

ASSOCIATE OF SCIENCE IN GENERAL SCIENCE

PROGRAM OF STUDY

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

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

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

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

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

² Students are advised to take the second semester of History of Western Civilization.

SUGGESTED BRCC SEQUENCE OF COURSE WORK

Semester 1:	Credit Hours
ENGL 101	3
BIOL or CHEM 101	3
BIOL or CHEM 101 L	1
MATH 101 or 110	3
COMP 101	3
HIST 101	3
Seminar	1
	17

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

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

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

Total Hours **65-66**

* - this lab is not required (recommended)

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

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

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

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS TECHNOLOGY

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

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

PROGRAM OF STUDY

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

SUGGESTED BRCC SEQUENCE OF COURSE WORK

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

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

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

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

Total Hours **63**

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

CERTIFICATE IN BUSINESS TECHNOLOGY

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

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

PROGRAM OF STUDY

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

SUGGESTED BRCC SEQUENCE OF COURSE WORK

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

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

Total Hours 30

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

ASSOCIATE OF APPLIED SCIENCE IN PROCESS CONTROL TECHNOLOGY

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

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

PROGRAM OF STUDY

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

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

SUGGESTED BRCC SEQUENCE OF COURSE WORK

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

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

DESCRIPTION OF COURSES

ACCT 111 FUNDAMENTALS OF ACCOUNTING

Credits 3

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

ACCT 201 ACCOUNTING I

Credits 3

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

ACCT 211 INTRODUCTION TO MANAGERIAL ACCOUNTING

Credits 3

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

Prerequisites: ACCT 201

ACCT 221 COMPUTER BASED ACCOUNTING

Credits 3

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

Prerequisites: ACCT 201 & COMP 101

ARTS 101 INTRODUCTION TO FINE ARTS

Credits 3

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

BIOL 101 GENERAL BIOLOGY I

Credits 3

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

BIOL 101L GENERAL BIOLOGY LAB I

Credits 1

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

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

BIOL 102 GENERAL BIOLOGY II

Credits 3

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

BIOL 102L GENERAL BIOLOGY LAB II

Credits 1

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

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

BIOL 210 GENERAL MICROBIOLOGY

Credits 4

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

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

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

BUSN 110 INTRODUCTION TO BUSINESS

Credits 3

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

BUSN 121 BUSINESS MATH

Credits 3

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

BUSN 140 BUSINESS COMMUNICATION

Credits 3

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

BUSN 220 BUSINESS LAW

Credits 3

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

Prerequisites: BUSN 110

CHEM 101 CHEMISTRY I

Credits 3

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

Co-requisites: CHEM 101L

CHEM 101L CHEMISTRY LAB I

Credits 1

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

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

CHEM 102 CHEMISTRY II

Credits 3

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

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

CHEM 102L CHEMISTRY LAB II

Credits 1

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

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

COMP 101 INTRODUCTION TO COMPUTER TECHNOLOGY

Credits 3

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

Prerequisites: High school math

COMP 120 DATABASE MANAGEMENT I

Credits 3

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

Prerequisites: COMP 101

COMP 130 SPREADSHEETS I

Credits 3

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

Prerequisites: COMP 101

COMP 190 COMPUTER SCIENCE

Credits 3

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

Prerequisite None **Co-requisite** None

COMP 220 DATABASE MANAGEMENT II

Credits 3

A continuation of COMP 120.

Prerequisites: COMP 120

COMP 230 SPREADSHEETS II

Credits 3

A continuation of COMP 130.

