involved parties including the Dean of Student Affairs shall be excused and the committee shall commence sequestered deliberations.
- E.** The committee can uphold the decision of the Dean of Student Affairs, reduce the sanctions imposed by the Dean of Student Affairs, vacate the decision of the Dean of Student Affairs due to irregularities in procedures, or remand the matter for rehearing to cure procedural irregularities.
- F.** 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.

Article VII: Section 1. SANCTIONS FOR DISCIPLINARY MISCONDUCT

- A. Expulsion:** Permanent, involuntary forced withdrawal from the College.
- B. Suspension:** Involuntary forced withdrawal from the College for a specified period of time determined on an individual case basis.
- C. 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.
- D. 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.
- E. Work Reparation:** An option, which can be used in lieu of restitution, probation, or fine.
- F. Fine:** An order that the student pay the College a designated sum of money in view of the type of offense.

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- G. 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.
- H. 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.
- I. 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.
- J. 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.
- K. 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.
- Article VII: Section 2. SANCTIONS FOR ACADEMIC MISCONDUCT**
- A. Expulsion:** Permanent, involuntary forced withdrawal from the College.
- B. Suspension:** Involuntary forced withdrawal from the College for a specified period of time determined on an individual case basis.
- C. 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.
- D. Forced Withdrawal From Course:** Involuntary forced withdrawal from the course in which the offense occurred without credit for the course.
- E. 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.
- F. 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.
- G. Change in Course Grade:** Change in grade of the course in which the infraction occurred. Requires approval of the Dean of Academic Affairs.
- H. 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.
- I. 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.
- J. Warning:** A written or oral notice to the student that a continuation or repetition of a specific conduct maybe cause for further and more severe disciplinary action.

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K. 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.

Article VII: Section 3. SANCTIONS FOR ORGANIZATIONAL MISCONDUCT

A. 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.

B. 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.

C. 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.

D. 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.

E. Fine: An order that the organization pay the College a designated sum of money.

F. 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.

G. 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.

H. 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.

I. 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.

J. Warning: A written or oral notice to the organization that a continuation or repetition of a specific conduct may be 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.

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Article VIII: Section 1. CIRCUMSTANCES FOR USE

- A.** 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.
- B.** 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.
- C.** 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 present imminent danger to himself, other students, and to other individuals.

Article VIII: Section 2. PROCEDURES

- A.** A hearing will be held immediately, within 48 to 72 hours, where the student presents imminent danger to himself, others students, and to other individuals.
- B.** An interim suspension may be imposed only by the Dean of Student Affairs.
- C.** The student shall be given written notice of the imminent possibility of suspension and opportunity to appear before the Dean.
- D.** 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.

Article VIII: Section 3. LENGTH OF INTERIM SUSPENSION

- A.** An interim suspension shall remain in effect pending completion of the normal disciplinary process.
- B.** The Dean of Student Affairs shall have the authority to modify the terms of an interim suspension.

Article VIII: Section 4. OTHER INTERIM SANCTIONS

- A.** The Dean of Student Affairs shall have the authority to impose any lesser sanction on an interim in accordance with these procedures.
- B.** 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 writ-

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ten 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. A decision in favor of the student.
- b. A decision supporting the previous action.
- c. A statement of compromise agreed to in a discussion with the parties involved and signed by them.
- d. 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/she shall request the College Appeals Committee to conduct a hearing on the matter and forward to the Chancellor a recommendation as to the disposition of the matter. The Chancellor shall render a final decision within fifteen class days of receipt of the grievance.

APPENDIX II : INVOLUNTARY WITHDRAWAL

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 Affairs and any person the Dean

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requests as a consultant. The notice shall include:

1. A statement of the reasons for the conference.
2. 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.
3. 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.
4. A statement outlining the rights of the student as provided herein.

B. The purposes of the conference with the Dean of Student Affairs 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 Affairs 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 Affairs 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 Affairs and the student within five days of receipt of the appeal.

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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 Affairs who 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.

- 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 Affairs will assist the student in initiating the formal grievance process. (See Appendix III.)

SEXUAL HARASSMENT

No student or employee shall be subjected 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. Baton Rouge Community College will neither permit nor condone this type of behavior.

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;
- 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 Affairs will assist the student in initiating the formal grievance process. (See Appendix III.)

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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 and as required by law, 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 be respected only insofar as it does not interfere with the College's obligation to investigate allegations of misconduct which, when brought to the College's attention, require it to take corrective action.

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

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the use of separate grievance procedures. All faculty, staff, and administrators will be held accountable for compliance with this policy. Any case of unprofessional conduct and/or sexual harassment and intimidation and harassment is inconsistent with the maintenance of academic freedom on campus; however, 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 Affairs, Academic Affairs or the Chancellor's 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 Affairs. 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.

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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 Affairs 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:

1. 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, 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 complainant 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.

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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 Affairs 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 conclu-

sion 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.

