

CODE OF STUDENT CONDUCT

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Overview

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Northshore Technical Community College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event, or to learn in an environment that is clean, quiet, and conducive to study is prohibited. The College reserves the right to ask for the withdrawal of any student who refuses to adhere to the standards of the institution.

For the purpose of this section, a "student" is defined as an individual taking courses at the College, either full or part-time including individuals who withdraw from the College during the conduct process; those who are not currently enrolled in courses but who have a continuing academic relationship with the College, and those who have applied for admission or readmission to the College.

Disciplinary Procedures for Student Misconduct

All disciplinary sanctions fall under the direction of the Vice Chancellor of Student Affairs. When a student is confronted with a possible violation of rules requiring disciplinary action, the student will be given a notice, either oral or in print, directing him/her to appear before the Assistant Director of Student Affairs at a specified date and time. Failure to appear is a violation of the Student Code of Conduct and will result in further sanctions. The Assistant Director of Student Affairs will determine the circumstances of an alleged violation by investigating the report of the violation and interviewing the implicated student and other potentially involved parties, including the complainant. If it is determined that no violation has occurred, or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that the preponderance of evidence standard is met, the student will be sanctioned. All sanctions must be approved by the Vice Chancellor of Student Affairs. Sanctioned students have the right to appeal the decision of the college. The student must submit their appeal within 5 business days of receipt of the sanction letter.

Procedure on Failure to Comply with Disciplinary Sanctions

Any disciplinary action taken against a student enrolled at Northshore Technical Community College may result in levying against that student any one of several disciplinary sanctions as listed in the Student Handbook under the Student Code of Conduct section. Whenever disciplinary sanctions are levied against a student, he/she is expected to fully comply. Any student who does not fully comply with his/her disciplinary sanctions is subject to one or more of the following consequences:

1. Immediate dismissal from Northshore Technical Community College.
2. Prohibited from re-enrolling in Northshore Technical Community College.
3. Having all college records placed on hold.

The purpose of this policy is to ensure that students are accountable and responsible for their decisions and actions to promote civility and ethical behavior among Northshore Technical Community College students and to sensitize students to the fact that every decision carries a consequence.

Sanctions Against Misconduct

The Vice Chancellor of Student Affairs, Dean of Campus Administration or Divisional Deans may impose misconduct sanctions. The following penalties may be imposed singularly or in combination upon individuals, groups or organizations:

1. Administer a verbal or written warning to the student.
2. Require the student attend personal counseling/coaching sessions.
3. Impose disciplinary probation for a definite period of time with the condition that future violations may result in disciplinary suspension.
4. Prohibit a student from representing the college, on or off campus, in any recognized college-sponsored event.
5. Withhold an official transcript or degree.
6. Prohibit readmission.
7. Require restitution, whether monetary or through specific duties, such as; reimbursement for damage(s) to or misappropriation of college, student or employee property.
8. Expel or suspend a student from Northshore Technical Community College.
9. Withdraw a student from all currently enrolled coursework without refund of tuition and fees. Educational sanctions may include work assignments, essays, community service, behavioral contract, administrative referral, letters of apology and other related educational assignments. No student who has been suspended from the college shall be permitted on the college campus during the period of suspension without prior written approval from the appropriate college administrator who may convene the appeals committee for consideration/consultation of the matter.
10. Impose other sanctions as outlined in the departmental handbook for specific programs including but not limited to: Health Sciences and Automotive.
11. Limit access to and/or prohibit students from certain areas of the campus.
12. Administer other sanctions as per the discretion of the Vice Chancellor of Student Affairs or Dean of Campus Administration.

Failure to meet the requirements of any notice by a college official may result in action being taken by the Vice Chancellor of Student Affairs apart from action for the alleged violation. Failure to appear is a violation of the Code of Conduct and will result in further sanctions and a hold will remain on the student's enrollment pending student cooperation. Once informed of the allegations against the student, they may choose not to dispute and will be sanctioned appropriately. If the student chooses to dispute the allegations, the Assistant Director of Student Affairs will determine the circumstances of an alleged violation by investigating the facts and interviewing the implicated student and other potentially involved parties, including the complainant. The Assistant Director of Student Affairs will then communicate the findings with the Dean of Campus Administration and Campus Security. If it is determined that no

violation has occurred, or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that a violation has occurred, the student will be sanctioned appropriately. All sanctions are approved by the Vice Chancellor of Student Affairs. Sanctioned students have the right to appeal the decision of the college per the Disciplinary Appeal Procedures.

NOTE: In cases where a student receives a sanction of probation, suspension or expulsion, a copy of the confirmation letter received by the student may be forwarded to the parent or guardian of the student in conjunction with the Buckley Amendment and in compliance with FERPA guidelines.

Student Code of Conduct in Special Programs

Certain programs such as Workforce and Adult Education, as well as instructional areas (e.g. Health Sciences, Automotive, etc.) will require additional standards of conduct and may involve additional requirements for admissions and sanctions against student misconduct. The request for appeal of any instructional programmatic decisions must be made through the program director and his/her supervisor. The students in these programs will be required to abide by both the Northshore Technical Community College Student Handbook and the program specific Student Handbook. When there is conflict, the Northshore Technical Community College Student Handbook supersedes the program handbook.

Authorized Disciplinary Action

The following actions are available to college administrative personnel to deal with repeated or serious violations of the Student Code of Conduct or college policies. Actions may be taken at the level deemed appropriate depending on the seriousness of the violation and the past record of the student. Please take notice that an incident of misconduct may involve more than one violation and may result in action being taken at various levels of the college administration, (college violation and programmatic violation). Action at one level regarding a particular violation does not preclude action being taken at another level regarding other violations arising from the same incident.

1. *Written Warning* is official notice to the student that their past behavior is not in accordance with college expectations; is educational in nature, but also forms a basis for more severe action in case of further violations.
2. *Restitution* may be assessed in cases where damage to property has occurred or a fine exists for a specific action. Financial action may involve a replacement or repair charge, a punitive charge or a combination.
3. *Restrictions and Suspension of Activities* are actions which restrict or prohibit a student's use of College facilities or services; prohibit participation in extracurricular activities; and/or terminate college employment. Actions may include, but are not limited to:
 - a. No participation in student organizations.
 - b. No use of certain college facilities, such as student lounge areas;
 - c. No participation in college activities.
 - d. Termination or refusal of college employment.
4. *Revocation of Scholarship* will occur when students receiving foundation scholarships are restricted from continuing to receive that assistance.