Prerequisites: COMP 130 & MATH 110

COMP 260 COMPUTER PRESENTATIONS FOR BUSINESS

Credits 3

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

Prerequisites: COMP 101

DVEN 090 DEVELOPMENTAL ENGLISH 090

Credits 3

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

DVEN 091 DEVELOPMENTAL ENGLISH 091

Credits 3

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

DVMA 090 DEVELOPMENTAL MATHEMATICS 090*Credits 3*

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

DVMA 091 DEVELOPMENTAL MATHEMATICS 091*Credits 3*

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

DVRE 090 DEVELOPMENTAL READING 090*Credits 3*

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

DVRE 091 DEVELOPMENTAL READING 091*Credits 3*

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

ECON 201 PRINCIPLES OF ECONOMICS I*Credits 3*

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

ECON 202 PRINCIPLES OF ECONOMICS II*Credits 3*

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

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

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

ENGL 101 ENGLISH COMPOSITION I*Credits 3*

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

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

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

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

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

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

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

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

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

Prerequisites: *Successful completion of ENGL 101 & 102*

ENGL 215 INTRODUCTION TO DRAMA AND POETRY

Credits 3

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

Prerequisites: ENGL 102

ENGL 220 SURVEY OF BRITISH LITERATURE

Credits 3

ENGL 221 SURVEY OF AMERICAN LITERATURE

Credits 3

ENGL 230 UNDERSTANDING LITERATURE

Credits 3

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

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

ENGL 240 BASIC GRAMMAR REVIEW

Credits 3

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

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

EASL 090 ENGLISH AS A SECOND LANGUAGE 090

Credits 3

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

EASL 091 ENGLISH AS A SECOND LANGUAGE 091

Credits 3

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

FINA 110 PERSONAL FINANCE

Credits 3

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

FINA 210 BUSINESS FINANCE

Credits 3

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

Prerequisites: ACCT 201

FREN 101 ELEMENTARY FRENCH I

Credits 3

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

Co-requisites: Language lab

FREN 102 ELEMENTARY FRENCH II

Credits 3

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

Prerequisites: FREN 101 or equivalent

Co-requisites: Language lab

FREN 201 INTERMEDIATE FRENCH I

Credits 3

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

Prerequisites: FREN 101 & FREN 102 or equivalent

Co-requisites: Language lab

FREN 202 INTERMEDIATE FRENCH II

Credits 3

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

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

Co-requisites: Language lab

GEOG 201 INTRODUCTION TO GEOGRAPHY

Credits 3

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

GEOG 203 CULTURAL GEOGRAPHY

Credits 3

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

GEOG 205 PHYSICAL GEOGRAPHY

Credits 3

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

HIST 101 HISTORY OF WORLD CIVILIZATIONS I

Credits 3

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

HIST 102 HISTORY OF WORLD CIVILIZATIONS II

Credits 3

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

HIST 201 U.S. HISTORY I

Credits 3

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

HIST 202 U.S. HISTORY II

Credits 3

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

HIST 210 LOUISIANA HISTORY

Credits 3

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

MANG 131 PERSONNEL MANAGEMENT

Credits 3

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

Co-requisites: SEMN 114, or permission of instructor

MANG 201 PRINCIPLES OF MANAGEMENT

Credits 3

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

Prerequisites: BUSN 110

MANG 222 SMALL BUSINESS MANAGEMENT

Credits 3

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

Prerequisites: COMP 101

MANG 223 INDUSTRIAL PLANT MANAGEMENT

Credits 3

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

Prerequisites: COMP 101

MARK 215 RETAIL MERCHANDISING

Credits 3

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

MATH 101 COLLEGE ALGEBRA (5-HOUR FORMAT)

