

Our Lady of the Lake College

Graduate Student Handbook

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SECTION I – Introduction to Our Lady of the Lake College

1.1. College Mission Statement

Inspired by the vision of St. Francis of Assisi and in the tradition of the Roman Catholic Church, we extend the healing ministry of Jesus Christ to God's people, especially those most in need.

We call forth all who serve in this healthcare ministry, to share their gifts and talents to create a spirit of healing ---- with reverence and love for all of life, with joyfulness of spirit, and with humility and justice for all those entrusted to our care.

We are, with God's help, a healing and spiritual presence for each other and for the communities we are privileged to serve.

Seeking to be faithful to the ideals of its heritage and its sponsors, Our Lady of the Lake College is committed to meeting the educational needs of the people of God.

Institutional Purpose statement:

Our Lady of the Lake College of Baton Rouge, Louisiana, is an independent, private Catholic College founded by the Franciscan Missionaries of Our Lady. The College is a graduate student-centered academic community guided by their Franciscan values, faithful to *Ex Corde Ecclesiae* and devoted to excellence in teaching and learning. The purpose of the College is to provide each graduate student with a unique educational experience by seeking to ensure the personal attention of the faculty, administration and staff.

Central to the purpose of the College are scholarship and effort, especially in those activities that cultivate knowledge and thinking in support of further study, advanced education and the pursuit of life-long learning. The College community recognizes that commitment to and accomplishment of the institutional purpose and goals requires exceeding standards, expanding vision and nurturing graduate students to realize their potential as responsible members of society.

Institutional Goals:

1. Incorporate the Franciscan values of service, reverence and love for all life, joyfulness of spirit, humility, justice and the spirit of *Ex Corde Ecclesiae* into all facets of the educational process and functions of the College.
2. Cultivate, among all campus constituents, a desire to understand, a capacity for tolerance, and an ability to appreciate the ethnic and cultural diversity that make up humanity.
3. Emphasize academic excellence in programs and degrees.
4. Cultivate a graduate student-centered environment that promotes a holistic approach to graduate student growth and development.
5. Enhance knowledge and thinking in support of further study and advanced education in the health sciences, as well as in the pursuit of life-long learning.
6. Provide specialized areas of study that contribute to fulfilling the selective needs of society.

7. Optimize the resources of the College.
8. Expand the scale and scope of the programs and the College service areas.

1.2. Community Creed

Our Lady of the Lake College, established by the Franciscan Missionaries of Our Lady, is an interactive community dedicated to personal, academic, and professional excellence. This is best accomplished within an environment of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles.

As a member of the Our Lady of the Lake College community, I will do all of the following:

- Commit myself to the pursuit of knowledge and understanding with personal integrity and academic honesty;
- Respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community;
- Contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued;
- Support a culture of diversity by respecting the rights and dignity of those who differ from myself;
- Embrace the concept of a civil community that respects the rights and property of others and abhors violence, theft, and exploitation of others;
- Honor, challenge, and contribute to the tradition of excellence left by those who preceded me, and I will work to leave this a better place for those who follow.

By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to Our Lady of the Lake College and its community of scholars.

1.3 Honor Code

The Graduate student Honor Code:

We, the graduate student body of Our Lady of the Lake College, embrace the idea that honor is an intangible quality, which, if it pervades all phases of campus life, tends to foster a spirit of dignity and personal integrity. Upon enrolling at Our Lady of the Lake College, we become part of the OLOLC Honor System. We realize that honor must be cultivated and that its success depends upon the combined and cooperative efforts of the College's administration, faculty, staff, and graduate students. Inherent in the honor system is the premise that graduate students will not perform or tolerate any violations of the Regulations Governing Graduate student Behavior published in *Our Lady of the Lake College Graduate student Handbook*. As responsible members of the community of Our Lady of the Lake College, each of us freely accepts and proudly endorses this, our code of honor.

Approved for publication with revision by the Faculty Assembly on 5-26-98

1.4 Honor Statement

I will not give or receive any unauthorized aid on any examination or paper. In the event that I witness anyone else doing so, I will report him or her immediately to the instructor and/or the appropriate division director.

Approved for publication by the Faculty Assembly on 5-26-98

1.5 Administrative Divisions

The President's Office, Academic Affairs, Administrative and Support Services, and the Health Career Institute are administrative divisions that provide services to assist graduate students in the achievement of the institution's educational goals.

President	Academic Affairs	Administrative	Health and Career
7434 Perkins Rd	7434 Perkins Rd.	And Support	Institute
225-768-1710	225-768-1761	Services	5220 Essen Lane
Baton Rouge, LA	Baton Rouge, LA	7434 Perkins Rd.	225-768-1789
70808	70808	225-768-1729	Baton Rouge, LA 70808
		Baton Rouge, LA	
		70808	

SECTION II – Student Health Information

2.1 Graduate student Health and Safety

The mission of the Office of Health and Safety is to enhance the educational process by assisting graduate students in minimizing or eliminating health-related barriers to learning. By enabling graduate students to make informed decisions regarding health matters, we will empower them to be responsible and well-informed consumers of healthcare, thus promoting optimal wellness.

2.1.1 Health Program

A graduate student health program is provided for OLOL College graduate students. The Coordinator of Health and Safety coordinates, directs, and implements the ongoing activities of the health program. The program maintains graduate student health records, provides information regarding health insurance, ensures graduate student compliance with immunizations and clinical graduate student health requirements, and advises and educates graduate students in health matters. The nurse serves as a resource for information on a wide variety of health topics and maintains brochures and other printed materials available to graduate students. Consultations with the nurse and graduate student health records are completely confidential.

The Office of Health and Safety utilizes resources of the College, as well as of Our Lady of the Lake Regional Medical Center and the Greater Baton Rouge community. The Office of Health and Safety is a member of the American College Health Association.

2.1.2 Graduate student Health and Safety Services

Coordinates services to assist new and transfer graduate students in completing immunization requirements.

Coordinates services to assist health career graduate students in completing clinical program health requirements.

Provides for first-aid kits in each campus building for treating minor injuries.

Provides health-related brochures, newsletters, and other health information.

Provides health and safety-related workshops and campus displays.

Reviews and maintains confidential graduate student health records.

Provides confidential consultation to graduate students regarding health matters.

Additional health services are available to graduate students:

Calais Health Occupational Medicine Clinic: 765-4425 (Greenwell Springs) 924-4460 (3333 Drusilla Lane) provides services to OLOL College graduate students at discounted rates. MMR and TD immunizations are available for Arts and Sciences graduate students. All clinical graduate students may obtain their pre-entrance physical, TB skin test, Hepatitis vaccine, and MMR and TD immunizations at Calais Occupational Medicine Clinic. No appointment is necessary, but you must show your graduate student I.D. Payment is due at time of service and may be paid by cash, check, Visa, or MC.

Medical Plaza Pharmacy: 765-8951

Graduate students enrolled in professional degree or certificate programs may obtain prescription drugs from the Medical Plaza Pharmacy at the same discount as hospital employees. To receive the discount, graduate students must present their program nametag at the same time they present a

prescription to be filled. The Medical Plaza Pharmacy is located in the lobby of Medical Plaza II, directly across the street from the Nursing Building on Hennessy Blvd.

Physician Referral Service: 765-7777

Graduate students may utilize the Physician Referral Service offered through Our Lady of the Lake Regional Medical Center.

Lake Line Direct 765-LAKE (5253) or toll free 1-877-765-5253.

Graduate students may utilize this community service of Our Lady of the Lake Regional Medical Center for free 24-hour nurse advice.

Graduate student Health Insurance – see e-mail

for further information contact the Office of Health and Safety at 768-1755, which is located in the Administration Building at 7434 Perkins Road.

2.1.3 Immunization Requirements

In accordance with state law (Louisiana R.S. 17:170 Schools of Higher Learning), all graduate students born after January 1, 1957, enrolling for the first time at Our Lady of the Lake College must furnish proof of immunization for measles, mumps, and rubella (MMR) and tetanus and diphtheria (TD). This includes part-time general studies graduate students. The required proof is to be submitted with the College application. The back of the immunization form, enclosed with the application, describes the College requirements.

2.2 Clinical Program Health and CPR Requirements

Upon acceptance into a health career program, graduate students will receive a health packet detailing the health and CPR requirements for clinical graduate students. Graduate students are required to submit evidence of compliance with all health and CPR requirements to the Health and Safety Office. Graduate students who fail to meet these requirements are subject to discipline by the faculty. Clinical graduate students will not be allowed to attend the clinical portion of their courses until evidence of compliance is submitted to the Coordinator of Health and Safety.

2.2.1 Immunizations

All graduate students, including part-time non-matriculating graduate students, are required by state law (Louisiana R.S. 17:170 Schools of Higher Learning) to have MMR (measles, mumps and rubella) and TD (diphtheria and tetanus) boosters if born after 1957. These immunizations must be up-to-date prior to beginning a clinical program. Documentation of these immunizations is required.

2.2.2 Physical Exam

Prior to admission to a clinical degree or certificate program, all graduate students are required to complete a physical examination by their private physician. The form for the physical is provided in the health packet.

2.2.3 TB Skin Testing

A TB skin test is required of all graduate students upon entering a clinical degree or certificate program, then annually thereafter. A TB skin test will also be required as a condition of readmission to any clinical degree or certificate program. All clinical graduate students must submit the results of appropriate screening for TB annually to the Health and Safety Office.

2.2.4 Hepatitis Vaccine

all graduate students enrolled in clinical courses must receive the first injection of the hepatitis vaccine series prior to beginning clinical rotation and must complete the series to remain in the program unless contraindicated for medical reasons. If contraindicated, notation of such by the graduate student's physician must be submitted to the Health and Safety Office. Graduate students may receive the hepatitis series through a clinic or private physician and must submit documentation of the immunizations to the Coordinator of Health and Safety. Graduate students may also receive the hepatitis vaccine series at a discounted rate through Calais Health Occupational Medicine Clinic; for more information, call 924-4460.