5. *Behavioral Contract of Referral* would require the student enter into a binding contract to structure their activities and behavior in order to change that behavior to eliminate the need for further disciplinary action. Referral to other resources for assistance, either on or off campus, also may be required for the student to remain enrolled and/or on campus. Referral may be separate or part of a behavioral contract. Community service requirements may be part of any contract.
6. *Disciplinary Probation* usually involves any or all of the actions listed in sections 1 through 5. This is used only when the student's actions and past behavior or doubt of their ability to act in a responsible manner and to successfully adjust to a college environment are noted. Failure to abide by these restrictions and conditions will result in suspension. This action normally is in effect for at least one regular academic semester.
7. *Suspension* is used when other attempts to change behavior have failed. This involves suspension from enrollment and presence on campus at any time. This action will be in effect for at least one long semester and may constitute permanent severance from the college. The length of the suspension will be determined by the seriousness of the actions and the possibility of future problems with the student.
8. *Interim Suspension* is used when a student's presence poses continuing danger to people or property or an ongoing threat of disruption to the academic process. The student may be immediately removed from the college. In such incidents, a notice of hearing to the student will follow for resolution of the matter as soon as is practical.

Off-Campus Conduct

When a student is alleged to have violated Northshore Technical Community College's Code of Student Conduct by an offense committed off of the college premises, the College reserves the right to investigate and adjudicate. All students enrolled in NTCC should clearly understand that the college is expressly concerned with student conduct both on and off campus. Northshore Technical Community College expects the behavior of its students, at all times and in all settings, to be guided by the same standards that define acceptable forms of student conduct. To this end, any student enrolled at NTCC who is found in violation of the Code of Student Conduct or state or federal laws, even in an off-campus setting, is subject to administrative disciplinary procedures that could result in one or a combination of several disciplinary sanctions as listed in the Student Handbook.

Based on the reasonable belief that a student has been involved in conduct off campus incompatible with the college's function as an educational institution or with the mission of Northshore Technical Community College, the Vice Chancellor of Student Affairs, in his/her discretion, may invoke the disciplinary process.

Harassment/Sexual Harassment, Intimidation and Bullying

Northshore Technical Community College will not condone any form of harassment, intimidation, or bullying in the college setting and takes appropriate corrective, disciplinary and remedial action in response to such determined incidents.

Harassment consists of unwelcomed conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental condition or disability, veteran status, citizenship status, or other protected group status. Sexual harassment means unwelcome sexual advances, requests

for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

For the purpose of further clarification, harassment/sexual harassment includes, but is not limited to:

- Making unsolicited written, verbal, visual or physical contact with sexual overtones. Some examples are: epithets, derogatory comments or slurs of a sexual nature impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcomed. (Reciprocal attraction is not considered sexual harassment!)
- Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the education environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting that a probationary period will be exploited. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting that a scholarship recommendation or college application will be denied.
- Offering favors or educational or employment benefits, such as grades or promotion, favorable performance valuations, favorable assignments, favorable duties or shifts, recommendation, reclassification, etc., in exchange for sexual favors.

In addition, Northshore Technical Community College defines "intimidation and bullying in the college setting" as the following: any gesture or written, verbal or physical act, or any use of electronic communication that:

1. is motivated by an actual or perceived discriminating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or any other distinguishing characteristic, and
2. a reasonable person should know, under the circumstances, that the acts(s) will have the effect of harming a student or damaging the

student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or

3. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly, civil, and safe operation of the institution and/or the learning environment.

Complaints of harassment or bullying may be reported to the following:

- Vice Chancellor of Student Affairs
- Campus Security
- Campus Deans
- Any faculty or staff

Examples of Student Misconduct/Unacceptable Behavior

Students are responsible for knowing and obeying the college rules, as well as local, state and federal laws. Consistent with U.S. Department of Education Title IX standards, and the Violence Against Women Reauthorization Act of 2013 and the Campus SaVE Act, Northshore Technical Community College uses a preponderance of evidence standard to determine whether a code violation is more likely than not to have occurred.

A student who violates these rules, whether on or off campus, will be subject to adjudication and potential disciplinary action in accordance with the College's Due Process. Disciplinary action may result in suspension from Northshore Technical Community College and additional, independent action from the civil authorities, such as local, state, or federal law enforcement agencies.

Specific examples of misconduct in which students may be subject to disciplinary action include, but are not limited to, the following:

1. Committing a criminal act under federal, state or municipal law, or supporting or assisting with the violation of any of those laws on or off campus.
2. Violating any college policy, procedure, rule or regulation.
3. Failure to identify oneself to a college official upon request or falsifying one's identity to an officer of the law.
4. Failing to obey, or lying to, a college official or officer of the law who is performing his/her duties.
5. Obstructing an investigation (e.g., falsifying a report of an incident).
6. Participating in repetitious offenses and/or failing to fulfill all probationary requirements.
7. Misusing any fire equipment or other life-safety equipment on or off college property.
8. Use or possession of ammunition, firearms or other weapons, including, but not limited to, guns, BB guns, bows, arrows, knives, brass knuckles, or other device used as a weapon or ammunition on or off college property.
9. Behaving in a manner that significantly endangers the health or safety of other people, including members of the college community and visitors on or off campus. This includes, but is not limited to hazing or voluntarily submitting to hazing, or any participation or support thereof.
10. Stealing, destroying, defacing, damaging or misusing college property or property belonging to others and/or participating as an accessory in such activity.