Credits 3

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

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

MATH 110 COLLEGE ALGEBRA

Credits 3

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

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

MATH 111 PLANE TRIGONOMETRY

Credits 3

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

Prerequisites: MATH 101 or MATH 110

MATH 120 COLLEGE ALGEBRA AND TRIGONOMETRY

Credits 3

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

Prerequisites: Placement by department

MATH 130 INTRODUCTION TO CONTEMPORARY MATHEMATICS

Credits 3

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

Prerequisites: Placement by department

MATH 131 COLLEGE MATHEMATICS

Credits 3

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

Pre-requisite MATH 130

Co- requisite NONE

MATH 201 CALCULUS FOR NON-SCIENCE MAJORS

Credits 3

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

Prerequisites: MATH 101 or MATH 110

MATH 210 CALCULUS I

Credits 4

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

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

MATH 211 CALCULUS II

Credits 4

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

Prerequisites: MATH 210

MUSC 101 MUSIC APPRECIATION

Credits 3

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

OFCP 100 KEYBOARDING

Credits 1

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

OFCP 110 ELECTRONIC OFFICE SYSTEMS

Credits 3

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

OFCP 120 TYPING I

Credits 3

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

OFCP 125 BUSINESS CORRESPONDENCE

Credits 3

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

Prerequisites: OFCP 120 & ENGL 101

OFCP 130 WORD PROCESSING

Credits 3

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

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

OFCP 220 TYPING II

Credits 3

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

Prerequisites: OFCP 120

OFCP 230 RECORDS MANAGEMENT

Credits 3

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

PHIL 201 INTRODUCTION TO PHILOSOPHY

Credits 3

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

PHIL 203 INTRODUCTION TO LOGIC

Credits 3

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

PHIL 205 INTRODUCTION TO ETHICS

Credits 3

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

PHSC 101 PHYSICAL SCIENCE I

Credits 3

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

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

PHSC 101L PHYSICAL SCIENCE LAB I

Credits 1

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

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

PHSC 102 PHYSICAL SCIENCE II

Credits 3

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

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

PHSC 102L PHYSICAL SCIENCE LAB II

Credits 1

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

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

PHYS 110 INTRODUCTION TO PHYSICS

Credits 3

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

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

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

PHYS 121 GENERAL PHYSICS FOR PHYSICS MAJORS I

Credits 4

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

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

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

PHYS 122 GENERAL PHYSICS FOR PHYSICS MAJORS II

Credits 4

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

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

Co-requisites: *None*

PHYS 201 GENERAL PHYSICS I

Credits 3

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

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

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

PHYS 202 GENERAL PHYSICS II

Credits 3

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

Prerequisites: *PHYS 201*

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

PHYS 210 PHYSICS FOR TECHNICAL STUDENTS I

Credits 3

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

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

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

PHYS 210L GENERAL PHYSICS LABORATORY I

Credits 1

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

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

PHYS 211 PHYSICS FOR TECHNICAL STUDENTS II

Credits 3

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

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

PHYS 211L GENERAL PHYSICS LABORATORY II

Credits 1

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

Prerequisites: *PHYS 210L*

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

POLI 110 AMERICAN GOVERNMENT

Credits 3

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

PSYC 200 PSYCHOLOGY OF ADJUSTMENT

Credits 3

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

PSYC 201 INTRODUCTION TO PSYCHOLOGY

Credits 3

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

PTEC 101 INTRODUCTION TO PROCESS CONTROL TECHNOLOGY