2.2.5 Pre-enrollment Drug Screening

All graduate students enrolled in a clinical degree or certificate program must sign consent and release form to submit to a drug-screening test. All applicants must be cleared before enrollment. See section 2.9.15 - 2.9.15.2 for policy and procedure for drug screening.

2.2.6 CPR

All graduate students entering a clinical degree or certificate program at Our Lady or the Lake College are required to submit evidence of current certification in Health Professional CPR prior to beginning the clinical program. Health Professional CPR recertification will be required as a condition of readmission to any clinical degree or certificate program. Note: Heartsaver CPR does NOT meet this requirement.

2.2.7 Health Insurance

Our Lady of the Lake College strongly recommends that all clinical students carry personal health insurance coverage. Should a clinical student choose not to have personal health care coverage, he/she **must complete** a Health Insurance Verification/Waiver Form upon entry into a clinical program.

2.2.8 Clinical Accident Insurance

The College provides Accidental Injury Insurance for all students enrolled in a clinical program or science laboratory course. This insurance only covers injuries resulting from an accident occurring while participating in assigned clinical activities. Expenses incurred from injuries resulting from such an accident that require medical care or treatment and are provided at an emergency room, hospital outpatient department, clinic or doctor's office, will be payable at 100% of the Reasonable and Customary charges up to a maximum of \$5,000 per accident. Please note that this is a secondary policy and will only pay claims after the student's primary insurance has paid. The student must submit an incident report to the Health and Safety Office as soon as possible following the accident. The Director of Campus Health and Safety will assist the student in filing a claim with the claims company for this secondary insurance. This insurance is for an injury sustained during a laboratory or clinical assignment only.

All graduate students enrolled in clinical degree/certificate programs are strongly encouraged to carry personal health insurance. (See section 2.14.5 for more information on health insurance.)

2.2.9 Accident or Injury in the College or Clinical Setting

2.2.9.1 Procedure for Treatment Following Injury in Science

Laboratory Courses

Applies to:

All graduate students in Science Laboratory Courses who seek treatment in the emergency care unit, clinic, or private physician's office.

Policy:

Initial first aid may be given to the graduate student with the first aid kits available in the lab. The graduate student will fill out the College Incident Report and go to the Emergency Care Unit or doctor's office.

Procedure:

The completed College Incident Report Form (see 2.5.10) should accompany the graduate student to the Emergency Care Unit or doctor's office.

The graduate student must show his or her primary insurance card to the healthcare provider.

Following treatment, the graduate student must submit an incident report to the Health and Safety Office as soon as possible. The Coordinator of Health and Safety will assist the graduate student in filing a claim for benefits under the secondary accident insurance.

2.2.9.2 Procedures for Treatment Following Accident or Injury in the Clinical Setting

To ensure maximum protection for the graduate student and Our Lady of the Lake College in the event of an accident resulting in injury while a graduate student is on the College campus or any assigned Clinical agency, the following applies:

Immediately notify your instructor (clinical setting) and the College Coordinator of Health and Safety.

If medical attention is required, the graduate student will report to the Emergency Department as directed by the instructor or College Coordinator of Health and Safety.

A College Incident Report form **MUST** be completed (see 2.5.10 Incident Reports). Clinical agency protocol is followed as determined by the agency.

Show your primary insurance card to the healthcare provider. (See 2.6.3.8 Clinical Accident/Injury Insurance).

Following treatment, the graduate student must submit an incident report to the Health and Safety Office as soon as possible. The Coordinator of Health and Safety will assist the graduate student in filing a claim with the claims company for the secondary accident insurance.

2.2.9.3 Incident Reports

All graduate students must complete the College Incident Report Form for any injury or unusual occurrence involving a graduate student on the College campus or clinical area. The form must be completed and given to the Coordinator of Health and Safety. The form is filed in the Health and Safety Office.

If the incident occurs during a clinical rotation, the protocol of the clinical agency should also be followed.

2.2.9.4 Illness/Injury Policy

All graduate students in clinical courses with health conditions (illnesses/infections/injury) which necessitate an extended absence of three (3) or more days must discuss their situations

with the clinical instructor and the Coordinator of Health and Safety. The graduate student may continue in the program with the written approval of his or her physician. After the absence, the graduate student may return to school after obtaining a physician's written consent of the graduate student's ability to participate in all activities inherent in the course description. The graduate student must report to the Health Office to obtain a Return to Class/Clinical Form. The graduate student then takes a section of this form to the course faculty/coordinator.

An illness requiring an extended absence of three (3) or more days and that prevents the completion of course work because of circumstances beyond the graduate student's control may necessitate the process for "I" grade, withdrawal, or resignation. The graduate student must initiate the appropriate process following the established guidelines in the current catalog.

2.2.9.5 Blood and Body Fluid Exposure Protocol

Graduate students are treated for exposure to blood and body fluids during clinical rotation according to the protocol of the clinical facility. The cost of treatment is paid for by the graduate student's primary health insurance then by the secondary accident policy provided by the College.

The exposure protocol followed by Our Lady of the Lake Regional Medical Center is in the Health and Safety Office Manual.

2.2.9.6 "Clean" Needle Stick Protocol

In the event of a "clean" needle stick in the Nursing Skills lab, first aid is to be rendered to the injured person and referral made to the OLOLRMC Emergency Care Unit or to the graduate student's personal physician. Details of the incident and the referral made must be documented on a College Incident Report and forwarded to the Coordinator of Health and Safety. Needle sticks in any other setting must follow the full exposure control protocol.

2.2.9.7 Latex Allergy Policy

Graduate students who have a latex sensitivity or a latex allergy must have documentation of such from their physician or other healthcare practitioner. Graduate students must submit this documentation to the Director of Campus Health and Safety then obtain non-latex gloves from their clinical program.

All graduate students are to report contact dermatitis or latex allergy symptoms to the Health and Safety Office. Latex allergy symptoms include skin rashes, hives, flushing, itching, nasal, eye or sinus symptoms/irritation, shortness of breath, sneezing/wheezing or asthma symptoms and shock. Graduate students having contact dermatitis or latex allergy symptoms are to report to their personal physician or healthcare practitioner for assessment. The healthcare practitioner documentation is to be forwarded to the Health and Safety Office. After submitting physician documentation regarding the signs and symptoms of latex sensitivity of allergy, the Health and Safety Office will authorize release of non-latex powderless gloves for the graduate student. A written notification will be sent to the graduate student's Program Director. The clinical program is responsible to supply the graduate student with non-latex powderless gloves. The clinical program will release the non-latex powderless gloves to the graduate student. The graduate student will be responsible for maintaining an adequate supply for the non-latex powderless gloves for clinical assignments. Graduate students will be instructed to report to the Health and Safety Office any additional symptoms or problems related to contact dermatitis or latex allergies, so that they can be re-assessed. The Health and Safety Office will assess each graduate student on a case-by-case basis and when indicated,

the graduate student will be referred to a physician for medical follow-up.

2.2.9.8 Pregnancy Policy

All graduate students enrolled in clinical courses should notify the instructor and Coordinator of Health and Safety as soon as pregnancy is confirmed. A written report from the graduate student's doctor stating that she may continue in the program is necessary. This is to ensure that the graduate student and her unborn child are not exposed to undue hazards inherent within the program. The written release by the graduate student's physician is kept in the graduate student's health records in the Health and Safety Office.

2.2.9.9 Health Insurance

LOLOL College offers a graduate student accident and sickness insurance plan for all full-time and part-time graduate students carrying six (6) or more credit hours. Koster Insurance Agency makes this insurance plan available. A graduate student may also be eligible for Blue Cross/Blue Shield of Louisiana HMO. Brochures on graduate student health insurance plans are available from the Health and Safety Office.

The College provides Accidental Injury Insurance for all graduate students enrolled in a clinical program or science laboratory course. This insurance only covers injuries resulting from an accident occurring while participating in assigned clinical activities. Expenses incurred from injuries resulting from such an accident that require medical care or treatment and are provided at an emergency room, hospital outpatient department, clinic or doctor's office, will be payable at 100% of the Reasonable and Customary charges up to a maximum of \$5,000 per accident. Please note that this is a secondary policy and will only pay claims after the graduate student's primary insurance has paid. The graduate student must submit an incident report to the Health and Safety Office as soon as possible following the accident. The Director of Campus Health and Safety will assist the graduate student in filing a claim with the claims company for this secondary insurance. This insurance is for an injury sustained during a laboratory or clinical assignment only.

2.2.9.10 Financial Responsibility for Health Care

The graduate student is responsible for the payment of all financial obligations incurred in securing healthcare including:

Physicians' charges and expenses incurred in physical examinations.

Outpatient services: x-ray, laboratory, and emergency room charges.

Medication purchased from the hospital pharmacy.

2.2.9.11 Graduate Student Health Records

2.2.9.11.1 Maintenance and Storage of Graduate Student Health Records

Graduate student health records are completely confidential and maintained separately from academic records. Graduate student health records will be stored for a period of three (3) years following the last semester enrolled at Our Lady of the Lake College. Records stored longer than this three (3) year period will be destroyed. However, a computerized record will continue to be maintained for each graduate student summarizing the dates of all required immunizations submitted to the College since 1995.

2.2.9.11.2 Procedure for Release of Graduate Student Health Information and Records

Applies to: All Graduate Students

Policy:

According to American Nurses Association (ANA), Scope and Standards of College Health Nursing Practice, Standards of Professional Performance, Standard V. Ethics #2, the College health nurse maintains client confidentiality. Therefore, Our Lady of the Lake College has established this written policy concerning the release of health information and records.

Health information and records shall not be released to any persons within or outside the College without specific written authorization from the graduate student. (Graduate students with unusual medical conditions should share this information with their instructors if it would be in their best interest. An example of such a medical condition is a seizure disorder or poorly controlled diabetes.)

Procedure:

The graduate student must fill out and sign the Request for Release of Immunization/Health Records form. (Forms are located outside the door of the office of Health and Safety.)

The Coordinator of Health and Safety completes the request in a timely manner. The Coordinator of Health and Safety signs the summary record.

The medical information is then sealed and labeled "confidential."