11. Infliction, threat or inciting bodily harm while on or off college property:
 - a. infliction of bodily harm upon any person;
 - b. any act that contributes to the risk of bodily harm to a person, and which includes but is not limited to physical or sexual assaults or threats thereof.
12. Using, possessing, or distributing intoxicating beverages or substances, such as but not limited to alcohol, K-2, Spice Genie, or excessive quantities of DXM, in any college building or facility, or other public area or supporting or assisting with such possession, including paraphernalia thereof (e.g., empty alcohol containers, empty pill or DXM/liquid containers).
13. Use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, or college owned buildings.
14. Gambling in any form including but not limited to on looking or conspiracy on or off college property.
15. Illegal possession, use, sale, manufacture or distribution of any quantity, whether usable or not, of any drug, narcotic or controlled substance. Drug paraphernalia of any type, including bongs, clips, pipes, residue, seeds, a smoke-filled room or any other items used in the preparation or consumption of illegal drugs is prohibited. Knowingly remaining within the presence of narcotics, controlled substances, or drug paraphernalia is strictly prohibited; supporting or assisting with such possession is also prohibited.
16. Forging, altering or misusing any college or other documents, forms, records or identification cards.
17. Possession of or setting off any explosive devices, fireworks or flammable liquid or object on college property.
18. Failing to respond to an official summons from an administrative officer of the college within the time indicated.
19. Harassing, bullying, intimidation, or stalking made either in person, or by telephone, writing or computer.
20. Hate crime – Intentionally selects a person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
21. Any act that contributes to the sexual harassment, discrimination, or assault of another person on or off campus. This includes intimate partner or domestic/dating violence or harassment.
22. Involvement in any act or statement that provides a terroristic threat made in person, on paper, by phone or through other electronic means that contributes to or suggests endangerment toward a person(s) and/or to the physical property of others, including but not limited to that of Northshore Technical Community College.
23. Obstructing or disrupting any college activity, including teaching, research, social activities and public service functions.
24. Engaging in any obscene, profane, slanderous, reckless, destructive or unlawful course of conduct.
25. Bribery, forgery, alteration, misuse of college documents, records or identification as well as misuse and/or abuse of services such as financial assistance, arranged accommodations/modifications and academic assistance provided by the college.
26. Creating a nuisance with noise through talking, yelling, singing, playing a musical instrument, stereo, radio or through other means in a way that is sufficiently loud enough to disturb other members of the college community.
27. Theft, copyright infringement or other abuse of computer time. This includes, but is not limited to: unauthorized entry into a file, to use, read or change the contents, or for any other purpose; unauthorized transfer of a file, or use of another individual's identification and password; use of computing facilities or equipment to send, receive or transport obscene, abusive or pornographic messages or images.
28. Creating a disturbance or distraction through appearance, physical gestures or by wearing or possessing inappropriate clothing, jewelry, bandannas, body decorations or other items in possession deemed extreme or gang-related, and inappropriate for the educational environment.
29. Engaging in academic dishonesty as defined under the Academic Conduct and Academic Dishonesty policies.
30. Participating in illegal or unsanctioned solicitation on or off the premises of Northshore Technical Community College.
31. Loitering or participating in any unapproved, unsanctioned physical presence within a facility or property boundaries of which are owned, maintained, operated, or utilized by Northshore Technical Community College.
32. Harboring or in possession of unapproved animals on campus.
33. Engaging in an off-campus offense.

Due Process and Timeframe

Every LCTCS institution must establish a disciplinary procedure as directed by the Board of Supervisors for the Louisiana Community and Technical College System.

Any student accused of violating the Code of Student Conduct should have the right to expect consistent and fair procedures for resolving their situation. Northshore Technical Community College's Vice Chancellor of Student Affairs oversees all student discipline procedures as well as any judiciary appeal processes involving student complaints. A reasonably prompt time-frame is maintained for all procedures and varies between one week and thirty days with extensions dependent on such factors as the number of witnesses or participants, the involvement of court or criminal proceedings, subsequent findings or additional incidents, and the nature and extent of such incident(s).

With a primary concern for student safety and from the start of the adjudication process and consistent with Title IX standards, both the complainant and the accused are provided protection against retaliatory harassment, may receive tentative immunity for concurrent lesser offenses, may file a criminal complaint against the other student, and may receive counseling as needed. Prior to an initial hearing, the completion of the adjudication process, or an appeals hearing, if it is decided that the accused student has behaved in a manner that significantly endangers the health and safety to the community college and/or the educational process, the student may be removed from housing and/or the campus until such times as a scheduled hearing is conducted.

Furthermore, all student-based disciplinary decisions made may be appealed. These requests should be submitted to the Vice Chancellor of Student Affairs, who will then schedule an appeal hearing with the Disciplinary Appeals Committee. The student will receive notification

of the appeal results within three business days following the appeal hearing.

The following procedure was developed by NTCC:

Reporting of Incidents

- All reports of student misconduct shall be made in writing to the Assistant Director of Student Affairs at the campus where the incident occurred within 5 days of when the incident occurred.
- The Assistant Director of Student Affairs shall interview and obtain written statements from all parties involved in the incident and witnesses to the alleged incident.
- The Assistant Director of Student Affairs shall determine if a violation of the Student Judicial Code has taken place based on the allegation. If an alleged violation is determined to have been committed, the campus behavioral intervention team (campus dean, student affairs, and campus security) will convene to discuss a recommendation/sanction for the case. If it is determined that a sanction is warranted, the Assistant Director of Student Affairs will compose a sanction letter and this letter will be forwarded to the Vice Chancellor of Student Affairs for review.
- If the Vice Chancellor of Student Affairs concurs with the findings, the Assistant Director of Student Affairs will meet with the student to issue the sanction letter and go over next steps. If the student is not willing to meet in person, the letter will be mailed to the student's mailing address.

Immediate Action

Incidents where a disciplinary contract is needed.

- The student will be advised of the decision and of the conditions of the contract. If the student concurs, the proposed contract shall be imposed and the proceedings terminated. A copy of the contract will be placed in the student disciplinary files of the Vice Chancellor of Student Affairs.

Incidents handled through Resolution Conference

- If the Conduct Officer determines that the alleged misconduct requires disciplinary action of minor nature, a Resolution Conference will be held with the student within five working days of the determination. If a resolution is reached, both parties will sign a resolution statement to that effect.
- If the student declines to accept the decision, the student may file a written request for a hearing before the Student Discipline Committee within five working days of the meeting.

Incidents referred to Student Discipline Appeals Committee

- If the incident cannot be resolved through the resolution conference process, the student will be referred to the college Student Discipline Committee.
- If the Vice Chancellor of Student Affairs is of the opinion that the matter should be heard by the Student Discipline Committee, the Vice Chancellor of Student Affairs will inform the student that a notice of the hearing will be forthcoming.

Student Status Pending Final Action by a Student Discipline Appeals Committee

Pending action on charges, the status of the accused student shall not be altered nor his/her right to be present on campus and attend classes suspended, except for reasons relating to his/her physical or emotional

safety and well-being or when it is deemed necessary for the protection of the safety of other students, faculty, and/or property. In such an event, the Assistant Director of Student Affairs in consultation with the Vice Chancellor of Student Affairs will decide if an interim suspension is warranted. The student will have the right to be present at the hearing.

Student Discipline Appeals Committee Members

The Student Discipline Committee will be comprised of a minimum of five individuals appointed by the college Executive Cabinet. Composition of the Committee is to include faculty, students, administrators, etc.