Credits 3

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

PTEC 103 INDUSTRIAL INSTRUMENTATION I

Credits 3

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

PTEC 105 PROCESS PLANT EQUIPMENT

Credits 3

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

PTEC 107 INDUSTRIAL INSTRUMENTATION II

Credits 3

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

Prerequisites: PTEC 103 and MATH 110

PTEC 109 PROCESS TECHNOLOGY SUMMER INTERNSHIP

Credits 3

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

Prerequisites: PTEC 103 and PTEC 105

PTEC 201 HYDRAULICS/FLUIDS

Credits 3

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

PTEC 203 INDUSTRIAL SAFETY

Credits 3

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

Prerequisites: PTEC 101

PTEC 205 UNIT OPERATIONS

Credits 3

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

Prerequisites: PTEC 105, PTEC 107, & CHEM 101

Co-requisites: □ PTEC 201

PTEC 207 PROCESS TECHNOLOGY PARADIGMS

Credits 3

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

Prerequisites: PTEC 109 or permission of advisor

PTEC 215 PROCESS TECHNOLOGY CAPSTONE PROJECT

Credits 4

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

Prerequisites: Recommendation of advisor

REAL 101 INTRODUCTION TO REAL ESTATE

Credits 3

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

SEM 110 INTRODUCTION TO BRCC

Credits 1

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

SEM 111 CAREER PLANNING

Credits 1

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

SEM 112 SEMINAR IN MATH/SCIENCE ANXIETY

Credits 1

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

SEM 113A CRITICAL THINKING I

Credits 1

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

SEM 113B CRITICAL THINKING II

Credits 1

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

SEM 114 ORIENTATION TO CAMPUS RESOURCES

Credits 1

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

SOCL 200 INTRODUCTION TO SOCIOLOGY

Credits 3

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

SOCL 205 CONTEMPORARY SOCIAL PROBLEMS

Credits 3

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

SPAN 101 ELEMENTARY SPANISH I

Credits 3

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

SPAN 102 ELEMENTARY SPANISH II

Credits 3

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

Prerequisites: SPAN 101

SPAN 201 INTERMEDIATE SPANISH I

Credits 3

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

Prerequisites: SPAN 102 or its equivalent

SPAN 202 INTERMEDIATE SPANISH II

Credits 3

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

Prerequisites: SPAN 201 or its equivalent

SPCH 101 FUNDAMENTALS OF SPEECH

Credits 3

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

SPCH 120 TECHNIQUES OF SPEECH

Credits 3

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

SPCH 210 INTERPERSONAL COMMUNICATION

Credits 3

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

SPCH 220 COMMUNICATION FOR BUSINESS PROFESSIONALS

Credits 3

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

STAFF DIRECTORY

OFFICE OF THE CHANCELLOR

Marion Bonaparte, Chancellor
Ed.D., Temple University

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

ACADEMIC AFFAIRS

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

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

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

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

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

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

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

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

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

Sandra Cavalier, Coordinator
M.Ed., Southern University

Claire Lemoine, Administrative Secretary

STUDENT SERVICES

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

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

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

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

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

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

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

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

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

Valerie Kilbourne, Secretary

BUSINESS AFFAIRS

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

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

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

Beth Segura, Administrative Specialist

Phillip Rollins, Mailing & Receiving Clerk

John Weary, Office Supply Clerk

INSTITUTIONAL RESEARCH/PLANNING

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

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

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

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

Alice Collier, Coordinator
B.S. Southern University

FACULTY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Yates, Adrian, Instructor of Business
MS, Letourneau University