The graduate student may request the information to be faxed, mailed, or given directly to the graduate student.

Telephone requests for out of town graduate students may be completed after the graduate student obtains and faxes or mails the completed Request for Release of Immunization/Health Records form to the Office of Health and Safety.

Date of Origination: May 18, 1998

Revised: June 5, 2001

2.3 Financial Aid Program

The administration and faculty of Our Lady of the Lake College believe that the primary responsibility for financing education lies first with the graduate students and their families. However, in view of the increased cost inherent in achieving an education and the changing demographics of the graduate student population, the administration and faculty are committed to assisting graduate students achieve their educational goals.

Further, the administration and faculty are committed to implementing the financial aid program in a manner that prevents discrimination on the basis of age, sex, disability, creed, race, color, marital status or national origin; provides confidentiality of all graduate students financial aid records; and is in compliance with all applicable laws and regulations.

The Financial Aid Office of Our Lady of the Lake College seeks to assist graduate students in financing the costs associated with their education. Eligible graduate students are aided in meeting costs through careful planning and through various forms of financial assistance. Financial aid programs vary by type and source as well as by eligibility requirements and application procedures.

For information regarding types of financial aid, application procedures, and eligibility requirements, please refer to the *Financial Aid Handbook*, available through the Office of Financial Aid. The Office of Financial Aid is located at 7434 Perkins Road. Call 225-768-1714 to make appointments or obtain

additional information.

2.4 Our Lady of the Lake College St. Francis Fund

Purpose:

To provide emergency grants to graduate students who have encountered a sudden and catastrophic financial crisis. Grant funds may be used for, but are not limited to, utility bills and cut-off fees, food, medicine, critical home repairs, critical car repairs, transportation to school, and gas money. Grants from the fund will NOT be used to pay for tuition or books, to cover incidental expenses, or offset poor financial management. Grant disbursements are considered gift aid and do not have to be paid back. The maximum amount of a grant is not limited, but must be appropriate and reasonable to need and circumstance.

The St. Francis Fund is maintained as a College-restricted fund in the OLOL Foundation.

Fund revenues:

The St. Francis Fund includes revenues generated by a permanent twenty-five cents per credit hour graduate student fee assessment, matching funds from the College's unrestricted Foundation accounts, and campus community contributions by faculty, staff, alumni and friends of the College.

Matching funds will be calculated on the basis of semester total credit hour production as reported on each Twelfth Day Report. The corresponding funds will be transferred from unrestricted Foundation accounts each semester to the restricted St. Francis Fund.

Contributions will be accepted at any time from faculty, staff, alumni and friends of the College and will be solicited between August and December of each calendar year.

Procedures for Administration of the Fund:

1. Graduate student completes a "Request for Emergency Relief Funds Form" available from the office of the Vice President for Administrative and Support Services. The completed form and supporting documentation (requested on the form) are submitted to the Vice President for Administrative and Support Services. (Contact 225-768-1729 for more information).
2. As soon as possible after receipt of the request, the Vice President for Administrative and Support Services reviews the application and supporting documentation as well as the graduate student's account in the Business Office, the amount of Financial Aid awarded, and academic status. A recommendation from the graduate student's Program Director or Dean may be requested.
3. The Vice President for Administrative and Support Services meets with the graduate student as soon as possible after the form is submitted to review the graduate student's situation and request for funds.
4. The Vice President for Administrative and Support Services recommends approval or denial of the request, based on analysis of all supporting information within a context of basic human needs and achievement of educational goals. If the request is approved, the Vice President determines the amount of Emergency Relief Funds to be awarded and the method of disbursement. The request form is completed by the Vice President and forwarded to the President with the appropriate attachments for signature. Every effort is made to expedite the process.
5. The signed payment authorization voucher is faxed or taken to accounting with a request for immediate disbursement. The voucher expenses the disbursement to the St. Francis Fund in the OLOL Foundation.

6. A Business Office representative picks up the check from Accounting and notifies the graduate student of receipt.
7. The graduate student picks up the check from the Business Office or requests that the check be mailed to the graduate student.

SECTION III – Graduate Student Life

3.1 Graduate student Rights and Responsibilities

As citizens and members of the academic community of Our Lady of the Lake College, graduate students ascribe to the following Graduate student Bill of Rights and Responsibilities.

Graduate student Bill of Rights and Responsibilities:

Graduate students have the right to an environment that supports the development of critical judgment and independent search for truth.

All graduate students should exercise the right to learn and to teach with responsibility.

The graduate students' right to learn will be protected by policies and procedures provided by the institution.

Age, race, creed, sex, disability, marital status, national origin, or veteran status shall have no bearing on the implementation of school policies.

The graduate students are responsible for learning required material for enrolled courses; however, the graduate students reserve the right to reasonably question views offered in a course and to reserve judgment about matter of opinion.

Graduate students will be protected against prejudiced academic evaluation through established procedures.

Confidential information concerning graduate students' views, beliefs, personal life, and political associations required by instructors will not be released without the consent of the graduate student.

Personal privacy is the right of graduate students, provided that the welfare of others is respected.

A means will be defined for participation of graduate students in the development of institutional policies affecting the graduate student body.

The graduate students have the right to have printed material available to them that specifically states the policies, procedures, and standards of behavior that could affect graduate students' standing in school.

It is the responsibility of graduate students to know the standards of behavior published in *Our Lady of the Lake Graduate Student Handbook* or through other means.

The graduate students shall have the right to have access to workable grievance procedures and to be present at any hearing of their grievances.

It is the right of graduate students to have a voice in the determination of the school curriculum.

It is the right of the graduate students to have clarification of grading policies for each course.

The graduate students shall have access to their records and will have knowledge of policy regarding disclosure to any other persons or institutions.

Graduate students have the right to a safe school environment, and they have the responsibility to adhere to safety guidelines and policies established by Our Lady of the Lake College.

3.2 Graduate Student Complaint and Appeal Procedures

3.2.1 Graduate Student Complaints and/or Concerns Policy Statement

Our Lady of the Lake College is committed to providing an environment that is supportive of graduate student achievement. The Administrative Office, Academic Affairs, and Administrative and Support Services share responsibility in the provision of all programs and services. The procedures for academic grievance and for appeal rights are found in the *Graduate student Handbook*. In addition to these procedures, any graduate student who has a concern or complaint about institutional policies, procedures, or practice is encouraged to follow the Graduate student Complaint Procedure. In the event that a complaint or concern is presented which is more appropriately addressed by the procedures for Academic Grievance or Appeal Rights, the graduate student will be advised of the appropriate procedure.

In order to maintain confidentiality, documents pertaining to complaints or concerns will not be placed in a graduate student's general file. Such documents will be retained in separate files.

There will be no discrimination or retaliation as a result of a graduate student's exercise of his or her rights under this procedure.

Graduate student Complaint Procedure:

Our Lady of the Lake College encourages all members of the College community to resolve disputes informally through discussion among those individuals concerned with the issue. In the unusual case in which this process fails to bring about a satisfactory resolution and the graduate student wishes to pursue the matter further, he or she must submit a written and signed statement of complaint/concern to the Vice President of Administrative and Support Services.

In preparing a written statement of complaint or concern, the graduate student shall:

Identify the exact nature of the complaint or concern and provide the dates and locations of any specific incidents.

Identify the names of persons or witnesses who have knowledge of any specific incident leading to the complaint, if applicable; and

Submit any available written documentation or evidence that is relative to the complaint or concern, if applicable.

The Vice President of Administrative and Support Services will give consideration to all written submissions of complaint or concern and will determine the process for addressing the complaint, appropriate to the nature of the complaint/ concern.

The graduate student submitting the written statement of complaint/concern will receive written notification of action taken to address the complaint from the Vice President of Administrative and Support Services with copy sent to the office of the President of the College. In the event that the graduate student is dissatisfied with the method of resolution, the graduate student may submit a written statement of appeal to the President of the College within ten working days of receipt of the letter of notification. The President will review the appeal and determine final action.

3.2.2 Appeal Rights, Academic Dismissal, or Denial of Progression:

Students have due process rights, which ensure fairness in procedure. A student who has

been denied progression in a program or has been academically dismissed will be granted the following rights. In the event that denial of progression is due to a failing grade, the student must first address the issue of the final grade through the Final Grade Appeal Process. In the event that the final grade hearing results in program dismissal, this final grade appeal hearing serves as a dismissal hearing.

1. Notice: The student shall be informed in writing, by the Program Director, Dean and/or Registrar, of failure to meet course requirements in clinical or theory performance and the consequences of not meeting course requirements.

2. Petition: If the student wishes to challenge an academic dismissal or denial of progression, he or she must complete a Program Dismissal/Grade Appeal form and submit it to the appropriate Program Director/Chair. If the student is not satisfied with the results of the meeting with the Program Director/Chair, then he/she must submit the Program Dismissal/Grade Appeal form to the appropriate Dean. The Dean evaluates the appeal and gives the student his/her decision in writing. If the student decides to continue the appeal after receiving the Dean's decision, then the Dean of the appropriate school compiles a student appeal file. This file includes the written appeal form, letters, information submitted by the student, the course description and syllabus, course criteria for grading, student work submitted for evaluation, the grade distribution for the course, and the statement of the findings. The forms must be submitted to the Dean, two weeks following the last day to submit final grades to the Registrar.

3. Procedures: The Dean will notify the Graduate Council Policy Committee of the appeal and send the student appeal file to the chairman. The committee chairman will notify committee members when and where the file can be reviewed. The Graduate Council Policy Committee will schedule the hearing. The Dean will notify the student and the faculty member of the hearing date. The hearing committee will consist of the voting members of the Graduate Council Policy Committee with attendance of the student, student advisor, witnesses and invited consultants.

4. Hearing: The student shall have the opportunity to be heard. The student may bring one advisor to the hearing; however, the advisor shall not act as an advocate for the student or otherwise address the Graduate Council Policy Committee or its members. The Chairperson shall conduct the hearing process. The student, the advisor (if requested), and the individual initiating the charges (faculty or program director) shall be present during all phases of the hearing except during the Committee's deliberations. The hearing shall be conducted as follows:

The Chairperson shall read the written information pertaining to the program dismissal and any other documentation that may have been submitted.