Disciplinary Sanctions

Disciplinary Warning (Verbal or Written): indicates that further violation of regulations will result in more severe disciplinary action.

Disciplinary Probation: indicates that further violations may result in suspension.

Restitution: reimbursement for damage to, or misappropriation of property.

Suspension of Rights and Privileges: an elastic penalty. The Committee may impose limitations or requirements to fit the particular case.

Failing Grade: may be assigned to a student for a course in which the student was found guilty of academic dishonesty.

Suspension: the student is suspended for a specified period of time and may submit a request of re-entry once this period expires. Student may also have to fulfill special requirements set forth by the Student Discipline Appeals Committee prior to re-entry to NTCC.

Expulsion: a student is expelled from NTCC and may never return to NTCC.

Disciplinary Appeal Procedures

After an original decision is rendered the student (and the victim in a sexual assault incident) shall be given a letter stating the charge(s), sanction(s), and the procedure if the student chooses to appeal. If the sanctioned student (and the victim in a sexual assault incident) wishes to appeal the decision, the appeal must be received in writing to the Vice Chancellor of Student Affairs no later than 4:00 p.m. within five business days.

The Vice Chancellor of Student Affairs will determine if the appeal letter has merit. The student will be notified within five business days whether or not their appeal has been granted. If the appeal is granted, the Vice Chancellor of Student Affairs will convene the appeals committee, facilitate the hearing; and prepare all supporting information for the appeals committee. Failure to comply with the applied sanctions pending the outcome of the disciplinary appeal may result in further sanctions.

The appeals procedure is a process, which takes place in a college setting, and serves as a community of individuals working together for the benefit of the student and the College environment. Within this framework, the institution embodies the laws of the nation and state, but maintains the authority to govern itself. As such, it produces its own format for adjudicating differences, using the laws of the land as guidelines.

These appeal procedures serve to provide due process in principle and fact. In practice, the procedures are not viewed or intended to be courts;

rather, they are procedures with hearings to air differences and seek solutions within the expectations of the academic community.

In light of these principles, individuals may have witnesses for the Appeals Board to interview. In addition, if Northshore Technical Community College utilizes an attorney to present the case, the student shall have similar right to utilize an attorney. Representation by legal counsel is not required, but may be permitted. If counsel is requested, the attorney's purpose is to serve as an Advisor to the student. Should the student plan to have an attorney present, the institution must be informed no less than 48 hours prior to the appeal hearing.

Only the student, legal counsel (if approved for student advising only) and a representative of the college may be present during the appeal hearing. Any witness testifying will appear before the committee only while testifying. The committee will render a final recommendation to the Vice Chancellor of Student Affairs that:

1. The original decision be upheld; or
2. The original decision be reversed; or
3. The severity of the decision or sanction may be modified (increased or decreased).

At the conclusion of the hearing, a letter will be given to the student within three business days and should state the decision of the committee, and the stipulations, such as a timeframe for vacating the campus, and/or instructions for processing the proper withdrawal papers, length of time for any probation, and any restrictions.

The decision of the disciplinary appeals committee is final and cannot be appealed at the college level.

Listed below are additional guidelines for the appeal process.

1. An opportunity will be provided for the accused to present his/her own case and to present other evidence in support of the case.
2. The right to hear evidence and to ask questions of witnesses, through Northshore Technical Community College staff, must be allowed.
3. Northshore Technical Community College has the burden of proving its case by preponderance of evidence. The preponderance of evidence means proof that leads a reasonable person to find the facts at issue are more likely to have occurred than not.
4. A determination of the facts will be based only on the evidence presented.
5. A student may not be compelled to testify on his/her own behalf if the student chooses not to testify. If the student does testify, he/she may be fully, indirectly, cross-examined.
6. After hearing all the evidence, the committee shall determine by a majority vote, or if a hearing officer is used in lieu of a committee (as with the sanction of probation), the hearing officer shall determine if the student violated the policy. The committee by majority vote shall recommend or assess the appropriate penalty.

In addition to the statements from the appeals board, the right to make a record of the hearing at an individual's own expense should be preserved. Northshore Technical Community College will provide a recording of the proceeding by electronic means, or by notes or minutes taken by an impartial recording secretary. The record will be retained by the institution for a period of three years. Notification to administrators, staff and instructors may be distributed to indicate that the student has been removed from classes if the student's suspension is upheld by the appeal process.

The above constitutes the minimum constitutionally mandated due process. In addition to these guaranteed rights, the following will be Northshore Technical Community College's practice to ensure fairness in serious disciplinary offenses:

1. The right to appeal to a higher authority within the institution.
2. The right to cross-examine witnesses, not directly, but through the appeal committee chair.
3. The right to have counsel at a hearing, not to participate, but to advise.

Student Dress and Appearance Code

The primary purpose of Northshore Technical Community College is to provide students with an education. College officials consider this activity second to none in its importance and believe it should be so regarded by the students. Thus, a mature attitude should be demonstrated by the dress and appearance of the students while attending classes or engaging in other programs or functions on the campus. The student is expected to maintain the same standards of dress and personal grooming on campus that would ordinarily be maintained by those engaged in other serious activities and employment. Obvious violations of these standards may be subject to disciplinary action.

Academic Dishonesty

An essential rule in every class at NTCC is that any work for which a student will receive a grade or credit be entirely his/her own or be properly documented to indicate sources. When a student does not follow this rule, he/she is dishonest and undermines the goals of the College. Cheating in any form will not be tolerated. Students must not cheat and/or plagiarize any work submitted for credit, whether prepared in or out of class. Responsibility rests with the student to know the acceptable methods and techniques for proper documentation of sources. Instances of any form of cheating will result in formal College action. Additional information regarding the policies, procedures and sanctions associated with academic misconduct can be found in the Student Handbook. Acts of academic dishonesty include:

Cheating

Cheating is the act of deception by a student who misrepresents his mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include copying or allowing someone else to copy work of another student; using a textbook or other material during an examination; collaboration during an academic exercise or giving or receiving information; and using specially prepared materials during an academic exercise, such as notes or formula lists.

Plagiarism

Plagiarism is the inclusion of someone else's actual words or paraphrases, ideas, or data into one's own work without acknowledging the original source. The included material must have appropriate citations such as footnotes or quotation marks and identification of the sources, published or unpublished, copyrighted or not copyrighted.

Collusion

Collusion is defined as the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the scholastic dishonesty rules. Example: Using another person's computer jump drive despite instructions to the contrary or without authority to do so.