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

BATON ROUGE COMMUNITY COLLEGE FOUNDATION

HISTORY

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

GOAL

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

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

OBJECTIVE

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

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

STUDENT DISCIPLINE

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

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

1. Initial Report:

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

2. Dismissal or Further Investigation:

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

3. Sanctions:

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

4. Right of Appeal:

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

5. Appellate Procedure:

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

A. Right to Counsel:

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

B. Scope of Review and Disposition:

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

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

C. Recording of Proceedings:

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

D. Judgment of the Panel:

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

6. Further Appeal:

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

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

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

Alcohol & Drug Policy

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

College Policy

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

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

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

Legal Sanctions

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

FCSA

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

LUCDS LAW

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

CRIMINAL CODE RS14:91

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

COLLEGE SANCTIONS

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

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

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

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

SUBSTANCE INFRACTIONS

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

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

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

HEALTH RISKS ASSOCIATED WITH ILLICIT DRUGS & ABUSE OF ALCOHOL

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

ANABOLIC STEROIDS

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

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

CANNABIS

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

Hashish: Hash, Hash Oil

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

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

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

Crack: (a form of Cocaine) Rock

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

DEPRESSANTS

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

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

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

HALLUCINOGENS: Lysergic Acid

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

Phencyclidine: PCP, Angel Dust, Hog

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

Dimethoxymeth (amphetamine): STP, Serenity & Peace

Dimethyltryptamine : DMT, Businessman's Trip

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

Psilocybe

Mushrooms: *Psilocybin, Sacred Mushrooms, Magic Mushrooms*

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

INHALANTS

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

Anesthetics: Nitrous Oxide, Halothane, Laughing Gas

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

NARCOTICS

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

Morphine: Morphine Sulfate, Morpho, Miss Emma,

Unkie, Hocus, M

Opium: Dover's Powder, Paregoric, Parepectollin

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

Hydromorphone: Ditaudid, Lords

Meperidine: *Demerol, Mepergan, Pethadol* Doctors

Methodane: *Dolophine Methadone, Methadose, Dollies*

Others: *Percodan, Talwin, Lomotil, Darven*

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

STIMULANTS

Amphetamines: Dextroamphetamine, Biphphetamine, Methamphetamine, Dexedrine

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

Phernuetrazine: *Preludin, Preludes*

Methylphenidate: Ritalin

Others: Ionamin, Tenuate, Tepanil, Sanorex, Plegine

Crystal: Methamphetamines

Ice: Speed, Smoke, Fire

Crank: Street Speed

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

TOBACCO

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

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

REGULATIONS GOVERNING STUDENT ORGANIZATIONS

THE ROLL OF STUDENT ORGANIZATIONS

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

GENERAL POLICY

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

REGULATIONS FOR RECOGNIZED ORGANIZATIONS

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

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

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

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

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

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

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

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

SPECIAL PRIVILEGES

A registered organization is entitled:

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

REGISTRATION OF NEW ORGANIZATIONS

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

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

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

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

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

SANCTIONS FOR ORGANIZATIONAL MISCONDUCT AND WITHDRAWAL OF REGISTRATION

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

SEXUAL ASSAULT INFORMATION

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

APPEALS PROCEDURES

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

SEXUAL HARASSMENT

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

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

FORMAL GRIEVANCE PROCEDURES

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

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

CONFIDENTIALITY

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

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

STUDENT CODE OF CONDUCT

CODE OF CONDUCT PREFACE

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

ARTICLE 1. INTRODUCTION

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

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

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

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

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

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

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

ARTICLE II. DEFINITIONS

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

SECTION 1 TERMS

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

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

SECTION 2 PHRASES

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

ARTICLE III. STUDENT RIGHTS AND RESPONSIBILITIES

As a means of giving greater content and definition to

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

SECTION 1 COLLEGE COMMUNITY

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

SECTION 2 ACADEMIC FREEDOMS AND RESPONSIBILITIES

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

degree program.

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

SECTION 3 EDUCATIONAL RECORDS

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

SECTION 4 FREEDOM OF INQUIRY AND EXPRESSION

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

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

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

SECTION 5 STUDENT LIFE

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

SECTION 7 REDRESS OF GRIEVANCES

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

ARTICLE IV. INFRACTIONS

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

SECTION 1 ACADEMIC INFRACTIONS

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

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

SECTION 2 FINANCIAL INFRACTIONS

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

SECTION 3 HEALTH AND SAFETY INFRACTIONS

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

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

SECTION 4 INFORMATIONAL INFRACTIONS

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

SECTION 5 ORGANIZATIONAL INFRACTIONS

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

SECTION 6 PERSONAL CONDUCT INFRACTION

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

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

SECTION 7 UNLAWFUL ACTS AND POLICY INFRACTIONS

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

SECTION 8 PROPERTY INFRACTIONS

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

SECTION 9 SUBSTANCE INFRACTIONS

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

SECTION 10 OTHER INFRACTIONS

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

in the performance of the employee's duties.