The Chairperson shall inform the student of his/her rights.

The student's progress and college record will be reviewed.

Only those individuals who have knowledge relevant to the program dismissal shall be called to serve as witnesses and testify at the hearing.

The members of the Committee shall ask all questions, and may direct questions, pertinent to the issue, to the student and any other person present at the hearing.

The members of the Committee reserve the right to call or question any person.

The Chairperson has the discretion to exclude duplicative evidence or testimony and otherwise control the proceedings.

5. Written Decision: The Committee shall weigh the evidence presented during the hearing; however, formal rules of evidence shall not apply to the hearing. The hearing and all information obtained by the Hearing Committee shall be strictly confidential. Each voting member of the committee is entitled to one vote. The Chairperson is non-voting, except in the event of a tie vote. All decisions shall be by simple majority vote. The Committee shall deliberate to consider the evidence and its decision in private and report its recommendations to the Dean. A copy of the Committee report shall be sent to the Department Chair involved and the Vice-President for Academic Affairs within two days of the hearing. The Dean will notify the student in writing of the decision within 2 days of the receipt of the Committee recommendation. The Committee shall record the general minutes of the proceedings, excluding confidential information for the committee records. No report of the Committee findings will be maintained in Committee records, in order to maintain confidentiality.

6. Appeal: The student may appeal the decision to the Vice- President for Academic Affairs. The Vice President for Academic Affairs shall accept, reject or modify the recommendations of the Dean and the Graduate Council Policy Committee. The student may appeal the decision to the President of the College. Any appeal shall be submitted to the President of the College, in writing, within two working days (excluding weekends and holidays) of notification of the decision. The President or designee shall review all documentation and make a determination to sustain, modify, or set aside the Committee's decision. The President's decision will be communicated in writing to the student, and to the Vice President for Academic Affairs and the Chairperson, after receiving the student's written appeal. The decision of the President shall be final.

Pending Final Approval by the Graduate Council

3.2.3 Final Grade Appeal

A student who feels that he/she has an academic grievance associated with a final grade should first discuss the problem with the faculty member and/or the Program Director. If, following discussion with the faculty member, the student continues to believe that he/she has not been dealt with fairly, he/she may appeal in writing using the Dismissal/ Grade Appeal Form to the appropriate Dean. The student must submit to the Dean any graded course work that was returned to the student by the instructor or provide a copy of the work. The Dean evaluates the appeal and gives the student his/her decision in writing. If the student decides to continue the appeal after receiving the Dean's decisions, then the Dean compiles a student appeal file. This file includes the written appeal form, information submitted by the student, the course description and syllabus, course criteria for grading, student work submitted for evaluation, the grade distribution for the course, and the statement of the findings.

The procedure for final grade appeal follows:

1. Petition: If a student wishes to challenge a final grade, the student must submit a completed Program Dismissal/Grade Appeal form to Dean of the School, two weeks following the last day to submit final grades to the Registrar. In the event that an 'I' grade is involved, the written request must be received by the Dean of the School no later than noon of the "first day of classes", as published in the Academic Calendar, in the semester immediately following the assignment of the 'I' grade.
2. Procedures: The Dean will notify the Graduate Council Policy Committee of the appeal and send the student appeal file to the chairman. The committee chair will notify committee members when and where the file can be reviewed. The Graduate

Council Policy Committee will schedule the hearing. The Dean will notify the student, the Program Director and course coordinator/faculty member of the hearing date. The hearing committee will consist of the voting members of the Graduate Council Policy Committee with attendance of the student, student advisor, relevant faculty member and invited consultants. Copies of the appeal request and pertinent information will be sent to voting committee members prior to the hearing for review.

3. Hearing: The Chairperson shall conduct the hearing process. The student may bring one advisor to the hearing; however, the advisor shall not act as an advocate for the student or otherwise address the Graduate Council Policy Committee or its members. The student, the advisor (if requested), and the individual initiating the appeal shall be present during all phases of the hearing except during the Committee's deliberations. The hearing shall be conducted as follows:

3a. The Chairperson shall read the written information pertaining to the final grade and any other documentation that may have been submitted.

3b. The Chairperson shall inform the student of his/her rights.

3c. The student's specific grade appeal will be reviewed.

3d. Only those individuals who have knowledge relevant to the **grade appeal** shall be called to serve as witnesses and testify at the hearing. The student and/or faculty member have the right to appear individually before the Committee if they so desire.

3e. The members of the Committee shall ask all questions.

3f. The members of the Committee may inquire of the student and any other party present such additional information pertinent to the grade in question.

3g. The members of the Committee reserve the right to call or question any person. The Chairperson has the discretion to exclude duplicative evidence or testimony and otherwise control the proceedings.

4. Written Decision: The Committee shall weigh the evidence presented during the hearing; however, formal rules of evidence shall not apply to the hearing. The hearing and all information obtained by the Hearing Committee shall be strictly confidential. Each voting member of the committee is entitled to one vote. The Chairperson is non-voting, except in the event of a tie vote. All decisions shall be by simple majority vote. The Committee shall deliberate to consider the evidence and its decision in private and report its recommendations to the Vice President for Academic Affairs. A copy of the Committee report shall be sent to the Dean/Program Director involved within two days of the hearing. The Vice President for Academic Affairs shall accept, reject, or modify the recommendation and notify the student, and relevant faculty, in writing of the decision within 2 days of the receipt of the Committee recommendation. If the decision results in a change of grade, the faculty member will complete the appropriate form to notify the Registrar's Office. The Committee shall record the general minutes of the proceedings, excluding confidential information for the committee records. No report of the Committee findings will be maintained in Committee records, in order to maintain confidentiality. The decision of the Dean shall be final unless the student appeals to the Vice-President for Academic Affairs.

5. The student may appeal the decision to the Vice President for Academic Affairs. The Vice-President for Academic Affairs shall accept, reject or modify the recommendations of the Dean and the Graduate Council Policy Committee. The student may appeal the decision to the President of the College. Any appeal shall be submitted to the President of the College, in writing, within two school days (excluding weekends and holidays) of notification of the decision. The President or designee shall review all documentation and make a determination to sustain, modify, or set aside the Committee's decision. The President's decision will be communicated in writing to the student, and to the Vice President for Academic Affairs and the Chairperson, after receiving the Student's written appeal. The decision of the President shall be final.

6. The Committee members are not to be approached by the student or faculty member before, during or after the proceedings concerning the appeal.

Pending Final Approval by the Graduate Council

3.2.4 Academic Grievance Procedure

An academic grievance refers to any complaint of the graduate student relating to academic issues associated with course or classroom instruction. Graduate students who wish to appeal final grades or academic dismissal or denial of progression shall follow the procedures found in Section 1.13.2 and 1.13.3. In all other cases, the graduate student who feels that he or she has an academic grievance should first discuss the problem with the faculty member involved. If, following discussion with the faculty member, the graduate student continues to believe that he or she has not been dealt with fairly, he or she may discuss the grievance with the Program Director or dean in the relevant program or division. If the matter has not been resolved, the graduate student may discuss the matter with the Vice President for Academic Affairs. If the informal discussion of the subject is not satisfactory, a written statement of the grievance to the Vice President for Academic Affairs will be requested.

To prepare a written grievance, the graduate student shall:

1. Identify the exact nature of the grievance and provide dates and locations of relevant incidents.
2. Identify the names of the witnesses or persons who have personal knowledge relating to the grievance
3. Submit any available written documentation or evidence that is relative to the grievance.

The Vice President for Academic Affairs will consider the written grievance and then consult with the relevant Dean or Program Director and the faculty member. After all issues are taken into consideration, a decision will be rendered. The decision of the Vice President for Academic Affairs will be final.

3.2.5 Graduate Student Rights: Misconduct

This process is designed to provide the graduate student with the opportunity to present the circumstances and question the evidence that led to the belief that a regulation violation occurred. The opportunity is given to the graduate student before a decision is made about the violation.

The process for alleging misconduct begins with the receipt of a written report of the facts regarding the alleged violation. The written report is referred to the Disciplinary Officer, who is the Vice President for Administrative and Support Services or other person designated by the President.

The Disciplinary Officer will confer with the administrator for the program or service unit involved. They will review the written report and determine if there is evidence to support the alleged violation; if not, the action goes no further. If there is sufficient evidence of the alleged violation, the process continues to the next step.

The Disciplinary Officer will provide the graduate student with written notification of the alleged violation along with any written documentation that supports the violation. Within 24 hours (or 1 working day), the graduate student must respond in writing to the alleged violation and whether the graduate student agrees that a violation has occurred. Failure to respond in a timely manner will be interpreted as agreement that a violation

occurred.

If the graduate student agrees that a violation occurred, the following actions are taken:

The Disciplinary Officer determines the appropriate response or disciplinary sanction.

The Disciplinary Officer notifies the graduate student of the response. The preferred method of notification is a meeting scheduled with the graduate student by the Disciplinary Officer to receive disciplinary sanctions, guidance, or counseling. If a meeting is not possible, the graduate student will be notified of the response by return receipt mail at the graduate student's home of record. All disciplinary action is subject to the approval of the President of the College.

The matter will be referred to a Faculty-Graduate Student Hearing Committee.

The Disciplinary Officer will inform the graduate student of the option chosen and the process and procedure to be followed.

If the graduate student indicates that a regulation has not been violated, the Disciplinary Officer will refer the incident to a Faculty-Graduate Student Committee for a hearing.

The Disciplinary Officer will inform the graduate student of the process and procedure to be followed.

The graduate student will retain all College rights until the process and appeal are completed unless the President determines that the graduate student's presence is potentially dangerous to the health and safety of the College or clinical communities.

When matters are referred to the Hearing Committee, the Disciplinary Officer shall convene a hearing within three (3) school days (excluding weekends and holidays) of receipt of the written graduate student response. The Disciplinary Officer in charge will notify the graduate student of the date, time, and location of his or her hearing.