Academic Misconduct

Academic Misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling, bribing or giving away all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, "drop form," or other official academic records of the College which would alter grades; and breaking in and/or entering a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

Accessory to Acts of Academic Dishonesty

Accessory to Acts of Academic Dishonesty is the act of facilitating, supporting, or conspiring with another student to commit any form of academic dishonesty.

Falsification/Fabrication

Falsification/Fabrication is the intentional use of invented information or the falsification of research findings with the intent to deceive. Examples include citation of information not obtained from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in another course without express permission of the Instructor; and falsifying information on official school documents such as application, financial aid, and/or scholarship forms.

Falsification of Records

All students must be aware of the importance of supplying correct information on college applications, records, etc. Students should also notify Student Affairs if personal information changes during their enrollment. Students participating in any financial aid program must inform Student Affairs of any changes in circumstances that may alter their eligibility for such financial aid. Falsification of student records may result in dismissal.

Practical Nursing student records are supplied to the State Board of Practical Nurse Examiners. Pharmacy Technician student records are supplied to the Louisiana Board of Pharmacy. All student records must be true and correct to the best of the student's knowledge. Any falsification of these records will result in the student being penalized at the discretion of the Dean of Campus Administration and/or program regulating boards.

Attendance Policy

Class attendance is the responsibility of the student. All students must be officially enrolled in any course that they attend. It is expected that students attend all classes and be on time. If an absence occurs, it is the responsibility of the student for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. Students who stop attending class and do not officially drop, withdraw, or resign from the college may receive a grade of "F" for all coursework missed. Absences affect performance in this course and do not reflect well on participation. The instructor reserves the right to drop a student from the course if the student exceeds 10 percent of the total attendance for the course. No student may substitute the attendance of another student.

Student Behavior/Classroom Decorum

Students are encouraged to discuss, inquire, and express during class. Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students are required to turn off all cell phones or similar electronic devices (or place them on silent mode) before coming into the classroom. The instructor reserves the right to assign no credit for work on that day if a student talks or texts on a cell phone or similar electronic device. The classroom is not a place for children, and students are not to bring their family members into the classroom.

Communication Policy

My.NorthshoreCollege.Edu is the official student email communication within Northshore Technical Community College. Therefore, the College has the right to send communications to students via their College email address and the right to expect that those communications will be received and read in a timely fashion. Every student is assigned a My.NorthshoreCollege.Edu. Students can redirect their College email address to an outside email provider. However, the College is not responsible for handling outside email providers, and redirecting their College email address does not absolve a student from their responsibilities associated with communication sent to their official College email address.

Copyright Policy

Unless a student has obtained permission from the copyright holder, it is a violation of Copyright Law to print or copy a chapter of a textbook that you did not purchase.

Disability Code

If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Student Affairs. No accommodations are granted without documentation authorized from Students Affairs.

Firearms Policy

Carrying a firearm or dangerous weapon as defined in R.S. 14:2 by a student or non-student on college property, at a college-sponsored function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon on one's person at any time while on a college campus, in college transportation, or at any college-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within 1,000 feet of any college campus. A zero tolerance policy applies.

1. Whoever commits the crime of carrying a firearm, whether by a student or non student, on school property or in a firearm-free zone shall be imprisoned at hard labor for not more than five years.
2. Lack of knowledge that the prohibited act occurred on or within 1,000 feet of school shall not be a defense.
3. School officials shall notify all students and parents of the impact of this legislation and shall post notices of the impact of this section at each major point of entry to the school. These notices shall be maintained as permanent notices.
4. If a student is detained by the Dean of Campus Administration or other school official for violation of this section or the Dean of Campus Administration or other school official confiscates or seizes a firearm or concealed weapon from a student while upon school

property, school function, or on a school bus, the Dean of Campus Administration or other school official in charge at the time of the detention or seizure shall immediately report the detention or seizure to the police department or sheriff's department where the school is located and shall deliver any firearm or weapon seized to that agency.

5. It is unlawful for any person to cover, remove, deface, alter, or destroy any sign or other marking identifying a firearm-free zone as provided in this section.

Grievance Policy

Student grievance, as used in this policy, refers to non-academic and non-financial complaints of students against employees of Northshore Technical Community College. It does not include grade appeals, academic status appeals, admission appeals, student discipline appeals, financial aid appeals, refund appeals, and all other matters that are within the jurisdiction of other committees of the institution.

The procedures contained in this policy are to be followed for all complaints and/or grievances, as defined above, which are filed against employees of the college. NTCC is committed to affording all students, including distance education students, the opportunity for accessibility and due process during the student grievance process. To ensure this, at each step of the process an available distance option will be provided when necessary, i.e. video conferencing for hearings involving online students.

Purpose

To publish NTCC's policy for affording students a process for addressing non-academic and non-financial grievances that students might have against employees of the College.

Definitions

1. **Grievance**
Grievance, as used in this policy, refers to non-academic and non-financial complaints of students against employees of NTCC. It does NOT include: grade appeals, academic status appeals, admission appeals, student discipline appeals, financial aid appeals, refund appeals, traffic citation appeals, or any other matters that are within the jurisdiction of other committees of the institution.
2. **Complainant**
Complainant refers to the student making a complaint or filing a grievance.
3. **Respondent**
Respondent refers to the employee against whom a complaint or grievance has been filed.

Mediation Procedures

1. **General Provisions**
Unless the respondent is a faculty member in whose class the student is currently enrolled, a student who wishes to make a complaint under these procedures, must within ten (10) days of the alleged event either:
 - a. request an appointment with the Campus Dean (or designee) or
 - b. compose a Written Student Complaint and submit it to the Campus Dean (or designee).

Within five (5) days of the student requesting an appointment or the Campus Dean (or designee) receiving a Written Student Complaint, the Campus Dean (or designee) meets with the complainant to discuss the alleged incident. If in the opinion of

the Campus Dean (or designee) no violation of college policy has occurred, the Campus Dean (or designee) so informs the student and makes a written record of the discussion he/she had with the complainant. The complainant may accept the decision of the Campus Dean (or designee) or file a formal grievance using the procedures outlined in Section 5.