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

ARTICLE V. ADMINISTRATION OF THE CODE OF STUDENT CONDUCT

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

SECTION 1 FILING COMPLAINT

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

SECTION 2 PRELIMINARY INVESTIGATION

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

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

SECTION 3 ADMINISTRATIVE HEARING

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

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

ARTICLE VI. APPEALS PROCEDURES

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

SECTION 1 APPEALS COMMITTEE

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

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

SECTION 2 CHAIRPERSON'S RESPONSIBILITIES

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

SECTION 3 DEAN OF STUDENT SERVICES RESPONSIBILITIES

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

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

SECTION 4 STUDENT'S RESPONSIBILITIES

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

SECTION 5 NOTICE OF HEARING

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

SECTION 6 HEARING PROCEDURES

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

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

ARTICLE VII. SANCTIONS

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

SECTION 1 SANCTIONS FOR DISCIPLINARY MISCONDUCT

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

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

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

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

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

SECTION 2 SANCTIONS FOR ACADEMIC MISCONDUCT

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

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

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

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

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

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

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

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

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

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

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

SECTION 3 SANCTIONS FOR ORGANIZATIONAL MISCONDUCT

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

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

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

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

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

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

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

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

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

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

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

ARTICLE VIII. INTERIM SUSPENSION

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

SECTION 1 CIRCUMSTANCES FOR USE

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

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

SECTION 2 PROCEDURES

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

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

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

SECTION 3 LENGTH OF INTERIM SUSPENSION

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

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

SECTION 4 OTHER INTERIM SANCTIONS

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

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

APPENDIX I : STUDENT GRIEVANCE PROCEDURE

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

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

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

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

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

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

APPENDIX II : INVOLUNTARY WITHDRAWAL DUE TO SEVERE PSYCHOLOGICAL DISTURBANCE

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

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

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

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

A statement of the reasons for the conference.

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

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

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

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

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

Whenever possible, the student will be accompanied to the interview by an appropriate professional staff member.

The professional staff member or consultant conducting the interview shall make a determination concerning the degree of psychological disturbance and advise the Dean of Student Services of the appropriate action.

D. The student shall be afforded the following rights when a hearing is requested before the Committee on Involuntary Withdrawal:

A written letter of the time and place of the hearing at least three class days prior to the hearing. The letter will also advise the student of the student's right to attorney as defined in the college Code of Student Conduct and inform the student that if the student chooses to have an attorney present during the hearing, the student is required to notify the Dean of Student Services at least two days prior to the hearing. Additionally, the letter shall inform the student that the student's representative shall be limited to advising the student during the proceedings.

The right to present witnesses and evidence on behalf of the student and to question witnesses and challenge evidence presented by the college.

The right to appeal the decision of the committee to the Chancellor within five class days of receipt of the committee's decision. The appeal is limited to grounds of prejudicial procedural error or actions which are arbitrary

and capricious. The decision to appeal will not stay initiation of the withdrawal. The Chancellor shall notify the Dean of Student Services and the student within five days of receipt of the appeal.

If a hearing is requested before the Committee on Involuntary Withdrawal, a hearing shall be arranged within five class days. The committee is appointed by the Chancellor and includes but is not limited to a staff counselor, faculty member from the social science department and the Dean of Student Services shall serve in an ex officio capacity. The committee shall determine by substantial weight of the evidence:

Whether the student exhibits behavior cited herein.
Whether the student should be involuntarily withdrawn.

On determination that involuntary withdrawal is necessary, and in turn carried out, the conditions for readmission are specified and depend on a psychological evaluation by a psychiatrist and a medical clearance being submitted for review by appropriate college professional staff and/or consultant. A student may be removed immediately from college property as provided in Article VII of the college Code of Student Conduct pending initiation of the above procedures.

BRCC'S POSITION STATEMENT ON SEXUAL HARASSMENT

Unprofessional Conduct and Sexual Harassment

Members of the college community--students, staff, faculty, and administrators--are entitled to a professional working environment, free of harassment or interference for reasons unrelated to the performance of their duties. Since some members of the community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power, so as to avoid actions that are abusive or unprofessional. Faculty and supervisors, in particular, in their relationships with students and fellow employees, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to a strictly professional relationship. It is the responsibility of faculty and supervisors to behave in such a manner that their words or actions cannot reasonably be perceived as suggestive or coercive.