A graduate student who has been charged with violating a regulation governing the behavior of graduate students of Our Lady of the Lake College will be granted the following rights:

Notice:

The graduate student shall be informed in writing of the violation and inappropriate behavior in which the graduate student is suspected of involvement.

Procedure:

The graduate student shall be informed in writing of the hearing process.

Hearing:

The graduate student shall have the opportunity to be heard in person before a decision is made.

Evidence:

Upon request, the graduate student shall be provided with copies of any documentation regarding the alleged violation and the names of any witnesses expected to testify against the graduate student. The graduate student will be allowed to present evidence in his or her own behalf.

Witnesses:

The graduate student may present any witnesses desired as long as testimony is relevant.

Advisors:

Attorneys or any other spokesperson are not allowed to represent individuals at the proceedings; however, the graduate student may request a College faculty member or graduate student to attend the hearing in an advisory role.

Written Decision:

The graduate student is given a written description of the proceedings and may appeal the decision.

Procedure for Appointment of a Faculty-Graduate student Hearing Committee:

The Disciplinary Officer will appoint three faculty members and one graduate student who are not involved in the allegations.

The Committee will elect a non-voting Chairperson from among the three faculty members appointed to the Committee. The Disciplinary Officer will call and conduct the initial meeting until a Chairperson is elected.

The Committee will inform the Disciplinary Officer if legal counsel is desired or required.

The Hearing Process:

The Chairperson shall conduct the hearing process with all Committee members. The graduate student, the advisor (if requested), and the individual initiating the charges shall be present during all phases of the hearing except during the Committee's deliberations. The hearing shall be conducted as follows:

The Chairperson shall read the written information pertaining to the alleged violation and any other documentation that may have been submitted.

The Chairperson shall inform the graduate student of his or her rights.

Only those individuals who have knowledge relevant to the alleged violation shall be called to serve as witnesses and testify at the hearing.

The members of the Committee shall conduct the hearing and shall ask all questions.

The members of the Committee may inquire of the graduate student and any other party present any additional information pertinent to the alleged violation.

The members of the Committee reserve the right to call or question any person.

The Chairperson has the discretion to exclude duplicative evidence or testimony and otherwise control the proceedings.

The Committee shall weigh the evidence presented during the hearing; however, formal rules of evidence shall not apply to the hearing.

The hearing and all information obtained by the Hearing Committee shall be strictly confidential.

Each voting member of the Committee is entitled to one vote. The Chairperson is non-voting. All decisions shall be by simple majority vote.

The Committee shall deliberate to consider the evidence and its decision in private and report its recommendations to the Disciplinary Officer. The Disciplinary Officer shall accept, reject, or modify the recommendation and notify the graduate student in writing of the decision.

The graduate student may appeal the decision to the President of the College. Any appeal shall be submitted to the President of the College within two (2) school days (excluding weekends and holidays) of notification of the decision. The President or designee shall review all documentation and make a determination to sustain, modify, or set aside the Committee's decision. The President's decision will be communicated in writing to the graduate student and to the chairperson after receiving the graduate student's written appeal. The decision of the President shall be final.

The procedures associated with violation of academic integrity are found in "Regulations Governing Graduate student Behavior," "Sanctions for Violations of Regulations," and "Due Process for Misconduct" in *Our Lady of the Lake Graduate Student Handbook*.

3.3 Our Lady of the Lake College Graduate student E-Mail Policy and Guidelines

Policy Description:

E-mail should be used to facilitate communication in a responsible, efficient, ethical, and legal manner in accordance with the mission of Our Lady of the Lake College.

E-mail Overview and Guidelines for OLOLC Graduate students:

OLOLC e-mail is made available to its graduate students solely for the purpose of facilitating educational efforts in keeping with the role of OLOLC as an educational institution.

E-mail is meant for informal correspondence to facilitate coursework at OLOLC, including scholarly, scientific, and clinical communications. Group e-mails containing nonessential information are inappropriate and not acceptable, as are inappropriate language and offensive humor.

Confidential information should not be sent by e-mail.

E-mail attachments should not be opened from senders you do not know.

E-mail messages containing public record material should be printed out and filed. E-mail should not be used for official record-keeping purposes.

For security purposes, when graduate students leave the computer they are using, they should always logout of their accounts and close the browser window in order to prevent unauthorized account usage.

Note: Any questions about or problems with OLOLC graduate student e-mail should be sent to the e-mail administrator at e-mailadministrator@lolcollege.edu or you may call the automated "help desk" at 768-0807.

Tips for sending e-mail:

1. Be concise in your messages. One of the many luxuries of e-mail is its ability to answer a question or communicate a thought in a more quick and informal manner than a letter or a phone call. Keeping e-mails short helps make e-mail more productive. Attention may drift if e-mails are too long. Therefore, get your point across in the first couple of sentences, and always include a subject line.
2. If you receive a message that seems out of character for the sender, double-check before taking it seriously. E-mail does not show subtleties of voice or body language. If you ever receive a message

that makes you angry, do not under any circumstances respond immediately! Wait a while to cool off, and if possible, meet and talk face-to-face. Sending angry messages through e-mail is called “flaming” and is unacceptable in a professional setting.

3. Remember to facilitate user friendliness and complete the “subject” line with a clear and concise description of the message.
4. Refrain from using ALL CAPS in your message; a string of capital letters in your correspondence may be perceived as the online equivalent of shouting.
5. E-mail can be misdirected, even when you are careful. Do not put something in an e-mail message that you would not want read by everybody. And if you get someone else's message, let the sender know.
6. E-mail is easily forwarded to someone else. Although this is convenient, it is not always appropriate. If you are unsure, ask the sender before forwarding the message.
7. E-mail replies may go to more people than you realize. When replying to a message, be sure to look at the list of recipients.
8. E-mail can be junk mail. Each recipient gets to decide if a message is "junk," so avoid unnecessary proliferation of messages.
9. Don't send repeat messages. Sending the same message to the same recipient more than once can be perceived as pestering a person. It is courteous to give recipients a chance to respond to a previous message before re-sending the original message. Many people send and receive e-mail at regularly scheduled times of the day only. Sometimes the server may have problems receiving the message and sending it along. A good rule of thumb is to wait at least a day for a response before sending your message again.
10. While every effort is made to deliver e-mail reliably and quickly, the volume and the routing patterns sometimes cause delays or even lost mail. If you think your message may not have gotten through, it is a good idea to check.
11. Remember “the person” when you send e-mail and adhere to the same standards of behavior that you follow when interacting face-to-face.

3.4 Graduate Students with Disabilities

Our Lady of the Lake College complies with the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) to ensure equal opportunity for qualified individuals with disabilities. Our Lady of the Lake College makes reasonable accommodations and provides services to access and to give information. Emotional and medical disabilities that have been diagnosed for over one year may need a current evaluation due to the nature of the disease. Learning disabilities and attention deficit or attention deficit hyperactivity disorders that have been diagnosed for over three years may need a current evaluation due to the nature of the disorder.

3.4.1 Identification of Disabled Graduate students

Our Lady of the Lake College does not conduct pre-admission inquiries regarding disabilities, nor does it establish admission quotas or discriminate on the basis of a disability. Following admission to the College, graduate students diagnosed as disabled are requested to complete a form to self-identify at the time of registration.

The completion of the self-identification form is done through the Counseling Services Office. Graduate students with disabilities should contact the Director of the Counseling

Services Office at 768-1713 to arrange for an appointment. The Director will conduct an interview to make sure that proper documentation is in place and to begin the procedure for securing the appropriate accommodations. The Director can also provide the necessary referrals to the appropriate professionals, i.e. physician/psychologist, to begin the assessments needed for proper documentation of the disability. The Counseling Services Office is located at 7434 Perkins Road. There is also a separate handbook called *Graduate students with Disabilities*.

3.5 Security

3.5.1 Campus Security*

* Please refer to the *Campus Safety and Security Booklet* for additional information regarding safety and security on campus.

Campus security is provided by OLOL Regional Medical Center through the use of a uniformed guard service. Security guards maintain physical security and safety through vigilance and management of external and internal rounds as stipulated by the OLOL Director of Security. The OLOL Security Department is staffed twenty-four (24) hours a day to provide immediate availability for emergency response.

The OLOL College buildings are equipped with alarm systems. Lighted parking lots are provided for graduate students should they enter/exit the building during the evening hours. The guards will provide security escort service (225-765-8825) and courtesy patrol in the parking areas.

Should graduate students note any unusual situations related to safety or security, they are encouraged to call security services at (225) 765-8825 and notify College administration.

As necessary, the OLOL Security Department will assist College personnel in contacts with outside police agencies.

The ultimate responsibility for personal safety rests with each graduate student. Each graduate student should be aware of potential risks to safety. The graduate student is encouraged to take precautions to reduce risks to safety:

1. Walk with friends in lighted areas.
2. Know building evacuation procedures in case of emergency.
2. Know how to contact security department or local authorities.
4. Take reasonable actions to protect self and property.

3.5.2 Security Escort Service

The OLOLRMC security guards will provide escort service upon request and courtesy patrol in parking areas; for either service, call 768-8825. Due to the nature of our growing campus with an increase in the number of graduate students and classes, the fact that graduate students and staff occupy six buildings on different streets, and that the escort service is also available to the OLOLRMC staff and visitors, an escort may not be available in a timely manner. It is therefore strongly recommended that graduate students use a buddy system to escort each other while on campus.

Graduate students are encouraged to meet each other before and after classes so that they may travel in groups. For example, a small graduate student group could leave class and walk

together to the nearest graduate student's car and that graduate student could drive the others to their cars. For more suggestions on developing a buddy system, contact the Office of Health and Safety at 768-1755.

3.5.3 Parking

Everyone who parks on campus must have a College issued parking tag. The hangtag must be displayed on the rear view mirror of the vehicle. There are designated parking areas for faculty, staff and graduate students. There are no reserved parking spaces on campus for faculty and staff.

Parking maps are available from the receptionist in the Administration Building as well as in the center of the Campus Safety and Security Booklet. Do not park in fire lanes or loading zones or block dumpsters. Parking along the servitude is a safety hazard. Parking in the hospital or clinic lots prevents patients and visitors from parking and this is clearly not acceptable.