If the Campus Dean (or designee) finds that a violation of college policy might have occurred, the Campus Dean (or designee):

- i. offers to:
 - hold a Mediation Conference during which the complainant has an opportunity to discuss his/her complaint with the respondent, the respondent's supervisor, and the Campus Dean (or designee). [The Campus Dean (or designee) may serve as both the supervisor and mediator.]; or
 - investigate the alleged incident and provide feedback to the complainant without holding a mediation conference;
 - ii. if the incident is deemed to be a potentially serious violation of college policy, informs the complainant that she/he has the option of filing a formal grievance following procedures outlined in Section 5.
2. **Mediation Conference**
A Mediation Conference provides an opportunity for the complainant, respondent, respondent's supervisor, and Campus Dean (or designee) to discuss and attempt to resolve the alleged incident without a Grievance Hearing. When the Campus Dean (or designee) has found that a violation might have occurred, and the respondent has accepted the offer of a Mediation Conference, the Campus Dean (or designee) establishes a day, time, and location for the conference.

He/she notifies, in writing, the complainant, respondent, and respondent's supervisor of the day, time, and location of the conference. In addition, the Campus Dean (or designee) provides the respondent and her/his supervisor with a copy of the Student's written complaint, completed by the complainant, five (5) days prior to the Mediation Conference.

If the respondent chooses not to attend the Mediation Conference, the Campus (or designee), the Campus Dean (or designee) informs the complainant that she/he has the option of filing a formal grievance following procedures outlined in Section 5.

If the respondent chooses to attend the Mediation Conference and chooses to respond in writing, the respondent uses Response to Student Grievance Form. If the respondent chooses to attend the Mediation Conference, and the complaint is resolved to the satisfaction of the complainant, the Campus Dean (or designee) documents the outcome and forwards all documentation to the Vice Chancellor of Student Affairs to be filed.

If during the Mediation Conference, the complaint cannot be resolved to the satisfaction of the complainant, the Campus (or designee) informs the complainant that he/she has the option of filing a formal grievance following the procedures outlined in Section 5.

3. **Mediation without a Conference**

The Campus Dean (or designee) follows the same procedures (and corresponding time line) as outlined above for a Mediation Conference, but will not hold a face-to-face conference between the complainant and respondent. In these situations, the complainant must provide a Written Student Complaint and the respondent is strongly encouraged to respond to the complaint in writing. If the complaint cannot be resolved to the satisfaction of the complainant, the Campus Dean (or designee) informs the complainant that she/he has the option of filing a formal grievance following procedures outlined in Section 5.

Grievances

1. Referral to Student Grievance Committee

If under Section 4 preceding:

- a. the Campus Dean (or designee) has found that a serious violation of college policy might have occurred;
- b. or if the complainant has chosen to bypass mediation;
- c. or if the respondent has chosen not to attend a scheduled mediation conference; or
- d. or if a complainant is not satisfied with the outcome of a mediation conference;
- e. and if the complainant has completed and returned a Student Grievance Form within five (5) days of 1 through 4 above to the Campus Dean; then the grievance is referred to the Vice Chancellor of Student Affairs to be submitted to the Grievance Committee.

Before forwarding the Student Grievance Form to the Student Grievance Committee, the Vice Chancellor of Student Affairs attempts to gather any information relevant to the alleged violation of college policy. Together with the Written Student Complaint (if any) and the Student Grievance Form, the Vice Chancellor of Student Affairs forwards this information to the committee. This information might include:

- i. notes from interviews the Campus Dean (or designee) conducted with the complainant, respondent, respondent's supervisor, or witnesses (if any);
- ii. notes from any mediation conference conducted as described in Previous Section.
- iii. a brief summary of other complaints, grievances or incidents, on file, found to have merit¹, against the respondent (if any);
- iv. a brief summary of any on-file administrative charges of similar behavior, found to have merit¹, against the respondent (if any);
- v. if the respondent chooses to provide it, his/her written response on the Response to Student Grievance, and any accompanying documentation.

¹ Only complaints, grievances, incidents, charges that were (at the time of the incident or submission of Written Student Complaint) discussed by the respondent's supervisor or Campus Dean (or designee) with the respondent and which were either acknowledged to have happened by the respondent or found to have occurred through the grievance process may be given to the committee.

2. Hearing

- a. Location. All hearings are handled on the campus/site where the alleged violation occurred regardless of the home campus/site

of the complainant(s) or respondent(s), or at eh Main Campus in Lacombe. Incidents occurring at NTCC sites where no full-time faculty/staff are housed are to be handled on the closest physical campus location.

- b. Scheduling. The Vice Chancellor of Student Affairs along with the grievance committee schedules a hearing within ten (10) days of receiving the Student Grievance Form.
- c. Notification. Immediately, the Vice Chancellor of Student Affairs, in writing, notifies the complainant, respondent, respondent's supervisor and the Campus Dean of the day, time, and location of the hearing.
- d. Procedures. In order to protect the rights of all those who might appear before the grievance committee and to provide the respondent with a fair hearing, the following procedures are followed:
 - i. The complainant and respondent are provided written notice of the hearing at least 72 hours in advance;
 - ii. All five appointed members of the committee must be present at the hearing; however, in the event an emergency prohibits the committee member from attending, the Vice Chancellor of Student Affairs names a replacement.
 - iii. Except in cases of unavoidable emergency, if the complainant does not appear or does not request a postponement in advance, the grievance is nullified;
 - iv. Except in cases of unavoidable emergency, if the respondent does not appear, the hearing will proceed;
 - v. The complainant and respondent are provided the opportunity to testify if they so desire;
 - vi. The complainant and respondent are provided the opportunity to present the testimony, either in writing or orally, of any competent witnesses who have personal knowledge of the grievance;
 - vii. In an advisory capacity only, the complainant and respondent are permitted to have a representative attend the hearing (The representative may not speak to or ask questions of any member of the committee or anyone appearing before it); and
 - viii. Both the complainant and respondent (if they choose to attend the hearing) are permitted to be present during all testimony heard by the committee.
- e. Findings. After hearing from all of those who appear and offer relevant testimony, the committee excuses all but its members and retires to consider the grievance. It makes a decision based on the relevant written and oral evidence presented. If the committee finds the grievance has merit, it recommends an appropriate punishment.

Within five (5) days of the hearing's conclusion, the chair of the committee provides, in writing, the Vice Chancellor of Student Affairs with the committee's findings and recommendations (if any).

The Vice Chancellor of Student Affairs, within five (5) days of receiving the committee's findings communicates, in writing, her/his disposition to all parties to the grievance and the committee members.

A copy of the committee's findings and Vice Chancellor of Student Affairs' ruling is filed in the Student Complaint/Grievance Files maintained by the Vice Chancellor of Student Affairs.

Appeals

The final appeal in grievance cases, at the college level, is to the grievance committee. If the complainant or respondent wishes to appeal the ruling of the Grievance Committee, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the ruling.