Unprofessional conduct includes, but is not limited to, the following:

1. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual

nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status, or submission to or rejection of such contact by an individual is used as a basis of employment or academic decisions affecting such individual;

2. Exploitation of another person for private advantage;
3. Appropriation of another person's work without credit;
4. Unreasonable and substantial interference with another person's work performance;
5. Creating an intimidating, hostile, or offensive environment based on sex, race, religion, age, political belief, or national origin;
6. Any conduct severely prejudicial to the college, or which is detrimental to the college and its working and processes.

Students and employees will be provided the use of separate grievance procedures. All faculty, staff, and administrators will be held accountable for compliance with this policy. While each case of unprofessional conduct and/or sexual harassment and intimidation and harassment are inconsistent with the maintenance of academic freedom on campus; therefore, nothing contained in this policy shall be construed either to limit the legitimate exercise of the right of free speech or to infringe upon the academic freedom of any member of the college community.

Any questions regarding either this policy or a specific past situation should be addressed to the appropriate college administrator, affirmative action officer, Dean of Student Services, Academic Affairs or the Chancellors office.

PROCEDURES FOR RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS

BRCC's procedure for handling sexual harassment complaints:

1. A mechanism to resolve complaints informally;
2. A procedure to handle formal charges if the first procedure is unsuccessful or if further action is deemed appropriate.

Procedures for Resolving Complaints Informally:

Initial Contact

1. Any employee or student who believes he/she has been the subject of sexual harassment or sexual intimidation is encouraged to consult with an appropriate college officer (Department Head, Dean, Director) to gain an understanding of both the BRCC Sexual Harassment Policy and of possible options and resources.
2. Students have the option of consulting with the Dean of Student Services. Faculty members may select the option to consult with the Dean for Academic Affairs. Staff members have the option of consulting with the appropriate Dean/Department Head responsible for their particular college unit.
3. Upon receiving the initial complaint, the college officer will schedule a preliminary meeting to discuss the charges, to explain proper procedures, to complete the Sexual Harassment Complaint Checklist, and to determine whether further information is needed. Based upon the outcome of this meeting, the administrator will take one of the following actions:
 1. If the person wants to proceed with the complaint, the college officer will explain the process and the procedures.
 2. If the person does not want to proceed with the complaint, the college officer will make a record of the complaint and take such action as necessary to protect the interest of the complainant and of the college.
 3. If after the preliminary investigation the college officer feels that sexual harassment has not occurred, the officer will advise the person of his/her findings and will advise the person of his/her options if the person wishes to proceed further with the complaint.

Informal Resolution

If a person decides to file a sexual harassment complaint, the following procedure shall be adhered to:

Every effort should be made to resolve a complaint within thirty (30) days of the complaint using an informal process. During this preliminary stage, the complainant will be encouraged to provide information contained in the Sexual Harassment Complaint Checklist. The administrator will use the Assessment Form to determine appropriate courses of action. If the college officer decides that the described situation fits the definition of sexual

harassment, he/she will request the names of the involved parties and will request an agreement to conduct an informal investigation.

The objective of this process will be to provide appropriate relief to the aggrieved party, sensitize the alleged harasser to the effects of such behavior, and resolve the complaint to the mutual satisfaction of both parties. An investigation will minimally include contacting the college officer responsible for the accused, i.e., if a student makes a complaint to the Dean of Student Services about a faculty member, the Dean will notify the faculty member's dean and/or department head relative to the complaint. Other steps that may take place in the investigative process are the following: (1) additional fact-finding; (2) a meeting with the administrative officer of the accused to discuss the grievance; and (3) a meeting with the complainant and accused separately or together.

Where a resolution is reached, a dated copy of the terms of the resolution indicating the nature of the complaint and the names of the parties shall be recorded and kept in a separate case file to be located in the appropriate college office.

