NORTHWEST

LOUISIANA TECHNICAL COMMUNITY COLLEGE

Policy No. 2.004

Northwest Louisiana Technical Community College

STUDENT CONDUCT AND APPEAL PROCEDURES

Original Adoption:	February 08, 2017
Effective Date:	February 08, 2017
Last Revision:	July 24, 2019

Northwest Louisiana Technical Community College and all other LCTCS institutions are committed to upholding and instilling in all students the highest standards of academic, personal, professional, and social integrity. However, student leaders, by virtue of their post, are considered to be role models within the college community and must therefore at all times exhibit behavior, on and off campus, that aligns with the college's mission and its student code of conduct. For purposes of this policy, student leaders include: student athletes, student government officials, student organization leaders, honor society leaders, and other official student leadership roles recognized by the college.

If a student leader is charged with a felony offense or serious misdemeanor, the student leader may be removed from his/her leadership position until final legal disposition of the matter. While charges do not constitute guilt, a student leader being charged could affect the college's reputation and/or the learning environment. Student leaders have a responsibility to self-report any felony or serious misdemeanor charges, within 48 hours, to their staff advisor, who will then inform college leadership. This policy will be enacted when a student self-reports or when college leadership becomes aware of the charges.

The decision to remove a student leader from his/her leadership position will be made by the college Chancellor, in consultation with the college's Vice Chancellor of Academic and Student Affairs. The following factors will be considered when deciding whether or not to remove a student leader from his/her position following a felony offense or serious misdemeanor charge:

1. The impact having the student leader remain in his/her position may have on the college community as a whole;

2. Whether or not the felony or serious misdemeanor offense involved any other members of the LCTCS college community or property of an LCTCS college; and

3. The individual student leader's personal ability to fulfill in his/her leadership responsibilities while under investigation.

Once final legal disposition of the matter occurs, the college Chancellor, in consultation with the college's Vice Chancellor of Academic and Student Affairs, may lift, modify, leave in place, extend, or make permanent the student's removal from the leadership position.

Student leaders must be made aware of and acknowledge this policy upon their ascension to a leadership position.

Procedures for an Appeal to the LCTCS Office:

A student, or the parent/legal guardian of a minor student, may appeal to the LCTCS Office on the grounds that the college's published procedures do not provide due process or that such procedures were carried out in an unfair or impartial manner. The appeal must be made, in writing, within 30 business days of the college's final disposition on the matter.

Formal requests for appeals should be sent to the Louisiana Community and Technical College System Office, 265 S. Foster Road, Baton Rouge, LA. 70806, ATTN: Academic & Student Affairs Division, and should contain the following information:

1. Name of individual submitting the appeal as it appears in the college's records;

2. Student ID number of the individual submitting the appeal;

3. Mailing address of the individual submitting the appeal;

4. Phone number of the individual submitting the appeal;

5. Email address of the individual submitting the appeal;

6. Dates of attendance at the college;

7. The individual's affiliation with the college (current student, former student, parent or legal guardian of current or former student, if complainant is an un-emancipated minor)

8. A description of the nature of the appeal; and

9. Any supporting documentation

Once a formal request for appeal is received, System Office staff will:

1. Review the submitted materials and contact the individual who submitted the appeal for any additional information or clarifications needed.

2. Send a copy of the request for appeal to the college and request that a formal response and any relevant supporting documentation from the college be submitted to System Office staff within 10 business days.

Once all documents are received, System Office staff will:

1. Review the documents submitted to ensure that the college's published procedures provide due process, and were carried out in a fair and impartial manner.

2. In the event that System Office staff cannot determine whether the college's published procedures provide due process or whether or not they were carried out in a fair and impartial manner based on the documents submitted, System Office staff may engage in any fact-finding reasonably required by the circumstances. This may include a request for either party to participate in a telephone conference meeting so that the facts can be clearly set forth.

Once the review process and any reasonably required fact-finding has concluded, System Office staff will notify, in writing, both the college and the individual who filed the appeal of the System Office staff's determination. This determination will represent the final disposition on the appeal. Every effort will be made to resolve all appeals within 30 business days of the formal request for appeal.

Approved:

Earl W. Meador, J.D.
Chancellor