To prevent unauthorized vehicles from using campus-parking areas, security officers will enforce the parking regulations. Security officers will give one warning to vehicles parked "legally" but without College parking tags; subsequent violations will result in the vehicle being booted. Vehicles in violation of campus parking regulations are subject to booting on a first time offense. There is a fine charged to remove the boot...not to mention the inconvenience waiting for the boot to be removed. The fine for first offense is \$10, second offense is \$20 and each offense thereafter is \$50.

3.5.3.1 Parking Tags

The College issues graduate student-parking tags during new graduate student orientation. After orientation, graduate student-parking tags are available from the receptionist in the Administration Building. Faculty and staff parking tags are issued during new hire orientation. After orientation, faculty and staff parking tags are available from the secretary for the Vice President of Administrative and Support Services. Temporary parking tags are available from the receptionist at each building for guests and visitors. The hangtag must be displayed on the rear view mirror of your vehicle.

3.5.3.2 Temporary Parking

Temporary parking permits are available for visitors to the campus. The receptionist in each building issues the temporary tags. The temporary tag must clearly indicate the expiration date for the authorized parking period.

3.5.3.3 Handicap Parking

Handicap parking is available at each campus building and is reserved for use by properly authorized and identified vehicles. A state issued permanent handicap license plate or a state issued temporary handicap hangtag is required to use handicap parking spaces.

Applications for handicapped license plates can be made at any Motor Vehicle or Public Tag Agent office. Each initial application must be accompanied by a currently dated medical examiner's statement (DPSMV 1966 form from your physician) certifying that the applicant is mobility impaired.

Unauthorized vehicles parked in a handicap space are not only subject to booting by campus security but also subject to ticketing by city police. This policy will be

strictly enforced.

3.6 Our Lady of the Lake St. Francis Fund
See Section II

3.7 College Functions

The following are considered to be official College functions:

3.7.1 Awards Ceremony

Held at the end of a program of study. Graduation awards and school pins will be presented to candidates for graduation.

3.7.2 Commencement

Held at the end of the spring and fall semesters. Degrees will be conferred and diplomas/certificates will be presented to candidates for graduation.

3.8 Establishing a New Graduate Student Organization/Club

Procedure: Graduate students who desire to form a new College graduate student organization/club must request approval from and submit the following documents to the Graduate Council:

Official name of organization
Purpose
Requirements for membership

Upon receiving initial authorization from the Graduate Council, the graduate students will be requested to submit a draft of the proposed bylaws. The Graduate Council will recommend approval to the Vice President for Academic Affairs. The graduate students may appeal the decision to the College President.

Secretarial services for graduate student organizations must be provided from within the organization.

SECTION IV – Academics

4.1 Academic Practices

4.1.1 Graduate Degree Credit

Graduate degree credit is earned for the grades of A, B and a maximum of six hours of Cs. Graduate degree credit is not granted for the grades of D, F, I, WS or WU.

4.1.2 Cumulative Grade Point Average

- A = 4 quality points per semester hour
- B = 3 quality points per semester hour
- C = 2 quality points per semester hour
- D = 1 quality point per semester hour
- F = 0 quality points per semester hour

According to the December 2002 FERPA Bulletin, the Family Policy Compliance Office (FPCO) ruling: posting of grades: *No portion of a graduate student's social security number may be used for posting grades.* At the end of each semester, the program faculty member responsible for the course will report final grades for all graduate students enrolled in the course.

4.1.3 "I" grade policy

An incomplete or "I" may be submitted at the end of the semester for a course in which the student can achieve satisfactory progress. However, because of circumstances beyond his or her control, the student has failed to complete the course requirements on or before the last day to submit final grades for the semester. In such cases, the student must have at least a grade of "C" in the course and 80% attendance (excused or unexcused) up to the deadline for course withdrawal. Students, who are not able to attend classes before this deadline are not eligible for "I" grades. These students must withdraw or resign from the course.

The instructor or the student may initiate the request to receive an "I" grade. The instructor or student must contact the Office of the Registrar to obtain a request for an "I" Grade form. The form must be completed and signed by the student and approved and signed by the instructor.

The form will contain the graduate student's reasons for requesting an "I", the instructor's explicit outline for resolving the "I", and the deadline by which the "I" grade must be resolved. An "I" grade, which has not been resolved by the first day of class of the next semester (including summer and whether or not the graduate student intends to enroll) will be changed automatically to an "F".

The form must then be approved, by signature, by the Director of the academic program in which the graduate student is enrolled. The form must then be submitted to the Office of Admissions and Records.

In extraordinary cases the Vice President for Academic Affairs, may authorize an extension of time for resolving the grade to be allowed. Such authorization must be approved by signature, on the *Request for an "I" Grade Form*. When the "I" grade has been resolved, the instructor will notify the Office of Admissions and Records to make the necessary grade change.

4.1.4 Withdrawal from Courses

A graduate student who officially withdraws from a course will receive a "WS" (Withdrew – Satisfactory Progress) or a "WU" (Withdrew – Unsatisfactory Progress) up to and including the last day to withdraw as published in the Academic Calendar. A graduate student who

discontinues a class or leaves school without following the official procedures for withdrawal or resignation is subject to receiving a grade of “F” posted on his/her record for each course in question and/or denial of permission to re-enter the graduate courses or program.

Automatic Withdrawal

At graduate student who fails to attend class or participate in course activities within the first four weeks of the semester will be automatically withdrawn from the course by the Registrar. The course instructor will notify the Registrar’s Office by the end of the fourth week, and the Registrar will notify the student in writing that he/she has been dropped from the course.

4.1.5 Academic Status

4.1.5.1 Gooding standing

A graduate student achieves the good standing status when his/her OLOLC overall GPA is 3.0 in all graduate courses and has a semester average of 3.0.

4.1.5.2 Probation

A graduate student is placed on probation when his/her OLOLC overall GPA is below 3.0 and/or his/her semester GPA falls below 3.0.

4.1.5.3 Suspension

A graduate student is suspended when he/she is on probation in the previous semester and does not improve the overall or semester GPA or when his/her OLOLC overall GPA is below a 2.75.

4.1.5.4 Dismissal

A graduate student is dismissed when he/she was previously suspended from a graduate program, returns and is unable to achieve an OLOLC overall GPA and semester GPA of 3.0.

Students who have been dropped from a graduate program are ineligible to continue in the graduate courses and may not reapply as a non matriculating graduate student.

4.1.6 Resignation from the College

Resignation from the College is the “withdrawal from or discontinuation of all courses in which the graduate student is enrolled.” To resign officially from the College a graduate student must obtain a *Resignation* form that must be completed by the graduate student and signed by designated officials of the College. A graduate student who discontinues a class or leaves school without following the official procedures is subject to receiving a grade of “F” posted on his/her record for each course in question and/or denial of permission to re-enter the College.

4.1.7 Requirements for Graduation from a Graduate Program

1. Continuously enrolled in the graduate program.
2. Have a 3.0 overall OLOLC GPA in all graduate courses.
3. A maximum of six credit hours of “Cs” can be counted for the degree.
4. Complete all academic and clinical requirements of the graduate program.
5. Clearance of all indebtedness to the College including the return of all borrowed materials from the Learning Resources Center.

4.1.8 Allocation of Credit Hours

OLOLC College courses are allocated credit hours based on the following formula:

Semester hours:

One theory hour per week x 15 weeks = 1 Cr. Hr.

Clinical/Lab Practicum hours per week - 3contact hrs\wk x 15 weeks = 45 contact hours or 1 Cr. Hr.

4.1.9 Course Information

Each course plan and unit outline is to be submitted to the appropriate administrative faculty prior to the start of the course. All faculty members should place their course information and syllabi on Blackboard prior to the first day of class.

Course Record: A permanent record is to be kept for each course. When using the grade book function of Blackboard, grades must be downloaded to Excel prior to the end of the semester. (After the semester is complete all of the grade information is deleted from Blackboard.) Faculty member involved in the course must keep it up-to-date. The names, attendance records, and grades of graduate students shall be recorded on the spreadsheet in such a self-explanatory manner that a third person should be able to interpret the records and understand exactly how the final grade was determined. If a faculty member is part time, adjunct or not returning, then computer grade records should be given to the Dean or Program Director at the end of the semester. At any given time the Dean/Program Directors must be able to obtain a class record book from the past two years.

Class Meetings: Classes are to be met and dismissed on time. For every clock hour, graduate students should be allowed a ten minute break. For longer class periods, faculty should allow sufficient break time. Any change in class time or location must be requested through the administrative offices and made on the master classroom schedule.

Unsatisfactory Clinical Performance: If an unsatisfactory clinical performance form is completed on a graduate student, it will be maintained by the program director until the time of the graduate student's graduation.

Laboratory Policies: Those courses, which incorporate the teaching of invasive skills in the laboratory, will provide mannequins/models for graduate student practice. No graduate student will be required to serve as a live model for practice of these invasive skills. In the event a graduate student wishes to participate in live model practice, they must sign the **GRADUATE STUDENT RELEASE TO PERFORM INVASIVE PROCEDURES DURING LABORATORY PRACTICE.**

Clinical Policies: No graduate student will be allowed to participate in the clinical component of the nursing or Health Sciences course without documentation that they meet the identified health (immunizations) and CPR certification requirements, and specific agency requirements (fire and safety videos, CIS, etc.).

4.1.10 Course Examinations

Each faculty member is responsible for constructing and administering examinations. Policies relating to administration of examinations are established by faculty teaching the course and identified in the course syllabus. Faculty members must keep course examinations on file for one semester and final examinations at least one year (i.e., one keyed exam and each graduate student's answer sheet). The final exam schedule is published by the Registrar upon approval of the Vice President for Academic Affairs.

Requirements to be Enrolled When Taking a Final Examination:

All students pursuing graduate degrees must be enrolled in a minimum of three credit hours (thesis, clinical or didactic coursework) during the Fall or Spring semester in which they take

their final oral and/or written examination, and in which they receive their degree

4.1.11 Reporting of Grades

A mid-term status is to be reported at the 7th week of the regular semester and at the 3rd week of the 8-week summer term.