Within five (5) days of receiving the appeal, the Chancellor notifies, in writing, all parties to the grievance, the committee members, and the Vice Chancellor of Student Affairs of her/his ruling on the appeal.

A copy of the Chancellor's ruling is filed in the Student Complaint/ Grievance Files maintained by the Vice Chancellor of Student Affairs.

Composition of Student Grievance Committee

The Student Grievance Committee is responsible for making policy recommendations regarding student grievances, and for ensuring that consistency in interpretation of these guidelines is maintained at all hearings. Each year the Executive Leadership team appoints the Student Grievance Committee, which consists of a pool of three faculty, two unclassified staff, and one student appointed from each of the following campuses/sites: Sullivan Campus, Florida Parishes Campus, Hammond Area Campus, Southeastern Instructional Service Center, and Lacombe Campus (a total of 10 committee members). The Chair is appointed by the Executive Leadership team serves as a voting member of the committee.

For each hearing, the Vice Chancellor of Student Affairs appoints five members of the Committee, including the Chair, with two members from the campus/site where the alleged violation occurred. All five appointed members of the committee must be present at the hearing; however, in the event an emergency prohibits the committee member from attending, the Vice Chancellor of Student Affairs names a replacement.

A committee member may recuse himself/herself from a particular hearing if the committee member feels there might be a conflict of interest in the particular case. In the event a member recuses himself/herself, a replacement, for that hearing, is named by the Vice Chancellor of Student Affairs.

Sanctions

1. Student Sanctions

A student may be: required to sign/conform to a behavioral contract, placed on probation, suspended from the College, or expelled from the College.

- a. Behavioral Contract. A Behavioral Contract is a written agreement which specifies the behavioral expectations that the student is required to follow. A behavioral contract may include, but is not limited to, periodic counseling with a specified staff member, performance of specified assignments, and abstaining from further occurrences of the type that gave to the complaint.
- b. Probation. Probation is the loss of privileges, possible loss of employment in the case of students who are employed by the College, campus restrictions, or special restrictions under which a student may remain in college. A record of the proceedings which led to the sanction is kept on file in the Office of the Vice Chancellor of Student Affairs for a minimum of six (6) months and a maximum of three (3) years. Since probation does not become a part of the permanent record, it is not reported on the official academic transcript. However, if transfer forms require a listing of disciplinary actions, it is reported.

- c. Suspension. Suspension is separation from the College for either a specified period or an indefinite period of time. In either case, the student who wishes to return must apply for readmission, and if the student is accepted, he/she may return with either full or curtailed privileges. Since the student must reapply, a record of the suspension is kept in the student's official file in the Registrar's Office and on the applicant file in the Admissions Office until such time the student is readmitted. When the student is readmitted, the record is kept for a maximum of three (3) years. The notation, Disciplinary Suspension, is placed on the student's official academic transcript. This notation is removed after the suspension has expired. However, if transfer forms require a listing of disciplinary action, it is reported.
- d. Expulsion. Expulsion is permanent dismissal from the College without the privilege of readmission. Expulsion may include the revocation of any or all academic credits earned at the College. Expulsion becomes a permanent part of a student's official academic transcript. Records of the proceedings resulting in expulsion remain permanently on file in the Office of the Vice Chancellor of Student Affairs.

2. Employee Sanctions

If sanctions are warranted, the Vice Chancellor of Student Affairs forwards his/her recommendation to the Director of Human Resources and the appropriate Vice Chancellor within five (5) days. Among measures the Vice Chancellor of Student Affairs might recommend are:

- a written reprimand;
- suspension with pay;
- suspension without pay;
- demotion;
- removal of tenure; and/or
- termination.

If the final recommendation involves termination, revocation of tenure, or separation, additional due process procedures are required and initiated by the College HR department.

Timeline for Procedures

1. Mediation

- a. Within ten (10) days of the alleged incident¹, a student must either:
 - i. request an appointment with the Vice Chancellor of Student Affairs (or designee); or
 - ii. complete a Written Student Complaint and provide that report to the Campus Dean (or designee).¹
- b. Within five (5) days of the student's requesting an appointment or filing a Written Student Complaint, the Campus Dean (or designee) meets with the complainant to discuss the alleged incident.
- c. Within ten (10) days of meeting with the complainant, if the Campus Dean (or designee) has found that a violation of college policy might have occurred and the complainant accepts the offer of a mediation conference, the mediation conference will be scheduled.
- d. At least five (5) days prior to holding a mediation conference, the Campus Dean (or designee) notifies, in writing, the complainant, respondent, and respondent's supervisor of the day, time, and location for the conference and provides the respondent and her/his supervisor with a copy of the Student Complaint, completed by the complainant.

¹ If, at the time of the alleged incident, the respondent is a faculty member in whose class the student is enrolled, the complainant has until ten (10) days following the official end of that semester to provide a Written Student Complaint to the Campus Dean (or designee) or meet with the Campus Dean (or designee) to discuss the incident.

2. Grievance

- a. If the complainant rejects mediation, the complainant must file a Student Grievance Form within five (5) days of meeting with the Campus Dean (or designee).
 - If the Campus Dean (or designee) has found that no violation of college policy has occurred and the complainant wishes to proceed with the grievance, the complainant must file a Student Grievance Form within five (5) days of the Campus Dean (or designee)'s finding.
 - If a mediation conference is held and the respondent fails to appear, the complainant has five (5) days to file a Student Grievance Form.
 - If a mediation conference is held and the complainant is not satisfied with the results of the mediation conference, the complainant has five (5) days to file a Student Grievance Form.
 - Within five (5) days of receiving a Student Grievance Form, the Vice Chancellor of Student Affairs refers the grievance to the Student Grievance Committee.
 - Within ten (10) days of receiving the Student Grievance Form and accompanying documents the Vice Chancellor of Student Affairs and Student Grievance Committee schedules a hearing.
 - In writing, at least three (3) days in advance of the hearing, the Vice Chancellor of Student Affairs notifies the complainant, respondent, respondent's supervisor, and the Campus Dean of the day, time, and location of the hearing.
 - Within five (5) days of the hearing's conclusion, the chair of the grievance committee notifies, in writing, the Vice Chancellor of Student Affairs, of the committee's findings and recommended punishment (if any).
 - The Vice Chancellor of Student Affairs communicates, in writing, his/her disposition to all parties to the grievance, the committee members, and the Chancellor within five (5) days of receiving the committee's findings.