BRCC at its Best



**Attend BRCC to see how it can
make you one of the Best.**

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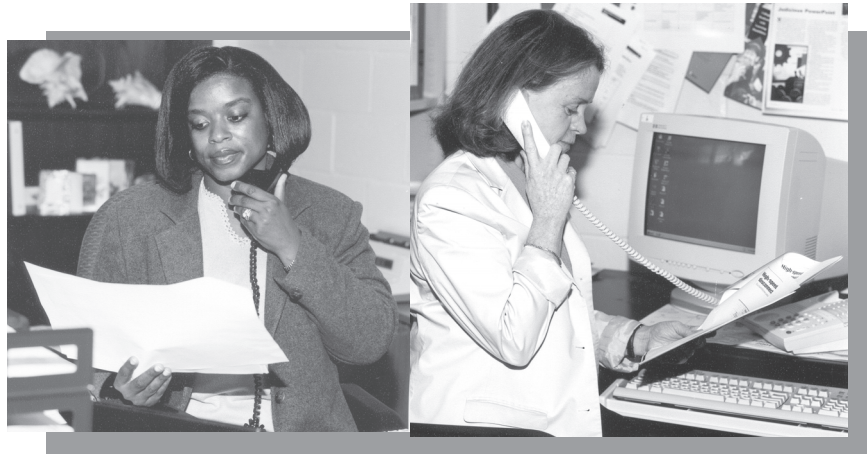
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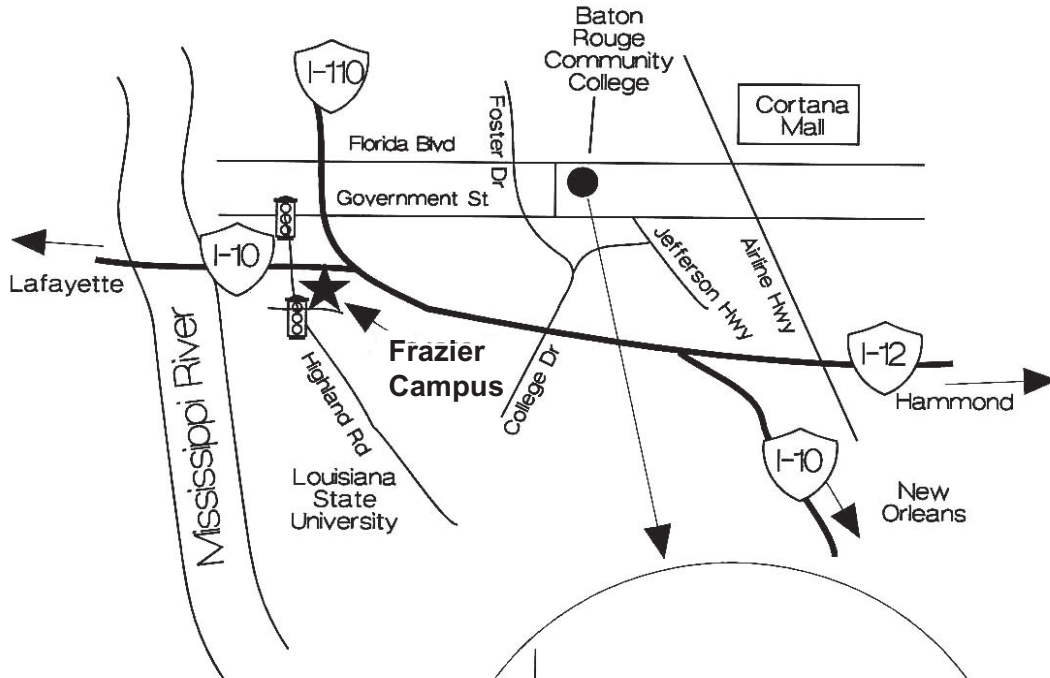
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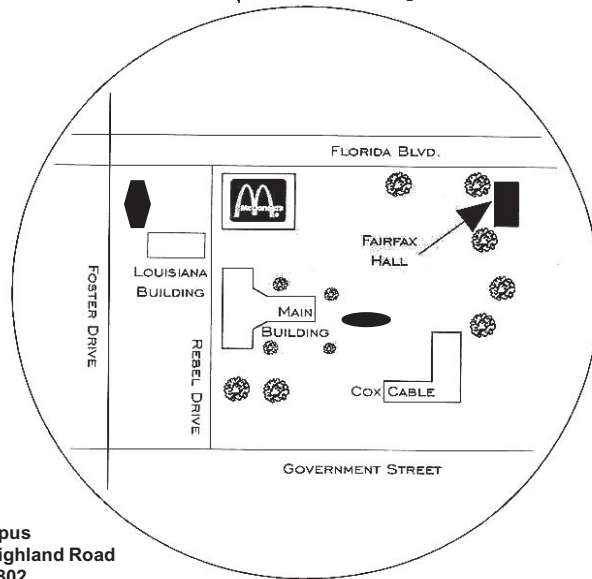
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