Final grades are to be reported to the Office of Admissions and Records by the deadline stated in the Working Academic Calendar for each semester.

The Office of Admissions and Records reports graduate student academic status to the Vice President for Academic Affairs after grades are reported.

4.1.11.1 Mid-Term Warning System

The Mid-Term Warning System is intended to serve as a catalyst for intrusive and intensive assessment, advising, and counseling for the graduate student who is not demonstrating satisfactory academic progress at mid-term. All graduate students are mailed Mid-Term Progress Reports from the Office of Admissions and Records.

Mid-term Progress is reported as “S” for progressing Satisfactorily and “U” for unsatisfactory progress for each course in which the graduate student is currently enrolled.

If a “U” is reported, the progress report will indicate why -- for example, grades, attendance issues, clinical performance, etc.

The Mid-Term Progress Report will indicate appropriate action to be taken by the graduate student -- i.e. see advisor, counselor, course faculty, etc.

Mid-Term Progress is reported at the 7th week of the regular semester and at the 3rd week of the 8-week summer term. Course faculty will determine the appropriate means to communicate progress or non-progress during condensed summer courses.

Faculty must record Mid-Term Progress for each graduate student by the *Last Day to Report Mid-Term Progress* as found on the “Working Academic Calendar” published by the Registrar upon approval of the Vice President for Academic Affairs.

4.1.12 Grade Change Policy

If an instructor finds that it is necessary to change a graduate student’s grade, the grade change must be made before the first day of class of the next semester (including summer). Grades cannot be changed after this date. In the case of extraordinary circumstances, the instructor may submit a written deadline extension request to the Vice President for Academic Affairs.

*Approved by the Faculty Senate, December 11, 2002
Approved by the President’s Council, January 16, 2003*

4.1.13 Auditing a Course

A graduate student who is enrolled in a graduate program can audit a course. However,

he/she must obtain written consent of the Vice President for Academic Affairs, and the instructor, or Dean/Program Director, Auditors will not receive credit for courses audited, nor will they be permitted to take advanced-standing examinations on such work, without permission of the Vice President for Academic Affairs. Tuition and fees for auditing a course are the same as for regular enrollment. A grade of "AU" will be posted to the graduate student's academic record at the completion of the semester. Courses previously audited may be taken later for credit.

Change in registration from audit to credit (add) may take place no later than the last date to add. Change in registration from credit to audit (drop) may take place no later than the last date to drop without receiving a grade of "W". These dates are published in the Academic Calendar. An enrolled graduate student who has been formally admitted to the College or any of its programs (if applicable) may change from audit to credit or credit to audit with permission of the instructor of the course and the graduate student's academic advisor. A graduate student who has never been formally admitted to the College and who initially enrolls for audit may change to credit if they are admissible to the College and applicable programs and with permission of the instructor of the course and the graduate student's academic advisor.

Auditors may utilize the Learning Resource Center, receive course handouts and, at the discretion of the instructor, may participate in class discussion and testing and may be allowed to observe and participate in the laboratory setting. Auditors may not participate in the clinical component of a course.

4.1.14 Academic Honesty/Dishonesty

College faculty and graduate students are expected to apply the principle of academic honesty by consistently displaying honesty and forthrightness in their academic endeavors. Academic dishonesty is a clear violation of academic integrity and implies conscious deception on the part of the individual performing the dishonest act. (See *Graduate Student Handbook* for complete academic honesty/dishonesty statement.)

4.2 Tutoring

No employee may tutor any graduate student within the College for direct compensation from the graduate student.

4.3 Guidelines for Faculty Advisors to Graduate Student Organizations

Our Lady of the Lake College follows a policy whereby authorized graduate student activity groups have a faculty advisor.

4.3.1 Selection of the Advisor

Advisors are selected by graduate student organizations of the Graduate Student Senate Association as specified with the bylaws of the organization. Selected advisors may either accept or decline the position, based upon current workload and faculty responsibilities.

4.3.2 Duties of the Advisor

- A. To become thoroughly familiar with the activity group he/she advises;
- B. To provide faculty representation for meetings and functions of the group;
- C. To guide the group in maintaining standards worthy of the mission and purpose of Our Lady of the Lake College;
- D. To ensure that the regulations of the College are upheld, including rules involving academic and graduate student behavior;

E. To serve as a liaison between the graduate student group and Our Lady of the Lake College administration;

G. To submit a written annual evaluation report of the organization's activities to the Graduate Council;

H. To promote graduate student development of leadership and group decision-making skills.

4.3.3 Documentation of Community Activities

Activities in which faculty and/or graduate students provide a community service may be documented on the Community Activity Profile Form and filed in the Office of the Vice President for Academic Affairs.

*Approved by Executive Committee 5/12/93.
Approved as revised by Executive Committee 5/8/98.*

SECTION V – Resources

5.1 Instructional, Administrative and Support Services

5.1.1 Learning Resources Center

The Learning Resources Center encompasses the library and two computer labs, St. Dymphna and St. Benedict. The library is located at 7434 Perkins Road. St. Dymphna is located in the Arts and Sciences Building and St. Benedict in the Allied Health Building. The library provides access to print materials as well as an array of complementary services, all based on a collection of monographs and periodicals. Currently, the library houses 12,000 monographic volumes and subscribes to 150 periodicals. Also, to enhance instruction, the library contains over 850 videocassettes.

St. Dymphna and St. Benedict are equipped with a total of 40 computers for graduate student use. Resident on each computer are all Microsoft applications as well as applications related to each health science field offered by Our Lady of the Lake College. The holdings are designed to enhance and reinforce classroom instruction.

5.1.2 Purpose Statement

The Learning Resources Center of Our Lady of the Lake College supports the mission of the College and the Franciscan Missionaries of Our Lady with a dedication to service excellence. Through a dynamic, innovative, and multi-media approach, the Learning Resources Center supports the curricular, informational, and research needs of the Our Lady of the Lake College community in meeting all personal, academic, and professional goals while fostering life-long learning. For this purpose, the Learning Resources Center collects, maintains, and organizes current information in various formats to insure efficient access to information.

5.1.3 Hours

The hours listed below are hours of operation during regular fall and spring semesters, and all graduate students are asked to sign-in upon entering. During the summer and between semesters, these hours are subject to change. Also, when class is not in session, the LRC follows a regular office hour schedule (see below).

Regular Semester Hours

Monday - Thursday	7:30 AM - 8:00 PM
Friday	7:30 AM - 4:30 PM
Saturday	10:00AM-3:00 PM (<i>subject to change</i>)
Sunday	1:00 PM - 5:00 PM (<i>subject to change</i>)

Regular Office Hours (When classes are not being held)

Monday - Friday 7:30 AM - 4:30 PM

5.1.4 Circulation

All graduate students of Our Lady of the Lake College can borrow designated materials from the Learning Resource Center (LRC). Graduate students must present an OLOL College ID in order to checkout materials from the LRC. However, journals, equipment, and non-print materials do not circulate. Four items from circulating materials may be checked out at one time.

The standard loan period is one month. A fine of \$0.20 per day per item is charged for all overdue materials. Materials overdue for more than 30 days are considered lost and the borrower will be assessed a fine of \$20.00 per item overdue. In addition to this fine, if the materials are not returned, the patron will be charged the replacement value of the book. Borrowing privileges will

be suspended for individuals failing to respond to an overdue notice and/or having unpaid fines.

The Office of the Registrar will be notified and all grades and transcripts held until fines are cleared.

5.1.4.1 Interlibrary Loan / Document Delivery

Interlibrary loan (ILL) service is offered to all graduate students at OLOL College for materials needed for research that are not owned by the library. ILL service is provided on a cost recovery basis. Items, which the library is able to obtain on a "no-charge" basis, are free to graduate students. When other libraries/institutions charge a fee, graduate students are responsible for the cost of document delivery. The cost for ILL when charges are involved ranges from \$8.00 - \$16.00. Graduate students are limited to four (4) requests per semester. Fax service for ILLs is available, but graduate students are responsible for the fees that the supplying institutions and libraries charge for that service.

Requests must adhere to U.S. Copyright Laws. The Our Lady of the Lake library can order only five (5) articles per year from a single journal title according to copyright law.

5.1.4.2 Reserved Materials

Materials that are required for course work can be placed on reserve by the individual professor. These items are available for in-house use only and do not circulate.

5.1.5 Electronic Information Access

As a member of the Louisiana Library Network, Our Lady of the Lake College LRC has access to twelve bibliographic databases and six full-text databases provided by the Louisiana Online University Information System (LOUIS) via the Internet. In addition, Our Lady of the Lake College graduate students has access to the Internet.

5.1.6 Copyright

All software is protected by copyright laws and cannot be copied without the owner's permission. Users of the LRC are prohibited from copying any software.

The Copyright Act of 1976 protects print materials. However, under section 107 of title 17 of the United States Code, a single copy made for teaching, scholarship, or research is permitted as "fair use."

5.1.7 Audiovisual Materials

Graduate students are asked to sign-in upon entering the Media Center prior to utilizing media or equipment.

Graduate students wishing to use diskettes, slides, or anatomical models will be required to surrender their I.D. cards or driver's licenses before being allowed use of these materials.

All materials should be returned to the circulation desk prior to leaving the LRC.

Graduate students may not check out equipment and non-print media.

Graduate students are asked to rewind audiocassette and videocassette tapes after use.

Equipment and materials are available on first-come basis. However, appointments can be made

for use of materials and equipment.

To be assured of equipment and/or materials for a specific time, graduate students should sign up for use at least one day in advance.

If the assigned graduate student does not show up within ten (10) minutes of requested time, the media and/or equipment signed for will be released.

Graduate students are allowed the use of equipment and materials for one (1) hour if other graduate students are waiting to use the equipment and/or materials. If no one is waiting, the graduate student is allowed as much time as needed.

Media Center personnel will assist graduate students in the use of the computer.