3. Appeal

If the complainant or respondent wishes to appeal the ruling of the Vice Chancellor of Student Affairs, the complainant or respondent must file his/her appeal, in writing, with the Chancellor within five (5) days of being notified of the Vice Chancellor of Student Affairs' ruling.

- a. Within five (5) days of receiving the appeal, the Chancellor will notify, in writing, all parties to the grievance, the committee members, and the Vice Chancellor of Student Affairs of her/his ruling on the appeal.

Note: Only grievances, incidents, and charges which were (at the time of the incident or incident report) discussed by the respondent's supervisor or Dean of Campus Administration with the respondent and which were either acknowledged to have happened by the respondent or found to have occurred through the grievance process may be given to the committee.

Cases where the grievance is not settled at the institutional level may be reported to NTCC's accrediting agency, the Council on Occupational Education (COE).

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone (Local): (770) 396-3898
Telephone (Toll-Free): (800) 917-2081
Fax: (770) 396-3790

Anti-Bullying Policy

Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. Northshore Technical Community College defines "bullying" as severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person's rights, and/ or may disrupt the campus environment.

Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior should immediately report such conduct to Student Services personnel, faculty, staff, or Campus Security personnel. Complaints of bullying will be investigated promptly and in an impartial and confidential manner as possible. Retaliation against any individual reporting such conduct will not be tolerated.

Any individual who is found, after appropriate investigation, to have participated in bullying is subject to disciplinary action per the institution's current policies which govern faculty, staff, and students.

Complaints of bullying may be reported to the following:

- Vice Chancellor of Student Affairs: (985) 545-1239
- Assistant Directors of Student Affairs
- Student Success Coaches
- Campus Deans
- Campus Security
- Any faculty or staff

Anti-Hazing Policy

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) and Northshore Technical Community College (NTCC) are committed to providing a supportive educational environment free from hazing; one that promotes its students' mental and physical well-being, safety, and respect for one's self and others. In an effort to maintain safety and in accordance with Louisiana Revised Statute 17:1801.1, 14:40.8, 14.502, mandatory Acts 635, 637 and 640, as well as the Board of Regents' Uniform Policy on Hazing Prevention and LCTCS Policy #2.003, hazing in any form is prohibited at NTCC for all students who participate in the institutions' activities and organizations. Please review the entire Anti-Hazing Policy (<https://campussuite-storage.s3.amazonaws.com/prod/1558527/b8284a7c-b2b7-11e7-934d-0ad27657f4d8/1849993/e93b9180-de05-11e8-a91c-12c9463cad38/file/SA%20006%20-%20Hazing%20Policy%202.pdf>) for more details about the policy.

Campus Free Express Policy

Northshore Technical Community College (NTCC) deems the free and open inquiry into all matters fundamental to the mission of higher education and is committed to the preservation of the lawful, free expression of ideas at all of its campuses, subject only to reasonable time, place, and manner restrictions. All campuses of NTCC shall allow and protect non-commercial expressive activities by students, administrators, faculty members, staff members, and invited guests in accordance with all applicable laws and the campus free expression policy. Please review the entire Campus Free Expression Policy ([https://campussuite-storage.s3.amazonaws.com/prod/1558527/b8284a7c-b2b7-11e7-934d-0ad27657f4d8/1849994/f267e358-de05-11e8-93ce-12c9463cad38/file/SA%20007%20-%20Campus%20Free%20Expression%20Policy%20\(2\).pdf](https://campussuite-storage.s3.amazonaws.com/prod/1558527/b8284a7c-b2b7-11e7-934d-0ad27657f4d8/1849994/f267e358-de05-11e8-93ce-12c9463cad38/file/SA%20007%20-%20Campus%20Free%20Expression%20Policy%20(2).pdf)) for more details about protected and unprotected speech.

Student Judicial Code

Northshore Technical Community College has the legal right and moral obligation to establish rules for academic and personal conduct and to deny admission to applicants or continued enrollment to students who do not meet/maintain these standards identified as "responsibilities" as well as other rules of the College and its programs. Counseling and/or sanctions will be imposed on students or student organizations that are found in violation of these standards. The NTCC reserves the right to review any action taken by civil or judicial authorities regarding any Northshore Technical Community College student or student organization. All students admitted to the College accept the responsibility to conform to all NTCC policies and regulations.

The College will make every reasonable effort to make the policies and regulations available. Each student is responsible for becoming familiar with and abiding by them. All student disciplinary procedures are in accordance with the policy of the Board of Supervisors for the Louisiana Community and Technical College System.

Purpose

The basic philosophy of the policies and procedures in the Student Judicial Code is one of education and fair, prompt resolution of problems. The focus of the Code is on growth and development of the individual student by encouraging self-control, by publishing clear behavioral guidelines (rules and regulations) and by fostering the rights and privileges of others. Regardless of how a case is processed, the goals are the same: to redirect the behavior of the student in acceptable patterns and to protect the rights of all students and the entire College.

There exists a fundamental difference between the nature of the Student Judicial Code and that of criminal law. The Code is not intended to resemble the policies or procedures of the criminal justice system. Rather, it involves a closed, informal hearing. The rules of criminal law are neither required nor necessary to achieve the educational goal of the Student Judicial Code. NTCC is a multicultural community composed of diverse students, faculty, and staff. NTCC will not tolerate harassment of any person or group of persons based on sex, race, color, religion, age, national origin, disability, sexual orientation or marital or veteran status. Each member of the College is held accountable to this standard which is strongly reflected in this Code.

Student Rights

In order to preserve and to guarantee students of NTCC those conditions indispensable to the full achievement of the objectives of higher education in a free democratic society, the College holds the following

rights essential to the development of students as individuals and to the fulfillment of their responsibilities as members of society:

- The right of every person to be considered for admission to NTCC without regard to race, color, sex, age, disability, national origin, religious or political beliefs, sexual orientation, or marital or veteran status.
- The right to form and participate in campus, college, local, national, or international organizations for intellectual, religious, social, political, economic or cultural purposes when such organizations do not infringe upon the rights of others.
- The right individually or in association with others to engage freely in off-campus activities, provided they do not claim to represent the College.
- The right to form and maintain democratic student governance.
- The right to use campus facilities, provided the facilities are used for the purpose contracted subject to the approval of the appropriate college official.
- The right of students to invite and hear speakers of their choice subject to the approval of the appropriate College official.
- The right to address concerns in course scheduling, curriculum, or faculty through proper channels.
- The right to due process in all disciplinary matters and the right to appeal to the proper authority or committee.