Note: The person filing the complaint will be protected against retaliation in any form. Words or behavior that punish a person for filing a complaint of sexual harassment are illegal. False accusations have a damaging effect on innocent people. False accusations are not condoned and may lead to disciplinary action.

Confidentiality

BRCC will make every effort to maintain confidentiality to the extent legally possible throughout the investigation and hearing procedures.

Formal Complaint Procedures:

If the informal proceedings are deemed inappropriate by either party, or if the matter is not resolved, the aggrieved party may initiate the formal grievance procedure. In extraordinary circumstances, when the continued working or academic relationship between the aggrieved party and the accused creates an impossible working/academic environment, a temporary transfer or reassignment of duties will be considered. If the aggrieved party decides to proceed with a formal grievance the following action will take place:

A written and signed complaint of sexual harassment must be submitted to the appropriate college officer by the aggrieved party within ten (10) working days after the informal resolution has failed or within sixty (60) calendar days of the incident cited as sexual harassment. Student complaints should be submitted within ten (10) months of

the incident. The complaint shall state, as clearly and concisely, the facts which are the grounds for the proceeding, and the relief sought. The college officer receiving the written complaint shall inform the appropriate Dean of the complaint so that a hearing may be set. In special circumstances, time limits may be waived with the mutual consent of college officers. All matters will be handled as expeditiously as possible.

2. Upon receipt of the written complaint, the appropriate college officer(s) will within five (5) days, contact the person who allegedly engaged in the sexual harassment, and inform him/her of the basis of the complaint and the opportunity to respond.

That person will have five (5) days to respond to the complaint. The response shall contain full, direct, and specific responses to each claim in the complaint.

3. Within fifteen (15) days of the aforementioned deadline, the Dean of Student Services will convene the college advisory committee to establish hearing procedures concerning the complaint.

4. The function of the college Advisory Committee will be to hear and consider testimony and other relevant evidence, to make findings of fact, to determine whether the college's policy on sexual harassment has been violated, and if so, to recommend appropriate relief and disciplinary action(s). A copy of the Committee's findings will be made and retained by the appropriate college officer(s).

5. If the college Advisory Committee determines that sexual harassment has occurred, it will recommend appropriate corrective action.

The corrective action will reflect the severity of the incident and any past sexual harassment offenses. Appropriate corrective action can include but is not limited to the following:

- a. Oral reprimand
- b. Written reprimand
- c. Suspension
- d. Reassignment of duties
- e. Termination
- f. Counseling
- g. Any combination of the above

6. Within five (5) days following the conclusion of its investigation and hearing, the college Advisory Committee will forward its findings and recommendation for action to the Chancellor. Within fifteen (15) working days, the Chancellor will review the Committee's recommendation and determine an appropriate course of action. The decision will be communicated in writing to the accuser, accused, and the accused's appropriate administrative supervisors.

7. Either party may appeal the Committee's recommendation by submitting a written request to the Chancellor. Request for an appeal must be made to the Chancellor within fifteen (15) days after the appealing party receives a copy of the Committee's findings. The written ruling of the Chancellor shall constitute the final decision. Beyond that point, both parties may seek remedies outside the college.

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Baton Rouge Community College
5310 Florida Boulevard
Baton Rouge, Louisiana

CATALOG POLICY

The College catalog is published periodically. The provisions of the catalog are not to be regarded as an irrevocable contract between the student and the College. Normally a student may expect to be graduated under the requirements published in the catalog year in which he/she was officially accepted into the specific degree program; however, the College reserves the right to make and designate the effective date of changes in curriculum, course offerings, fees and other regulations if such changes are considered to be desirable or necessary.

If the College makes changes in curriculum, courses, and/or other requirements, the changes may be applied to students already enrolled provided they do not increase the number of hours needed to complete a program of study and receive a degree. If a program of study is revised, but the changes are not applied to students already enrolled, a student may voluntarily elect to follow the new requirements. However, the total credit hours required for graduation could be increased. A change in major or program of study will subject the student to the requirements specified in the catalog published at the time of change.