SECTION VI – Policies

6.1 Non-Discriminatory Policy

Our Lady of the Lake College assures equal opportunity for all qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, pregnancy status, or military status in the admission to, participation in, or employment of its programs and activities.

If a graduate student believes that he or she has been discriminated against on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, pregnancy status, or military status, that graduate student should report the matter to the Vice President of Administrative and Support Services, who will seek to assist the graduate student with the resolution of the complaint as described in the complaint procedure.

Our Lady of the Lake College will make reasonable special services and accommodations for graduate students with learning, emotional, or physical disabilities. Graduate students wishing to self-identify may complete the Special Needs Assessment Form, which is available from the office of the Dean of Student Services.

Revised: August 2, 2004

6.2 Sexual Harassment Policy

Sexual threats, inappropriate comments, or physical touches of a sexual nature are clear examples of sexually harassing actions and are not permitted by Our Lady of the Lake College.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance. Sexual harassment of graduate students can be a form of discrimination prohibited by Title IX. The following types of conduct constitute sexual harassment:

Quid Pro Quo Harassment: A school employee bases an educational decision on a graduate student's submission to unwelcome sexual advances, requests for sexual favors, or other physical conduct of a sexual nature. Quid pro quo harassment is unlawful whether the graduate student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

Hostile Environment Sexual Harassment:

Sexually harassing conduct can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by an employee, another graduate student, or a third party. This conduct would be sufficiently severe, persistent, or pervasive enough to create a hostile or abusive educational environment or to limit a graduate student's ability to participate in or benefit from an educational program or activity.

The Vice President of Administrative and Support Services of the College is the Title IX coordinator who shall ensure that sexually harassing behavior will be dealt with immediately and in full accordance with established disciplinary procedures. In the event of an incident that appears to constitute sexual harassment, a complaint is filed directly to the Vice President of Administrative and Support Services. A faculty member, staff member, or fellow graduate student may also file a complaint on behalf of a graduate student who has experienced possible harassment. If the Vice President of Administrative and Support Services is unavailable or inappropriate to contact, the written complaint may be submitted to the President.

President	Vice President Administrative and Support Services
7434 Perkins Road	7434 Perkins Road
Baton Rouge, Louisiana 70808	Baton Rouge, Louisiana 70808
225-768-1710	225-768-1728

The procedures for preparing and submitting a complaint are found in Section 1.12 of this handbook

6.3 Release of Graduate student Information

Our Lady of the Lake College is in compliance with the Family Rights and Privacy Act of 1974 (P.L. 93-380) as amended by the P.L. 95-568. Only persons who have a legal right in accordance with the law to access this information will be allowed to review such records. Such records are accessible to certain authorized College and administrative personnel who may require review and utilization of such records for educational purposes. The graduate student may request in writing the opportunity to review the material or to have transcripts sent to other educational institutions in accordance with regulations governing graduate students' records.

6.3.1 Access to and Review of Graduate Student Records

The Family Educational Rights and Privacy Act (FERPA) affords graduate students certain rights with respect to their educational records:

- The right for graduate students to inspect and review their education records within 45 days of the day the College receives a request for access. Graduate students should submit to the Office of the Registrar and to the director of Admissions written requests that identify the records that they wish to inspect. The College official will make arrangements for access and will notify the graduate student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the graduate student of the correct official to whom the request should be addressed.
- The right of graduate students to request the amendment of their education records that they believe is inaccurate or misleading. A graduate student may ask the College to amend a record that he or she believes is inaccurate or misleading. The graduate student should write the College official responsible for the record, clearly identify the part of the record that the graduate student wants changed, and specify why it is inaccurate or misleading.
- If the College decides not to amend the record as requested by a graduate student, the College will notify the graduate student of the decision and advise the graduate student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the graduate student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the graduate student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
- A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or security or law enforcement

personnel); a person serving on the Board of Trustees; or a graduate student serving on an official committee, such as a Disciplinary or Grievance Committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The College may also disclose records to officials of licensure/certification agencies. Upon request, the College discloses education records without consent to officials of another school in which a graduate student seeks or intends to enroll.
- Graduate students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Our Lady of the Lake College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

FAMILY POLICY COMPLIANCE OFFICE
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

- The College may release directory-type information for full-time and part-time status graduate students: name, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities, awards received, degrees awarded, and the most recent previous educational agency or institution attended. On occasion photographs of non-identified graduate students are placed on the College Web site in conjunction with a College function.

Graduate students who do not wish this information to be released must notify the Office of the Registrar in writing.

Records may be accessed in the Office of the Registrar located in the Administrative Building at 7434 Perkins Road, 225-768-1719.

Revised August 2, 2004

6.4 Computer Use Policy

As users of College computer facilities, all graduate students agree to abide by the following provisions:

Graduate students agree to abide by any patent or copyright restrictions that may relate to the use of computer facilities, products, programs, or documentation. Graduate students agree not to copy, disclose, modify, or transfer computer programs/applications that they did not create, without the expressed consent of the original author. The graduate students agree not to use any College equipment or software to violate the terms of any software license agreement, or any applicable local, state, or federal laws. The graduate students further agree not to tamper with or in any way modify the equipment to which the College provides access.

Graduate students agree not to use College equipment or software for any form of private financial gain.

Graduate students agree to carefully and responsibly use any computer devices made available to them and to recognize that they assume full responsibility for any loss, damage, or destruction of such devices caused by their negligence, misuse, abuse, or carelessness. Any problems should be reported immediately to the Coordinator of Administrative and Academic Computing.

Users are prohibited from installing, storing, or using unlicensed software on College computers. Transmission of such software over either the OLOLC or OLOLRMC network is prohibited.

Graduate students agree not to take any actions that constitute inappropriate behavior. The following list provides specific examples of inappropriate behavior but is not intended to enumerate all possible instances:

- Intentionally infecting the network server or other computers with a virus.
- Sending harassing messages to other computer users either at Our Lady of the Lake College or through external networks.
- Using inappropriate or abusive language to other users, graduate students, faculty, or staff.
- Engaging in any behavior that causes distractions to other users (e.g. radios, loud conversations, shouting, etc.).
- Obtaining additional resources not authorized to an individual user.
- Depriving other users of authorized resources.
- Acquiring access to unauthorized systems.
- Utilizing another user's account and password.

If a graduate student becomes aware of any attempt to violate any portion of this agreement, he or she agrees to report the attempt to the Coordinator of Administrative and Academic Computing.

Graduate students understand that violation of this agreement will result in punitive action. Any decision made in regard to a violation may be appealed through channels as outlined in this handbook.

This agreement will remain in force as long as graduate students have access to Our Lady of the Lake College computer facilities, equipment, or services. The College may add rules, regulations, or guidelines relating to computer usage. Such additions will be posted on the OLOLC website and prominently on bulletin boards in the public computer-use areas. Graduate students agree to either abide by such additional requirements or to inform the Coordinator of Administrative and Academic Computing that such additions are unacceptable to them.

By using the computer accounts, equipment, or facilities provided to them, graduate students acknowledge and agree with the policies and procedures hereof.

(Revised February 22, 2006)

6.5 Our Lady of the Lake College Graduate Student E-Mail Policy and Guidelines See the Graduate Student Life Section.

6.6 Graduate Student Right to Know and Campus Security Act

The Graduate Student Right-to-Know and Campus Security Act (Public Law 101-542) requires institutions receiving Title IV graduate student aid assistance to prepare and distribute by September 1 of each year an annual campus security report which sets forth its policies on crime prevention issues and sex offense policies. The security report also gives statistics on the number of specified crimes and the number of arrests for liquor law violations, drug abuse violations, and weapons possessions that have occurred on campus and have been reported to local police agencies or campus security authorities. The report must be distributed to all current graduate students, employees and--upon request-- to applicants for enrollment or employment.

Our Lady of the Lake College, in compliance with the federal Graduate Student Right- to-Know and Campus Security Act of 1990, has published this information to provide its graduate students and employees with an overview of the College's security resources, policies, and procedures.

The Campus Safety and Security Booklet is published each August by OLOLC and includes Campus

safety policies and procedures, as well as the annual security report, including documentation of campus crimes for the preceding three calendar years. The offenses for which the statistics are reported are defined in accordance with the FBI's Uniform Crime Reporting (UCR) Program. Crime statistics for post-secondary schools can also be found on the U.S. Department of Education website (<http://ope.ed.gov/security/Search.asp>). Information on sex offenders registered with the Louisiana State Police can be found through the sex offender and child predator registry website (<http://www.lasocpr.lsp.org>). Links to these websites are available on the College website.

6.7 Graduate Student Complaint and Appeal Procedures

See the Graduate student Life section

6.8 Emergency Closure Plan

The purpose of the Emergency Closure Plan is to outline procedures to be followed in the event of a situation that threatens the well being of graduate student's faculty and staff, or the community at large. All decisions shall be made with a priority for human safety.

The President of the College or the appropriate administrative officer will determine whether the situation requires that classes be canceled or that graduate students, faculty and staff will be dismissed. If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented.

Following an administrative decision the following procedures will be followed:

1. The lines of communication as determined by the Administrative and Organizational chart will be followed to communicate the decision. The Disaster Plan Notification Tree operationalizes this plan and is published and distributed in January and August of each year to all faculty, staff, and administration.
2. All faculty should set up a call notification plan within the classes they teach as a means of graduate student notification.

Graduate students, faculty, and staff are not expected to endanger their safety in order to attend class or work. Every effort will be made to broadcast decisions pertaining to college closure via radio and television announcements. The President or his designee will delegate responsibility to notify radio and television broadcast systems of the status of College operations.

In the event of unscheduled school closure due to adverse environmental conditions or graduate student safety issues, the following measures will be instituted:

College administration will make an effort to notify the public via notice through all local and regional media sources (school e-mail, television, radio, web page and newspaper) at the earliest time reasonably possible. The person notifying the media will request that the college's name (Our Lady of the Lake College) be correctly stated in the broadcasts. The status of school closure will be revised by administration by the same means every evening no later than 8:00 p.m. for the following day when possible. The person notifying the media will request that the College's name (Our Lady of the Lake College) be correctly stated in the broadcasts.